

Appendix 1 • 1

Delegation of functions

Matters to be dealt with	By sub committee	By officers
Application for personal licence – no convictions		All cases
Application for personal licence – unspent convictions.	If a police representation made	If no police representation made
Application for premises licence/club premises certificate.	If relevant representation made.	If no relevant representation made.
Application for provisional statement.	If relevant representation made.	If no relevant representation made.
Application for premises licence/club premises certificate	If relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate.	If relevant representation made.	If no relevant representation made.
Application to vary premises designated premises supervisor.	If police objection.	All other cases.
Request to be removed as designated premises supervisor.		All cases.
Application for transfer of a premises licence.	If police objection	All other cases.
Application for interim authorities.	If police objection.	All other cases.
Application to review premises licence/club premises certificate.	All cases.	
Decision on whether a complaint is to irrelevant, frivolous, vexatious etc.		All cases.
Decisions to object when local authority is a consultee and not the relevant authority considering the application.	All cases.	
Determination of a police objection to a temporary event notice.	All cases.	
Application under the Minor Variation Procedure		All cases
Application for Summary Review	All cases	