

LICENSING COMMITTEE: 7 December 2010

Report of the Chief Strategic Planning and Environment Officer

AUTHORISATION OF OFFICER

1. Background

- 1.1 Ms Claire Hartrey was appointed as Group Leader (Licensing) Post No. 50009718 on 29 November 2010. The report is to request the Committee to authorise the officer to enable her to carry out the full range of duties on behalf of the authority.

2. Details.

- 2.1 Ms Claire Hartrey has been appointed as Group Leader (Licensing) Post No. 50009718 and took up the post on 29 November 2010. In order for her to carry out the full range of duties it is necessary for her to be authorised to act on the Council's behalf under the Licensing Act 2003 and Gambling Act 2005 which are the responsibility of the Committee. The authorisation will be to grant the powers provided in the legislation to authorised officers of the licensing authority to exercise the necessary functions under the legislation.
- 2.2 The officer should also be empowered to acknowledge receipt on behalf of the authority of a Temporary Event Notice in prescribed form under Section 4 of the Licensing Act 2003 (Permitted Temporary Activities) Notices Regulations 2005.
- 2.3 The authorisation shall remain in force until revoked by the Council. For the avoidance of doubt, the authorisation and appointment shall be automatically revoked upon the officer ceasing for whatever reason to be employed by the Council or its successors.

3. Achievability

This report contains no equality personnel or property implications.

4. Legal Implications

- 4.1 It is essential that all necessary authorisations are in place as otherwise enforcement action may fail on a technicality.

5. Financial Implications.

5.1 The licensing service is required to be self financing with all expenditure being met from fees and charges which are reviewed annually. All employment expenses will be met from the existing budget of the licensing service.

6. Recommendation

6.1 It is recommended that the Committee authorise:

- a) authorise Claire Hartrey to act on the Council's behalf in carrying out the functions under the Licensing Act 2003 and Gambling Act 2005 as an authorised officer; and
- b) to acknowledge receipt on behalf of the authority of a Temporary Event Notice in prescribed form under Section 4 of the Licensing Act 2003 (Permitted Temporary Activities) Notices Regulations 2005.

SEAN HANNABY

29 November 2010

CHIEF STRATEGIC PLANNING AND ENVIRONMENT OFFICER

This report has been prepared in accordance with procedures approved by Corporate Managers.

Background Papers: None