

## Matters Which Are NOT The Responsibility Of The Executive

Function	Responsible Committee	Delegation to Officers
<b>A. Functions relating to Town and Country Planning and Development Control.</b>		
1.	Power to determine application for planning permission.	Planning Applications Committee
2.	Power to determine applications to develop land without compliance with conditions previously attached.	Planning Applications Committee
3.	Power to grant planning permission for development already carried out.	Planning Applications Committee
4.	Power to decline to determine application for planning permission.	Planning Applications Committee
5.	Duties relating to the making of determinations of planning applications.	Planning Applications Committee
6.	Power to determine application for planning permission made by a local authority, alone or jointly with another person.	Planning Applications Committee
7.	Power to make determinations, give approvals and agree certain other matters relating to the exercise of permitted development rights.	Planning Applications Committee
8.	Power to enter into agreement regulating development or use of land.	Planning Applications Committee
9.	Power to issue a certificate of existing or proposed lawful use or development.	Planning Applications Committee
10.	Power to serve a completion notice.	Planning Applications Committee
11.	Power to grant consent for the display of advertisements.	Planning Applications Committee
12.	Power to authorise entry onto land.	Planning Applications Committee
13.	Power to require discontinuance of a use of land.	Planning Applications Committee
		Head of Regulatory Services - See Table 7

**TABLE 2**

<b>Function</b>		<b>Responsible Committee</b>	<b>Delegation to Officers</b>
14.	Power to serve a planning contravention notice, breach of condition notice or stop notice.	Planning Applications Committee	Head of Regulatory Services - See Table 7
15.	Power to issue an enforcement notice.	Planning Applications Committee	
16.	Power to apply for an injunction restraining a breach of planning control.	Planning Applications Committee	
17.	Power to determine applications for hazardous substances, consent and related powers.	Planning Applications Committee	
18.	Power to require proper maintenance of land.	Planning Applications Committee	
19.	Power to determine application for listed building consent and related powers.	Planning Applications Committee	
20.	Power to determine applications for conservation area consent.	Planning Applications Committee	
21.	Duties relating to applications for listed building consent and conservation area consent.	Planning Applications Committee	
22.	Power to serve a building preservation notice and related powers.	Planning Applications Committee	
23.	Power to issue enforcement notice in relation to demolition of unlisted building in conservation area.	Planning Applications Committee	
24.	Powers to acquire a listed building in need of repair and to serve a repairs notice.	Planning Applications Committee	
25.	Power to apply for an injunction in relating to a listed building.	Planning Applications Committee	
26.	Power to execute urgent works.	Planning Applications Committee	
27.	Powers relating to the preservation of trees.	Planning Applications Committee	
28.	Powers relating to the protection of important hedgerows.	Planning Applications Committee	

**TABLE 2**

<b>Function</b>		<b>Responsible Committee</b>	<b>Delegation to Officers</b>
<b>B.</b>	<b>Licensing and Regulatory Functions</b>		
1.	Power to issue licences authorising the use of land as a caravan site ("site licences").	Licensing and Regulatory Committee	Head of Regulatory Services - See Table 7
2.	Power to license the use of moveable dwellings and camping sites.	Licensing and Regulatory Committee	
3.	Power to license hackney carriages and private hire vehicles.	Licensing and Regulatory Committee	
4.	Power to license drivers of hackney carriages and private hire vehicles.	Licensing and Regulatory Committee	
5.	Power to license operators of hackney carriages and private hire vehicles.	Licensing and Regulatory Committee	
6.	Power to register pool promoters.	Licensing and Regulatory Committee	
7.	Power to grant track betting licences.	Licensing and Regulatory Committee	
8.	Power to license inter-track betting schemes.	Licensing and Regulatory Committee	
9.	Power to grant permits in respect of premises with amusement machines.	Licensing and Regulatory Committee	
10.	Power to register societies wishing to promote lotteries.	Licensing and Regulatory Committee	
11.	Power to grant permits in respect of premises where amusements with prizes are provided.	Licensing and Regulatory Committee	
12.	Power to issue cinema and cinema club licences.	Licensing and Regulatory Committee	
13.	Power to issue theatre licences.	Licensing and Regulatory Committee	
14.	Power to issue entertainment licences.	Licensing and Regulatory Committee	
15.	Power to license sex shops and sex cinemas.	Licensing and Regulatory Committee	Head of Regulatory Services - See Table 7
16.	Powers to license performances of hypnotism.	Licensing and Regulatory Committee	

**TABLE 2**

<b>Function</b>		<b>Responsible Committee</b>	<b>Delegation to Officers</b>
17.	Power to license premises for acupuncture, tattooing, ear piercing and electrolysis.	Licensing and Regulatory Committee	Head of Regulatory Services - See Table 7
18.	Power to license pleasure boats and pleasure vessels.	Licensing and Regulatory Committee	
19.	Power to register door staff.	Licensing and Regulatory Committee	
20.	Power to license market and street trading.	Licensing and Regulatory Committee	Head of Regulatory Services - See Table 7
21.	Power to license night cafes and take-away food shops.	Licensing and Regulatory Committee	Head of Regulatory Services - See Table 7
22.	Power to license dealers in game and the killing and selling of game.	Licensing and Regulatory Committee	
23.	Power to register and license premises for the preparation of food.	Licensing and Regulatory Committee	
24.	Power to license scrap yards.	Licensing and Regulatory Committee	
25.	Power to issue, amend or replace safety certificates (whether general or special) for sports grounds.	Licensing and Regulatory Committee	
26.	Power to issue, cancel, amend or replace safety certificates for regulated stands at sports grounds.	Licensing and Regulatory Committee	
27.	Power to license premises for the breeding of dogs.	Licensing and Regulatory Committee	
28.	Power to license pet shops and other establishments where animals are bred or kept for the purposes of carrying on a business.	Licensing and Regulatory Committee	
29.	Power to license zoos.	Licensing and Regulatory Committee	
30.	Power to license dangerous wild animals.	Licensing and Regulatory Committee	

**TABLE 2**

<b>Function</b>		<b>Responsible Committee</b>	<b>Delegation to Officers</b>
31.	Power to license persons to collect for charitable and other causes.	Licensing and Regulatory Committee	Head of Regulatory Services - See Table 7
32.	Power to approve meat product premises.	Licensing and Regulatory Committee	Head of Regulatory Services - See Table 7
33.	Power to approve premises for the productions of minced meat or meat preparations.	Licensing and Regulatory Committee	
34.	Power to approve dairy establishments.	Licensing and Regulatory Committee	
35.	Power to approve egg product establishments.	Licensing and Regulatory Committee	
36.	Power to issue licences to retail butchers' shops carrying out commercial operations in relation to unwrapped raw meat and selling or supplying both raw meat and ready-to-eat foods.	Licensing and Regulatory Committee	
37.	Power to approve fish product premises.	Licensing and Regulatory Committee	
38.	Power to approve dispatch or purification centres.	Licensing and Regulatory Committee	
39.	Power to approve factory vessels and fishery product establishments.	Licensing and Regulatory Committee	
40.	Power to register auction and wholesale markets.	Licensing and Regulatory Committee	
41.	Duty to keep register of food business and premises.	Licensing and Regulatory Committee	
42.	Power to register food business premises.	Licensing and Regulatory Committee	

**TABLE 2**

Function	Responsible Committee	Delegation to Officers
<b>C. Functions relating to Health and Safety at Work</b>		
1.	Functions under any of the "relevant statutory provisions" within the meaning of Part 1 (health safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work etc. Act 1974, to the extent that those functions are discharged otherwise than in the authority's capacity as an employer.	Licensing and Regulatory Committee  Head of Regulatory Services - See Table 7
<b>D. Functions relating to Elections</b>		
1.	Duty to appoint an electoral registration officer.	Council
2.	Power to assign officers in relation to requisitions of the registration officer.	Licensing and Regulatory Committee
3.	Functions in relation to parishes and parish councils.	Council (on Recommendation from Licensing and Regulatory Committee)
4.	Power to dissolve small parish councils.	Council (on Recommendation from Licensing and Regulatory Committee)
5.	Power to make orders for grouping parishes, dissolving groups and separating parishes from groups.	Council (on Recommendation from Licensing and Regulatory Committee)
6.	Duty to appoint returning officer for local government elections.	Council
7.	Duty to provide assistance at European Parliamentary elections.	Council (on Recommendation from Licensing and Regulatory Committee)
8.	Duty to divide constituency into polling districts.	Licensing and Regulatory Committee
9.	Power to divide electoral divisions into polling districts at local government elections.	Licensing and Regulatory Committee

Chief Executive  
- See Table 7

**TABLE 2**

<b>Function</b>		<b>Responsible Committee</b>	<b>Delegation to Officers</b>
10.	Powers in respect of holding elections.	Licensing and Regulatory Committee	
11.	Power to pay expenses properly incurred by electoral registration officers.	Licensing and Regulatory Committee	Chief Executive - See Table 7
12.	Power to fill vacancies in the event of insufficient nominations.	Licensing and Regulatory Committee	
13.	Duty to declare vacancy in office on certain cases.	Licensing and Regulatory Committee	
14.	Duty to give public notice of a casual vacancy.	Licensing and Regulatory Committee	
15.	Power to make temporary appointments to parish councils.	Council (on Recommendation from Licensing and Regulatory Committee)	
16.	Power to determine fees and conditions for supply of copies of, or extracts from, election documents.	Licensing and Regulatory Committee	
17.	Power to submit proposals to the Secretary of State for an order under Section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act 2000.	Council (on Recommendation from Licensing and Regulatory Committee)	
<b>E.</b>	<b>Functions relating to name and status of areas and individuals.</b>		
1.	Power to change the name of the District.	Council	
2.	Power to change the name of a parish.	Council	
3.	Power to confer title of honorary alderman or to admit to be an honorary freeman.	Council	
4.	Power to petition for a charter to confer borough status.	Council	
<b>F.</b>	<b>Power to make, amend, revoke or re-enact byelaws.</b>	Council (on Recommendation from Licensing and Regulatory Committee)	

**TABLE 2**

<b>Function</b>		<b>Responsible Committee</b>	<b>Delegation to Officers</b>
<b>G.</b>	<b>Power to promote or oppose local or personal Bills.</b>	Council	
<b>H.</b>	<b>Miscellaneous Functions</b>		
1.	Duty to approve authority's statements of accounts, income and expenditure and balance sheet or record of receipts and payments (as the case may be).	Council	
2.	Power to make procedure rules.	Council	
3.	Power to appoint staff.	Council	Chief Executive and Chief Officers
4.	Power to make procedure rules as to contracts.	Council	
5.	Power to make payments or provide other benefits in cases of maladministration etc.	Council	Chief Executive
6.	Power to exercise the functions of the Council under Part 8 of the Anti-Social Behaviour Act 2003 in relation to complaints about high hedges.	Planning Applications Committee	Head of Regulatory Services - See Table 7