

**5 OCTOBER 2016**

**NEW FOREST DISTRICT COUNCIL**

**CABINET**

Minutes of a meeting of the Cabinet held in the Council Chamber, Appletree Court, Lyndhurst on Wednesday, 5 October 2016

- \* Cllr B Rickman (Chairman)
- \* Cllr E J Heron (Vice-Chairman)

**Councillors:**

- \* Mrs S V Beeton
- J E Binns

**Councillors:**

- \* Mrs J L Cleary
- \* J D Heron

\*Present

**In attendance:**

**Councillors:**

Mrs D E Andrews  
W G Andrews  
P J Armstrong  
G C Beck  
Mrs S M Bennison  
G R Blunden  
Ms L C Ford

**Councillors:**

A T Glass  
D Harrison  
Mrs A J Hoare  
W S Rippon-Swaine  
Mrs A M Rostand  
Mrs C V Ward  
M L White

**Officers Attending:**

R Jackson, Miss G O'Rourke, C Read, Mrs M Sandhu, A Bethune, R Bisset, Miss J Debnam, Mrs R Drummond and Mrs S Hamilton

**Apologies:**

Apologies were received from Cllr Binns.

**21 MINUTES**

**RESOLVED:**

That the minutes of the meeting held on 3 August 2016 be signed by the Chairman as a correct record.

**22 DECLARATIONS OF INTEREST**

No declarations of interest were made by any member in connection with an agenda item.

**23 PUBLIC PARTICIPATION**

No issues were raised in the public participation period.

**24 LEADER'S STATEMENT**

The Leader advised members that, together with 5 other District Councils in Hampshire, this Council had commissioned Price Waterhouse Cooper to undertake an independent and detailed analysis of options for the delivery of services to people and communities. This was in response to the consultations undertaken by the 3 unitary authorities around the Solent and Hampshire County Council with respect to devolution.

It was also understood that the Government's Autumn Statement was due on 23 November 2016. The Leader had therefore asked for both of these items to be included on the agenda for the meeting of the Cabinet on 7 December 2016. Consideration was being given to the best way of sharing this information with members and the wider community and current thinking was that a detailed briefing session, open to all members, the public and media, would be held prior to the December meeting of the Cabinet.

**25 MEDIUM TERM FINANCIAL PLAN 2016 ONWARDS**

The Cabinet was advised that, following consideration of the Medium Term Financial Plan in July (minute 14 refers), the Government's offer of guaranteed funding levels to 2019/2020 had been accepted and, as required, the Council's Efficiency Plan would be published on the website by 14 October 2016.

A key issue for the future was the redistribution formula that would be used with respect to business rates, and the degree to which local authorities retained the sums collected. In this District the Council retained only a small proportion of the Business Rates collected. It was understood that, by the end of this parliament, local government would not receive government grant but would be 100% funded by business rates, with the change being fiscally neutral over the medium term.

The Cabinet was advised of the key points of the Local Government Finance Settlement Technical Consultation Paper for 2017/18, which had been published in September.

In summary, the anticipated reduction in grant funding over the next 3 years was £3.051 million, a 37% reduction from 2016/17. Increasing Council Tax in line with the thresholds allowed by Government would reduce the deficit to £1.898 million (a 10% reduction in the Council's funding). A breakdown of the funding assumptions was set out in Appendix 1 to the report. A summary of estimated budget movements was set out in Appendix 2 to the report. The Cabinet was advised that the financial projections were based on the working assumption that the Council would increase Council Tax in line with Government limits. Council tax would however be set at the appropriate time.

The budget stabilisation process was continuing and other reviews were underway to achieve further savings. The Cabinet was satisfied that by continuing to undertake efficiency reviews and to seek savings the Council was remaining in a strong financial position, responding to financial constraints, while maintaining healthy balances to allow flexibility for investment to achieve greater efficiencies. The emphasis remained on protecting the delivery of front line services.

Resource plans had been produced for each portfolio, as attached as Appendices 3-8 of the report.

The asset maintenance and replacement programme to 2018/19 would be partly funded from reserves but would be mostly revenue funded. The programme of work was being developed to remain within the financial parameters that had been agreed, and the summary programme would be reported to the Cabinet as part of the next Medium Term Financial Plan report.

**RECOMMENDED:**

***That the actions and the development of plans for options to support the Medium Term Financial Plan, as set out in Report Item 4 considered by the Cabinet, be supported.***

**26 ASSESSMENT OF BRING BANKS IN THE DISTRICT**

The Cabinet reviewed the coverage of recycling bring banks across the District in response to the kerbside collection of materials, including glass, now being available across the District. Currently the public had access to 106 public bring sites, in a variety of types of location, which collected dry mixed recyclable materials (paper, card, plastic bottles, metal tins/cans, and glass bottles/jars). A map of the sites was attached as Appendix 1 to the report.

Following the introduction of the kerbside collection of glass, some 65% of the glass for recycling was now collected directly from properties. A review had established that there was spare capacity in the vehicles used for the kerbside collection of both dry mixed recyclables and glass. In addition the markets were changing, for example with the reduction in printed media such as newspapers and magazines leading to reductions in the tonnages collected and the closure of 2 UK based paper re-processors in the last year.

It was proposed to reduce the number of bring sites from 106 to around 20 through a phased approach, with considerable publicity over the coming winter to advise the public of the impending changes. The proposed 20 sites, which were those identified as satisfying the highest demand, were set out in the plan attached as Appendix 2 to the report. Some additional sites, located at business premises, where the public also had access, could also continue through the trade waste and recycling collection service. The Cabinet was satisfied that this proposal was a logical outcome from the successful introduction of the kerbside collection of materials, which was proving increasingly popular with local residents.

The opportunity would be taken to explore the collection of additional materials through the remaining bring banks, such as waste electrical and electronic equipment. In addition, there were privately operated textile banks at many bring sites and it would be opportune to review their future operation.

It was projected that by reallocating vehicle resources it would be possible to dispense with one collection vehicle and the associated crew. This could be achieved without redundancies. Overall, it was anticipated that the proposal would achieve savings of £143,000, with the full breakdown set out in paragraph 5.5 of the report.

**RESOLVED:**

- (a) That the number of public bring sites for recycling be reduced to approximately 20 that collect glass, mixed dry recyclable materials and textiles;

- (b) That the paper banks be refurbished and changed into dry mixed recyclable materials banks that can accept the same materials as the clear plastic sack kerbside collection;
- (c) That a working group be established to look at options for textile banks; and
- (d) That a trial collection of Waste Electrical and Electronic Equipment for recycling be undertaken from identified bring sites.

## 27 DELEGATION OF POWERS TO OFFICERS

The Cabinet considered revisions to the Scheme of Delegation of Powers to Officers to take account of the recent significant changes to the staffing structure.

### RESOLVED:

That the updated scheme of delegation of powers to the officers that are the responsibility of the Cabinet, as attached to these minutes, be agreed.

### RECOMMENDED:

(a) *That the updated scheme of delegation of powers to the officers, that are not the responsibility of the Cabinet, as attached to the minutes of the meeting of the Cabinet, be agreed; and*

(b) *That the following additional Proper Officer appointment be made:*

*Public Health  
(Control of Disease)  
Act 1984, s.48 as  
amended by Health  
and Social Care Act  
2008*

*To seek an Order from  
a Justice of the Peace  
for removal of a body  
to a mortuary and  
burial within a  
prescribed time or  
immediately*

*A Consultant in  
Communicable  
Disease Control or  
Health Protection  
employed by  
Public Health  
England South  
East*

## 28 DATES OF MEETINGS

### RESOLVED:

That the following dates of Cabinet meetings in 2017/18 (all Wednesdays at 10.00 a.m.) be agreed:

7 June 2017	6 December 2017
5 July 2017	3 January 2018
2 August 2017	7 February 2018
6 September 2017	7 March 2018
4 October 2017	4 April 2018
1 November 2017	2 May 2018

CHAIRMAN

# **FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL**

## **PROVISIONS RELATING TO DELEGATIONS TO OFFICERS FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE COUNCIL**

- (a) Without prejudice to the Specific delegations to any Officer, the Chief Executive and Executive Heads are hereby authorised to make such decisions and initiate such actions as they may deem necessary in the interests of the Council's functions and services.
- (b) Delegation to officers shall be without prejudice to the rights and powers of the Council, Committee, or any Sub-Committee of a Committee at any time to decide upon any matter.
- (c) In exercising powers, officers:-
- (i) shall comply with the Standing Orders and Financial Regulations of the Council;
  - (ii) may authorise expenditure only in accordance with approved estimates which does not require a loan sanction or approval which has not been authorised or received;
  - (iii) shall comply with approved policies, schemes or directions, where they exist; of the Council or any of its Committees; and
  - (iv) shall consult with the appropriate professional or technical officer of the Council.
- (d) Delegated powers of the Chief Executive or Executive Heads may be exercised on his or her behalf by any officer authorised by him or her generally or specifically for the purpose.
- (e) Delegated powers of the Executive Heads may be exercised by the Chief Executive in the event of his or her absence

## **FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL**

- (f) Delegated powers of any officer:
  - (i) below the level of Service Manager may be exercised by a Service Manager, or by the Executive Heads or the Chief Executive;
  - (ii) at the level of Service Manager may be exercised by an Executive Head or by the Chief Executive;
- (g) The Executive Head of Governance and Regulation, may amend any of these delegations to take account of new legislation, amendments to staffing structures or job titles or appointments.
- (h) Those delegations of powers to officers where operational, administrative or legislative changes make the delegation redundant may be deleted
- (i) That where it does not already specify, each delegation also includes any subsequent amendments and re-enactments of legislation in respect of the original delegation already authorised

## FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL

No	Source	Power Delegated	Delegated	Minute Reference
Council 1	Local Government Act 1972 s.101	To agree any term, condition and provision within any legal documentation to protect the interests of the Council	Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 20. of 19/07/04
Council 2	Local Government Act 1972 s.101	To settle terms for transactions for freehold acquisitions and disposals of land and for the grant or acquisition of leasehold interests and/or licences in land to a maximum value of £30,000	Executive Head, or Service Manager, or Estates and Valuation Manager	Council 75 of 22/04/02 63 of 28/04/03
Council 3	Local Government Act 1972 s.101	To approve planned overtime working and planned overtime payments to officers in receipt of a basic salary above spinal column point 33 under the Local Conditions of Service	Chief Executive, or Executive Head	Council 75. of 22/04/02 Council 22. of 21/07/08
Council 4	Local Government Act 1972 s.101	(i) Issue corporate charge cards to Executive Heads, Service Managers and other Officers	Executive Head	Council 75. of 22/04/02 Council 22. of 21/07/08

## FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL

No	Source	Power Delegated	Delegated	Minute Reference
		(ii) And to administer the scheme and determine the detailed operating arrangements	Executive Head	Council 75. of 22/04/02 Council 22. of 21/07/08
Council 5	Local Government Act 1972 s.101	To administer the employees' car loans scheme as approved from time to time	Executive Head	Council 75. of 22/04/02
Council 6	Local Government Act 1972 s.101	To: (i) grant leave concessions  (ii) extend an employee's period of sick leave entitlement for a period not exceeding six months (three months at any one time) provided that there appears to be reason to consider that the employee will return to work at the end of the extended period	Chief Executive, or Executive Head, in consultation with Service Manager	Council 75. of 22/04/02 Council 22. of 21/07/08
Council 7	Local Government Act 1972 s.101	To waive requirements that car loans are renewable only at intervals of two years under the Assisted Car Purchase Scheme	Executive Head	Council 75. of 22/04/02 Council 22. of 21/07/08
Council 8	Local Government	To dismiss an employee in the	Chief Executive, or Executive	Council

## FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL

No	Source	Power Delegated	Delegated	Minute Reference
	Act 1972 s.101	probationary period if the employee fails to meet the performance standards required	Head, Service Manager, or other authorised officer on Band 7 and above in consultation with Service Manager and the appropriate Employees' Side representatives	75. of 22/04/02 Council 22. of 21/07/08
Council 9	Local Government Act 1972 s.101	To undertake disciplinary action within the approved procedure up to and including dismissal for all employees except the Chief Executive, Executive Heads, Monitoring Officer and s.151 Financial Officer	Those authorised to act within the disciplinary procedure	Council 75. of 22/04/02 Council 22. of 21/07/08
		Service Managers	Chief Executive, or Executive Head	
		Employees on Band 9, or Band 10 who are not Service Manager	Chief Executive, or Executive Head	
		All other employees	Service Manager, or Senior Manager on Band 9 or above	
Council 10	Deleted			

## FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL

No	Source	Power Delegated	Delegated	Minute Reference
Council 11	Local Government Pension Scheme Regulations 1997	To approve the retirement of employees on grounds of permanent ill-health or incapacity of mind or body	Chief Executive, or Executive Head, in consultation with Service Manager and Employees' Side representatives	Council 75. of 22/04/02 Council 22. of 21/07/08
Council 12 Deleted				
Council 13	Local Government Pension Scheme Regulations 1997	To approve redundancies and terminations of employment in the interest of the efficiency of the service for all officers except the Chief Executive, Executive Heads, Monitoring Officer and s.151 Financial Officer, subject to a business case involving payback within 3 years, unless the Chief Executive in consultation with the Leader of the Council and the Finance and Efficiency Portfolio Holder and other relevant portfolio holder(s) agree otherwise	Chief Executive, or Executive Head, in consultation Service Manager, and Employees' Side representatives (subject to prior notification to the Leader of the Council for Officers at Service Manager level and above under Standing Orders for general procedures)	Council 75. of 22/04/02 Council 22. of 21/07/08 Council 69. of 20/04/09
Council 14	Local Government (Early Termination of	To approve the early payment of pension benefits for	Chief Executive, or Executive Head, in consultation with Service	Council 75. of 22/04/02

## FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL

No	Source	Power Delegated	Delegated	Minute Reference
	Employment) (Discretionary Compensation) (England and Wales) Regulations 2000	redundancies and terminations of employment in the interest of the efficiency of the service for all officers except the Chief Executive, Executive Heads, Monitoring Officer and s.151 Financial Officer; subject to a business case involving payback within 3 years, unless the Chief Executive in consultation with the Leader of the Council and the Finance and Efficiency Portfolio Holder and other relevant portfolio holder(s) agree otherwise	Manager, and Employees' Side representatives	Council 22. of 21/07/08 Council 69. of 20/04/09
Council 15	Local Government Act 1972 s.101	To approve negotiated settlements under a compromise agreement to mutually agree a termination of employment and avoid legal action against the Council, subject to a business case	Chief Executive, or Executive Head, in consultation with Service Manager. An Employees' Side representative will also be consulted unless the employee requests not to do so	Council 22. of 21/07/08
Council 16	Local Government Pension Scheme Regulations 1997	To approve the voluntary early retirement of employees aged 55- 65 years for all officers except the Chief Executive,	Chief Executive, or Executive Head, in consultation with S151 Officer, Service Manager and Employees' Side representatives	Council 75. of 22/04/02 Council 22. of 21/07/08

## FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL

No	Source	Power Delegated	Delegated	Minute Reference
		Executive Heads, Monitoring officer and s.151 Financial Officer subject to a business case involving a payback within 3 years, unless the Chief Executive in consultation with the Leader of the Council and the Finance and Efficiency Portfolio Holder and other relevant portfolio holder(s) agree otherwise	(subject to prior notification to the Leader of the Council for Officers at Service Manager level and above under Standing Orders for General Procedures)	Council 69. of 20/04/09
Council 17	Local Government Pension Scheme Regulations 1997	To decide any question arising under Regulations 99-105 of the Local Government Superannuation Pension Regulations 1997	Executive Head	Council 75. of 22/04/02 Council 22. of 21/07/08
Council 18	Local Government Pension Scheme Regulations 1997	To approve applications from employees who have opted out of the Local Government Pension Scheme more than once to rejoin	Executive Head	Council 75. of 22/04/02 Council 22. of 21/07/08
Council 19	Local Government Pension Scheme Regulations 1997	To extend the period within which an employee can elect to pay optional pension contributions after a period of	Executive Head	Council 75. of 22/04/02 Council 22. of 21/07/08

## FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL

No	Source	Power Delegated	Delegated	Minute Reference
		absence		
Council 20	Local Government Pension Scheme Regulations 1997	To extend the period within which a pension scheme member can decide to convert in-house additional voluntary contributions to service credit in the Local Government Pension Scheme	Executive Head	Council 75. of 22/04/02 Council 22. of 21/07/08
Council 21	Local Government Act 1972 s.101	To make minor amendments to the submitted Local Development Documents, for the purpose of clarification before or during the independent examination	Executive Head, or Service Manager	Council 75. of 22/04/02 Council 63. of 28/04/03 Council 21. of 19/07/04 Council 52. of 12/12/05 Council 13. of 26/06/06
Council 22	Planning and Compulsory Purchase Act 2004 s.32	To decide if representations fall within the definitions of representations that may be disregarded	Executive Head, or Service Manager	Council 52. of 12/12/05 Council 13. of 26/06/06
Council 23	Local Government Act 2000 s.92	To approve the payment of local settlements where there is, or	Chief Executive, or Monitoring Officer	Council 75. of 22/04/02

## FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL

No	Source	Power Delegated	Delegated	Minute Reference
		may be, maladministration, and the person has been or may have been disadvantaged		
Council 24	Freedom of Information Act 2000 s.19	To amend the Council's publication scheme	Executive Head, or Service Manager, or Principal Auditor	Council 57. of 23/03/05 Council 22. of 21/07/08
Council 25	Local Government Act 1972 s.101	To sign on behalf of the Council any order or document necessary to bring into effect any decision of the full Council or of a Committee	Chief Executive or, Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 20. of 19/07/04 Council 21. of 21/07/08
Council 26	Local Government Act 1972 s.101 and s.222 Local Government Act 1972 s.101	To institute, defend, conduct and settle legal proceedings on behalf of the Council in respect of the functions of the Council which are not a Cabinet responsibility	Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 21. of 19/07/04
Council 27	Local Government Act 1972 s.101 Local Government (Miscellaneous Provisions) Act 1976 s.16	To require information as to interests in land	Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 21. of 19/07/04

## FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL

No	Source	Power Delegated	Delegated	Minute Reference
Council 28	Local Government Act 1972 s.101	To determine management and employee structures below the level of Executive Head, subject to a business case	Executive Head, in consultation with Service Manager, and Portfolio Holder and opposition spokesman	Council 75. of 22/04/02 Council 22. of 21/07/08
Council 29	Local Government Act 1972 s.101	To agree temporary posts within budget	Chief Executive, or Executive Head, or Service Manager	Council 75. of 22/04/02
Council 30	Local Government Act 1972 s.101	To appoint a person to a post without advertisement	Chief Executive, or Executive Head, in consultation with the Service Manager and Employees' Side representatives	Council 75. of 22/04/02
Council 31	Local Government Act 1972 s.101	To appoint employees within the approved establishment except the Chief Executive, Executive Heads, Monitoring Officer and s.151 Financial Officer	Chief Executive, or Executive Head, or Service Manager (subject to prior notification to the Executive for Executive Heads	Council 75. of 22/04/02
Council 32	Local Government Act 1972 s.101	To adjust the maximum car loan, relocation expenses and students' subsistence allowances having regard to movements in the appropriate retail price index	Chief Executive, or Executive Head	Council 75. of 22/04/02 Council 22. of 21/07/08
Council 33	Local Government	To make all job offers, and	Chief Executive, or Executive	Council

## FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL

No	Source	Power Delegated	Delegated	Minute Reference
	Act 1972 s.101	approve contracts of employment or variations to contracts.	Head, or for contracts below Service Manager level, the appropriate Service Manager	75. of 22/04/02
		Remarks: Appointment of Chief Officers and Deputy Chief Officers is governed by Standing Orders for General Procedures. Appointment of all other officers is governed by Chapter 28 of the Constitution		
Council 34	Deleted			
Council 35	Deleted			
Council 36	Local Government Act 1972 s.101	(i) To agree suitable arrangements to recognise any employee who completes a recognised period of continuous service	Chief Executive, or Executive Head, in consultation with the Chairman of the Council and the relevant Portfolio Holder	Council 75. of 22/04/02
		(ii) To disregard a short break, in appropriate circumstances, when calculating long service	Chief Executive, or Executive Head in consultation with the Service Manager, and Payroll	

## FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL

No	Source	Power Delegated	Delegated	Minute Reference
		Remarks: For example, parental maternity breaks	Manager	
Council 37	Deleted			
Council 38	Deleted			
Council 39	Local Government Act 1972 s.101	To take appropriate action to defend and represent the Council with regard to any Employment Tribunal or other employment related legal matter	Executive Head, in consultation with the Chief Executive, and Service Manager	Council 52. of 12/12/05
Council 40	Local Government Act 1972 s.101	(i) To pay bonus to employees under an approved incentive scheme  (ii) To grant honorariums to employees in line with Council's policy	Chief Executive, or Executive Head  Chief Executive, or Executive Head	Council 75. of 22/04/02
Council 41	Local Government Act 1972 s.101	(i) To approve salary advancement other than annual increments for all employees below Executive Director level	Chief Executive, or Executive Head	Council 75. of 22/04/02

## FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL

No	Source	Power Delegated	Delegated	Minute Reference
		within an approved salary band		
		(ii) To approve salary advancement other than annual increments for Executive Directors within an approved salary band	Chief Executive, in consultation with the Portfolio Holder responsible for Human Resources	
		(iii) To withhold annual incremental advancement due to poor performance	Chief Executive, or Executive Head, or Service Manager	Council 75. of 22/04/02 Council 22. of 21/07/08
Council 42	Local Government Finance Act 1992, The Council Tax Reduction Schemes (Default Schemes) (England) Regulations 2012 and other relevant legislation, together with any subsequent amendments and re-enactments	Insofar as it is a Council function and responsibility, to take all decisions and to carry out all functions in relation to the Council Tax Reduction Scheme	Executive Head, or Service Manager, or Benefits Manager	Council 60 of 28/01/13
Council 43	Localism Act 2011	To grant dispensations	Monitoring Officer	Council 84 of 15/04/13

## FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL

No	Source	Power Delegated	Delegated	Minute Reference
Council 44	Health Act 2006, Part 1, Chapter 1, paras 1-12 and Schedules 1 and 2 Smoke Free (Premises and Enforcement) Regulations 2006 Smoke Free (Exemptions and Vehicles) Regulations 2007 Smoke Free (Penalties and Discounted Amounts) Regulations 2007 Smoke Free (Vehicle Operators and Penalty Notices) Regulations 2007 Smoke Free Signs Regulations 2012 Smoke-free (Private Vehicles) Regulations 2015 and any replacement legislation (note originally an executive function)	To take all necessary action	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officers, or Environmental Health Officers; or Environmental Health Technician, or Housing Strategic Services Manager, or Housing Grants and Improvement Manager, or Building Surveyors (Improvement)	Cabinet 10 of 6/06/07 Council 30 or 7/09/15

## FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL

No	Source	Power Delegated	Delegated	Minute Reference
Council 45	Local Government Act 1972	To enter into contracts (contract signing): £0 - £5,000,000  £0 - £1,000,000 £0 - £10,000 £0 - £50,000 (Goods/Services only)	Chief Executive, or Executive Head Service Manager Budget Responsible Officer Procurement Manager	Council 65 of 24/04/06 77 of 15/04/13
Council 46	Local Government Act 1972	To nominate officers to carry out all roles defined in a contract	Chief Executive, or Executive Head, or Service Manager	Council 65 of 24/04/06

**FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET  
DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL  
PROPER OFFICE APPOINTMENTS**

<b>No</b>	<b>Source</b>	<b>Power Delegated</b>	<b>Delegated to</b>	<b>Minute Reference</b>
Council P1	Local Government and Housing Act 1989 s.4	To be the "Head of the Paid Service"	Chief Executive	Council 75. of 22/04/02
Council P2	Local Government and Housing Act 1989 s.5	To be the "Monitoring Officer"	Executive Head of Governance and Regulation	Council 75. of 22/04/02
Council P3	Local Government Act 1972 s.151 as amended by Local Government Finance Act 1988 s.114 and Local Government and Housing Act 1989 s.139 and Schedule 5 Local Government Act 1972 s.101	To be the officer responsible for financial administration	Alan Bethune or, in his absence, Kevin Green	Council 20 of 11/04/16
Council P4	Local Government Act 1972 s.229(5)	To certify a photocopy of a document in the custody of the Council to enable it to be used in legal proceedings instead of the original	Chief Executive, or Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 21. of 19/07/04

**FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET  
DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL  
PROPER OFFICE APPOINTMENTS**

<b>No</b>	<b>Source</b>	<b>Power Delegated</b>	<b>Delegated to</b>	<b>Minute Reference</b>
Council P5	Local Government Act 1972 Schedule 14 Para 25/7 or Local Government (Misc Provisions) Act 1976 – s.41	To certify a copy resolution, order, report or minutes as a true copy and evidence in legal proceedings	Chief Executive, or Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 21. of 19/07/04
Council P6	Local Government Act 1972 s.234(1)&(2)	To sign formal notices, orders or other documents which the Council are authorised or required to do by or under any enactment	Chief Executive, or Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 21. of 19/07/04
Council P7	Local Government Act 1972 s.101	To attest the common seal of the Council	Chief Executive, or Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 21. of 19/07/04
Council P8	Local Government Act 1972 s.101	To act in all appropriate cases in the event of the “Proper Officer” and designated deputy being absent or otherwise unable to act	Chief Executive, or Executive Head	Council 75. of 22/04/02

**FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET  
DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL  
PROPER OFFICE APPOINTMENTS**

<b>No</b>	<b>Source</b>	<b>Power Delegated</b>	<b>Delegated to</b>	<b>Minute Reference</b>
Council P9	Local Government Act 1972 s.101 Police Act 1997 Part V	To be the lead signatory for the purpose of registration with the Criminal Records Bureau	Executive Head	Council 75. of 22/04/02
Council P10	Local Government Act 1972 s.101 Police Act 1997 Part V	To be the countersignatories for the purpose of registration with the Criminal Records Bureau	Executive Head, or Service Manager, or Senior Human Resources Advisor, or Human Resources Administrator, or Administration Section Manager, or Group Administration Manager (Operations)	Council 75. of 22/04/02 Council 63. of 28/04/03
Council P11	Local Authorities (Referendums) (Petitions and Directions) (England) Regulations 2000	To be the Proper Officer for all purposes within the Regulations	Chief Executive	Council 75. of 22/04/02
Council P12	Local Authorities (Standing Orders) (England) Regulations 2001 Sch. 1	To notify the Executive of proposed appointments to and dismissal from Senior posts	Executive Head	Council 75. of 22/04/02

**FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET  
DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL  
PROPER OFFICE APPOINTMENTS**

No	Source	Power Delegated	Delegated to	Minute Reference
Council P13	Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000 The Local Authority (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 The Openness of Local Government Bodies Regulations 2014	To be the "Proper Officer" for the purposes of the Regulations	Chief Executive, Monitoring Officer	Council 75. of 22/04/02
Council P14	Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000 The Local Authority (Executive	To be "Proper Officers" for the purposes of Regulations 6 and 9(4) of the Regulations 2000	Chief Executive, Executive Head, Service, Group Administration Manager (Operations)	Council 75. of 22/04/02 Council 63. of 28/04/03 Council 60. of 23/02/05 Council 13. of 26/06/06

**FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET  
DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL  
PROPER OFFICE APPOINTMENTS**

No	Source	Power Delegated	Delegated to	Minute Reference
	Arrangements) (Meetings and Access to Information) (England) Regulations 2012 The Openness of Local Government Bodies Regulations 2014			
Council P15	Local Government Act 1972 s.101	Appointment as Proper Officer for the purpose of environmental health functions	Service Manager	Council 75. of 22/04/02
Council P16	The Health Protection (Notification) Regulations 2010 Regs 2, 3 and 6	The receipt and disclosure of notifiable suspected disease, infection or contamination in patients and dead persons.	A Consultant in Communicable Disease Control or Health Protection employed by Public Health England South East	Council 18 of 19/07/10
Council P17	Public Health (Control of Disease) Act 1984, S48 as amended by Health and Social Care Act 2008	To seek an Order from a Justice of the Peace for removal of a body to a mortuary and burial within a prescribed time or immediately	A Consultant in Communicable Disease Control or Health Protection employed by Public Health England South East	
Council P18	National Assistance Act 1948 s.47(2)	Appointment as Proper Officer for the purpose of S.47(2) of the	Executive Head, Service Manager	Council 75. of 22/04/02

**FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET  
DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL  
PROPER OFFICE APPOINTMENTS**

No	Source	Power Delegated	Delegated to	Minute Reference
		Act		Council 53. of 12/12/05
Council P19	Local Government Act 1972 s.100B, 100C and 100F	To be the "Proper Officer" for the purposes of the Act	Chief Executive, Executive Head	Council 75. of 22/04/02
Council P20	Local Government Act 1972 s.100D	To be "Proper Officers" for the purposes of Section 100D(1)(a) and 100D(5)(a) of the Local Government Act 1972	Chief Executive, Executive Head, Service Manager	Council 75. of 22/04/02 Council 63. of 28/04/03 Council 21. of 19/07/04 Council 60. of 23/02/05 Council 13. of 26/06/06
Council P21	Local Government and Housing Act 1989	To be the "Proper Officer" for the purposes of the Act	Chief Executive, Executive Head	Council 75. of 22/04/02
Council P22	Local Government Act 1972 s.83	To witness and receive declarations of acceptance of office by Chairmen, Vice- Chairmen and councillors	Chief Executive or, in his or her absence, Executive Head, or Service Manager	Council 75. of 22/04/02

**FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET  
DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL  
PROPER OFFICE APPOINTMENTS**

<b>No</b>	<b>Source</b>	<b>Power Delegated</b>	<b>Delegated to</b>	<b>Minute Reference</b>
Council P23	Local Government Act 1972 s.84	To receive written notice of resignation by Chairmen, Vice-Chairmen and Councillors	Chief Executive or, in his or her absence, Executive Head, or Service Manager	Council 75. of 22/04/02
Council P24	Local Government Act 1972 s.88(2)	To convene meetings of the Council to fill a vacancy in the office of Chairman of the Council (where such a casual vacancy occurs)	Chief Executive or, in his or her absence, Executive Head, or Service Manager	Council 75. of 22/04/02
Council P25	Local Government Act 1972 s.89(1)	To receive notice from electors requiring an election to fill a casual vacancy on the Council	Chief Executive	Council 75. of 22/04/02
Council P26	Local Government Act 1972 s.96	To receive notices of interest by Councillors and to keep records of disclosures of interest	Chief Executive, or Executive Head	Council 75. of 22/04/02 Council 22. of 21/07/08
Council P27	Local Government Act 1972 s.115(2)	To be the person to whom all officers shall pay moneys received by them and due to the local authority	S151 Officer	Council 75. of 22/04/02 Council 22. of 21/07/08
Council P28	Local Government Act 1972 s.146	To make declarations and to issue certificates in connection	S151 Officer	Council 75. of 22/04/02

**FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET  
DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL  
PROPER OFFICE APPOINTMENTS**

No	Source	Power Delegated	Delegated to	Minute Reference
		with the holding or transfer of securities held by the Council or the payment of dividend or interest		Council 22. of 21/07/08
Council P29	Local Government Act 1972 s.191(2)	To receive notices from Ordnance Survey in relation to ascertaining or locating local authority boundaries	Chief Executive	Council 75. of 22/04/02 Council 63. of 28/04/03
Council P30	Local Government Act 1972 s.210(6)&(7)	To exercise any charity functions exercised by officers of the "old" local authority whenever there is no "holder of a corresponding office" in the "new" local authority	Chief Executive	Council 75. of 22/04/02
Council P31	Local Government Act 1972 s.225	To receive and give receipt for any document required to be formally deposited with the Council	Chief Executive, or Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 21. of 19/07/04
Council P32	Local Government Act 1972 s.238	To sign the certificate or any printed copy of byelaws authenticating such print as a true copy	Chief Executive, or Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Cabinet 21. of 19/07/04

**FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET  
DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL  
PROPER OFFICE APPOINTMENTS**

<b>No</b>	<b>Source</b>	<b>Power Delegated</b>	<b>Delegated to</b>	<b>Minute Reference</b>
Council P33	Local Government Act 1972 s.101	To be the "Proper Officers" in relation to any reference in any enactment passed before or during the 1971/72 Session of Parliament or in any instrument made before 26 October 1972	Chief Executive, or Executive Head	Council 75. of 22/04/02 Council 63. of 28/04/03
Council P34	Management of Health and Safety at Work Regulations 1999 Reg. 7(1)	To be the 'competent person' for the purpose of Health and Safety for the Council as an employer	Corporate Health and Safety Advisor	Council 75. of 22/04/02
Council P35	Housing Act 1985 (as amended)	Appointment as "Proper Officer" for the purposes of the Act	Executive Head	Council 75. of 22/04/02 Council 22. of 21/07/08
Council P36	Rent Act 1977	Appointment as "Proper Officer" for the purposes of the Act	Executive Head	Council 75. of 22/04/02 Council 22. of 21/07/08
Council P37	Housing Act 2004 s.4	To be the Proper Officer to whom any official complaint about the condition of residential premises must be made	Executive Head	Council 19. of 31/07/06

**FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE CABINET  
DELEGATIONS TO OFFICERS DIRECT FROM THE COUNCIL  
PROPER OFFICE APPOINTMENTS**

<b>No</b>	<b>Source</b>	<b>Power Delegated</b>	<b>Delegated to</b>	<b>Minute Reference</b>
Council P38	Housing Act 2004 s.239	To be Proper Officer for determining if a survey or examination is necessary	Service Manager, or Housing Technical Manager	Council 19. of 31/07/06

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
G P & L 1	Gambling Act 2005 s.304	To be authorised persons for the purposes of the Act	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer	Council 70. of 23/04/07 Gen.Pur&Lic.Cttee 19. of 14/11/14
G P & L 2	Gambling Act 2005 s.284	To make an order disapplying section 279 or 282(1) to specified premises where the licensee does not request a hearing	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 3	Gambling Act 2005 s.342	To do anything he thinks expedient for the purpose of cancelling, terminating or varying the effect of a decision which was taken in reliance upon false or misleading information	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 4	Gambling Act 2005 s.346	To institute criminal proceedings in respect of an offence under the Act	Executive Head, or Service Manager, or Solicitor	Council 70. of 23/04/07
G P & L 5	Gambling Act 2005 Sch 10(8)	To grant an application for a family entertainment centre gaming machine permit	Licensing Officer, or Service Manager	Council 70. of 23/04/07
G P & L 6	Gambling Act 2005 Sch 10(8)	To refuse an application for a family entertainment centre gaming machine permit after giving the applicant the opportunity to make	Licensing Officer, or Service Manager	Council 70. of 23/04/07

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		representations		
G P & L 7	Gambling Act 2005 Sch 10(18)	To grant an application for renewal of a family entertainment centre gaming machine licence	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 8	Gambling Act 2005 Sch 10(18)	To refuse an application for renewal of a family entertainment centre gaming machine licence	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 9	Gambling Act 2005 Sch 10(21)	To grant or refuse an application for a copy of a family entertainment centre gaming machine licence	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 10	Gambling Act 2005 Sch 10(21)(4)	To certify a copy of a family entertainment centre gaming machine licence as a true copy	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 11	Gambling Act 2005 Sch 11(40)	To consider whether a lottery to which a statement under paragraph 39 of Schedule 11 relates was a large lottery, and to notify the Gambling Commission if necessary	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 12	Gambling Act 2005 Sch 11(48)	To refuse an application for registration of an exempt lottery after giving the applicant the opportunity to make	Service Manager, or Licensing Officer	Council 70. of 23/04/07

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		representations		
G P & L 13	Gambling Act 2005 Sch 11(50)	To revoke a registration under Part 5 of Schedule 11 after giving the registered society an opportunity to make representations	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 14	Gambling Act 2005 Sch 11(54)	To decide whether to cancel a society's registration under Part 5 of Schedule 11 because the annual registration fee has not been paid	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 15	Gambling Act 2005 Sch 12(5) and (10)	To grant an application for a club gaming or club machine permit	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 16	Gambling Act 2005 Sch 12(5) and (10)	To refuse an application for a club gaming or club machine permit	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 17	Gambling Act 2005 Sch 12(15)	To refuse an application for variation of a club gaming permit or club machine permit and to cancel the permit if he considers that he would refuse the application for the permit were it made anew	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 18	Gambling Act 2005 Sch 12(16), Sch 13(11)	To grant an application for a copy of a club gaming or club	Service Manager, or Licensing Officer	Council 70. of 23/04/07

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
	and Sch 14 (21)	machine permit, a licensed premises gaming machine permit, or a prize gaming permit		
G P & L 19	Gambling Act 2005 Sch 12(16), Sch 13(11) and Sch 14 (21)	To certify a copy of a club gaming or club machine permit, a licensed premises gaming machine permit or a prize gaming permit as a true copy	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 20	Gambling Act 2005 Sch 13(4)	To grant or refuse an application for a licensed premises gaming machine permit	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 21	Gambling Act 2005 Sch 13(16)	To cancel a licensed premises gaming machine permit where the holder fails to pay an annual fee	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 22	Gambling Act 2005 Sch 13(19)	To grant an application for the transfer of a licensed premises gaming machine permit	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 23	Gambling Act 2005 Sch 13 (19)(4)	To refuse an application for the transfer of a licensed premises gaming machine permit because the transfer of the on-premises alcohol licence has not been approved	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 24	Gambling Act 2005 Sch 14(9)	To grant an application for a prize gaming permit	Service Manager, or Licensing Officer	Council 70. of 23/04/07

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
G P & L 25	Gambling Act 2005 Sch 14(9)	To refuse an application for a prize gaming permit after giving the applicant the opportunity to make representations	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 26	Gambling Act 2005 Sch 14(18)	To grant an application for renewal of a prize gaming permit	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 27	Gambling Act 2005 Sch 14(18)	To refuse an application for renewal of a prize gaming permit after giving the applicant the opportunity to make representations	Service Manager, or Licensing Officer	Council 70. of 23/04/07
G P & L 28	Gambling Act 2005 s.157	To carry out the licensing authority's functions as a responsible authority under section 157(a) of the Act	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 29	Gambling Act 2005 s.156 (2), 234(2), Sch 10 para 23(2), Sch 11 para 55(2), Sch 12 para 26(2), Sch 13 para 22(2), Sch 14 para 23(2)	To refuse to provide a copy of an entry or information on the ground that the person seeking it has not paid a reasonable fee specified by the authority	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 30	Gambling Act 2005 s. 163	To grant an application for a premises licence	Executive Head, or Service Manager, or Licensing	Gen.Pur&Lic.Cttee 40. of 16/03/07

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
			Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/03/08  Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 31	Gambling Act 2005 s. 163	To reject an application for a premises licence	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 32	Gambling Act 2005 s. 186(4)	To make such alterations to the information contained in a premises licence as appears to him to be required by a change of circumstance	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 33	Gambling Act 2005 s. 186(5)	To issue a copy of a premises licence in a form which appears to him to reflect a change in circumstance	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 34	Gambling Act 2005 s.187	To grant an application for variation of a premises licence and to make transitional provision if he considers it appropriate	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
				38. of 16/01/09
G P & L 35	Gambling Act 2005 s.188	To grant an application for transfer of a premises licence	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 36	Gambling Act 2005 s.188	To refuse an application for transfer of a premises licence	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 37	Gambling Act 2005 s.189	To decide whether to disapply section 188(3)(b) where the applicant has failed to contact the licensee	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 38	Gambling Act 2005 s.190	To grant or refuse an application for a copy of a premises licence	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 39	Gambling Act 2005 s.190(4)	To certify a copy of a premises licence or a summary of a	Executive Head, or Service Manager, or Licensing	Gen.Pur&Lic.Cttee 40. of 16/03/07

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		premises licence as a true copy	Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 40	Gambling Act 2005 s.193	To revoke a premises licence where the annual fee is not paid	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 41	Gambling Act 2005 s.195	To reinstate a lapsed premises licence and to make such alteration of the licence as appears to him to be required	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 42	Gambling Act 2005 s.199	To grant an application for review of a premises licence	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 43	Gambling Act 2005 s.200	To initiate a review in relation to a premises licence or a review of any matter connected with the use of premises in reliance on a premises licence	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
G P & L 44	Gambling Act 2005 s.204	To grant an application for a provisional statement	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 45	Gambling Act 2005 s.204	To reject an application for a provisional statement	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 46	Gambling Act 2005 s.205	To grant an application for a premises licence where a provisional statement has been issued	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 47	Gambling Act 2005 s.205	To refuse an application for a premises licence where a provisional statement has been issued	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 48	Gambling Act 2005 s.205(2)	To disregard representations made in relation to an application for a premises	Executive Head, or Service Manager, or Licensing Officer, or Licensing	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		licence where a provisional statement has been issued and he does not consider the representations address matters that could not have been addressed in representations in relation to the application for the provisional statement or reflect a change in the applicant's circumstances	Enforcement Officer, or Licensing Assistant	43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 49	Gambling Act 2005 s.221	To give notice of objection to a temporary use notice	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 50	Gambling Act 2005 s.222(3)	To decide whether representations about a notice of objection to a temporary use notice shall be determined without a hearing	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 40. of 16/03/07 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 51	Police, Factories etc (Miscellaneous Provisions) Act 1916 s.5	To determine applications for licences under the Act and to decide whether the results of particular street collections should be advertised	Executive Head, or Service Manager, or Environmental Health Manager	Council 75. of 22/04/02
G P & L 52	House to House	To determine applications for	Executive Head, or Service	Council

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
	Collections Act 1939 s.2	licences under the Act, subject to his or her being satisfied as to the suitability of the procedure followed by charities in recruiting collectors	Manager	75. of 22/04/02
G P & L 53	Animal Boarding Establishments Act 1963 Breeding of Dogs Act 1973 Dangerous Wild Animals Act 1976 Pet Animals Act 1951 Riding Establishments Acts 1964 and 1970 Zoo Licensing Act 1981	To appoint a veterinary surgeon or veterinary practitioner, or other suitable qualified inspector to enter premises on behalf of the Council for the purposes of the Act	Executive Head, or Service Manager	Council 75. of 22/04/02
G P & L 54	Local Government Act 1972 s.101 and s.222	To institute, conduct, defend and settle legal proceedings on behalf of the Council in respect of any of the functions delegated to the Committee	Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02
G P & L 55	Local Government Miscellaneous Provisions Act 1982, s.4	To exercise all functions under paras 7 and 9 of Schedule 4 in respect of a weekly street market in New Milton	New Milton Town Council	Council 55. of 25/02/04 Council 22. of 21/07/08
G P & L 56	Local Government Miscellaneous Provisions Act 1982, s.4	To exercise the District Council's powers within the terms of the Agreement with New Milton Town Council for the running of	Chief Executive, or Executive Head, in consultation with the appropriate Service	Council 55. of 25/02/04 Council 22. of 21/07/08

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		the street market in New Milton	Manager and Chairman of the Committee	
G P & L 57	Local Government Miscellaneous Provisions Act 1982, s.4	To grant or refuse applications for consent to hold Hampshire Farmers Markets in the designated consent street in Station Road, New Milton	Service Manager, or Employment and Tourism Manager	Gen.Pur&Lic.Cttee 51. of 23/02/04
G P & L 58	Local Government Miscellaneous Provisions Act 1982, s.4	To refuse any applications for consent other than in respect of the approved weekly market operator and/or Hampshire Farmers Market, for the use of the consent street in Station Road, New Milton for the holding of a market	Executive Head, or Service Manager	Gen.Pur&Lic.Cttee 51. of 23/02/04
G P & L 59	Public Health Acts Amendment Act 1907 s. 94 as amended by Local Government Act 1972, s.180	To amend the licence conditions and inspection arrangements in respect of Pleasure Boats and Boatmens' Licences	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, following consultation with the Chairman of the Committee, and in the light of advice from competent Professional Advisors	Gen.Pur&Lic.Cttee 55. of 19/03/04 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 60	Public Health Acts Amendment Act 1907 s. 94 as amended by Local Government Act 1972,	To determine applications and issue licences for pleasure boats once satisfied that the vessel is fit for the purpose and	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or	Gen.Pur&Lic.Cttee 55. of 19/03/04 Gen.Pur&Lic.Cttee 43. of 14/03/08

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
	s.180	the other licence conditions have been met, to include submission of a statement of fitness submitted, in writing, from a person on the Council's list of surveyors and assessors	Licensing Assistant	Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 61	Licensing Act 2003 s.13(4)(c)	To carry out the Council's functions as a responsible authority to respond to consultations on health and safety at work on licensing applications	Service Manager	Council 58. of 23/02/05
G P & L 62	Licensing Act 2003 s.13(4)(d)	To carry out the Council's functions as a responsible authority to respond to consultations as a local planning authority on licensing applications.	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 57. of 23/02/05 Council 13. of 26/06/06
G P & L 63	Licensing Act 2003 s.13(2)(a), s.69(2(a), s.108 and s.135	To be authorised as an officer of the licensing authority for the purposes of the Act	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant, or Licensing Assistant	Gen.Pur&Lic.Cttee 55. of 19/03/04 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 64	Licensing Act 2003 s.18(1)(b), s.31(1)(b), s.35(1)(b), s.72(1)(b) and	To determine whether the applicant has complied with the duty to advertise etc	Executive Head, or Service Manager, or Licensing Officer, or Licensing	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
	s.85(1)(b)	<p>applications and where appropriate has given notice to prescribed persons under the following provisions of the Act:</p> <p>section 17 (premises licence) section 30 (provisional statement) section 34 (variation of premises licence) section 71 (club premises certificate) section 84 (variation of club premises certificate)</p>	Enforcement Officer, or Licensing Assistant	<p>43. of 14/03/08 Gen.Pur&amp;Lic.Cttee 38. of 16/01/09</p>
G P & L 65	Licensing Act 2003 s.96(7)	To determine whether to extend by not more than 7 days the time allowed for carrying out an entry and inspection of a premises under section 96	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	<p>Gen.Pur&amp;Lic.Cttee 43. of 14/01/05 Gen.Pur&amp;Lic.Cttee 43. of 14/03/08 Gen.Pur&amp;Lic.Cttee 38. of 16/01/09</p>
G P & L 66	Licensing Act 2003 s.18(2)	To grant an application for a premises licence and to impose such conditions as are appropriate under the Act	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	<p>Gen.Pur&amp;Lic.Cttee 43. of 14/01/05 Gen.Pur&amp;Lic.Cttee 43. of 14/03/08 Gen.Pur&amp;Lic.Cttee 38. of 16/01/09</p>
G P & L 67	Licensing Act 2003 s.31(2)	In respect of an application for a provisional statement where no relevant representations are	Executive Head, or Service Manager, or Licensing Officer, or Licensing	<p>Gen.Pur&amp;Lic.Cttee 43. of 14/01/05 Gen.Pur&amp;Lic.Cttee</p>

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		made, to issue the applicant with a statement to that effect	Enforcement Officer, or Licensing Assistant	43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 68	Licensing Act 2003 s.35(2)	To grant an application to vary a premises licence	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 69	Licensing Act 2003 s.39(3)	To grant an application to vary a licence to specify an individual as premises supervisor	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 70	Licensing Act 2003 s.44(2)	To grant an application to transfer a premises licence	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 71	Licensing Act 2003 s.72(2)	To grant an application for a club premises certificate and to impose such conditions as are appropriate under the Act	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
G P & L 72	Licensing Act 2003 s.85(2)	To grant an application to vary a club premises certificate	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 73	Licensing Act 2003 s.120	To grant an application for a personal licence where the terms of section 120(2) and (6) require the application to be granted	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 74	Licensing Act 2003 s.121(5)	To grant an application for renewal of a personal licence where no objection notice is given under section 121(3)	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 75	Licensing Act 2003 s.44(3)	To reject an application for transfer of a premises licence where none of the conditions in section 44(4) applies	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 76	Licensing Act 2003 s.120(3)	To reject an application for a personal licence where it appears to him or her that the applicant fails to meet one or	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		more of conditions (a), (b) and (c) in section 120(2)	Licensing Assistant	Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 77	Licensing Act 2003 s.18(6), s.31(5), s.35(5), s.72(7) and s.85(5)	To determine whether representations are relevant representations within the meaning of the Act	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 78	Licensing Act 2003 s.25, s.79, s.110 and s.126	To issue copies of:  a premises licence or summary; a club premises certificate or summary; a temporary event notice; a personal licence  where he or she is satisfied that the licence, certificate, summary or notice has been lost, stolen, damaged or destroyed and that the holder has reported any loss or theft to the police	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
G P & L 79	Licensing Act 2003 s.58(1) and s.95(1)	To certify a copy of the following documents as a true copy:  a premises licence; a summary of a premises licence; a club premises certificate; a summary of a club premises certificate	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 80	Licensing Act 2003 s.43(5) and s.44(6)	To decide whether to exempt an applicant for transfer of a premises licence from the requirement to obtain the holder's consent	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 81	Licensing Act 2003 s.51(4) and 87(4)	To determine whether any ground for review specified in an application for review of a premises licence or a club premises certificate is to be rejected	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 82	Licensing Act 2003 s.56(2)	To require the holder of a premises licence to produce the licence (or the appropriate part) within 14 days, where the licence is required for the purposes of section 56(1)	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 83	Licensing Act 2003 s.93(2)	To require the secretary of a club which is the subject of a club premises certificate to	Executive Head, or Service Manager, or Licensing Officer, or Licensing	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		produce the certificate within 14 days, where the certificate is required for the purposes of section 93(1)	Enforcement Officer, or Licensing Assistant	43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 84	Licensing Act 2003 s.134(4)	To require the holder of a personal licence to produce the licence within 14 days, where the licence is required for the purpose of section 134(1) to (3)	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 85	Licensing Act 2003 s.62(4) and s.63	To determine whether a club is established and conducted in good faith as a club	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 86	Licensing Act 2003 s.82 and s.83	To amend a club premises certificate where notification is received that the name, rules, or relevant registered address of the club has changed	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 87	Licensing Act 2003 s.90(1)	To determine whether a club holding a club premises certificate does not satisfy the conditions for being a qualifying club in relation to a qualifying club activity to which the	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		certificate relates		
G P & L 88	Licensing Act 2003 s.101(1)	To determine whether a temporary event notice is void	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 88 (a)	Licensing Act 2003 s.100A	To give a copy of an original temporary event notice to each relevant person	Service Manager, or Licensing Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 13. of 19/09/14
G P & L 88 (b)	Licensing Act 2003 s.102	To give written acknowledgement of receipt of a temporary event notice	Service Manager, or Licensing Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 13. of 19/09/14
G P & L 88 (c)	Licensing Act 2003 s.104A	To give a counter notice following objection to a late temporary event notice	Service Manager, or Licensing Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 13. of 19/09/14
G P & L 88 (d)	Licensing Act 2003 s.105	To give a counter notice, if appropriate for the promotion of the licensing objectives to do so, where all parties agree a hearing is unnecessary	Service Manager, or Licensing Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 13. of 19/09/14
G P & L 88 (e)	Licensing Act 2003 s.106A	To carry out the functions of the licensing authority relating to the imposition of conditions on a standard temporary event notice following objection	Service Manager, or Licensing Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 13. of 19/09/14

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
G P & L 89	Licensing Act 2003 s.107(1)	To determine whether to give a counter notice on the ground that the permitted limits in section 107(2), (3) (4) or (5) have been exceeded	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 90	Licensing Act 2003 s.186(2)	On behalf of the authority, to institute proceedings for an offence under the Act	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G & P L 100	Hearings Procedure Regs, reg 11(1)	To determine whether to extend the time limits provided in the Regulations for a specified period where he or she considers this to be necessary in the public interest	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant in consultation with Executive Head and the Chairman of the Committee	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 101	Hearings Procedure Regs, reg 31	In the case of an irregularity resulting from failure to comply with the Hearings Procedure Regulations before a determination is made, to consider whether any person may have been prejudiced as a result of the irregularity and to	Executive Head, or Service Manager, or Solicitor	Gen.Pur&Lic.Cttee 43. of 14/01/05

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		take such steps as he or she thinks fit to cure the irregularity before a determination is reached		
G P & L 102	Hearings Procedure Regs, reg 32	To correct a clerical mistake in any document recording a determination of the authority, or errors arising in such a document from an accidental slip or omission	Executive Head, or Service Manager	Gen.Pur&Lic.Cttee 43. of 14/01/05
G P & L 103	Premises Licences and Club Premises Cert. Regs, reg 23(2) Transitional Provisions Order Reg 3(2) and Reg 8(2)	To confirm that an alternative scale plan is acceptable to accompany an application for a premises licence	Service Manager, Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G & P L 104	Licensing Act 2003 s.10 Licensing Act 2003 (Hearings) Regulations 2005, reg 4 and reg 6	Hearings, once notified to the parties, not to be rearranged to suit the convenience or preference of any of the parties, except in exceptional circumstances at the discretion of the Executive Head	Executive Head	Gen.Pur&Lic.Cttee 43. of 14/01/05 Gen.Pur&Lic.Cttee 43. of 14/03/08
G P & L 105	Licensing Act 2003	Determination of applications for a minor variation to premises licences and club premises certificates	Service Manager, or Licensing Officer	GP&L 37 of 14/01/11

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		Decision on whether an application for a minor variation should be referred to a responsible authority		
G P & L 106	Licensing Act 2003 and any amending legislation	To make representations on behalf of the licensing authority on applications for new, or to vary, premises licences or club premises certificates	Chief Executive, or Executive Head	G P & L 30 of 8/03/13
G P & L 107	Licensing Act 2003 and any amending legislation	To apply, on behalf of the licensing authority, for a review of a premises licence or club premises certificate	Chief Executive, or Executive Head	G P & L 30 of 8/03/13
G P & L 108	Local Government (Miscellaneous Provisions) Act 1976 Part II	To suspend a taxi or private hire vehicle drivers' licence with immediate effect where they are of the opinion that the interests of public safety require such a course of action	Executive Head, or Service Manager, or Licensing Officer	Gen.Pur&Lic.Cttee 42. of 16/03/07
G P & L 109	Town Police Clauses Act 1847 Local Government (Miscellaneous Provisions) Act 1976	To issue Hackney Carriage Drivers' and Private Hire Drivers' Licences and Private Hire Operators' Licences where he or she is satisfied, on the evidence available, that the applicant is a 'fit and proper' person	Executive Head, or Service Manager, or Licensing Officer	Council 75. of 22/04/02

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		<p>To refuse applications for Hackney Carriage Drivers' and Private Hire Drivers' Licences and Private Hire Operators Licences where he or she is satisfied that the applicant is not a 'fit and proper person' to hold a licence, but that if any doubt exists the application be referred to the General Purposes and Licensing Committee for determination</p>		
		<p>To suspend a Hackney Carriage, Hackney Carriage Driver's, Private Hire Driver's or Private Hire Operator's Licence when, in the circumstances of the case, he or she is satisfied that such action is warranted</p>		
		<p>To revoke a Hackney Carriage Driver's, Private Hire Driver's or Private Hire Operator's Licence in exceptional circumstances where revocation is considered essential</p>	<p>Executive Head, or Service Manager, or Licensing Officer, in consultation with the Chairman and Vice-Chairman of the Committee</p>	
		<p>To suspend a Hackney Carriage</p>	<p>Executive Head, or Service</p>	

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		or Private Hire vehicle licence where he or she is satisfied that the vehicle has fallen below the safe mechanical standards or is in such a condition that it is not fit for its licensed use	Manager, or Licensing Officer	
		To arrange more frequent inspections if he or she believes mechanical or maintenance standards to be falling and/or following repairs to an accident damaged vehicle	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Council 75. of 22/04/02 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
		At his or her discretion to license Hackney Carriage or Private Hire vehicles over 8 years old where the criteria for such vehicles determined by the Committee have been met	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	
		To approve the position of plates on Hackney Carriage and Private Hire vehicles	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	
		To approve the size, design and content of self-advertising on Hackney Carriages and Private Hire vehicles	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	
		Authority to exempt executive	Executive Head, or Service	Gen.Pur&Lic.Cttee

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		style private hire vehicles used exclusively for the executive market from the requirement to display a rear vehicle plate	Manager, or Licensing Officer	12. of 19/09/14
		To issue cautions in relation to offences	Executive Head, or Service Manager, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 110	Local Government (Miscellaneous Provisions) Act 1976 Part II	To revoke a taxi or private hire vehicle drivers' licence with immediate effect where they are of the opinion that the interests of public safety require such a course of action	Executive Head, or Service Manager, or Licensing Officer in consultation with the Chairman and Vice-Chairman of the Committee	Gen.Pur&Lic.Cttee 42. of 16/03/07
G P & L 111	Noise and Statutory Nuisance Act 1993 sch.2	To act on all matters under the Act relating to consents for the operation of loud speakers	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officers, or Senior Building Surveyors	Council 75. of 22/04/02
G P & L 112	Dangerous Wild Animals Act 1976 Food Safety Act 1990 (s.19) Guard Dogs Act 1975 Local Government	To serve any relevant notice, issue any necessary authorisation, licence or permit and inspect where applicable at any reasonable time any premises and enforce the	Executive Head, or Service Manager, or Corporate Health and Safety Advisor, or Environmental Health Manager, or Senior Environmental Health	Council 75. of 22/04/02

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
	(Miscellaneous Provisions) Acts 1976 and 1982 Pet Animals Act 1951 Public Health Acts 1936 and 1961 Riding Establishments Acts 1964 and 1970 Zoo Licensing Act 1981 (repealed legislation deleted from list)	relevant legislation for the purposes specified in the Acts which are delegated to the Committee	Officers, or Environmental Health Officers, or Environmental Enforcement Officer, or Senior Building Surveyors	
G P & L 113	Local Government Act 1972 s.101	To issue any notice, licence, certificate or similar document and to deal with registrations in respect of any of the environmental health functions delegated to the Committee	Executive Head	Council 75. of 22/04/02
G P & L 114	Dangerous Wild Animals Act 1976 Riding Establishments Acts 1964 and 1970 Pet Animals Act 1951 Breeding of Dogs Act 1973 Animal Boarding Establishments Act 1963 Zoo Licensing Act 1981	To appoint a veterinary surgeon or veterinary practitioner or such other competent person to enter premises to carry out inspections and to administer and enforce the provisions of the Acts in the name of the Council	Executive Head, or Service Manager	Council 75. of 22/04/02 Council 23. of 21/07/03
	Dangerous Wild Animals Act 1976	To enter premises to carry out inspections and to administer	Environmental Health Technicians	Council 75. of 22/04/02

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
	Riding Establishments Acts 1964 and 1970 Pet Animals Act 1951 Breeding of Dogs Act 1973 Animal Boarding Establishments Act 1963 Zoo Licensing Act 1981	and enforce the provisions of the Acts in the name of the Council		Council 23. of 21/07/03
G P & L 115	Animal Boarding Establishments Act 1963	To consent in writing to the maximum number of dogs and cats accommodated at boarding establishments laid down in the licence conditions, being exceeded	Executive Head, or Service Manager	Council 75. of 22/04/02
G P & L 116	Caravan Sites & Control of Development Act 1960	Sec 3 To determine applications for caravan site licences and under Sec 10 to transfer licences and to determine applications and under Sec 8 to change conditions attached to existing licences  Sec 5A To apply to a residential property tribunal for an order requiring payment of an overdue annual fee, where this is not complied to apply to a residential property tribunal for an order to revoke a site licence Sec 9A To serve a compliance	Executive Head, or Service Manager  Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officers, or Environmental Health Officers	GP & L 35. of 7/03/14

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		notice and to revoke or vary where appropriate under Sec 9C Power to demand expenses in serving a compliance notice Sec 9D Power to take action following conviction of occupier Sec 9E Power to take emergency action Sec 9F To demand expenses for action under section 9D or 9E Sec 9I Recovery of expenses demanded under Section 9C or 9F		
G P & L 117	Public Health Acts Amendment Act 1907 s. 94	With the exception of the determination of licence fees, to exercise the Council's powers in regard to the issue, supervision and revocation of boats and boatmen's licences	Executive Head	Council 75. of 22/04/02
G P & L 118	Breeding and Sale of Dogs (Welfare) Act 1999	To take action under the Act	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officers, or Environmental Health Officers, or Environmental Health Technicians, or veterinary surgeon or veterinary	Council 75. of 22/04/02 Council 23. of 21/07/03

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
G P & L 119	Breeding of Dogs Act 1991	To take action under the Act	practitioner appointed by the Executive Head or Service Manager under their delegated powers (G P & L 53)	Council 75. of 22/04/02 Council 23. of 21/07/03
G P & L 120	Scrap Metal Dealers Act 2013	To issue, refuse, vary, revoke and impose conditions on any licence, to serve any notice, to supply information, to enter and inspect a site and enforce the relevant legislation for the purposes specified in the Act which are delegated to the Committee	Executive Head, or Service Manager, or Environmental Health Manager, or Environmental Health Officer, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Gen.Pur&Lic.Cttee 12 of 13/09/13

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
G P & L 121	Motor Vehicle Salvage Operators Regulations 2002	To issue licenses	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officers, or Environmental Health Technicians, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant	Council 63. of 28/04/03 Council 55. of 25/02/04 Council 22. of 21/07/08 Gen.Pur&Lic.Cttee 43. of 14/03/08 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L 122	Guard Dogs Act 1975 Dangerous Dogs Act 1991	To administer and enforce the provisions of the Act in the name of the Council, including the seeking of a warrant to enter premises and to seize a dog.	Executive Head, or Service Manager, or Dog Warden, or Environmental Enforcement Officer	Council 75. of 22/04/02 Council 23. of 21/07/03
G P & L 123	Supreme Court Act 1981	To obtain a grant in respect of appropriate welfare funeral cases	Executive Head	Council 22. of 21/07/08
G P & L 124	Health and Safety at Work etc Act 1974	1) Appointment under Section 19 for the purpose of the Act and to exercise powers of an inspector specified in Sections 20, 21, 22, 25 and 39; and any health and safety regulations; and the provisions of the Acts mentioned in schedule 1 to the Act which are specified in the third column of that schedule	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officers, or Environmental Health Officers	Gen.Pur&Lic.Cttee 7 of 11/06/10

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		and of the Regulations, Orders or other instruments of a legislative character made or having effect under any provision so specified, as enforced from time to time.		
		2) To institute proceedings in England and Wales pursuant to Section 38 of the 1974 Act; but not to the extent that these functions are discharged in the Council's capacity as an employer		
G P & L 125	Health and Safety at Work etc Act 1974	Appointment under Section 19 for the purpose of the Act and to exercise powers of an inspector specified in Sections 20, 21; and any health and safety regulations; and the provisions of the Acts mentioned in schedule 1 to the Act which are specified in the third column of that schedule and of the Regulations, Orders or other instruments of a legislative character made or having effect under any provision so specified, as enforced from time to time; but not to the extent that these functions are discharged in the Council's capacity as an	Environmental Health Technicians	Gen.Pur&Lic.Cttee 7 of 11/06/10

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		employer.		
G P & L 126	Health and Safety at Work Etc Act 1974	To appoint suitably authorised and competent NFDC inspectors to the Hampshire Flexible Warrant scheme	Executive Head	Gen.Pur&Lic.Cttee 7 of 11/06/10
G P & L 127	Health and Safety at Work Etc Act 1974	To work as an appointed inspector under the Act for the HSE and other Hampshire Local Authorities within the terms of the memorandum of understanding for the Hampshire Flexible Warrant scheme	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officers, or Environmental Health Officers identified in the Hampshire Flexible Warrant Scheme	Gen.Pur&Lic.Cttee 7 of 11/06/10
G P & L 128	The Health and Safety (Enforcing Authority) Regulations 1989	Power to agree to the responsibility for enforcing any of the relevant statutory health and safety provisions in respect of any particular premises, or any activity, may be transferred from the Health and Safety Executive to NFDC or from NFDC to the Health and Safety Executive.	Executive Head, or Service Manager	Gen.Pur&Lic.Cttee 7 of 11/06/10
G P & L 129	Local Government (Miscellaneous Provisions) Act 1982, Schedule 4	The Council's functions under paragraphs 7 and 9 of Schedule 4 in respect of Salisbury Road, Service Road, (West Side) north of the Water Lane Junction	Totton and Eling Town Council	Gen.Pur&Lic.Cttee 10 of 10/06/11

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
G P & L 130	Town Police Clauses Act 1847 Local Government (Miscellaneous Provisions) Act 1976	(Street market)  To amend the Council's Taxi Licensing Policy to reflect changes that the DVLA make to their Group 2 driving standards. Note: changes to be reported to the next meeting of the Committee	Licensing Officer	Gen.Pur&Lic.Cttee 19 of 15/11/13

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE PROPER OFFICER APPOINTMENTS

No	Source	Power Delegated	Delegated to	Minute Reference
G P & L P1	Local Government Act 1972 s.270	Designation as Proper Officer for the purpose of taking declarations made by candidates in accordance with the Representation of the People Acts 1983 and 1985 in relation to election expenses of District Council candidates	Chief Executive, Executive Head, Service Manager	Council 75. of 22/04/02
G P & L P2	Representation of the People Act 1983 s.8, 28 and 52	(1) Appointment as Registration Officer in accordance with s.8 of the Act for New Forest East and New Forest West Constituencies (2) In the event of the absence or incapacity of the Chief Executive or of a vacancy, to undertake any of the acts with respect to the Registration Officer in accordance with s.52 (3) Appointment as Acting Returning Officer in accordance with S.28 of the Act at parliamentary elections for the New Forest East and New Forest West Constituencies	Chief Executive  Service Manager  Chief Executive	Council 75. of 22/04/02

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE PROPER OFFICER APPOINTMENTS

No	Source	Power Delegated	Delegated to	Minute Reference
G P & L P3	Representation of the People Act 1983 s.35	Appointment as Returning Officer for District and Parish Elections	Chief Executive	Council 75. of 22/04/02
G P & L P4	Health & Safety at Work etc Act 1974	<p>(1).Appointment under Section 19 for the purpose of the Act and to exercise powers of an inspector specified in Sections 20,21,22,25 and 39; and any health and safety regulations; and the provisions of the Acts mentioned in schedule 1 to the Act which are specified in the third column of that schedule and of the Regulations, Orders or other instruments of a legislative character made or having effect under any provision so specified, as enforced from time to time</p> <p>(2) To institute proceedings in England and Wales pursuant to Section 38 of the 1974 Act; but not to the extent that these functions are discharged in the</p>	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officers, or Environmental Health Officers or Jenny Broom. HSE and Local Authority inspectors identified in the Hampshire Flexible Warrant Scheme	G P & L 7 of 11/06/10

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE PROPER OFFICER APPOINTMENTS

No	Source	Power Delegated	Delegated to	Minute Reference
		Council's capacity as an employer		
		Appointment under Section 19 for the purpose of the Act and to exercise powers of an inspector specified in Sections 20, 21; and any health and safety regulations; and the provisions of the Acts mentioned in schedule 1 to the Act which are specified in the third column of that schedule and of the Regulations, Orders or other instruments of a legislative character made or having effect under any provision so specified, as enforced from time to time; but not to the extent that these functions are discharged in the Council's capacity as an employer	Environmental Health Technicians	
		To appoint suitably authorised and competent NFDC inspectors to the Hampshire Flexible Warrant scheme	Executive Head	
		To work as an appointed inspector under the Act for the	Service Manager, or Environmental Health	

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE PROPER OFFICER APPOINTMENTS

No	Source	Power Delegated	Delegated to	Minute Reference
		HSE and other Hampshire Local Authorities within the terms of the memorandum of understanding for the Hampshire Flexible Warrant scheme	Manager, or Senior Environmental Health Officers, or Environmental Health Officers identified in the Hampshire Flexible Warrant Scheme	
G P & L P5	The Health and Safety (Enforcing Authority) Regulations 1989	Power to agree to the responsibility for enforcing any of the relevant statutory health and safety provisions in respect of any particular premises, or any activity, may be transferred from the Health and Safety Executive to NFDC or from NFDC to the Health and Safety Executive	Executive Head, or Service Manager	G P & L 7 of 11/06/10
G P & L P6	Zoo Licensing Act 1981	To inspect premises on behalf of the Council for the purposes of Sections 10, 11 & 12 of the Act and any amending statutes and regulations	An Inspector appointed by an Executive Head or Service Manager pursuant to their delegated powers (G P & L 53)	Council 23. of 21/07/03
G P & L P7	Riding Establishments	To inspect riding establishments	A veterinary surgeon or	Council

## FUNCTIONS WHICH ARE DELEGATED TO THE GENERAL PURPOSES AND LICENSING COMMITTEE PROPER OFFICER APPOINTMENTS

No	Source	Power Delegated	Delegated to	Minute Reference
	Acts 1964 and 1970	on behalf of the Council	veterinary practitioner appointed by an Executive Head, or Service Manager pursuant to their delegated powers (G P &L 53)	75. of 22/04/02
G P & L P8	Town Police Clauses Act 1847 Local Government (Miscellaneous Provisions) Act 1976 Part II	Appointment as Authorised Officer for the purposes of the Acts and any Regulations made thereunder	Executive Head, or Licensing Enforcement Officer	Council 75. of 22/04/02 Gen.Pur&Lic.Cttee 38. of 16/01/09
G P & L P9	Licensing Act 1964 Schedule 25 Para 6	To be the "Proper Officer" to whom notice of application for justices' licence is to be given under Schedule 2 Para 5 of the Licensing Act 1964	Executive Head	Council 75. of 22/04/02

## FUNCTIONS WHICH ARE DELEGATED TO GENERAL PURPOSES AND LICENSING COMMITTEE AUTHORITIES TO ENTER PREMISES

No	Source	Power Delegated	Delegated to	Minute Reference
G P & L Auth1	Animal Boarding Establishments Act 1963 Breeding of Dogs Act 1973 Caravan Sites & Control of Development Act 1960 Dangerous Wild Animals Act 1976 Food Safety Act1990 (s.19) Guard Dogs Act 1975 Local Government (Miscellaneous Provisions) Acts 1976 and 1982 Noise and Statutory Nuisance Act 1993 Pet Animals Act 1951 Public Health Acts 1936 and 1961 Riding Establishments Acts 1964 and 1970 Scrap Metal Dealers Act 1964 Slaughterhouses Act 1974 Zoo Licensing Act 1981	Authority to enter for the purposes of the Acts and any amending Statutes and Regulations in respect of functions which are delegated to the Committee	Executive Head, or Service Manager, or Corporate Health and Safety Advisor, or Senior Environmental Health Officers, or Environmental Health Technicians, or Environmental Health Officers	Council 75. of 22/04/02 Council 63. of 28/04/03

## FUNCTIONS WHICH ARE DELEGATED TO GENERAL PURPOSES AND LICENSING COMMITTEE AUTHORITIES TO ENTER PREMISES

No	Source	Power Delegated	Delegated to	Minute Reference
G P & L Auth 2	Animal Boarding Establishments Act 1963 Breeding of Dogs Act 1973 s.1 Breeding and Sale of Dogs (Welfare) Act 1999 Dangerous Wild Animals Act 1976 Pet Animals Act 1951 Riding Establishments Acts 1964 and 1970 Zoo Licensing Act 1981	To enter premises for the purposes of the Act	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Health Technician, or Licensing Enforcement Officer, or Environmental Enforcement Officer, or Dog Warden, or veterinary surgeon, veterinary practitioner or other suitable qualified inspector appointed by the Executive Head or Service Manager	Council 75. of 22/04/02 Council 23. of 21/07/03
G P & L Auth 3	Animal Boarding Establishments Act 1963 Breeding of Dogs Act 1973 s.1 Dangerous Wild Animals Act 1976 Dangerous Wild Animals Act 1976	To administer and enforce the provisions of the Act in the name of the Council	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Health Technician, or Licensing	Council 75. of 22/04/02 Council 23. of 21/07/03

## FUNCTIONS WHICH ARE DELEGATED TO GENERAL PURPOSES AND LICENSING COMMITTEE AUTHORITIES TO ENTER PREMISES

No	Source	Power Delegated	Delegated to	Minute Reference
	Pet Animals Act 1951 Riding Establishments Acts 1964 and 1970 Zoo Licensing Act 1981		Enforcement Officer, or Environmental Enforcement Officer, or Dog Warden, or veterinary surgeon, veterinary practitioner or other suitable qualified inspector appointed by the Executive Head or Service Manager	
G P & L Auth 4	Caravan Sites and Control of Development Act 1960 as amended	Sec 26 Authority to enter, to take other persons and to apply for a warrant to enter land, for the purposes of the Acts and to inspect at any reasonable time and enforce the relevant legislation for the purposes specified in the Acts which are delegated to the Committee.	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officers, or Environmental Health Officers, or Environmental Health Technicians.	G P & L 35 of 7/03/14

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
PDC 1	Town and Country Planning Act 1990 Planning (Listed Buildings and Conservation Areas) Act 1990 Planning and Compulsory Purchase Act 2004	<p>After having ensured that all statutory requirements have been complied with, and after considering all representations received, to approve all types of application submitted under the Acts provided that:-</p> <p>(1) they accord with the provisions of the appropriate development plan documents, other adopted policy guidance or development brief standards</p> <p>(2) they comply with all the relevant adopted local authority standards</p> <p>(3) the decisions would not conflict with any objections received from an elected District Council member within the specified consultation period</p> <p>(4) that a member of the Planning Development Control Committee has not requested that the planning application should be determined by the Planning Development Control Committee</p>	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Plg.Dev.Con.Cttee 33. of 9/11/05 Plg.Dev.Con.Cttee 64. of 10/05/06

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		<p>(5) the decision would not conflict with an objection received from a statutory consultee received within the specified consultation period</p>		
		<p>(6) the decision would not conflict with an objection from the Town or Parish Council received within the specified consultation period</p>		
		<p>(7) in all cases the Service Manager Planning and Building Control considers it prudent to exercise his or her delegated authority, failing which he or she shall report the matter to the Committee</p>		
		<p>Subject to:-                      (i) the prior completion of such Agreements as the Service Manager Planning and Building Control deems appropriate to secure controls over the development or financial contributions/works for the benefit of the community, in accordance with planning policies and guidance                      (ii) the imposition of such</p>		

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		conditions as the Service Manager Planning and Building Control deems appropriate		
PDC 2	Town and Country Planning Act 1990 Planning (Listed Buildings and Conservation Areas) Act 1990 Planning and Compulsory Purchase Act 2004	<p>After having ensured that all statutory requirements have been complied with, and after considering all representations received, to refuse all types of application submitted under the Acts where he or she is satisfied that the proposals are contrary to the provisions of the appropriate development plan documents, planning policy guidance and circulars, do not comply with relevant adopted local authority standards or would be contrary to established planning practice and would cause demonstrable harm to an interest of acknowledged importance, provided that:</p> <p>(1) The decision would not conflict with any representation submitted by an elected District council member within the specified consultation period</p> <p>2) The decision would not conflict with any representations submitted by the Town or Parish</p>	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Plg.Dev.Con.Cttee 33. of 9/11/05 Plg.Dev.Con.Cttee 64. of 10/05/06

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		Council within the specified consultation period		
		(3) In all cases the Service Manager, Planning and Building Control considers it prudent to exercise his or her delegated authority failing which he or she shall report the matter to the Committee		
PDC 3	Local Government Act 1972 s.101	To decide deemed reasons for refusal where notification has been received from the Department of the Environment of an appeal on the grounds of non-determination	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Plg.Dev.Con.Cttee 64. of 10/05/06
PDC 4	Town and Country Planning Act 1990 (s.70A and s.70B)	To decline to determine an application for planning permission (applies where a similar application has been dismissed on appeal within 2 years)	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Plg.Dev.Con.Cttee 33. of 9/11/05 Plg.Dev.Con.Cttee 64. of 10/05/06
PDC 5	Planning (Listed Buildings and Conservation Areas) Act 1990 (s.81A and s.81B)	To decline to determine an application for relevant consent	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Plg.Dev.Con.Cttee 33. of 9/11/05 Plg.Dev.Con.Cttee 64. of 10/05/06

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
PDC 6	Planning (Hazardous Substances) Act 1990	<p>To approve applications for hazardous substance consent, to impose conditions and to agree minor amendments to previously approved proposals provided that:-</p> <p>(1) They accord with the provisions of the appropriate development plan documents, other adopted policy guidance or development brief</p> <p>(2) They comply with all the relevant adopted local authority standards</p> <p>(3) The decision would not conflict with any objections received from an elected District Council member within the specified consultation period</p> <p>(4) The decision would not conflict with an objection received from a statutory consultee or Town or Parish Council received within the specified consultation period</p> <p>(5) In all cases the Service Manager Planning and Building Control considers it prudent to</p>	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	<p>Council 75. of 22/04/02 Council 63. of 28/04/03 Plg.Dev.Con.Cttee 33. of 9/11/05 Plg.Dev.Con.Cttee 64. of 10/05/06</p>

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		<p>exercise his or her delegated authority, failing which he or she shall report the matter to the Committee.</p>		
		<p>To refuse applications submitted under the Act where:-</p>		
		<p>(1) He or she is satisfied that the proposals are contrary to the provisions of the appropriate development plan, planning policy guidance and circulars, do not comply with relevant adopted local authority standards or would be contrary to established planning practices and would cause demonstrable harm to an interest of acknowledged importance and</p>		
		<p>(2) The refusal would accord with the advice of the Health and Safety Executive in respect of the application</p>		
		<p>Provided that:- (1) The decision would not conflict with any representation submitted by an elected District Council member within the specified consultation period</p>		

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		<p>(2) The decision would not conflict with any representation received from a Town or Parish Council within the specified consultation period</p>		
		<p>(3) In all cases the Service Manager Planning and Building Control considers it prudent to exercise his or her delegated authority, failing which he or she shall report the matter to the Committee</p>		
PDC 7	<p>Town and Country (General Regulations) 1992 (Regs.3 and 4)</p>	<p>To approve applications submitted under Regulations 3 and 4, after having ensured that all the statutory regulations have been complied with and after considering all representations received provided that the decision:-</p>	<p>Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer</p>	<p>Council 75. of 22/04/02 Council 63. of 28/04/03 Plg.Dev.Con.Cttee 33. of 9/11/05 Plg.Dev.Con.Cttee 64. of 10/05/06</p>
		<p>(1) Accords with the provisions of the appropriate development plan documents, other adopted policy guidance or development brief</p>		
		<p>(2) Complies with all the relevant adopted local authority standards</p>		

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		(3) Would not conflict with any objections from an elected District Council Member or Town or Parish Council received within the specified consultation period		
		(4) Would not conflict with an objection from a statutory consultee received within the specified consultation period		
		(5) In all cases is one which the Service Manager Planning and Building Control considers it prudent to make under his or her delegated authority. Failing which he or she shall report the matter to Committee		
		Subject to such conditions as he or she deems it appropriate to impose		
PDC 8	Town and Country (General Regulations) 1992 (Regs.3 and 4)	To approve minor variations to consents issued under these regulations, provided the changes are not material or do not increase the impact of the development on any individual or interested groups	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Plg.Dev.Con.Cttee 64. of 10/05/06

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
PDC 9	Town and Country Planning Act 1990 Planning (Listed Buildings and Conservation Areas) Act 1990	To deal with minor modifications to approved plans, and to vary or to discharge conditions imposed on consents	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer, or Senior Planning Officer, or Planning Officer, or Assistant Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Plg.Dev.Con.Cttee 33. of 9/11/05  Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC 10	Town and Country Planning Act 1990 (s.55) Town and Country Planning Act (Demolition of Buildings) Direction 1992 Town and Country Planning (General Permitted Development Order) 1995	To determine whether prior approval is required for the demolition of buildings, or whether further details should be submitted on the method of demolition	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 17 of 15/07/13
PDC 11	Town and Country Planning Act 1990 (s.55 as amended) and Town and Country Planning (General Permitted	To decide whether prior approval is required and if so to determine if approval should be given	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Plg.Dev.Con.Cttee 64. of 10/05/06 Council

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
	Development Order) 1995			17 of 15/07/13
PDC 12	Town and Country Planning (General Permitted Development Order) 1995	To determine if prior approval is required and if so to determine if approval should be given for agricultural and forestry development	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 17 of 15/07/13
PDC 13	Town and County Planning (General Permitted Development) Order 1995, as amended (including the most recent amendment in Statutory Instrument 2013 No 1101)	To make all decisions and to take all actions in respect of prior notification applications. (all existing "prior approval" delegations under the Council's Scheme of Delegation updated to reflect this new delegation) Note: A protocol has been developed to cover this process	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 17 of 15/07/13
PDC 14	Town and Country Planning Act 1990 (s 106)	To enter into planning obligations in respect of land	Executive Head, or Service Manager, or Solicitor in consultation with Executive Head, or Service Manager, or Principal Planning Officer, or Development Control Team Leader	Council 75. of 22/04/02 Council 63. of 28/04/03 Council 21. of 19/07/04 Plg.Dev.Con.Cttee 64. of 10/05/06

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
PDC 15	Town and Country Planning Act 1990 (s 106A and s 106 BA)	Determination of applications for discharge or modification of planning obligations and issue of the notice of decision	Executive Head, or Service Manager, or Solicitor in consultation with Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Council 21. of 19/07/04 Plg.Dev.Con.Cttee 64. of 10/05/06 Plg.Dev.Con.Cttee 44. of 12/03/14
PDC 16	Town and Country Planning Act 1990 (s 106)	To consider applications for the exercise of discretion that is allowed within the terms of a planning legal agreement and to determine the application	Executive Head, in consultation with Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Plg.Dev.Con.Cttee 64. of 10/05/06
PDC 17	Town and Country Planning Act 1990 (s 171C)	Service of Planning Contravention Notices (requires information on operations on land and persons with an interest in the land, where there is a suspected breach of planning control)	Executive Head, or Service Manager, or Solicitor, or Development Control Team Leader, or Principal Planning Officer, or Senior Planning Officer, or Planning Officer, or Assistant Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Plg.Dev.Con.Cttee 64. of 10/05/06
PDC 18	Town and Country Planning Act 1990 (s 215)	To serve notices to require proper maintenance of land	Executive Head, or Service Manager, or Solicitor in consultation with Executive Head, or Service Manager, or	Council 75. of 22/04/02 Council 63. of 28/04/03 Council

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
			Development Control Team Leader, or Principal Planning Officer	21. of 19/07/04 Plg.Dev.Con.Cttee 64. of 10/05/06
PDC 19	Planning (Listed Buildings and Conservation Areas) Act 1990 s.3(1)	To serve Building Preservation Notices	Executive Head, or Service Manager, or Solicitor in consultation with Executive Head or Service Manager, or Development Control Team Leader, or Principal Planning Officer, or Senior Conservation and Building Design Officer, or Conservation Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Council 21. of 19/07/04 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC 20	Planning (Listed Buildings and Conservation Areas) Act 1990 s.4(1)	To serve a Building Preservation Notice by affixing it to the building	Executive Head, or Service Manager, or Solicitor, in consultation with Executive Head, or Service Manager	Council 75. of 22/04/02 Council 63. of 28/04/03 Council 21. of 19/07/04 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC 21	Town and Country Planning Act 1990 (s.187A)	Service of Notices for compliance with conditions on planning consent	Executive Head, or Service Manager, or Solicitor, in consultation with Executive Head, or Service Manager, or	Council 75. of 22/04/02 Council 63. of 28/04/03 Council

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
			Development Control Team Leader, or Principal Planning Officer, or Senior Planning Officer, or Planning Officer, or Assistant Planning Officer	21. of 19/07/04 Plg.Dev.Con.Cttee 64. of 10/05/06
PDC 22	Town and Country Planning Act 1990 (s.183) Water Industry Act 1991	To determine if it is expedient, and to issue and serve Stop Notices	Executive Head, or Service Manager, or Solicitor, in consultation with Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Council 21. of 19/07/04 Plg.Dev.Con.Cttee 64. of 10/05/06
PDC 23	Town and Country Planning Act 1990 (s.171E to s.171H) Town and Country Planning (Temporary Stop Notice) (England) Regulations 2005	To determine whether or not to issue a Temporary Stop Notice.	Executive Head, or Service Manager, or Solicitor, as instructed by Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Plg.Dev.Con.Cttee 8. of 8/06/05 Plg.Dev.Con.Cttee 64. of 10/05/06
PDC 24	Town and Country Planning Act 1990 (s.94)	To serve completion notices	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Plg.Dev.Con.Cttee 64. of 10/05/06
PDC 25	Planning (Listed	To authorise execution of works	Executive Head, or	Council

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
	Buildings and Conservation Areas) Act 1990 (s.54(1))	urgently necessary for the preservation of an unoccupied Listed Building	Service Manager, or Senior Conservation and Building Design Officer, or Conservation Officer	75. of 22/04/02 Council 63. of 28/04/03 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC 26	Planning (Listed Buildings and Conservation Areas) Act 1990 (s.54(5))	To give notice of intention to carry out the works	Executive Head, or Service Manager, or Senior Conservation and Building Design Officer, or Conservation Officer in consultation with the Executive Head, or Service Manager or Solicitor	Council 75. of 22/04/02 Council 63. of 28/04/03 Council 21. of 19/07/04 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC 27	Planning (Listed Buildings and Conservation Areas) Act 1990 (s.55(2))	To give notice requiring payment of the expenses of the works	Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 63. of 28/04/03 Council 21. of 19/07/04
PDC 28	Town and Country Planning Act 1990 (s.191-193)	To determine applications for a Certificate of Lawful Use or Certificate of Lawful Development	Executive Head, or Service Manager, or Solicitor in consultation with Executive Head, or Service Manager, or Development Control Team Leader, or Principal	Council 75. of 22/04/02 Council 63. of 28/04/03 Council 21. of 19/07/04 Plg.Dev.Con.Cttee

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
			Planning Officer	64. of 10/05/06 Council 22. of 21/07/08
PDC 29	Town and Country Planning Act 1990 (s.172) Planning (Listed Buildings and Conservation Areas) Act 1990 (s.38)	To determine whether it is expedient to take enforcement action	Executive Head, or Service Manager, or Solicitor, or Development Control Team Leader, or Principal Planning Officer, or Senior Planning Officer, or Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Council 21. of 19/07/04 Plg.Dev.Con.Cttee 64. of 10/05/06  Council 22. of 21/07/08
PDC 30	Town and Country Planning Act 1990 (s.172) Planning (Listed Buildings and Conservation Areas) Act 1990 (s.38 and s.74)	Issue and service of enforcement notices	Executive Head, or Service Manager, or Solicitor, in consultation with Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Council 21. of 19/07/04 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC 31	Town and Country Planning Act 1990 (s.173A) Planning (Listed Buildings and Conservation Areas) Act 1990	Variation to, or withdrawal of, enforcement notice	Executive Head, or Service Manager, or Solicitor, in consultation with Executive Head, or Service Manager, or Development Control	Council 75. of 22/04/02 Council 63. of 28/04/03 Council 21. of 19/07/04

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
	(s.38 and s.74)		Team Leader, or Principal Planning Officer	Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC 32	Town and Country Planning Act 1990 (s.178) Planning (Listed Buildings and Conservation Areas) Act 1990 (s.42 and s.74)	i) Execution of works required by an enforcement notice  ii) To recover expenses reasonably incurred by the Council	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer, in consultation with the Executive Head, or Service Manager, or Solicitor  Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 63. of 28/04/03 Council 21. of 19/07/04 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 75. of 22/04/02 Cabinet 201. of 8/04/02 Council 21. of 19/07/04
PDC 33	Town and Country Planning Act 1990 (s.178) Planning (Listed Buildings and Conservation Areas) Act 1990 (s.42(3) and s.74(3)) Public Health Act 1936 (s.275)	To sell materials removed in executing works required by an Enforcement Notice	Executive Head, or Service Manager, or Solicitor, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Council 63. of 28/04/03 Council 21. of 19/07/04 Plg.Dev.Con.Cttee 64. of 10/05/06
PDC 34	Town and Country	To seek an injunction	Executive Head, or	Council

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
	Planning Act 1990 (s.187B) Planning (Listed Buildings and Conservation Areas) Act 1990 (s.44A and s.73(3))		Service Manager, or Solicitor in consultation with Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	75. of 22/04/02 Cabinet 21. of 19/07/04 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC 35	Town and Country Planning Act 1990 (s.97 and 99) Planning (Listed Buildings and Conservation Areas) Act 1990 (s.23) and (s.74(3))	To make an order to revoke or modify Planning Consent, Listed Building Consent or Conservation Area Consent	Executive Head, or Service Manager, or Solicitor in consultation with Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Council 21. of 19/07/04 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC 36	Town and Country Planning Act 1990 (s.198, 199 and 201)	(i) To make, modify, confirm, decide not to confirm, vary and revoke tree preservation orders	Executive Head, or Service Manager	Council 75. of 22/04/02 Council 21. of 19/07/04 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
		(ii) To decide whether a tree preservation order should be made at the request of a District Councillor, when the arboricultural officers do not	Executive Head, or Service Manager in consultation with the Chairman and Vice-Chairman of Planning	Council 75. of 22/04/02 Plg.Dev.Con.Cttee 64. of 10/05/06 Council

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		consider there is justification	Development Control Committee	22. of 21/07/08
PDC 37	Town and Country Planning Act 1990 (s.207)	Issue of notices requiring replanting of trees subject to a Tree Preservation Order	Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 21. of 19/07/04
PDC 38	Town and Country Planning Act 1990 (s.214A)	To seek injunctions to restrain actual or apprehended breach of a Tree Preservation Order	Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 21. of 19/07/04
PDC 39	Town and Country Planning Act 1990 (s.198 and s.211) and Planning (Listed Buildings and Conservation Areas) Act 1990, (s.69)	To determine applications to do works to trees that are subject to protection by a Tree Preservation Order, and to impose such conditions on any consent as he or she deems appropriate	Executive Head	Plg.Dev.Con.Cttee 13. of 13/07/05 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC 40	Town and Country Planning Act 1990 (s.211) Planning (Listed Buildings and Conservation Areas) Act 1990, (s.69)	To determine whether or not to object to prior notification of an intention to do works to a tree within a conservation area	Executive Head	Plg.Dev.Con.Cttee 13. of 13/07/05 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC 41	Planning (Listed Buildings and	To require information on interests in land and its use	Executive Head, or Service Manager, or	Council 75. of 22/04/02

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
	Conservation Areas) Act 1990 (s.89) Town and Country Planning Act 1990 (s.330(1) and s.330(2)) Miscellaneous Provisions Act 1976 (s.16)		Development Control Team Leader, or Principal Planning Officer	Council 63. of 28/04/03 Council 21. of 19/07/04 Plg.Dev.Con.Cttee 33. of 9/11/05 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC 42	Local Government Act 1972 s.101	Development by County Council of their own land - to respond to consultations	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Plg.Dev.Con.Cttee 64. of 10/05/06
PDC 43	Town and Country Planning Act 1990 Planning (Listed Buildings and Conservation Areas) Act 1990 Planning (Hazardous Substances) Act 1990, (including Regulations thereunder) Local Government (Miscellaneous Provisions) Act 1976	To initiate, defend, conduct and settle legal proceedings on behalf of the Council in respect of any of the functions of the Council which are delegated to the Committee	Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 21. of 19/07/04

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
	Local Government Act 1972 (s.101 and s.222)			
PDC 44	Town and Country Planning (Environmental Impact Assessment) Regulations 1999	To make a decision in respect of any issue required to be made under the regulations	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Council 75. of 22/04/02 Plg.Dev.Con.Cttee 64. of 10/05/06
PDC 45	Environment Act 1995 (s.97) Hedgerow Regulations 1997 (Reg.5)	To issue notices of authority to remove all or part of a hedgerow	Executive Head, or Service Manager following written consultation with appropriate Town or Parish Councils and Local Ward Members	Council 75. of 22/04/02 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
		In the event of disagreement between the officers and the town and parish council and/or local ward members, to issue notice of authority to remove all or part of a hedgerow	Executive Head, or Service Manager following consultation with the Chairman and Vice-Chairman of Planning Development Control Committee	Council 75. of 22/04/02 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC 46	Environment Act 1995 (s.97) Hedgerow Regulations 1997 (Reg.5)	To issue hedgerow retention notices in respect of hedgerows falling within the definition of an important hedgerow	Executive Head, or Service Manager following written consultation with appropriate Town or Parish Councils and Local Ward Members	Council 75. of 22/04/02 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
PDC 47	Environment Act 1995 (s.97) Hedgerow Regulations 1997 (Reg.5)	To withdraw hedgerow retention notices in respect of hedgerows	Executive Head, or Service Manager following written consultation with appropriate Town or Parish Councils and Local Ward Members	Council 75. of 22/04/02 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC 48	Environment Act 1995 (s.97) Hedgerow Regulations 1997 (Reg.7)	To prosecute for the unlawful removal of a hedgerow	Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 21. of 19/07/04
PDC 49	Environment Act 1995 (s.97) Hedgerow Regulations 1997 (Reg.8)	To issue notices requiring the planting of a replacement hedgerow	Executive Head, or Service Manager	Council 75. of 22/04/02 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC 50	Environment Act 1995 (s.97) Hedgerow Regulations 1997 (Reg.11)	To seek an injunction to prevent the actual or apprehended removal of a hedgerow	Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 21. of 19/07/04
PDC 51	Environment Act 1995 (s.97) Hedgerow Regulations 1997 (Regs.13 and 14)	To seek a warrant to enter premises	Executive Head, or Service Manager, or Solicitor	Council 75. of 22/04/02 Council 21. of 19/07/04
PDC 52	Anti-Social	To determine whether or not to	Executive Head, or	Plg.Dev.Con.Cttee

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
	Behaviour Act 2003 (s.68(2))	proceed with a complaint	Service Manager, or Development Control Team Leader, or Principal Planning Officer	74. of 11/05/05
PDC 53	Anti-Social Behaviour Act 2003 (s.68 (3) (4) and (5))	To decide whether a high hedge is affecting the complainant's reasonable enjoyment of a domestic property and, if so, what action (if any) should be taken to remedy the adverse effect or prevent its recurrence. To issue such notifications, other than remedial notices, required by these sections to give effect to that decision.	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer in consultation with the Local Ward Councillor(s)	Plg.Dev.Con.Cttee 74. of 11/05/05
PDC 54	Anti-Social Behaviour Act 2003 (s.68 (4) and s.69)	To issue remedial notices	Executive Head, or Service Manager, or Solicitor as instructed by Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Plg.Dev.Con.Cttee 74. of 11/05/05
PDC 55	Anti-Social Behaviour Act 2003 (s.68 (8))	To refund the fee paid when a Tree Preservation Order is placed on the hedge subject of the complaint	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	Plg.Dev.Con.Cttee 74. of 11/05/05
PDC 56	Anti-Social	To withdraw a remedial notice,	Executive Head, or	Plg.Dev.Con.Cttee

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
	Behaviour Act 2003 (s.70)	waive or relax a requirement of a remedial notice	Service Manager, or Solicitor in consultation with Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer	74. of 11/05/05
PDC 57	Anti-Social Behaviour Act 2003 (s.75)	To institute proceedings where action has not been taken to comply with a remedial notice	Executive Head, or Service Manager, or Solicitor	Plg.Dev.Con.Cttee 74. of 11/05/05
PDC 58	Anti-Social Behaviour Act 2003 (s.77)	To execute works required by a remedial notice	Executive Head, or Service Manager, Development Control Team Leader, or Principal Planning Officer in consultation with Executive Head, or Service Manager, or Solicitor	Plg.Dev.Con.Cttee 74. of 11/05/05
PDC 59	Anti-Social Behaviour Act 2003 (s.77)	To take appropriate action to recover costs reasonably incurred by the Council in securing compliance with a remedial notice	Executive Head, or Service Manager, or Solicitor	Plg.Dev.Con.Cttee 74. of 11/05/05
PDC 60	Planning Act 2008 Infrastructure Planning (Environmental Impact Assessment)	To respond to consultations under the Act	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer, or Senior Planning Officer; or	Council 49 of 27/02/12

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
	Regulations 2009		Planning Officer	
PDC 61	Town and Country Planning Act 1990 (s.191-193)	To determine applications for lawfulness of proposed use or development in respect of householder applications	Executive Head, or Service Manager, or Development Control Team Leader	Plg.Dev.Con.Cttee 51 of 11/04/12
PDC 62	Planning Act 2008 Infrastructure Planning (Environmental Impact Assessment) Regulations 2009, Localism Act 2011 and any amending legislation	To respond to consultations under the Act	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer, or Senior Planning Officer; or Planning Officer following written consultation with local ward councillors	Plg.Dev.Con.Cttee 41 of 13/03/13
PDC 63	Community Infrastructure Levy Regulations 2010	To exercise all powers and duties and to take all necessary action and make all decisions including the making of all determinations and declarations, the service, variation and withdrawal of notices except the following:  The determination and granting of applications for relief in exceptional circumstances	Executive Head, or Service Manager, or Planning Policy Officer (CIL)  Executive Head, or Service Manager, or Planning Policy Officer (CIL) in consultation with the Chairman of the Planning Development	Cabinet 61 of 04/02/15 Council 50 of 23/02/15

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE

No	Source	Power Delegated	Delegated to	Minute Reference
		To make all necessary applications through the courts and to take all such actions as may be necessary for implementation	Control Committee  Executive Head, or Service Manager, or Solicitor, or Planning Policy Officer (CIL)	

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE AUTHORISATION TO ENTER PREMISES

No	Source	Power Delegated	Delegated to	Minute Reference
PDC Auth1	Town and Country Planning Act 1990 Planning (Listed Buildings and Conservation Areas) Act 1990 Planning (Hazardous Substances) Act 1990 Planning and Compulsory Purchase Act 2004	In respect of any function which is delegated to the Committee, to enter premises for the purposes of the Acts and any amending statutes or regulations made pursuant to the Acts	Executive Head, Service Manager, Development Control Team Leader, Principal Planning Officer, Senior Planning Officer, Planning Officers, Assistant Planning Officers, Planning Technicians, Building Control Manager, Senior Building Control Surveyor, Assistant Building Control Surveyors, District Building Control Surveyors, Planning Enforcement Officer, Enforcement Officer, Principal Planning Policy Officer, Senior Planning Policy Officer, Planning Policy Officer, Senior Conservation and Building Design Officer, Conservation Officers, Landscape Architect, Urban Designer, Landscape and Open Space Project Officer, Solicitor, Committee Administrator.	Council 75. of 22/04/02 Plg.Dev.Con.Cttee 33. of 9/11/05 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC Auth2	Environment Act	Authorisation to Enter Premises	Executive Head, Service	Council

## FUNCTIONS WHICH ARE DELEGATED TO THE PLANNING DEVELOPMENT CONTROL COMMITTEE AUTHORISATION TO ENTER PREMISES

No	Source	Power Delegated	Delegated to	Minute Reference
	1995 (s.97) Hedgerow Regulations 1997 (Reg.12)		Manager, Committee Administrator, Solicitor, Landscape Architect, Landscape and Open Space Project Officer	75. of 22/04/02 Plg.Dev.Con.Cttee 33. of 9/11/05 Plg.Dev.Con.Cttee 64. of 10/05/06 Council 22. of 21/07/08
PDC Auth3	Anti-Social Behaviour Act 2003 (s.70)	To enter land for the purposes of the Act and any amending statutes or regulations made pursuant to the Acts	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer, or Senior Planning Officer, or Planning Enforcement Officer, or Planning Officer, or Assistant Planning Officer	Plg.Dev.Con.Cttee 74. of 11/05/05 Plg.Dev.Con.Cttee 64. of 10/05/06

## **FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET CABINET FUNCTIONS GENERALLY**

### **PROVISIONS RELATING TO DELEGATIONS TO OFFICER FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET**

- (a) Without prejudice to the Specific delegations to any Officer, the Chief Executive and Executive Heads are hereby authorised to make such decisions and initiate such actions as they may deem necessary in the interests of the Council's functions and services.
- (b) Delegation to Officer shall be without prejudice to the rights and powers of the Cabinet or any Sub-Committee of the Cabinet at any time to decide upon any matter.
- (c) In exercising powers, Officer:-
  - (i) shall comply with the Standing Orders and Financial Regulations of the Council;
  - (ii) may authorise expenditure only in accordance with approved estimates which does not require a loan sanction or approval which has not been authorised or received;
  - (iii) shall comply with approved policies, schemes or directions, where they exist; of the Council or any of its Committees; and
  - (iv) shall consult with the appropriate professional or technical officer of the Council.
- (d) Delegated powers of the Chief Executive or Executive Heads may be exercised on his or her behalf by any officer authorised by him or her generally or specifically for the purpose.
- (e) Delegated powers of the Executive Heads may be exercised by the Chief Executive in the event of his or her absence
- (f) Delegated powers of any officer:
  - (i) below the level of Service Manager may be exercised by a Service Manager, or by an Executive Head, or the Chief Executive;

## **FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET CABINET FUNCTIONS GENERALLY**

- (ii) at the level of Service Manager may be exercised by an Executive Head or by the Chief Executive;
- (g) The Executive Head Governance and Regulation may amend any of these delegations to take account of new legislation, amendments to staffing structures or job titles or appointments.
- (h) Those delegations of powers to Officer where operational, administrative or legislative changes make the delegation redundant may be deleted
- (i) That where it does not already specify, each delegation also includes any subsequent amendments and re-enactments of legislation in respect of the original delegation already authorised

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET CABINET FUNCTIONS GENERALLY

No	Source	Power Delegated	Delegated to	Minute Reference
Cab 1	Local Government Act 2000, part 1A	To exercise all powers delegated to any Executive Director relating to functions which are the responsibility of the Cabinet, such powers to be exercised only in the absence of the Executive Director concerned or in the event of his or her inability to act	Chief Executive	Cabinet 201. of 8/04/02
Cab 2	Local Government Act 2000, part 1A	To sign any formal notices, order or document necessary to bring into effect any decision of the Cabinet or an individual Portfolio Holder	Chief Executive, or Executive Head, or Service Manager, or Solicitor	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04
Cab 3	Local Government Act 2000, part 1A and Local Government Act 1972, s.222	To institute, defend, conduct and settle legal proceedings on behalf of the Council in respect of any of the functions of the Council which are a Cabinet responsibility	Executive Head, or Service Manager, or Solicitor	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04
Cab 4	Local Government Act 2000, part 1A	To appoint professional consultants, subject to financial provision being available within approved budgets in accordance with Standing Orders with respect to Contracts	Chief Executive, or Executive Head	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03
Cab 5	Town and Country Planning General Regulations 1992 Regulation 3	To submit planning applications for schemes for which budget provision exists	Chief Executive, or Executive Head, in consultation with the appropriate Portfolio Holder	Cabinet 201. of 8/04/02

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET

### CABINET FUNCTIONS GENERALLY

No	Source	Power Delegated	Delegated to	Minute Reference
Cab 6	Local Government Act 2000, part 1A	To agree any term, condition or provision within any legal documentation to protect the interests of the Council	Executive Head, or Valuer, in consultation with the appropriate Solicitor, or Service Manager, or Portfolio Holder	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 42. of 4/08/04
Cab 7	Local Government Act 1972 s.101 Police Act 1997 Part V	To register (as lead signatory and counter signatory respectively) with the Criminal Records Bureau for the purposes of undertaking criminal record checks in respect of the Licensing and Hackney Carriages and Private Hire Vehicles	Executive Head (Lead Signatory), Licensing Officer (Counter-Signatory)	Cabinet 201. of 8/04/02
Cab 8	Local Government Act 1972 s.101 Police Act 1997 Part V	To be the lead signatory for the purpose of registration with the Criminal Records Bureau	Executive Head	Cabinet 201. of 8/04/02
Cab 9	Local Government Act 1972 s.101 Police Act 1997 Part V	To be the counter-signatories for the purpose of registration within the Criminal Records Bureau	Executive Head, or Service Manager, or Human Resources Advisor, or Human Resources Administrator, or Administration Section Manager, or Group Administration Manager (Leisure and Employment)	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 24. of 7/07/08
Cab 10	Regulation of Investigatory Powers Act 2000	1. Authorise an application for authority to carry out directed surveillance or for the conduct or the use of a covert human	Chief Executive, or Executive Head, or Service Manager, or Principal Auditor	Cabinet 6. of 2/06/04 Cabinet 117. of 2/02/05

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET CABINET FUNCTIONS GENERALLY

No	Source	Power Delegated	Delegated to	Minute Reference
		<p>intelligence source</p> <p>2. Authorise renewal of an application for authority to carry out directed surveillance or for the conduct or the use of a covert human intelligence source</p> <p>3. Authorise cancellation of an application for authority to carry out directed surveillance or for the conduct or the use of a covert human intelligence source</p> <p>4. Authorise destruction of wholly unrelated material arising from surveillance or from the conduct or the use of a covert human intelligence source</p> <p>5. Monitor the produce of the surveillance or from the covert human intelligence source</p> <p>6. Authorise an application where the likely consequence of directed surveillance would be intrusion on another person other than the target (collateral intrusion) and this at specially sensitive premises (used by lawyers or for any form of medical or professional counselling or therapy)</p>		<p>Cabinet 14. of 4/06/08</p>
Cab 11	<p>Regulation of Investigatory Powers Act 2000</p>	<p>To act as a single point of contact in respect of communications data.</p>	<p>Chief Executive, or Executive Head, or Service Manager, or Principal Auditor</p>	<p>Cabinet 14. of 4/06/08</p>

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET CABINET FUNCTIONS GENERALLY

No	Source	Power Delegated	Delegated to	Minute Reference
Cab 12	Regulation of Investigatory Powers (Communications Data) Order 2003	Authorise an application where the likely consequence of the directed surveillance would be for the applicant officer to acquire knowledge of confidential material.	Principal Auditor, or ICT Security Officer	Cabinet 14. of 4/06/08
Cab 13	Regulation of Investigatory Powers Act 2000 (s. 22)	To authorise an application to obtain communications data	Chief Executive, or Executive Head	Cabinet 54 of 16/1/13
Cab 14	Licensing Act 2003 s.13(4)(e)	To carry out the Council's functions as a responsible authority to respond to consultations to minimise or prevent the risk of pollution of the environment or of harm to human health on licensing applications	Executive Head, or Service Manager	Cabinet 112. of 2/02/05 14. of 02/07/14
Cab 15	Licensing Act 2003 s.13(2)(d) and s.69(2)(d)	To require the production of licences and certificates	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 112. of 2/02/05
Cab 15 (a)	Licensing Act 2003 s.99A	To act as a relevant person for the purposes of Part 5 of the Licensing Act 2003.	Executive Head, or Service Manager	Cabinet 14. of 02/07/14
Cab 16	Acquisition of Land Act 1981 s.5A Planning and	To require information about interests in land which it is intended to compulsory purchase	Executive Head, or Service Manager, or Solicitor	Cabinet 112. of 2/02/05

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET CABINET FUNCTIONS GENERALLY

No	Source	Power Delegated	Delegated to	Minute Reference
	Compulsory Purchase Act 2004 s.105			
Cab 17	Localism Act 2011 Sections 87 – 108 and The Assets of Community Value (England) Regulations 2012	To authorise an Executive Head to make decisions on community nominations of community assets to be included on the List of Assets of Community Value and to determine applications for compensation (and to deal with all consequential administrative matters arising from such decisions)	Executive Head	Cabinet 54 of 16/1/13 54 of 03/02/16 55 of 03/02/16
		To make decisions in respect of internal reviews following a decision to list a community asset and decisions in respect of compensation (and to deal with all consequential administrative matters arising from such decisions)	Chief Executive, or an Executive Head who was not involved in the original decision	
Cab 18	Localism Act 2011 s.81, 83, 84	To make decisions on all matters falling with s. 81, 82 and 83	Executive Head, in consultation with the relevant Portfolio Holder(s) for the Service that is the subject of the expression of interest	Cabinet 10 of 3/07/13
Cab 19	Localism Act 2011 s.82	To specify periods during which expressions of interest may be submitted to the Council in accordance with s.82	Executive Head	Cabinet 10 of 3/07/13

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET CABINET FUNCTIONS GENERALLY

No	Source	Power Delegated	Delegated to	Minute Reference
Cab 20	Local Government Act 2000 part 1A	To enter into contracts (contract signing): £0 - £5,000,000  £0 - £1,000,000 £0 - £10,000 £0 - £50,000 (Goods/Services only)	Chief Executive, or Executive Head Service Manager Budget Responsible Officer Procurement Manager	Cabinet 72 of 3/04/13
	Local Government Act 2000 part 1A	To nominate Officer to carry out all roles defined in a contract	Chief Executive, or Executive Head, or Service Manager	Cabinet 72 of 3/04/13
Cab 21	Animal Welfare Act 2006 The Microchipping of Dogs (England) Regulations 2015	To authorise, in writing, persons to act for purpose of enforcing the Regulations	Executive Head, or Service Manager	Cabinet 20 of 3/08/16
Cab 22	Environmental Protection Act 1990 s. 33ZA	To give fixed penalty notices for the unauthorised deposit of waste	Executive Head, or Service Manager, or Street Scene and Waste Supervisor, or Refuse and Recycling Foreman, or Commercial Waste Officer, or Open Spaces Supervisor, or Grounds Maintenance Foreman, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer, or Partnership Intervention Manager,	Cabinet 20 of 3/08/16

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET CABINET FUNCTIONS GENERALLY

No	Source	Power Delegated	Delegated to	Minute Reference
			or Parking Operations Manager, or Parking Attendant Shift Leader, or Parking Attendants, or Dog Warden, or Pest Control Officer, or Planning Enforcement Officer, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	
Cab 23	Environmental Protection Act 1990 s. 34-A	To give a fixed penalty notice for failing to produce waste Documentation	Executive Head, or Service Manager, or Street Scene and Waste Supervisor, or Refuse and Recycling Foreman, or Commercial Waste Officer, or Open Spaces Supervisor, or Grounds Maintenance Foreman, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer, or Partnership Intervention Manager, or Parking Operations Manager, or Parking Attendant Shift Leader, or Parking Attendants, or Dog Warden, or Pest Control Officer, or Planning Enforcement Officer, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	Cabinet 20 of 3/08/16
Cab 24	Environmental Protection Act 1990	To give a fixed penalty notice for failure to produce authority to	Executive Head, or Service Manager, or Street Scene and	Cabinet 20 of 3/08/16

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET CABINET FUNCTIONS GENERALLY

No	Source	Power Delegated	Delegated to	Minute Reference
	s. 34-B	carry waste.	Waste Supervisor, or Refuse and Recycling Foreman, or Commercial Waste Officer, or Open Spaces Supervisor, or Grounds Maintenance Foreman, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer, or Partnership Intervention Manager, or Parking Operations Manager, or Parking Attendant Shift Leader, or Parking Attendants, or Dog Warden, or Pest Control Officer, or Planning Enforcement Officer, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	

**FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET  
AUTHORISATIONS TO ACT AND TO ENTER PREMISES**

<b>No</b>	<b>Source</b>	<b>Power Delegated</b>	<b>Delegated to</b>	<b>Minute Reference</b>
Cab Auth 1	Environmental Protection Act 1990 s.92C(3)	To enter land to which a litter clearing notice relates and clear it of litter and refuse	Service Manager, or Street Scene and Waste Supervisor, or Refuse and Recycling Foreman, or Commercial Waste Officer, or Service Manager Open Spaces, or Ground Maintenance Supervisor, or Ground Maintenance Foreman, or Executive Head, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Community Safety Officer, or Dog Warden, or Assistant Dog Warden, or Neighbourhood and Tenancy Management Officers	Cabinet 56. of 1/11/06
Cab Auth 2	Products of Animal Origin (Third Country Imports) (England) Regulations 2006 Products of Animal Origin (Third Country Imports) (England) Amendment Regulations 2007,2008,2009	Powers of entry including applying for entry warrant	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Health Technician	Cabinet 63. of 14/01/10
Cab Auth 3	Town and Country Planning Act 1990 Planning (Listed	In respect of any function which is the responsibility of the Cabinet, to enter premises for the	Executive Head, Service Manager, Development Control Team Leader, Principal Planning	Cabinet 201. of 8/04/02

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET AUTHORISATIONS TO ACT AND TO ENTER PREMISES

No	Source	Power Delegated	Delegated to	Minute Reference
	Buildings and Conservation Areas) Act 1990 Planning (Hazardous Substances) Act 1990	purposes of the Acts and any amending statutes or regulations made pursuant to the Acts	Officer, Planning Enforcement Team Leader, Senior Planning Officer, Planning Officer, Assistant Planning Officer, Planning Technician, Planning Enforcement Officer, Enforcement Officer, Principal Policy Planning Officer, Planning Policy Officer, Senior Policy Planning Officer, Building Control Manager, District Building Control Surveyor, Senior Building Control Surveyor, Assistant Building Control Surveyor, Committee Administrator, Senior Conservation and Building Design Officer, Conservation Officer, Urban Designer, Landscape Architect, Landscape and Open Space Project Officer, Solicitor	
Cab Auth 4	Hampshire Act 1983 and Building Act 1984 and Regulations	To enter premises for the purposes of the Act and any amending statutes	Service Manager, Building Control Manager, Building Control Surveyor, District Building Control Surveyor, Senior Building Control Surveyor	Cabinet 201. of 8/04/02
Cab Auth 5	Animal Boarding Establishments Act 1963 Breeding of Dogs Act 1973 Caravan Sites &	Authority to enter for the purposes of the Acts and any amending Statutes and Regulations in respect of functions which are the responsibility of the Cabinet	Executive Head, Service Manager, Housing Technical Manager, Corporate Health and Safety Manager, Environmental Health Manager, Senior Environmental Health Officer,	Cabinet 201. of 8/04/02 Cabinet 15. of 5/08/15

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET AUTHORISATIONS TO ACT AND TO ENTER PREMISES

No	Source	Power Delegated	Delegated to	Minute Reference
	Control of Development Act 1960 Clean Air Acts 1956, 1968 and 1993 Control of Pollution Act 1974 Control of Pollution Amendment Act 1989 Dangerous Wild Animals Act 1976 Dangerous Dogs Act 1991 Environmental Protection Act 1990 Environment Act 1995 Food Act 1984 Food and Environmental Protection Act 1985 Food Safety Act 1990 (except s.19) Guard Dogs Act 1975 Housing Act 1985 Local Government (Miscellaneous Provisions) Acts 1976 and 1982 Noise and Statutory Nuisance Act 1993 Noise Act 1996 Offices Shops & Railway Premises Act		Environmental Health Officer, Environmental Enforcement Officer, Environmental Health Technician,	

**FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET  
AUTHORISATIONS TO ACT AND TO ENTER PREMISES**

No	Source	Power Delegated	Delegated to	Minute Reference
Cab Auth 6	1963 Pet Animals Act 1951 Prevention of Damage By Pests Act 1949 Public Health Acts 1936 and 1961 Rag, Flock and Other Filling Materials Act 1951 Scrap Metal Dealers Act 1964 Shops Acts 1950- 1965 Building Act 1984 Deer Act 1980 (s.3(4)) Slaughterhouses Act 1974 Slaughter of Poultry Act 1967  Environmental Protection Act 1990 s.149-151 Control of Dogs	To enter premises for the purposes of the Act	Service Manager, Environmental Health Manager, Senior Environmental Health Officer, Dog Warden, Environmental Enforcement Officer, Streetscene Senior Supervisor, Streetscene Supervisor, Open Spaces Supervisor, or Pest Control Officer	Cabinet 201. of 8/04/02 Cabinet 15. of 5/08/15
Cab Auth 7	Prevention of Damage By Pests Act 1949	To enter premises for the purposes specified in the Act and any amending Statutes or	Pest Control Officer	Cabinet 201. of 8/04/02

**FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET  
AUTHORISATIONS TO ACT AND TO ENTER PREMISES**

<b>No</b>	<b>Source</b>	<b>Power Delegated</b>	<b>Delegated to</b>	<b>Minute Reference</b>
		Regulations		
Cab Auth 8	Land Drainage Act 1991	To enter land to carry out any function under the Land Drainage Act 1991	Executive Head, Service Manager, Principal Engineer, Senior Assistant Engineer, Assistant Engineer, Technical Assistant	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04
Cab Auth 9	Coast Protection Act 1949	Powers of entry and inspection	Service Manager, Coastal Projects Manager, Assistant Engineer, Surveying Technician, Graduate Engineer, Engineering Technician, Trainee Surveying Technician, Coastal Projects Officer, Coastal Process Scientist, Coastal Process Team Leader, Coastal Surveyor, Coastal Warden, GIS Analyst, River Warden	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04 Cabinet 44. of 7/09/05
Cab Auth 10	Local Government Act 1972 s.223	To institute, conduct, prosecute, defend and appear on behalf of the Council in Magistrates' Courts in respect of alleged offences	Adrian John Randall	Cabinet 201. of 8/04/02
Cab Auth 11	Local Government Act 1972 s.223 County Courts Act 1984 s.60(2)	To appear in County Courts in connection with all matters related to legal proceedings in County Courts	Adrian John Randall	Cabinet 201. of 8/04/02
Cab Auth 12	Deleted			

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET AUTHORISATIONS TO ACT AND TO ENTER PREMISES

No	Source	Power Delegated	Delegated to	Minute Reference
Cab Auth 13	Local Government Act 1972 s.223 Local Government Finance Acts 1988 and 1992	To institute, conduct, prosecute, defend and appear on behalf of the Council in Magistrates' Courts for the recovery and enforcement of the community charge, council tax and national non-domestic rates, and to represent New Forest District Council, at hearings of the Valuation Tribunal pursuant to the Local Government Finances Acts 1988 and 1992 or any statutory modifications or re- enactment thereof for the time being in force	Martin Cole, John Rogers, Derek Wright, Maxine Shorey, Julie West, Nancy Gillespie	Cabinet 201. of 8/04/02
Cab Auth 14	Housing Act 1985 (as amended)	To enter premises for the purpose of the Act	Service Manager, or Housing Grants and Improvements Manager, or Home Health and Safety Officer	Cabinet 201. of 8/04/02 20. of 6/08/14
Cab Auth 15	County Courts Act 1984 s.60(2) Local Government Finance Act 1988 s.114	To be authorised signatory for the purpose of applications for Social Housing Grant approvals and grant claims	Kevin Green	Cabinet 201. of 8/04/02
Cab Auth 16	Licensing Act 2003 s.13(2)(d) and s.69(2)(d)	To enter premises for the purposes of the Act	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 112. of 2/02/05

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET AUTHORISATIONS TO ACT AND TO ENTER PREMISES

No	Source	Power Delegated	Delegated to	Minute Reference
Cab Auth 17	Clean Neighbourhoods and Environment Act 2005 s.77	To enter premises for the purpose of silencing an audible intruder alarm	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 56. of 1/11/06
Cab Auth 18	Food Hygiene (England) Regulations 2005	Regulation 14 - to enter premises for the purposes of the Regulations	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Health Technician	Cabinet 56. of 1/11/06
Cab Auth 19	Products of Animal Origin (Third Country Imports) (England) (No 4) Regulations 2004	Regulations 7 and 8 - to exercise the powers conferred by Section 8 to enter premises; to inspect any bundle, package, packing case or item of personal luggage, any product, plant or equipment; and to take samples	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 56. of 1/11/06
Cab Auth 20	Antisocial Behaviour, Crime and Policing Act 2014	To enter premises for the purposes of the Act and to serve notices	Service Manager, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Health Technician, or Dog Warden, or Environmental Enforcement Officer, or Partnership	Cabinet 55 of 03/02/16

**FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET  
AUTHORISATIONS TO ACT AND TO ENTER PREMISES**

No	Source	Power Delegated	Delegated to	Minute Reference
			Intervention Officer, or Licensing Enforcement Officer	

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
Env 1	Local Government Act 2000, part 1A	To use discretion in the provision of supplies and services, free of charge, to encourage local voluntary effort in litter collection	Executive Head	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 24. of 7/07/08
Env 2	Environmental Protection Act 1990 Part IV s. 88	To be an authorised officer and to give fixed penalty notices (Leaving litter)	Executive Head, or Service Manager, or Recruitment Administrator, or Street Scene and Waste Supervisor, or Refuse and Recycling Foreman, or Commercial Waste Officer, or Open Spaces Supervisor, or Grounds Maintenance Foreman, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer, or Community Safety Officer, or Parking Operations Manager, or Parking Attendant Shift Leader, or Parking Attendants, or Pest Control Officer, or Dog Warden, or Environmental Enforcement Officer, or Planning Enforcement Officer, Housing Estates Manager, or Neighbourhood and Tenancy Management Officer, or Contract Inspector, or Parking Manager, or Parking	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 15 of 5/08/15

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
			Administrator, or Senior Administrative Assistant (Parking)	
Env 3	Environmental Protection Act 1990 s.92	To serve litter abatement notices	Executive Head	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 24. of 7/07/08
Env 4	Environmental Protection Act 1990 s.93	To serve street litter control notices	Executive Head	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 24. of 7/07/08
Env 5	Environmental Protection Act 1990 s.94	To serve street litter control notices - supplementary provisions	Executive Head	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 24. of 7/07/08
Env 6	Local Government Act 2000, part 1A	(1) To increase the prices of refuse/garden sacks sold to the public should the wholesale price of sacks increase to the extent where he or she considers the additional cost should be passed to the consumer	Executive Head	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 24. of 7/07/08

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		(2) To reduce the price of sacks at his or her discretion for bulk sales		
Env 7	Local Government Act 2000, part 1A	To serve or issue any notice or document and to settle claims arising from or relating to the refuse collection function of the Council	Executive Head	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 24. of 7/07/08
Env 8	Local Government Act 2000, part 1A	To remit charges for special collections of household waste	Executive Head	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 24. of 7/07/08
Env 9	Refuse Disposal (Amenity) Act 1978	To deal with abandoned vehicles	Executive Head, or Service Manager, or Parking Manager	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03
Env 10	deleted			
Env 11	Refuse Disposal (Amenity) Act 1978 s.3(1)	To remove abandoned vehicles	Executive Head, or Service Manager, or Street Scene and Waste Supervisor, or Commercial Waste Officer, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or	Cabinet 56. of 1/11/06 Cabinet 15 of 5/08/15

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
			Environmental Enforcement Officer, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	
Env 12	Refuse Disposal (Amenity) Act 1978 s.3(2) and 4(1)	To give or serve notices in relation to the removal of abandoned vehicles	Executive Head, or Service Manager, or Street Scene and Waste Supervisor, or Commercial Waste Officer, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	Cabinet 56. of 1/11/06 Cabinet 15 of 5/08/15
Env 13	Refuse Disposal (Amenity) Act 1978 s.4(1)	To decide whether a vehicle is in such a condition that it ought to be destroyed  To dispose of vehicles removed under section 3	Executive Head, or Service Manager, or Street Scene and Waste Supervisor, or Commercial Waste Officer, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer	Cabinet 56. of 1/11/06 Cabinet 15 of 5/08/15
Env 14	Refuse Disposal (Amenity) Act 1978 s.4(7)	To determine who to treat as the owner of a vehicle	Executive Head, or Service Manager, or Street Scene and Waste Supervisor, or Commercial Waste Officer, or Environmental Health Manager, or Senior Environmental Health Officer, or	Cabinet 56. of 1/11/06 Cabinet 15 of 5/08/15

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
			Environmental Health Officer, or Environmental Enforcement Officer	
Env 15	Refuse Disposal (Amenity) Act 1978 s.5	To recover charges connected with removed vehicles from any person responsible	Executive Head, or Service Manager, or Street Scene and Waste Supervisor, or Commercial Waste Officer, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer	Cabinet 56. of 1/11/06 Cabinet 15 of 5/08/15
Env 16	Refuse Disposal (Amenity) Act 1978 s.8	To enter land for the purposes of the Act	Executive Head, or Service Manager, or Street Scene and Waste Supervisor, or Commercial Waste Officer, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	Cabinet 56. of 1/11/06 Cabinet 15 of 5/08/15
Env 17	Control of Pollution Act 1974	To issue any notice or consent pursuant to Sections 60 & 61 in accordance with criteria specified in Sections 60(3) and (4) and with BS 5228; 1975 Code of Practice	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 201. of 8/04/02

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
Env 18	Environmental Protection Act 1990 s.6	To authorise industrial processes for air pollution control	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 201. of 8/04/02
Env 19	Environmental Protection Act 1990 Part III - Statutory Nuisances and Clean Air	To enforce the provisions of Part III of the Act and to serve notices to abate statutory nuisances as defined in section 79	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, Strategic Housing Services Manager, or Housing Grants and Improvement Manager	Cabinet 201. of 8/04/02 Cabinet 15. of 6/07/09
Env 20	Noise and Statutory Nuisance Act 1993 sch.3	To act on all matters under the Act relating to audible intruder alarms	Executive Head, or Service Manager, or Housing Performance and Asset Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Senior Building Surveyors	Cabinet 201. of 8/04/02
Env 21	Local Government Act 2000, part 1A	To remit the charge for the treatment of fleas at premises	Executive Head, or Service Manager	Cabinet 201. of 8/04/02
Env 22	Local Government Act 2000, part 1A	To remit the charge for the treatment of rodents at domestic premises	Executive Head, or Service Manager	Cabinet 201. of 8/04/02
Env 23	Public Health Act 1936	To serve notices requiring	Executive Head, or Service	Cabinet

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
	s.83, as amended by s.35 of the Public Health Act 1961	the clearing, treating and cleansing of filthy and verminous premises	Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	201. of 8/04/02
Env 24	Local Government Act 2000, part 1A	To determine instances where charges should be levied for the services of the Dog Warden	Executive Head, or Service Manager	Cabinet 201. of 8/04/02
Env 25	Environmental Protection Act 1990 s.149	To discharge the functions imposed or conferred by Section 149 of the Act	Executive Head, or Service Manager, or Streetscene Senior Supervisor, or Street Scene Supervisor, or Open Spaces Supervisor, or Dog Warden, or Environmental Enforcement Officer, or Environmental Health Technician, or Pest Control Officer.	Cabinet 201. of 8/04/02 8. of 04/06/14
Env 26	Breeding of Dogs Act 1973 Dangerous Wild Animals Act 1976 Animal Boarding Establishments Act 1963 Zoo Licensing Act 1981	To administer and enforce the provisions of the Act in the name of the Council	Executive Head, or Service Manager, or Environmental Enforcement Officer, or Environmental Health Technician	Cabinet 201. of 8/04/02 Cabinet 15 of 5/08/15
Env 27	Dogs (Fouling of Land) Act 1996	To serve fixed penalty notices	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Dog Warden, or Client Inspectors,	Cabinet 201. of 8/04/02 Cabinet 12. of 6/06/07 Cabinet

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
			or Contract Inspector, or Parking Manager, or Parking Administrator, or Senior Administrative Assistant (Parking), or Street Scene and Waste Supervisor, or Refuse and Recycling Foreman, or Commercial Waste Officer, or Service Manager Open Spaces, or Open Spaces Supervisor, or Grounds Maintenance Foreman, or Planning Enforcement Officer, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer, or Contract Inspector, or Environmental Enforcement Officer	24. of 7/07/08 Cabinet 15 of 5/08/15
Env 28	Local Government Act 1972 s.214 and Local Cemeteries Order 1977	To deal with grants of grave spaces and the approval of headstones and monuments	Executive Head, or Service Manager, or Cemeteries and Amenities Manager	Cabinet 201. of 8/04/02
Env 29	Local Government Act 2000, part 1A	To authorise night time or other closures of public conveniences where circumstances indicate that such closure is warranted	Executive Head, or Service Manager, in consultation with the Local Ward Members	Cabinet 24. of 7/07/08
Env 30	Noise Insulation Regulations 1975	To approve applications for payment of grants for insulation work to eligible buildings	Executive Head, or Service Manager	Cabinet 201. of 8/04/02

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
Env 31	Sunday Trading Act 1994	To enforce the provisions of the Act	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Corporate Health and Safety Advisor, or Environmental Health Officer, or Environmental Health Technician	Cabinet 201. of 8/04/02
Env 32	Building Act 1984 Clean Air Act 1993 Control of Pollution Act 1974 – Other than s.60 and s.61 Control of Pollution Amendment Act 1989 Dangerous Dogs Act 1991 Deer Act 1980 Environmental Protection Act 1990 Food and Environmental Protection Act 1985 Food Safety Act 1990 and Regulations thereunder Guard Dogs Act 1975 Local Government (Miscellaneous Provisions) Acts 1976 and 1982 Noise Act 1996	To serve any relevant notice, issue any necessary Authorisation, licence or permit and inspect where applicable at any reasonable time any premises and enforce the relevant legislation for the purposes specified in the Acts for environmental health functions which are a Cabinet responsibility	Executive Head, or Service Manager, or Corporate Health and Safety Advisor, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer, or Housing Strategic Services Manager, or Housing Grants Improvement Manager	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 15. of 6/07/09 Cabinet 15 of 5/08/15

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
Env 33	Offices Shops & Railway Premises Act 1963 Prevention of Damage By Pests Act 1949 Police and Criminal Justice Act 1974 Public Health Acts 1936 and 1961 Rag, Flock and Other Filling Materials Act 1951 Slaughter of Poultry Act 1967 Sunday Trading Act 1994 Water Industry Act 1991	Appointment as authorised Officer for the purposes of these sections of the Act	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Health Technician, or Corporate Health and Safety Advisor	Cabinet 201. of 8/04/02
Env 34	Local Government Act 2000, part 1A	To issue any notice, licence, certificate or similar document and to deal with registrations in respect of any of the environmental health functions which are the responsibility of the	Executive Head	Cabinet 201. of 8/04/02

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		Cabinet		
Env 35	Land Drainage Act 1991	To issue Notices under the Act	Executive Head, or Service Manager, or Solicitor	Cabinet 201. of 8/04/02
Env 36	Land Drainage Act 1991 s.14	To carry out drainage works, improve existing water courses, or construct new works required for the drainage of any land	Executive Head, or Principal Engineer, or Senior Engineer, or Assistant Engineer, or Technical Assistant	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04
Env 37	Land Drainage Act 1991 s.64	To enter land to carry out any functions under the Act	Executive Head, or Service Manager, or Principal Engineer, or Senior Assistant Engineer, or Assistant Engineer, or Technical Assistant	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04
Env 38	Land Drainage Act 1991 s.25	To carry out works in default and to recover any expenses incurred in so doing	Executive Head, or Service Manager, or Principal Engineer - Engineering	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04
Env 39	Building Act 1984 s.59	To serve notices requiring execution of drainage works	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Senior Building Surveyor	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03
Env 40	Local Government (Miscellaneous Provisions) Act 1976	To serve notices to clear blocked private sewers and drains	Executive Head, or Service Manager, or Environmental Health Manager, or Senior	Cabinet 201. of 8/04/02

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
	s.35		Environmental Health Officer, or Environmental Health Officer	
Env 41	Local Government Act 2000, part 1A	To sign the following DEFRA forms relating to coast protection and land drainage schemes -  Applications for Schemes Approval  Claims for grant aid and Variation Orders	Executive Head, or Principal Engineer (Land Drainage), or Coastal Projects Manager	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 42. of 4/08/04
		Countersigning of forms, where necessary	S151 Officer, or Principal Accountant, or Principal Corporate Accountant	Cabinet 24. of 7/07/08
Env 42	Local Government Act 2000, part 1A	To serve or issue any notice or document and to settle claims arising from or relating to the sewerage functions of the Council	Executive Head, or Service Manager, or Principal Engineer	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04 Cabinet 24. of 7/07/08
Env 43	Land Drainage Act 1991 Part II	Authority to exercise the powers contained within Part II of the Act in order to maintain, facilitate or secure the drainage of land	Executive Head, or Principal Engineer, or Senior Engineer, or Assistant Engineer	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 42. of 4/08/04

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
Env 44	Coast Protection Act 1949	Authority to exercise the powers contained within Part 1 of the Act in order to maintain existing and execute new coast protection works	Coastal Projects Manager	Cabinet 201. of 8/04/02 Council 75. of 22/04/02 Cabinet 42. of 4/08/04
Env 45	Refuse Disposal (Amenity) Act 1978 s.2A	To be an authorised officer and to give fixed penalty notices	Executive Head, or Service Manager, or Street Scene and Waste Supervisor, or Commercial Waste Officer, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer, or Assistant Housing Needs Manager, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	Cabinet 56. of 1/11/06 Cabinet 15 of 5/08/15
Env 46	Environmental Protection Act 1990 s.88	To be an authorised officer and to give fixed penalty notices (Leaving litter)	Executive Head, or Service Manager, or Street Scene and Waste Supervisor, or Refuse and Recycling Foreman, or Commercial Waste Officer, or Open Spaces Supervisor, or Grounds Maintenance Foreman, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement	Cabinet 56. of 1/11/06 Cabinet 15 of 5/08/15

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
			Officer, or Partnership Intervention Manager, or Parking Operations Manager, or Parking Attendant Shift Leader, or Parking Attendants, or Pest Control Officer, or Dog Warden, or Planning Enforcement Officer, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	
Env 47	Environmental Protection Act 1990 s.92A	To serve litter clearing notices	Executive Head, or Service Manager, or Solicitor, in consultation with Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	Cabinet 56. of 1/11/06
Env 48	Environmental Protection Act 1990 s.92C(4)	To require a reasonable charge to be paid by the person on whom a litter clearing notice was served where the authority enters land and clears it of litter and refuse	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	Cabinet 56. of 1/11/06
Env 49	Environmental Protection Act 1990	To be an authorised officer and to give fixed penalty	Executive Head, or Service Manager, or Street Scene and	Cabinet 56. of 1/11/06

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
	s.94A	notices (litter clearing and control notices)	Waste Supervisor, or Refuse and Recycling Foreman, or Commercial Waste Officer, or Open Spaces Supervisor, or Grounds Maintenance Foreman, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer, or Partnership Intervention Manager, or Planning Enforcement Officer, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	
Env 50	Environmental Protection Act 1990 s.46	To serve notices under section 46(1), (3)(c) or (d) or (4) (Receptacles for household waste)	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer	Cabinet 56. of 1/11/06 Cabinet 15 of 5/08/15
Env 51	Environmental Protection Act 1990 s.47	To serve notices under section 47(2) or (4) (Receptacles for Commercial or industrial waste)	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer	Cabinet 56. of 1/11/06 Cabinet 15 of 5/08/15

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
Env 52	Environmental Protection Act 1990 s.47ZA	To be an authorised officer and to give fixed penalty notices in respect of Section 46 and Section 47 (Receptacles for waste)	Executive Head, or Service Manager, or Street Scene and Waste Supervisor, or Refuse and Recycling Foreman, or Commercial Waste Officer, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer	Cabinet 56. of 1/11/06 Cabinet 15 of 5/08/15
Env 53	Environmental Protection Act 1990 s.59(1) and 59ZA(1)	To serve notices requiring the owner or occupier of land to remove unlawfully deposited waste and/or take steps to eliminate or reduce the consequences of the deposit of the waste	Executive Head, or Service Manager, or Solicitor in consultation with Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	Cabinet 56. of 1/11/06 Cabinet 15 of 5/08/15
Env 54	Environmental Protection Act 1990 s.59(6) and (7)	To remove waste from land and to take other steps to eliminate or reduce the consequences of the deposit of the waste	Executive Head, or Service Manager, or Street Scene and Waste Supervisor, or Refuse and Recycling Foreman, or Commercial Waste Officer, or Open Spaces Supervisor, or Grounds Maintenance Foreman, or Environmental Health Manager, or Senior	Cabinet 56. of 1/11/06 Cabinet 15 of 5/08/15

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
			Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer, or Partnership Intervention Manager, or Dog Warden, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	
Env 55	Environmental Protection Act 1990 s.59(6)	To recover expenses reasonably incurred by the Council in removing waste and taking other steps under section 59(6)	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	Cabinet 56. of 1/11/06 Cabinet 15 of 5/08/15
Env 56	Food Hygiene (England) Regulations 2006	Regulation 6 - to serve Hygiene Improvement Notices	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Technician holding the Higher EHRB qualification or equivalent	Cabinet 94. of 4/01/06 Cabinet 123. of 1/03/06
Env 57 - 68	Deleted			
Env 69	Official Feed and Food Controls (England) Regulations 2009 (as amended)	Power of entry, investigation and sampling. The service of notice to require detention,	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health	Cabinet 21 of 05/07/10

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		destruction, special treatment, re-dispatch and other appropriate measures of non-compliant food	Officer	
Env 70	Deleted			
Env 71	Meat (Enhanced Enforcement Powers) (England) Regulations 2000	The application of enforcement powers to premises other than slaughterhouses in relation to regulations controlling the production of meat.	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 63. of 14/01/10
Env 72-74	Deleted			
Env 75	Imported Food Regulations 1997	Regulation 6 – to examine food and to serve Notice that the food may not be removed from the premises	Service Manager, or Environmental Health Manger, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 95. of 4/01/06
Env 76	Imported Food Regulations 1997	Regulation 7 – to serve notice for the re-export, alternative use or destruction of certain food	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 95. of 4/01/06
Env 77	Clean Neighbourhoods and Environment Act	To leave the required notices at premises, and	Executive Head, or Service Manager, or Environmental	Cabinet 95. of 4/01/06

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
	2005 s.78	to apply to a Justice of the Peace for a warrant to enter premises for the purpose of silencing an audible intruder alarm	Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	
Env 78	Clean Neighbourhoods and Environment Act 2005 s.78	To take any steps he or she thinks necessary for the purpose of silencing an audible intruder alarm	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 95. of 4/01/06
Env 79	Clean Neighbourhoods and Environment Act 2005 s.79(7)	To recover from the responsible person any expenses reasonably incurred by the Council in connection with entering premises, silencing the alarm, and complying with section 79(5)	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 56. of 1/11/06
Env 80	Health Act 2006, Part 1, Chapter 1, paras 1-12 and Schedules 1 and 2 Smoke Free (Premises and Enforcement) Regulations 2006 Smoke Free (Exemptions and Vehicles) Regulations 2007 Smoke Free (Penalties and Discounted	To take all necessary action	Executive Head; or Service Manager, or Environmental Health Manger, or Senior Environmental Health Officer, or Environmental Health Officer; or Environmental Health Technician, or Housing Strategic Services Manager, or Housing Grants and Improvement Manager, or Building Surveyors (Improvement)	Cabinet 10. of 6/06/07 Council 30 of 7/09/15

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
	Amounts) Regulations 2007 Smoke Free (Vehicle Operators and Penalty Notices) Regulations 2007 Smoke Free Signs Regulations 2012 Smoke-free (Private Vehicles) Regulations 2015 and any replacement legislation (Note: function transferred to non- executive powers 2015)			
Env 81	Public Health (Control of Disease) Act 1984	Authorised officer to act in matters as specified by the Act and amendments	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 21 of 05/07/10
Env 82	The Health Protection (Part 2 A Orders) Regulations 2010	Provisions in relation to orders applied for and made under Part 2 A of the Public Health (Control of disease) Act 1984 and ability to impose charges in order to recover the costs of local authority actions pursuant to a Part	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 21 of 05/07/10

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		2 A order		
Env 83	Deleted			
Env 84	Sunbeds (Regulation) Act 2010	Powers of entry, and related matters contained within the Schedule to the Act, including inspection, and other matters relating to investigation	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer or Environmental Health Technician	Cabinet 40 of 02/11/11
Env 85	Pollution Prevention and Control Act 1999 and any amending Statues and Regulations	To take all necessary action and exercise all powers including the issue and service of any necessary authorisation, notice or permit, the inspection of premises and the enforcement of the relevant legislation for the purposes of the Act	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer.	Cabinet 17 of 06/07/11
Env 86	Animals Act 1971, s.7	Authorised officer to act in matters as specified by the Act to seize and sell animals trespassing on Council land	Executive Head, or Service Manager, or Estates and Valuation Manager, or Housing Estates Manager	Cabinet 24 of 07/09/11
Env 87	Dogs (Fouling of Land) Act 1996	To serve Fixed Penalty Notices	Accredited Community Support Officer	Cabinet 9 of 06/06/12
Env 88	The Food Safety and	Regulation 2 -The	Service Manager, or	Cabinet

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
	Hygiene (England) Regulations 2013, EU Regulation 852/2004, EU Regulation 853/2004, EU Regulation 854/2004, EU Regulation 2073/2005, EU Regulation 2075/2005, and EU Regulation 178/2002.	appointment of Authorised Officer	Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Health Technician	56 of 02/01/14
Env 89	The Food Safety and Hygiene (England) Regulations 2013	Regulation 6 - to serve a Hygiene Improvement Notice on a food business operator	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Technician holding the Higher EHRB qualification or equivalent.	Cabinet 56 of 02/01/14
		Regulation 7 – to serve a Hygiene Prohibition Order on the food business operator and to affix a copy to the premises and to issue a certificate that that the authority is satisfied that the health risk condition no longer exists	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	
		Regulation 8 – to serve a	Service Manager, or	

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		Hygiene Emergency Prohibition Notice on a food business operator and to affix a copy to the premises	Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	
		Regulation 8 - to apply to a Magistrates Court for a Hygiene Emergency Prohibition Order	Executive Head, or Service Manager, or Solicitor, in consultation with Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	
		Regulation 8 - To serve a copy of a Hygiene Emergency Prohibition Order on a food business operator and to affix a copy to the premises. To issue a certificate that that the authority is satisfied that the health risk no longer exists	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	
		Regulation 9 - to serve a Remedial Action Notice on a food business operator and to serve notice to withdraw a Remedial Action Notice	Service Manager, or Environmental Health Manger, or Senior Environmental Health Officer, or Environmental Health Officer	

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		Regulation 10 - to serve a Detention Notice on the food business operator and to serve notice to withdraw a Detention Notice	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	
		Regulation 14 - to procure samples	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Health Technicians	
		Regulation 15 -to submit samples for analysis or examination	Service Manager, or Environmental Health Manger, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Health Technicians	
		Regulation 16 – to enter premises, to inspect any records, any computer and associated apparatus or material which is or has been in use in connection with the records, and to seize, detain and take away any records	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Health Technician	
		Regulation 16 - to apply to	Executive Head, or Service	

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		a justice of the peace for a warrant of entry	Manager, or Solicitor, in consultation with the Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	
		Regulation 29 – to certify that any food has not been produced, processed or distributed in compliance with the Hygiene Regulations	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer.	
Env 90	The Food Safety and Hygiene (England) Regulations 2013, EU Regulation 852/2004, EU Regulation 853/2004, EU Regulation 854/2004, EU Regulation 2073/2005, EU Regulation 2075/2005, and EU Regulation 178/2002. The Food Safety Act 1990 and Regulations made thereunder.	Power to issue Simple Cautions	Executive Head, or Service Manager, or Environmental Health Manager in consultation with Executive Head	Cabinet 56 of 02/01/14
Env 91	The Trade in Animals and Related Products	Powers of entry contained within Regulation 33, and	Service Manager, or Environmental Health Manager,	Cabinet 56 of 02/01/14

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
	Regulations 2011	powers of authorised Officer contained within Regulation 34. The seizure of unchecked consignments brought into the country and the detention of products of animal origin which may have been introduced in breach of the regulations	or Senior Environmental Health Officer, or Environmental Health Officer or Environmental Health Technician	
Env 92	Transmissible Spongiform Encephalopathy (England) Regulations 2010 (as amended)	The appointment as inspectors with powers of entry, inspection, sampling and seizure. The service of notices restricting movement or the destruction of parts or whole animal body. The service of notices for the cleansing of premises, vehicles and containers	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 56 of 02/01/14
Env 93	The Official Controls (Animals, Feed and Food) (England) Regulations 2006, EU Regulation 882/2004	The appointment as inspectors and enforcement Officer for the enforcement of the regulations including power of entry, the inspection of records and the detention of food	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 56 of 02/01/14

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
Env 94	Products of Animal Origin (Third Country Imports) (England) Regulations 2006 (as amended)	Powers of entry including applying for entry warrant. The inspection and sampling of any product. Powers in relation to documents including examination and seizure. The service of notice to deal with non-conforming products. To instruct the re-dispatch or destruction of consignments and products illegally brought in to the country. To take charge of and destroy products dangerous to animal or public health by service of notice	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 56 of 02/01/14
Env 95	Products of Animal Origin (Import and Export) Regulations 1996 (as amended)	To inspect and sample products, the inspection of premises and examination of documents. To be accompanied by a representative of the European Commission. Power to deal with consignments illegally imported and posing a risk to health. The service of	Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 56 of 02/01/14

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET ENVIRONMENT PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
Env 96	Scrap Metal Dealers Act 2013	notice to destroy, re-export, or move food to a border inspection post  To issue, refuse, vary, revoke and impose conditions on any license, to serve any notice, to supply information, to enter and inspect a site and enforce the relevant legislation for the purposes specified in the Act	Executive Head, or Service Manager, or Environmental Health Officer, or Licensing Officer, or Licensing Enforcement Officer, or Licensing Assistant.	Leader's Decision under S14 of LGA 2000, dated 21/10/13

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET FINANCE AND EFFICIENCY PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
F & E 1	Local Authorities (Goods and Services) Act 1970	To submit tenders to other organisations for individual contracts having a gross value of less than £50,000	Chief Executive, or Executive Head	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04
F & E 2	Local Authorities (Goods and Services) Act 1970	To submit tenders to other organisations for individual contracts having a gross value of £50,000 or more	Chief Executive, or Executive Head, in consultation with the appropriate Portfolio Holder	Cabinet 201. of 8/04/02
F & E 3	Local Government Act 2000, part 1A	To settle terms for transactions for freehold or leasehold acquisitions and disposals not exceeding £30,000 where such acquisitions/disposals are in accordance with approved policy and subject, in the case of acquisitions, to budget provision	Executive Head, or Service Manager, or Estates and Valuation Manager, in consultation with the appropriate Portfolio Holder	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04 Cabinet 24. of 7/07/08
F & E 4	Deleted			

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET FINANCE AND EFFICIENCY PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
F & E 5	Local Government Act 2000, part 1A	To determine canvassers' fees annually, but any increases approved shall not exceed the overall New Forest District Council pay award since the last canvassers' increase	Electoral Registration Officer	Cabinet 201. of 8/04/02
F & E 6	Local Government Act 2000, part 1A	To sign transfers from the Council's General Account to the Payments Account and to sign cheques	S151 Officer, or Principal Accountant, or Principal Corporate Accountant, or Principal Auditor	Cabinet 201. of 8/04/02 Cabinet 24. of 7/07/08
F & E 7	Local Government Act 2000, part 1A	To administer the national non-domestic rate, and the Council Tax	Executive Head	Cabinet 201. of 8/04/02 Cabinet 24. of 7/07/08
F & E 8	Social Security & Housing Benefits Act 1982 Social Security Act 1986 Housing Benefit (General) Regulations 1987 Council Tax Benefit (General) Regulations 1989	To carry out all functions in relation to housing and Council Tax benefits	Executive Head	Cabinet 201. of 8/04/02 Cabinet 24. of 7/07/08

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET FINANCE AND EFFICIENCY PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
F & E 9	Housing Benefit (General) Regulations 1987 Regulation 61(2) and 61(3)	Discretion to make a grant for additional housing benefit	Service Manager	Cabinet 201. of 8/04/02
F & E 10	Local Government Act 2000, part 1A Local Government and Finance Act 1988 s.49	To grant applications for: national non-domestic rate relief on hardship grounds; discretionary rate relief for a charity; and discretionary rate relief for non-profit making organisations, where the application accords with the approved policy framework	Executive Head, or Service Manager, or Revenues Manager	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 24. of 7/07/08 Cabinet 15. of 5/08/15
		To refuse such applications where he or she considers that, in view of the financial position of the applicant, relief is not warranted	Executive Head	Cabinet 201. of 8/04/02 Cabinet 24. of 7/07/08
		To determine such applications where the circumstances are not covered by the approved policy framework Remarks: Subject to review of individual applications by the Appeals Committee if an applicant is aggrieved by a	Executive Head, in consultation with the Finance and Efficiency Portfolio Holder	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 24. of 7/07/08

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET FINANCE AND EFFICIENCY PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		decision		
F & E 11	Local Government Act 2000, part 1A	Hythe Marina - to act on behalf of the Council (as landowner) to determine proposed revisions which have no significant impact on the character of the development	Executive Head, or Service Manager, or Estates and Valuation Manager	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04 Cabinet 24. of 7/07/08
F & E 12	Local Government Act 2000, part 1A	To be responsible for the activities of the treasury management operations, including the exercise of the investment and borrowing powers of the Council in accordance with Council policy and professional codes of practice	S151 Officer who may delegate the operations of the treasury management to Principal Corporate Accountant, or Principal Accountant, or Principal Auditor and subordinate staff	Cabinet 201. of 8/04/02 Cabinet 87. of 18/11/02 Cabinet 24. of 7/07/08
F & E 13	Local Government Act 2000, part 1A	To settle any claim against the Council in respect of Building Regulations whether or not admitted by the Council's Insurers, subject to such settlement not exceeding the amount of the excess for the time being on the Council's indemnity policy	Executive Head, in consultation with the Finance and Efficiency Portfolio Holder and S151 Officer and any other appropriate officers	Cabinet 201. of 8/04/02 Cabinet 24. of 7/07/08
F & E 14	Local Government and	(i) To make formal	S151 Officer	Cabinet

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET FINANCE AND EFFICIENCY PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
	Housing Act 1989 Part IV Local Government Act 2000, part 1A	determinations under Part IV of the Local Government and Housing Act 1989		201. of 8/04/02 Cabinet 24. of 7/07/08
		(ii) To approve the form of contracts under Standing Orders as to Contracts and to determine whether it is necessary for him or her to prepare a written contract	Executive Head, or Service Manager, or Solicitor	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04
F & E 15	Local Government Act 2000, part 1A	To provide services to Parish Councils on a free or repayment basis	Chief Executive, or Executive Head	Cabinet 201. of 8/04/02
F & E 16	Local Government Act 2000, part 1A	To decide what controls, restrictions, obligations and terms should appear in all legal documentation for all land transactions and all other legal transactions to protect the interests of the Council	Executive Head, or Service Manager, or Solicitor	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04
F & E 17	Clean Neighbourhoods and Environment Act 2005 s.6	To enter into Wayleave Agreements	Executive Head, or Service Manager, or Estates and Valuation Manager, subject to Executive Head being satisfied as to the content of the Agreement	Cabinet 137. of 5/04/06 Cabinet 24. of 7/07/08

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET FINANCE AND EFFICIENCY PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
F & E 18	Local Government Act 2000, part 1A	To issue and administer formal cautions in connection with any of the functions carried out by the Audit Team	Service Manager, or Principal Auditor	Cabinet 201. of 8/04/02 Cabinet 24. of 7/07/08
F & E 19	Local Government Act 1972 s.223 or Local Government Finance Acts 1988 and 1992	To institute, conduct, prosecute, defend and appear on behalf of the Council in Magistrates' Courts for the recovery and enforcement of council tax and national non-domestic rates, and to represent New Forest District Council, at hearings of the Valuation Tribunal pursuant to the Local Government Finances Acts 1988 and 1992 or any statutory modifications or re-enactment thereof for the time being in force	Executive Head, or Service Manager, or Revenues Manager, or Senior Tax and Benefits Officer, or Tax and Benefits Officer	Cabinet 24. of 4/07/05
F & E 20	Local Government (Discretionary Payments) Regulations 1996 Discretionary Financial Assistance Regulations 2001	To decide whether or not to make payments under the Regulations	S151 Officer, or Executive Head, or Service Manager, or Benefits Manager	Cabinet 37. of 2/08/06

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET FINANCE AND EFFICIENCY PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
F & E 21	Deleted			
F & E 22	Detection of Fraud and Enforcement Regulations 2013	To issue administrative Penalties under the Act	Principal Auditor, or Corporate Fraud Officer	Cabinet 75 of 07/03/12
F & E 23	Deleted			
F & E 24	Deleted			
F & E 25	Proceeds of Crime Act 2002 Terrorism Act 2000 Money Laundering Regulations 2007 (as amended)	To be the officer nominated to receive disclosures about money laundering/terrorist financing activity within the Council	Executive Head	Cabinet 75 of 07/03/12
F & E 26	Anti-Terrorism Crime and Security Act 2001 s.19	To obtain information for HM Revenues and Customs	Principal Auditor, or Corporate Fraud Officer	Cabinet 75 of 07/03/12
F & E 27	Local Government Act 1972 s.101 and s.222 Local Government Act 2000 s.14	To institute and conduct legal proceedings in the County Court on behalf of the Council in respect of debt recovery claims.	Service Manager, or Revenues Manager, or Account Manager, or Senior Revenues Officer	Cabinet 91 of 02/05/12
F & E 28	Social Security Administration Act 1992 s.116	To issue certificates	Executive Head, or Service Manager, or Solicitor	Cabinet 82 of 04/04/12

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET FINANCE AND EFFICIENCY PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
F & E 29	Local Government Finance Act 1992, The Council Tax Reductions Schemes (Default Schemes) (England) Regulations 2012 and other relevant legislation, together with any subsequent amendments and re-enactments	Insofar as it is a Cabinet function and responsibility, to take all decisions and to carry out all functions in relation to the Council Tax Reduction Scheme	Executive Head, or Service Manager, or Benefits Manager	Cabinet 49 of 16/01/13

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HEALTH AND LEISURE PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
H & Leis 1	Local Government Act 2000, part 1A	To determine within the Council's Leisure Grant Aid Scheme, Revenue Grants of £1,000 or less excluding any requests for grants towards annual running costs and to advise Parish and Town Councils	Executive Head	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03
H & Leis 2	Local Government Act 2000, part 1A	To approve, within the Council's Leisure Grant Aid Scheme, individual awards up to a maximum of £300	Executive Head	Cabinet 201. of 8/04/02
H & Leis 3	Local Government Act 2000, part 1A	To establish charges for special events and programmes	Executive Head, or Service Manager	Cabinet 201. of 8/04/02
H & Leis 4	Local Government Act 2000, part 1A	To authorise refunds or reductions of fees paid for the use of facilities under the control of the Cabinet, where the use of the facility is withdrawn, curtailed or cancelled	Health and Leisure Centre Managers	Cabinet 201. of 8/04/02

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HEALTH AND LEISURE PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
H & Leis 5	Local Government Act 2000, part 1A	To negotiate with prospective Concessionaires the detail of agreements for concessions under the control of the Cabinet, subject to the provisions of the Standing Orders relating to Contracts and the Financial Regulations	Executive Head	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HOUSING AND COMMUNITIES PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
Hsg & Com 1	Criminal Justice and Public Order Act 1994 s.77, s.78 and s.79	To issue directions and to serve notices for unauthorised campers to leave land	Executive Head; or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Partnership Intervention Officer, or Environmental Health Officer, or Landlord Services Manager, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 55 of 3/02/16
Hsg & Com 2	Criminal Justice and Public Order Act 1994	To institute proceedings or complaints under Sections 77 and 78 of the Act	Executive Head, in consultation with Executive Head, or Leader of the Council, or Service Manager, or Solicitor, or Housing and Communities Portfolio Holder and with the Local Ward Members concerned	Cabinet 201. of 8/04/02
Hsg & Com 3	Criminal Justice and Public Order Act 1994	To make an Order under Section 70 of the Act/Section 14A – 14B of the Public Order Act 1986	Chief Executive, Executive Head, or Service Manager, or Solicitors	Cabinet 201. of 8/04/02
Hsg & Com 4	Local Government Act 2000, part 1A	Civil Defence - designation as District Controller for civil defence and emergency purposes	Chief Executive	Cabinet 45. of 7/08/02
Hsg & Com 5	Local Government Act 2000, part 1A	To sign Acceptable Behaviour Contracts	Executive Head, or Service Manager, or Partnership Intervention Manager, or Solicitor	Cabinet 45. of 7/08/02 Cabinet

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HOUSING AND COMMUNITIES PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
			subject to the contracts being countersigned by either Executive Head, or the Partnership Intervention Manager	42. of 4/08/04 Cabinet 117. of 2/02/05
Hsg & Com 6	Antisocial Behaviour, Crime and Policing Act 2014	To take all necessary action and exercise all of the Council's powers under Parts 1, 2, 4 and 6 of the Act. (Note: applications to the Courts only to be made in consultation with the Executive Head (Governance and Regulations), or Service Manager Legal, or Solicitor	Chief Executive, or Executive Head, or Service Manager, or Solicitor.	Cabinet 55 of 3/02/16
		To take all necessary action including the issue of notices, remedial and enforcement action as set out in Part 4 Chapter 1 and sections 63 and 68 of Part 4 Chapter 2.	Service Manager or Landlord Services Manager, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Health Technician, or Dog Warden, Partnership Intervention Manager, or Licensing Enforcement Officer, or Environmental Enforcement Officer	
Hsg & Com 7	Anti-Social Behaviour Act 2003 s.43	To be an authorised officer and to give fixed penalty	Executive Head, or Service Manager, or Street Scene and	Cabinet 56. of 1/11/06

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HOUSING AND COMMUNITIES PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		notices (Graffiti and fly-posting)	Waste Supervisors, or Refuse and Recycling Foreman, or Commercial Waste Officer, or Ground Maintenance Supervisor, or Ground Maintenance Foreman, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer, or Partnership Intervention Manager, or Parking Operations Manager, or Parking Attendant Shift Leader, or Parking Attendants, or Dog Warden, or Pest Control Officer, or Planning Enforcement Officer, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	Cabinet 15. of 55/08/15
Hsg & Com 8	Anti-Social Behaviour Act 2003 s.48	To serve defacement removal notices, including the power to enter land to the extent reasonably necessary to affix a notice to a relevant surface (Graffiti and fly-posting)	Executive Head, or Service Manager, or Solicitor, in consultation with Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	Cabinet 56. of 1/11/06 Cabinet 15. of 55/08/15

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HOUSING AND COMMUNITIES PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
Hsg & Com 9	Anti-Social Behaviour Act 2003 s.48(4) and (5)	To remove, clear or otherwise remedy a defacement where a defacement removal notice is not complied with and to enter land to the extent reasonably necessary for that purpose	Executive Head, or Service Manager, or Street Scene and Waste Supervisors, or Refuse and Recycling Foreman, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer, or Environmental Enforcement Officer, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer	Cabinet 56. of 1/11/06 Cabinet 15. of 55/08/15
Hsg & Com 10	Anti-Social Behaviour Act 2003 s.49	To recover expenditure reasonably incurred in exercise of the power under section 48(4) (Graffiti and fly-posting)	Executive Head, or Service Manager, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer, or Environmental Enforcement Officer	Cabinet 56. of 1/11/06 Cabinet 15. of 55/08/15
Hsg & Com 11	Domestic Violence, Crime and Victims Act 2004 s.9	To be the authorised officer to act in relation to domestic homicide reviews	Executive Head	Cabinet 30 of 3/10/12
Hsg & Com 12	Town and Country Planning Act 1990 s.225	To recover the costs of removing or obliterating a placard or poster from the person who displayed it or caused it to be displayed or from the person whose goods, services or concerns are publicised	Executive Head, or Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 56. of 1/11/06



## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HOUSING AND COMMUNITIES PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
Hsg & Com 16	Housing Act 1985 Part II (as amended) Housing Act 1996 Part VI	To deal with –		
		(a) The transfer of existing tenants	Service Manager, or Strategic Housing Services Manager, or Allocations Manager, or Allocations Officer	Cabinet 201. of 8/04/02 Cabinet 15. of 6/07/09
		(b) the allocation of tenancies to tenants of properties subject to Closing Orders, Demolition Orders and Undertakings not to use until the premises are made fit	Service Manager, or Strategic Housing Services Manager, or Allocations Manager, or Allocations Officer	Cabinet 201. of 8/04/02 Cabinet 15. of 6/07/09
		(c) the allocation and termination of licences for Council-owned residential caravan sites	Executive Head	Cabinet 201. of 8/04/02 Cabinet 117. of 2/02/05
		(d) the allocation of estate shop tenancies and the issue of Notices to Quit	Estates and Valuation Manager, in consultation with the Executive Head	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04 Cabinet 117. of 2/02/05 Cabinet 123. of 1/03/06
Hsg & Com 17	Housing Act 1996 Demoted Tenancies (Review of Decisions) (England) Regulations 2004	Authority to apply to the County Court for the Demotion Order	Service Manager, or Landlord Services Manager, or Housing Estates Manager	Cabinet 64. of 2/11/05 Cabinet 15. of 6/07/09
		Authority to issue a Notice of Proceedings	Service Manager, or Landlord Services Manager, or Housing	

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HOUSING AND COMMUNITIES PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
			Estates Manager	
		To appoint the pool of Officer to comprise the Review Panel, and to select any two to sit to determine a review	Executive Head	
		To appoint a Member of the Appeals Committee to the Review Panel, to sit with Officer to determine a review	Executive Head	
		In case of urgency, to conduct the review hearing	Executive Head	
Hsg & Com 18	Housing Act 1985 Part IV (as amended)	To issue Notices to Quit and Notices of Seeking Possession and to determine whether to apply for Possession Orders	Executive Head, or Service Manager, or Landlord Services Manager, or Rent and Arrears Recovery Manager, or Housing Estates Manager, or Rent and Arrears Recovery Officer, or Neighbourhood and Tenancy Management Officer	Cabinet 201. of 8/04/02 Cabinet 117. of 2/02/05 Cabinet 15. of 6/07/09
Hsg & Com 19	Housing Act 1985 Part IV	To authorise tenants to erect structures and fittings	Executive Head, or Service Manager, or Landlord Services Manager, or Housing Estates Manager, or Neighbourhood and Tenancy Management Officer, or Rent and Arrears Recovery Officer	Cabinet 201. of 8/04/02 Cabinet 117. of 2/02/05 Cabinet 15. of 6/07/09
Hsg & Com	Town and Country	To submit planning	Executive Head, or Service	Cabinet

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HOUSING AND COMMUNITIES PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
20	Planning General Regulations 1992 Regulation 3	applications for adaptations of property for disabled Council tenants	Manager, or Strategic Housing Services Manager	201. of 8/04/02 Cabinet 117. of 2/02/05
Hsg & Com 21	Housing Act 1985 Part IV (as amended)	To deal with persistent rent arrears offenders as considered appropriate rather than in accordance with the Council's procedure for dealing with cases	Executive Head, or Service Manager, or Landlord Services Manager, or Rent and Arrears Recovery Manager	Cabinet 201. of 8/04/02 Cabinet 117. of 2/02/05 Cabinet 15. of 6/07/09
Hsg & Com 22	Housing Act 1985 Part II (as amended)	To set the service charge in respect of sold Council flats	Executive Head	Cabinet 201. of 8/04/02 Cabinet 117. of 2/02/05
Hsg & Com 23	Housing Act 1996 Part VI	To decide on applications for transfers by tenants with rent arrears where the tenant is eligible for transfer on medical or social grounds, and physical hardship would be caused by preventing a transfer	Service Manager, or Strategic Housing Services Manager, or Allocations Manager, or Allocations Officer	Cabinet 201. of 8/04/02 Cabinet 15. of 6/07/09
Hsg & Com 24	Housing Act 1985 Part II (as amended) Housing Act 1996 Part VI	To exercise discretion in making the best use of the Council's housing stock and in appropriate circumstances  (a) if requested, to grant a joint tenancy to a member of the household where he/she	Service Manager, or Strategic Housing Services Manager, or Allocations Manager, or Landlord Services Manager, or Housing Estates Manager	Cabinet 201. of 8/04/02 Cabinet 15. of 6/07/09

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HOUSING AND COMMUNITIES PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		<p>can demonstrate that he/she has a long-term commitment to the home</p> <p>(b) when a tenant dies, to grant usually a tenancy of the home or suitable alternative accommodation to a member of the household who has been living with the tenant for the year before the tenant's death, has been looking after the tenant or has accepted responsibility for the tenant's dependants</p> <p>Subject to disputes over the allocation of tenancies being referred to the Housing Portfolio Holder</p>		
Hsg & Com 25	Local Government Act 2000, part 1A	<p>To agree requests for rent-free garages subject to:-</p> <p>(a) the organisation being non-profit making;</p> <p>(b) there being no existing demand for the garage;</p> <p>(c) the tenancy being terminated should a demand arise for the garage</p>	<p>Service Manager, or Strategic Housing Services Manager, or Allocations Manager, or Allocations Officer, or Performance and Asset Manager</p>	<p>Cabinet 201. of 8/04/02 Cabinet 15. of 6/07/09</p>
Hsg & Com	Landlord and Tenant Act	To waive recharges for	Executive Head, or Service	Cabinet

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HOUSING AND COMMUNITIES PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
26	1985 s.19 as amended	repairs undertaken by the Council on behalf of tenants in cases of severe hardship	Manager, or Landlord Services Manager	201. of 8/04/02 Cabinet 117. of 2/02/05 Cabinet 15. of 6/07/09
Hsg & Com 27	Local Government Act 2000, part 1A	To negotiate with other bodies the linking of their sheltered housing schemes to the Council's central control facilities	Executive Head	Cabinet 201. of 8/04/02 Cabinet 117. of 2/02/05
Hsg & Com 28	Housing Act 1985 s.123	Where a tenant has requested that the 'Right to Buy' be shared by not more than 3 members of his or her family and one or more of those members has not resided in the dwelling for the required period of 12 months, to accept a lesser period if it is considered that the circumstances are warranted	Service Manager, or Housing Performance and Asset Manager	Cabinet 201. of 8/04/02 Cabinet 15. of 6/07/09
Hsg & Com 29	Housing Act 1985 Part V	To use discretion in the light of the circumstances of each individual 'Right to Buy' application in any areas not specified or covered in the Council's policies regarding the scheme	Executive Head, in consultation with the Housing Portfolio Holder	Cabinet 201. of 8/04/02 Cabinet 117. of 2/02/05
Hsg & Com	Housing Act 1985 (as	To determine whether a	Service Manager, or Performance	Cabinet

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HOUSING AND COMMUNITIES PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
30	amended) and Leasehold Reform, Housing and Urban Development Act 1993 Part I	property is suitable for elderly persons and is thereby exempt from the Right to Buy	and Asset Manager	201. of 8/04/02 Cabinet 15. of 6/07/09
Hsg & Com 31	Housing Act 1985 (as amended) and Leasehold Reform, Housing and Urban Development Act 1993 Part II	To exercise discretion in the issue of a Notice to respond to the offer of sale	Service Manager, or Performance and Asset Manager	Cabinet 201. of 8/04/02 Cabinet 15. of 6/07/09
Hsg & Com 32	Housing Act 1985 Part V	To decide on all offers to re-convey properties to the Council:-  (i) Where the owners are required to offer the property under a pre-emption covenant or where the owners are having difficulty selling privately and there is a clear need for the property, the price to be paid for each property to be no more than the current market value with vacant possession as assessed by the Estates and Valuation Manager  (ii) Where the owners have found themselves in financial	Executive Head, or Service Manager, or Strategic Housing Services Manager, or Performance and Asset Manager	Cabinet 201. of 8/04/02 Cabinet 117. of 2/02/05 Cabinet 15. of 6/07/09 29. of 3/09/14

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HOUSING AND COMMUNITIES PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		<p>or domestic difficulties and wish to revert to being Council tenants, the properties be purchased with sitting tenants at reduced value only if there are pressing social grounds</p> <p>Subject to review by the Appeals Committee where the owner is aggrieved by a decision not to re-purchase.</p> <p>iii) To exercise discretion not to demand that former social tenants repay part or all of any discount due following disposal of a property previously purchased under the Right to Buy</p>		
Hsg & Com 33	Housing Act 1996 Part VII	To grant awards under the Deposit Guarantee Scheme for homeless households to rent private dwellings	Service Manager, or Strategic Housing Services Manager, or Homelessness and Housing Advice Manager	Cabinet 201. of 8/04/02 Cabinet 15. of 6/07/09
Hsg & Com 34	Housing Act 1985 Part II Housing Act 1988	To approve the costs to be reimbursed under the incentive to move to smaller accommodation scheme, up to a maximum of £3,000	Service Manager, or Strategic Housing Services Manager, or Allocations Manager	Cabinet 201. of 8/04/02 Cabinet 15. of 6/07/09
Hsg & Com	Rent Act 1977	Where the Council becomes	Service Manager, or Performance	Cabinet

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HOUSING AND COMMUNITIES PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
35		liable as landlord for payment of Council Tax, to serve the appropriate notices on tenants increasing service charges by an appropriate amount to recover the cost in full	and Asset Manager	201. of 8/04/02 Cabinet 15. of 6/07/09
Hsg & Com 36	Housing Act 1988 as amended	To transfer Social Housing Grant from approved schemes to alternative schemes in order to ensure the use of funds in the appropriate financial year	Service Manager, or Housing Development Manager, in consultation with the Housing Portfolio Holder and the appropriate Ward Members	Cabinet 201. of 8/04/02
Hsg & Com 37	Local Government Finance Act 1988 s.114	To sign applications for Social Housing Grant scheme approvals and grant claims	Executive Head, or Service Manager, or Principal Accountant, or Principal Corporate Accountant, or Principal Service Accountant	Cabinet 201. of 8/04/02
Hsg & Com 38	Local Government Act 2000, part 1A	To submit bids for Supplementary Credit Approvals for housing schemes	Executive Head	Cabinet 201. of 8/04/02 Cabinet 117. of 2/02/05
Hsg & Com 39	Local Government Act 2000, part 1A	To grant wayleaves across the Council's estates	Executive Head, or Service Manager, or Estates and Valuation Manager	
Hsg & Com 40	Local Government Act 2000, part 1A	To assess rent payable to the owners of unfurnished properties let to the Council	Executive Head, or Service Manager, or Estates and Valuation Manager	Cabinet 201. of 8/04/02 Cabinet

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HOUSING AND COMMUNITIES PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
				24. of 7/07/08
Hsg & Com 41	Local Government Act 2000, part 1A	To institute foreclosure proceedings in respect of housing advance accounts where it is considered reasonable to do so to protect the Council's interest	Executive Head, or Service Manager, or Principal Accountant, or Principal Corporate Accountant, or Principal Auditor	Cabinet 201. of 8/04/02 Cabinet 24. of 7/07/08
Hsg & Com 42	Housing Act 1985 Part X (as amended)	To carry out all the functions of the Council under Part X (overcrowding)	Executive Head, or Service Manager, or Performance and Asset Manager, or Housing Grants and Improvement Manager	Cabinet 201. of 8/04/02 Cabinet 117. of 2/02/05 Cabinet 15. of 6/07/09
Hsg & Com 43	Housing Act 1985 Part IX Local Government and Housing Act 1989 Part VIII	To carry out all the functions of the Council under Part IX (Unfit Premises) of the Housing Act 1985 and Part VIII (Grants towards Cost of Improvements and Repairs etc) of the Local Government and Housing Act 1989 in consultation with the Housing and Communities Portfolio Holder and the Local Members(s) if the Service Manager considers the case to be of a marginal/sensitive nature, and subject to review by Appeals Committee where an applicant is aggrieved by a decision	Executive Head, or Service Manager, or Strategic Housing Services Manager or Housing Grants and Improvement Manager	Cabinet 201. of 8/04/02 Cabinet 117. of 2/02/05 Cabinet 15. of 6/07/09

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HOUSING AND COMMUNITIES PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
Hsg & Com 44	Local Government (Miscellaneous Provisions) Act 1976 s.33 as amended	To carry out all the functions of the Council for the continuation of the supply of water, gas or electricity	Executive Head, or Service Manager, or Strategic Housing Services Manager, or Housing Grants and Improvement Manager	Cabinet 201. of 8/04/02 Cabinet 117. of 2/02/05 Cabinet 15. of 6/07/09
Hsg & Com 45	Local Government (Miscellaneous Provisions) Act 1982 Part XI as amended	To carry out all the functions of the Council under Part XI (Prevention of Unauthorised Entry or Danger to Public Health)	Executive Head, or Service Manager, or Strategic Housing Services Manager, or Housing Grants and Improvement Manager	Cabinet 201. of 8/04/02 Cabinet 117. of 2/02/05 Cabinet 11. of 7/06/06 Cabinet 15. of 6/07/09
Hsg & Com 46	Building Act 1984 s.76 as amended	To carry out all the functions of the Council to require immediate works to repair defective premises	Executive Head, or Service Manager, or Strategic Housing Services Manager, or Housing Grants and Improvement Manager	Cabinet 201. of 8/04/02 Cabinet 117. of 2/02/05 Cabinet 15. of 6/07/09
Hsg & Com 47	Housing Grants, Construction and Regeneration Act 1996 Part 1	All the powers under Part 1 of the Act (Grants for renewal of private sector housing), subject to review of individual applications by the Appeals Committee if an applicant is aggrieved by a decision	Executive Head, or Service Manager, or Strategic Housing Services Manager, or Housing Grants and Improvements Manager	Cabinet 201. of 8/04/02 Cabinet 117. of 2/02/05 Cabinet 15. of 6/07/09 8. of 04/06/14
Hsg & Com	Housing Act 1985	All the powers under the	Executive Head, or Service	Cabinet

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HOUSING AND COMMUNITIES PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
48	Housing Grants, Construction and Regeneration Act 1996 Housing (Fitness Enforcement Procedures) Order 1996	Order ("minded to take action" notices)	Manager, or Strategic Housing Services Manager, Housing Grants and Improvement Manager	201. of 8/04/02 Cabinet 117. of 2/02/05 Cabinet 15. of 6/07/09
Hsg & Com 49	Housing Act 2004	To issue, serve, vary or revoke any order or notice, issue any authorisation, license or permit, carry out inspections or take any other action under the Act	Executive Head, or Service Manager, or Strategic Housing Services Manager, or Housing Grants and Improvement Manager, or Home Health and Safety Surveyor	Cabinet 15. of 6/07/09
		To make all necessary applications to Court under the Act, to require production of documents and to recover any expenses incurred by the Council	Executive Head, or Service Manager, or Strategic Housing Services Manager, or Housing Grants and Improvement Manager, or Home Health and Safety Surveyor, or Solicitors	Cabinet 15. of 6/07/09
Hsg & Com 50	Local Government Act 1972 s.101 and s.222 Local Government Act 2000 s.14	To institute and conduct legal proceedings in the County Court on behalf of the Council in respect of possession claims arising out of rent arrears	Service Manager, or Landlord Services Manager, or Rent and Arrears Recovery Officer, in consultation with the Rent and Arrears Recovery Manager	Cabinet 91 of 02/05/12
Hsg & Com 51	County Courts Act 1984 s.60 (2)	To address the District Judge in action for:  (a) the recovery of possession of a house	Richard Topliss (Service Manager Housing), or Kerry Leach (Rent Accounting Manager), or Jane Cole, Joanne Rolle, or Dan Lacey or Clare Marshall (Rent and	Cabinet 75 of 07/03/12

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET HOUSING AND COMMUNITIES PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		<p>belonging to the Council</p> <p>(b) The recovery of any rent, mesne profits, damages or other sums claimed by the Council in respect of the occupation of any person of such a house</p>	Arrears Recovery Officer), or Vicky Bray (Housing Estates Manager), or Sharon Wicks (Neighbourhood and Tenancy Management Officer)	
Hsg & Com 52	Housing Act 1996	To take all necessary action with respect to Introductory Tenancies including the service of Notices, the making of determinations, the holding of reviews and the seeking of possession	Executive Head, or Service Manager, or Landlord Services Manager, or Strategic Services Manager, or Housing Estates Manager, or Rent and Arrears Recovery Manager, or Neighbourhood & Tenancy Management Officer, or Rent and Arrears Recovery Officer	Cabinet 69 of 5/03/14
Hsg & Com 53	Localism Act 2014 Local Government Act 2000	To take all decisions including entering into all necessary contracts and agreements to implement the agreed housing strategy	Executive Head in consultation with the Chief Executive	Cabinet 72. of 7/03/12 Council 55 of 16/04/12

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET LEADER'S PORTFOLIO

No	Source	Power Delegated	Delegation to	Minute Reference
Ldr 1	Local Government Act 2000, part 1A	To approve Leader+ Projects as being in conformity with EU Regulations (and reject those not so conforming) and to issue offer and refusal letters (as appropriate) in respect of grant funding	Service Manager, or Employment and Tourism Manager and the Leader+ Programme Manager	Cabinet 37. of 8/07/02 Cabinet 8. of 4/06/03 Cabinet 24. of 7/07/08

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET PLANNING AND TRANSPORTATION PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
P & T 1	Town and Country Planning (Environmental Impact Assessment) Regulations 1999	(1) To determine whether a proposed development falls within Schedule 2 of the Regulations; and  (2) To determine whether to require an environmental impact assessment in respect of proposed developments falling within the scope of Schedule 2 of the regulations	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer, or Senior Planning Officer	Cabinet 201. of 8/04/02 Cabinet 12. of 7/06/06
P & T 2	Building Act 1984	To approve or reject, where appropriate, all applications under Building Regulations	Executive Head, or Service Manager, or Building Control Manager	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 42. of 4/08/04 Cabinet 12. of 7/06/06
P & T 3	Local Government Act 2000, part 1A	Except in the case of the Council's own schemes, to authorise relaxation of Building Regulations as necessary  Remarks: Relaxations relating to the Council's own schemes require approval of Cabinet	Executive Head, or Service Manager, or Building Control Manager	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 42. of 4/08/04 Cabinet 12. of 7/06/06

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET PLANNING AND TRANSPORTATION PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
P & T 4	Building Act 1984	To permit deviations from the approval in the course of building works	Building Control Manager, or Senior Building Control Surveyor, or District Building Control Surveyors, or Assistant Building Control Surveyors	Cabinet 201. of 8/04/02
P & T 5	Water Act 1989 (s.69 Schedule 8)	To serve notices and take action with respect to buildings over sewers  Remarks: Formerly part of Building Act 1984 (s.18)	Executive Head, or Service Manager, or Building Control Manager, or Senior Building Control Surveyor	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04 Cabinet 12. of 7/06/06
P & T 6	Building Act 1984	To serve notices and to take action under the following: Section 8 - Relaxation of Building Regulations Section 11 - Type relaxation of Building Regulations Section 16 - Passing or rejection of plans Section 19 - Buildings constructed of materials regarded as 'short lived' Section 21 - New buildings to be provided with satisfactory drainage Section 24 - Provision of exits Section 25 - New houses	Executive Head, or Service Manager, or Building Control Manager, or Senior Building Control Surveyor	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04 Cabinet 12. of 7/06/06

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET PLANNING AND TRANSPORTATION PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		<p>to be provided with sufficient water supply            Section 60 - Provisions of soil pipes and ventilating shafts            Section 70 - Food storage accommodation in houses            Section 71 - Exits and entrances to certain public buildings            Section 72 - Means of escape in case of fire from certain high buildings            Section 73 - New buildings over-reaching adjacent chimneys            Section 74 - Cellars and Rooms below sub-soil level            Section 78 - Emergency measures to deal with dangerous buildings            Section 79 - Ruinous and dilapidated buildings etc</p>		
P & T 7	Building Act 1984	<p>To serve notices and to take action under the following:            Section 32 - Deposit of plans to be of no effect            Section 36 - Power to require removal or alteration of work not in conformity</p>	<p>Executive Head, or Service Manager, Building Control Manager, or Senior Building Control Surveyor</p>	<p>Cabinet            201. of 8/04/02            Cabinet            42. of 4/08/04            Cabinet            12. of 7/06/06</p>

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET PLANNING AND TRANSPORTATION PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		with Building Regulations; Section 77 - Dangerous and dilapidated buildings and structures Sections 80 and 81 - Demolitions		
P & T 8	Hampshire Act 1983	To serve notices and to take action under the following: Section 11 – Underground car parks (fire precautions); Section 12 – Access for fire fighting vehicles and equipment; Section 13 – Fire precautions in large buildings	Executive Head, or Service Manager, or Building Control Manager, or Senior Building Control Surveyor	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04 Cabinet 12. of 7/06/06
P & T 9	Planning (Listed Buildings and Conservation Areas) Act 1990 (s.89) Town and Country Planning Act 1990 (s.330(1) and s.330(2)) Miscellaneous Provisions Act 1976 (s.16)	To require information on interests in land and its use	Executive Head, or Service Manager, or Solicitor	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET PLANNING AND TRANSPORTATION PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
P & T 10	Planning (Listed Buildings and Conservation Areas) Act 1990 (s.88(5))	To enter land for the purpose of surveying the land or estimating its value for compensation for acquisition	Executive Head or his or her duly authorised Agent	Cabinet 201. of 8/04/02 Cabinet 87. of 18/11/02
P & T 11	Planning (Listed Buildings and Conservation Areas) Act 1990 (s.88A)	To seek Warrants to Enter Land for Section 88 purposes	Executive Head, or Service Manager, or Solicitor	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 42. of 4/08/04
P & T 12	Planning (Listed Buildings and Conservation Areas) Act 1990 (s.88B(1) and s.88B(8))	To serve Notice of Intended Entry and Notice of Intention to Carry out Works	Executive Head, or Service Manager, or Solicitor	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04 Cabinet 12. of 7/06/06
P & T 13	Local Government (Miscellaneous Provisions) Act 1976 (s.23 and 24)	(1) Dangerous trees - to exercise the powers conferred on the Council under Sections 23 and 24 of the Act; to take such steps as may be appropriate for the purposes of Sections 23(1), 23(2) and 23(4) of the Act, and to take the specified steps in the event of the failure of a person to comply with a	Executive Head, or Service Manager	Cabinet 201. of 8/04/02 Cabinet 12. of 7/06/06 Cabinet 24. of 7/07/08

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET PLANNING AND TRANSPORTATION PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		notice served pursuant to Section 23(3) of the Act		
		Remarks: Subject to Council's Financial Regulations and Standing Orders as to Contracts		
		(2) To recover expenses reasonably incurred by the Council	Executive Head, or Service Manager, or Solicitor	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04
P & T 14	Electricity Act 1989 (s.37) Town and Country Planning Act 1990 (s.90(2))	To respond to consultations under s.37 of the Electricity Act	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer, or Senior Planning Officer, or Planning Officer, or Assistant Planning Officer	Cabinet 201. of 8/04/02 Cabinet 12. of 7/06/06
P & T 15	Acquisition of Land Act 1981 s.5A Planning and Compulsory Purchase Act 2004 s.105	To require information about interests in land which it is intended to compulsory purchase	Executive Head, or Service Manager, or Solicitor	Cabinet 75. of 7/12/05
P & T 16	Building Act 1984 Town and Country Planning Act 1990 Planning (Listed Buildings and	To initiate and undertake prosecutions on behalf of the authority pursuant to these Acts and any amending legislation, or	Executive Head, or Service Manager, or Solicitor in consultation with Executive Head, or Service Manager, or Development Control Team	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04 Cabinet

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET PLANNING AND TRANSPORTATION PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
	Conservation Areas) Act 1990 Planning (Hazardous Substances) Act 1990 Local Government (Miscellaneous Provisions) Act 1976 Planning and Compulsory Purchase Act 2004	Regulations made pursuant to the Acts on matters which are the responsibility of the Cabinet  Remarks: General Delegation put in to replace specific authorities under various sections of these Acts	Leader, or Principal Planning Officer, or Senior Planning Officer, or Planning Officer, or Assistant Planning Officer, or Senior Arboriculturist, or Arboriculturist, or Senior Conservation and Building Design Officer, or Conservation Officer, or Building Control Manager, or Senior Building Control Surveyor, or District Building Control Surveyors	75. of 7/12/05 Cabinet 12. of 7/06/06
P & T 17	Town and Country Planning Act 1990 s.304 Planning and Compulsory Purchase Act 2004 s.115	To pay grants for research and educational assistance	Executive Head, or Service Manager	Cabinet 75. of 7/12/05 Cabinet 12. of 7/06/06
P & T 18	Local Government Act 2000, part 1A	To select footway lighting improvement schemes within the development programme budget	Executive Head, or Service Manager, in consultation with the Town or Parish Council, or Planning and Transportation Portfolio Holder following receipt of suggestions from Town or Parish Councils	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04 Cabinet 12. of 7/06/06
P & T 19	Town Police Clauses Act 1847 s.21 Hampshire Act 1983 s.68	To make and sign an Order to bring into effect temporary road closures, subject to:  i) no objections being	Chief Executive, or Executive Head, or Service Manager, or Senior Planning Officer	Cabinet 42. of 4/08/04 Cabinet 12. of 7/06/06

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET PLANNING AND TRANSPORTATION PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		received from the Police or County Council within 28 days		
		ii) prior consultation with District and County Councillors whose wards are directly affected; and		
		iii) prior consultation with local transport operators, the Fire Service, Ambulance Service, Town/Parish Council, and Chamber of Commerce		
P & T 20	Road Traffic Regulation Act 1984 s.69	To serve notices and to take action for the removal of signs for the guidance or direction of road users	Executive Head, or Service Manager, or Senior Planning Officer	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04 Cabinet 12. of 7/06/06
P & T 21	Local Government Act 2000, part 1A	To ensure that the Council's obligations under the County Council's agency agreements are discharged	Executive Head	Cabinet 201. of 8/04/02 Cabinet 87. of 18/11/02 Cabinet 8. of 4/06/03 Cabinet 42. of 4/08/04
P & T 22	Public Health Act 1925	To issue notices and	Executive Head, or Service	Cabinet

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET PLANNING AND TRANSPORTATION PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
	s.18	documents relating to street names and numbers	Manager, or Senior Systems Support Manager	201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 42. of 4/08/04
P & T 23	Land Charges Act 1972	To do all matters relating to the registration of Local Land Charges and the issue of the official certificate of search against the Register	Executive Head, or Service Manager	Cabinet 201. of 8/04/02 Cabinet 12. of 7/06/06
P & T 24	Local Government Act 2000, part 1A	To make Off-Street Parking Places Orders or Amendment Orders in cases where no objections to published proposals have been received	Chief Executive, or Executive Head	Cabinet 201. of 8/04/02 Cabinet 42. of 4/08/04
P & T 25	Local Government Act 2000, part 1A	To authorise the removal of vehicles, trailers, etc left in the Council's car parks	Executive Head, or Service Manager, or Parking Manager, or Recruitment Administrator	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 42. of 4/08/04
P & T 26	Road Traffic Regulation Act 1984 s.112(2)	To request information as to the identity of a driver	Executive Head, or Service Manager, or Parking Manager, or Administrator	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 42. of 4/08/04

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET PLANNING AND TRANSPORTATION PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
P & T 27	Local Government Act 2000, part 1A	To grant consents and to agree terms for the occasional use of car parks for exhibitions and similar events	Executive Head, or Service Manager, or Parking Manager	Cabinet 201. of 8/04/02 Cabinet 8. of 4/06/03 Cabinet 42. of 4/08/04
P & T 28	Civil Enforcement of Parking Contraventions General Regulations 2007, regulations 5, 12, 19 and 21	To serve notices and certificates, to consider representations, and to take all action on behalf of the Council	Service Manager, or Parking Manager, or Parking Operations Manager, or Parking Administrator, or Senior Administrative Assistant (Parking), or Administration Assistants (Parking)	Cabinet 109. of 2/04/08
P & T 29	Civil Enforcement of Parking Contraventions General Regulations 2007, regulation 22	To recover the increased penalty charge provided for in the charge certificate	Executive Head, or Service Manager, or Parking Manager, or Parking Administrator	Cabinet 109. of 2/04/08
P & T 30	Civil Enforcement of Parking Contraventions Representations and Appeals Regulations 2007, Schedule paragraphs 12-15	To take all action on behalf of the Council	Executive Head, or Service Manager, or Parking Manager, or Parking Administrator	Cabinet 109. of 2/04/08
P & T 31	Civil Enforcement of Parking Contraventions Representations and Appeals Regulations 2007, regulation 7 (5)	To consider the recommendations of an adjudicator and decide whether to accept those recommendations	Chief Executive, or Executive Head, or Service Manager	Cabinet 109. of 2/04/08

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET PLANNING AND TRANSPORTATION PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
P & T 32	Goods Vehicles (Licensing of Operators) Act 1995	<p>To make representations on applications relating to the issue of new or variations to existing operators' licences</p> <p>To determine whether or not an objection to an application for or variation of a goods vehicle operator's licence is appropriate and, if so, to make objection on appropriate grounds on behalf of the Council to the grant or variation of a license (in consultation with local ward members)</p> <p>In the event of non-agreement between or with local Members, to refer to the relevant Portfolio Holder for determination whether to make representations at an inquiry to support the objection</p>	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer, or Senior Planning Officer, in consultation with Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	<p>Cabinet 201. of 8/04/02</p> <p>Cabinet 8. of 4/06/03</p> <p>Cabinet 12. of 7/06/06</p>
P & T 33	Local Government Act 2000, part 1A	In appropriate cases to inform the Licensing	Executive Head, or Service Manager, or Development Control	Cabinet 201. of 8/04/02

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET PLANNING AND TRANSPORTATION PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		Authority that the Council, without prejudice to its formal consideration of the licence application, has no objection to a temporary heavy goods licence being issued, for not more than three months, to an operator	Team Leader, or Principal Planning Officer, or Senior Planning Officer, in consultation with Service Manager, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 8. of 4/06/03 Cabinet 12. of 7/06/06
P & T 34	Public Health Acts Amendment Act 1890 s.42	To enter into sponsorship agreements for the enhancement of roundabouts subject to no objections being received from the Police, County Council, Town or Parish Council and, in the National Park Area, the New Forest National Park Authority	Executive Head in consultation with Service Manager	Cabinet 42. of 4/08/04 Cabinet 12. of 7/06/06
P & T 35	Party Wall etc Act 1996	To be the "Appointing Officer" for the purposes of the Act	Executive Head, or Service Manager	Cabinet 37. of 8/07/02 Cabinet 8. of 4/06/03 Cabinet 42. of 4/08/04
P & T 36	Highways Act 1980 Road Traffic Regulations Act 1984 Local Authorities (Goods	The functions referred to in the Agency Agreement (subject to the general qualifications and	Executive Head, or Service Manager, or Solicitor	Cabinet 23. of 10/07/03 Cabinet 42. of 4/08/04

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET PLANNING AND TRANSPORTATION PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
	and Services) Act 1970 Local Government Act 1972 s.101 Local Government Act 2000, s.15 Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000	procedures contained therein) (with the exception of the temporary traffic management measures which are subject to separate delegation arrangements)		Cabinet 12. of 7/06/06
P & T 37	Highways Act 1980 s.278	To enter into Agreements to execute improvement schemes on the public highway, subject to prior approval from the Portfolio Holder	Chief Executive, or Executive Head, or Service Manager	Cabinet 41. of 6/09/06
		To enter into alternative arrangements with Hampshire County Council for minor improvement schemes	Executive Head, or Service Manager	
P & T 38	Road Traffic Regulation Act 1984 (as amended)	To make and sign an Order, or to give Notice to bring into effect temporary road closures, temporary traffic diversions, temporary speed limits and other temporary traffic management measures subject to:	Executive Head, or Service Manager	Cabinet 42. of 4/08/04

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET PLANNING AND TRANSPORTATION PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
		i) no objections being received during the consultation period from either the Police or Hampshire County Council		
		ii) Local District and County Members whose wards are directly affected being consulted and their views being carefully considered		
		iii) Principal local public transport operators being consulted and their views being carefully considered		
P & T 39	Planning (Listed Buildings and Conservation Areas) Act 1990	To offer historic building grants	Executive Head, or Service Manager	Cabinet 17. of 2/06/04 Cabinet 12. of 7/06/06 Cabinet 24. of 7/07/08
P & T 40	Clean Neighbourhoods and Environment Act 2005 s.6	To be an authorised officer and to give fixed penalty notices (nuisance parking)	Executive Head, or Service Manager, or Street Scene and Waste Supervisors, or Parking Manager, or Parking Attendant Shift Leader, or Parking Attendants, or Planning Enforcement Officer, or	Cabinet 56. of 1/11/06

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET PLANNING AND TRANSPORTATION PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
			Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	
P & T 41	Clean Neighbourhoods and Environment Act 2005 s.4(5)	To authorise restricted works to be carried out later than 72 hours after an accident or breakdown	Executive Head, or Service Manager, or Street Scene and Waste Supervisor, or Parking Manager, or Parking Attendant Shift Leader, or Parking Attendant, or Planning Enforcement Officer, or Environmental Health Manager, or Senior Environmental Health Officer, or Environmental Health Officer	Cabinet 56. of 1/11/06
P & T 42	Town and Country Planning (Control of Advertisements) (England) Regulations 2007	To issue discontinuance notices where the compensation provisions set in the Town and Country Planning Act 1990, s. 223 do not apply	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer following consultation with the Executive Head	Cabinet 116. of 7/05/08
P & T 43	Planning Acts (as defined in the Town and Country Planning Act 1990 as amended)	To issue formal cautions in respect of offences committed under the Planning Acts, subject to the Executive Head or Service Manager, or Solicitor being satisfied that offences have taken place	Executive Head, or Service Manager, or Development Control Team Leader, or Principal Planning Officer, or Senior Planning Officer, or Solicitor	Cabinet 116. of 7/05/08

## FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE CABINET PLANNING AND TRANSPORTATION PORTFOLIO

No	Source	Power Delegated	Delegated to	Minute Reference
P & T 44	Community Infrastructure Levy Regulations 2010	<p>To exercise all powers and duties and to take all necessary action and make all decisions including the making of all determinations and declarations, the service, variation and withdrawal of notices except the following:</p>	<p>Executive Head, or Service Manager, or Planning Policy Officer (CIL)</p>	<p>Cabinet 61 of 04/02/15 Council 50 of 23/02/15</p>
		<p>The determination and granting of applications for relief in exceptional circumstances</p>	<p>Executive Head, or Service Manager, or Planning Policy Officer (CIL) in consultation with the Chairman of the Planning Development Control Committee</p>	
		<p>To make all necessary applications through the courts and to take all such actions as may be necessary for implementation</p>	<p>Executive Head, or Service Manager, or Solicitor, or Planning Policy Officer (CIL)</p>	

## **ADDENDUM TO SCHEME OF DELEGATION OF POWERS TO OFFICERS**

### **MINUTES THAT HAVE A GENERAL EFFECT ON THE SCHEME**

General update and rationalisation of scheme of Delegation agreed by the Chief Executive, in consultation with Executive Directors, under the general provisions of the scheme of delegation of powers to officers, dated 20/08/13

**That with effect from 24 February 2014 all powers previously delegated to the Head of Customer and Financial Services and to the Head of Housing be delegated to the Head of Housing and Customer Services.**

Council Minute 54 of 24/02/14      Cabinet Minute 65 of 2/02/14

- (i) The deletion of those delegations of powers to officers where operational, administrative or legislative changes make the delegation redundant; and**
- (ii) That where it does not already specify, it be agreed that each delegation also includes any subsequent amendments and re-enactments of legislation in respect of the original delegation already authorised**

Council Minute 84 of 15/04/14      Cabinet Minute 10 of 5/06/13

**That all existing delegations of powers to Heads of Service and Executive Directors, that are the responsibility of the Cabinet, be delegated to the proposed new Executive Heads (regardless of their respective disciplines);**

Council Minute 47 of 7/12/15      Cabinet Minute 41 of 2/12/15

- (a) That all Service Managers be authorised to make decisions and to take all necessary action which they were previously authorised to take in their roles prior to 1 March 2016; and**
- (b) That, with effect from the date of this resolution, all Service Managers be authorised to take decisions and to take all necessary action that all Heads of Service were previously empowered to take, before such Heads of Service were appointed as Executive Heads.**

Council Minute 73 of 18/4/16      Cabinet Minute 63 of 6/4/16