

C. FUNCTIONS DELEGATED TO OFFICERS

Head of Licensing and Business Improvement

Licensing and Registration

1. To object to gaming licence applications. Council

2. Generally to take action and operate all legislative and administrative procedures in relation to the licensing and registration of premises. Specifically, but not exclusively, to: Council
 - (a) grant unopposed licences, renewals, transfers and variations, special treatment, sex and sex encounter, exhibition applications and near beer licences including the addition or variation of any conditions in relation to licensing fees;
 - (b) grant consent for pop concerts under the provision of the Council's standard conditions for places of public entertainment;
 - (c) issue a permit, consent, approve, register, inspect or licence premises or persons in respect of the following:

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- i. animal boarding
 - ii. animal trainers and exhibitors
 - iii. booking offices
 - iv. breeding of dogs
 - v. dangerous wild animals
 - vi. dealers in game and the killing and selling of game
 - vii. pet shops
 - viii. pools promoters
 - ix. premises with amusement machines
 - x. premises where amusements with prizes are provided
 - xi. public exhibitions
 - xii. riding establishments
 - xiii. zoos
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- (d) determine the level of licensing fees retained where an application is withdrawn;
 - (e) classify films which have not been classified by the British Board of Film Classification;
 - (f) determine applications for loading and unloading at large shops before 9 am on Sundays.
 - (g) To discharge all licensing functions and such other matters an officer is empowered to discharge under the Licensing Act 2003, or any Regulations issued in relation to that Act and any statute or regulations amending, consolidating or replacing them. Specifically but not exclusively to:-

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- i Determine applications for the grant and renewal of personal licences where no objections have been made;
- ii Determine applications for the grant, variation or conversion of premises licences, club premises certificates, provisional statements, or variations where no relevant representations are made;
- iii Determine applications to vary designated premises supervisor where no objection has been made;
- iv Deal with requests to be removed as a designated premises supervisor;
- v Determine applications for the transfer of premises licences and for interim authorities where no objection has been made;
- vi Determine whether a representation, a complaint, an objection or an application for review is irrelevant, frivolous or vexatious;
- vii To prepare, amend and maintain the Licensing Register;
- viii Carry out inspections and make recommendations where it is appropriate to do so;
- ix To take any enforcement action;

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- x To deal with such other matters as may be delegated to them;
- xi To decide whether to object to a licensing application under the Act where the Council is a consultee and not the relevant authority considering the application;
- xii To issue, defend, settle or participate in any legal proceedings and legal procedure where such action is necessary to give effect to the decisions of the Council or the Licensing Committee or its Sub-Committees including the settlement of any appeal proceedings in consultation with the Chairman of the relevant Sub-Committee.

Legal Procedures

3. To issue, defend, settle or participate in any legal proceedings and legal procedure in relation to gaming and all types of licensing and registration which has been delegated to this Officer.

Director of Transportation and Highways

1. Generally to take action and operate all legislative and administrative procedures in relation to transportation and highways. *Specifically, but not exclusively, to issue licences, permits and consents in respect of:
 - (a) Christmas illuminations to street lighting columns*; Executive
 - (b) dangerous land adjoining streets; Executive
 - (c) excavations and openings in the public highway; Council
 - (d) obstructions to the highway*; Council
 - (e) tables and chairs on the highway Council
 - (f) overhead and underground wires; Executive
 - (g) skips, scaffolding, hoardings and the deposit of building materials on the public highway; Council
 - (h) street works*; and Council
 - (i) vaults, cellars and other constructions under or supporting the public highway. Council
2. To make traffic management orders.* Executive

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| 3. | To make highway stopping-up orders.* | Council and Executive |
| 4. | To erect rails, beams, banners and other similar apparatus over highways. | Council |
| 5. | To lay and alter footway and carriageway markings and erect street furniture. | Executive |
| 6. | To vet proposals for new local direction signs.* | Executive |
| 7. | To affix signs to the external walls of buildings fronting onto a road. | Executive |
| 8. | To control vehicle crossings over footways and verges. | Executive |

Parking

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| 9. | To operate the Council's on-street parking and parking enforcement services. Specifically, but not exclusively, to:

(a) approve the provision of parking bays for persons with disabilities;

(b) clamp or remove vehicles;

(c) issue or refuse residents' parking permits;

(d) issue penalty charge notices;

(e) issue proceedings in relation to the Council's on-street parking and parking enforcement services; and

(f) suspend parking bays. | Executive |
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Director of Waste Management and Leisure

Waste Management

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| 1. | Generally to take action and operate all legislative and administrative procedures in relation to the regulation of waste management and cleansing of streets. Specifically, but not exclusively, to supply refuse storage equipment. *In relation to commercial waste, the sale of plastic sacks, sponsored litter bins and the removal of items from the highway and their storage. | Executive |
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Market and Street Trading

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| 2. | Generally to take action and operate all legislative and administrative procedures in relation to the regulation of street trading. Specifically, but not exclusively: | Council |
| | (a) To attach and vary conditions (including non-standard conditions).* | |
| | (b) To consent to the succession of a licence. | |
| | (c) To consent to the transfer of established traders to other sites.* | |
| | (d) To designate streets as prohibited or licence streets. | |
| | (e) To grant, renew, revoke and vary street licences, in cases where the determination of the licence could not reasonably wait until the subsequent meeting of the Regulation and Enforcement Review Committee.* | |
| | (f) To make regulations prescribing standard conditions to be attached to licences. | |
| | (g) To remove, sell, let, hire or otherwise provide receptacles for the deposit of refuse to licensees and maintain accommodation for the storage of receptacles.* | |
| | (h) To seize, dispose of and sell any article, thing, receptacle or equipment used in relation to unlicensed street trading. | |
| 3. | To grant permission for events of a non-contentious nature within parks, open spaces and sports centres.* | Executive |
| 4. | To authorise outside bodies to carry out filming in the Council's parks, cemeteries, sports centres and open spaces.* | Executive |
| 5. | To prohibit the parking of vehicles and to remove vehicles from any part of the highway. | Executive |
| 6. | To remove abandoned vehicles from the public highway. | Executive |
| 7. | To approve sponsored litterbin designs. | Executive |
| 8. | To remove shopping or luggage trolleys found in the open air. | Executive |
| 9. | To maintain street furniture. | Executive |
| 10. | To hire plant and vehicles. | Executive |

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Arts

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| 11. | To be responsible for Arts, including Opera Holland Park, and the museums service. | Executive |
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Cemeteries

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| 12. | Generally to take action and operate all legislative and administrative procedures in relation to the regulation to cemeteries.* | Executive |
| 13. | To extinguish rights of internment. | Executive |
| 14. | To approve and sign grave grants and extinguish rights in respect of graves. | Executive |

Legal Procedures

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| 15. | To take enforcement action in relation to waste management, licensing, leisure, transportation and highways. | Council
and
Executive |
| 16. | To issue fixed penalty notices. | Executive |

General

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| 17. | To authorise the distribution of free literature. | Executive |
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