

APPENDIX A

The Licensing Authority will exercise and delegate functions in accordance with this table.

Column A	Column B	Column C	Column D
Licensing Function	Sub Function	Delegated Officers	Limitations
Private Hire Licences	New Driver's Licence or Renewal	Licensing and Enforcement Manager	<p>Unless convictions, cautions, warnings, ASBO's, bind-overs or other information is disclosed in line with the Councils guidelines on such matters which in the opinion of a Licensing and Enforcement Manager should be referred to the Licensing Sub-Committee for consideration.</p> <p>In cases where the applicant is just within the policy and it is likely that the sub-committee would grant the licence, the Licensing and Enforcement Manager has the discretion to grant those licences in consultation with the Chair or Vice Chair of the Licensing Committee.</p> <p>This does not prevent an Officer of the rank Licensing & Enforcement Manager or above refusing an application on the following grounds:- (a) the applicant has failed to pass the prescribed written or driven test.</p>

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			(b) the applicant has a relevant conviction(s) for a violent, dishonest, licensing, sexual, drugs related or motoring offence which the guidelines state may result in a refusal.
	Decision not to extend a drivers licence pending a hearing following an application to renew where the applicants newly notified conviction is so serious that a hearing may refuse the application.	Licensing and Enforcement Manager	None
	Review of a Driver's Licence	None	All Cases are Referred to the Licensing Sub-Committee
	New Operator's Licence / Renewal	Licensing and Enforcement Manager	Unless unspent convictions are disclosed which in the opinion of a Licensing and Enforcement Manager would deem the applicant not to be fit and proper to hold a licence in which case the matter should be referred to the Licensing Sub-Committee.
	Variation of standard operator conditions	Licensing and Enforcement Manager	None
	Review of a Operator's Licence	None	All Cases are Referred to the Licensing Sub-Committee
	Grant of a new Vehicle Licence with standard conditions	Licensing and Enforcement Manager	None

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	Grant of an application to renew a Vehicle Licence	Licensing and Enforcement Manager	None
	Refusal to grant a Vehicle Licence or renewal based on a request to vary standard conditions or it is not in line with council policy or the vehicle is not fit to be licensed.	Licensing and Enforcement Manager	None
	Transfer of owner	Licensing and Enforcement Manager	None
	Change of Vehicle	Licensing and Enforcement Manager	None
	Suspension of vehicle licence	Licensing and Enforcement Manager	None
	Suspension of drivers licence (offences, investigations and conduct)	Licensing and Enforcement Manager following consultation with the Chair or Vice Chair of the Licensing Committee unless out of hours.	Officer may suspend such licence with immediate effect until such time that the matter is considered by the Licensing Sub-Committee.
	Suspension of drivers licence (medical grounds)	Licensing and Enforcement Manager	A licence may be suspended where there is concern about the drivers' ability to drive a vehicle on medical grounds or where a driver refuses to submit a medical. A suspension may be granted and lifted.
	Review of a Vehicle Licence	None	All Cases are Referred to the Licensing Sub-Committee.
	Revocation of driver or vehicle	Licensing and Enforcement	None

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	licence where applicant made false declaration and had no right to hold such a licence	Manager	
	Revocation of driver licence	Licensing and Enforcement Manager following consultation with the Chair or Vice Chair of the Licensing Committee unless out of hours.	Following a drivers arrest for a serious offence involving matters of a sexual nature, serious violence, drugs offences or serious motoring offence which are so serious a licence may be revoked.
Hackney Carriage Licence	New Driver's Licence or renewal	Licensing and Enforcement Manager	<p>Unless convictions, cautions, warnings, ASBO's, bind-overs or other information is disclosed in line with the Councils guidelines on such matters which in the opinion of a Licensing and Enforcement Manager should be referred to the Licensing Sub-Committee for consideration.</p> <p>In cases where the applicant is just within the policy and it is likely that the sub-committee would grant the licence, the Licensing and Enforcement Manager has the discretion to grant those licences in consultation with the Monitoring Officer.</p>

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			<p>This does not prevent the Licensing & Enforcement Manager or above refusing an application on the following grounds:-</p> <p>(a) the applicant has failed to pass the prescribed written or driven test.</p> <p>(b) the applicant has a relevant conviction(s) for a violent, dishonest, licensing, sexual, drugs related or motoring offence which the guidelines state may result in a refusal.</p>
	Decision not to extend a licence pending a hearing following an application to renew where the applicants newly notified conviction is so serious that a hearing may refuse the application.	Licensing and Enforcement Manager	None
	Decision not to extend a drivers licence pending a hearing following an application to renew where the applicants newly notified conviction is so serious that a hearing may refuse the application.	Licensing and Enforcement Manager	None
	Review of a Driver's Licence	None	All Cases are Referred to the Licensing Sub-Committee

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	New Vehicle Licence with standard conditions	Licensing and Enforcement Manager	None
	Renewal of a Vehicle Licence with standard conditions	Licensing and Enforcement Manager	None
	Refusal to grant a Vehicle Licence or renewal based on a request to vary standard conditions or it is not in line with council policy or the vehicle is not fit to be licensed.	Licensing and Enforcement Manager	None
	Review of a Vehicle Licence	None	All Cases are Referred to the Licensing Sub-Committee
	Suspension of a Hackney Carriage	Licensing and Enforcement Manager	None
	Suspension of Drivers Licence (offences, investigations and conduct)	Licensing and Enforcement Manager following consultation with the Chair or Vice Chair of the Licensing Committee unless out of hours.	Licensing and Enforcement Manager may suspend such licence with immediate effect until such time that the matter is considered by the Licensing Sub-Committee.
	Suspension of drivers licence (medical grounds)	Licensing and Enforcement Manager	A licence may be suspended where there is concern about the drivers' ability to drive a vehicle on medical grounds or where a driver refuses to submit a medical. A suspension may be granted and lifted.
	Transfer of owner	Licensing and Enforcement Manager	None

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	Change of Vehicle	Licensing and Enforcement Manager	None
	Refusal to grant a Vehicle Licence or renewal based on a request to vary standard conditions or it is not in line with council policy or the vehicle is not fit to be licensed.	Licensing and Enforcement Manager	None
	Revocation of driver or vehicle licence where applicant made false declaration and had no right to hold such a licence	Licensing and Enforcement Manager	None
	Revocation of a driver licence	Licensing and Enforcement Manager following consultation with the Chair of Vice Chair of the Licensing Committee unless out of hours.	Following a drivers arrest for a serious offence involving matters of a sexual nature, serious violence, drugs offences or serious motoring offence which are so serious a licence may be revoked.
NB – PROPOSED IN THE EVENT OF INTENDED USE POLICY BEING ADOPTED	Refusal of an application for the grant, renewal, transfer or new owner application on the grounds that the vehicle is not to be predominantly used in the Borough in line with the Council's intended use policy.	Licensing and Enforcement Manager following consultation with the Chair of Vice Chair of the Licensing Committee.	None