

Three Senior Authorised Officers within the meaning of the Food Law Code of Practice (England) 2015	The full range of official controls under the legislation listed in Paragraph 31 above.
Authorised Officer within the meaning of the Food Law Code of Practice (England) 2015	To inspect establishments with an intervention rating of C-E and to use all powers under the legislation in Paragraph 30 above but not the following: Undertaking inspections of food to determine fitness; Seizing and detaining food; Undertaking food standards work; Undertaking Import Controls functions; Service of Remedial Action Notices; Service of Hygiene Emergency Prohibition Notices.
Regulatory Support Officer within the meaning of the Food Law Code of Practice (England) 2015	Unofficial controls only.

Delegations to the Head of Property & Engineering

1. To deal with all administrative matters relating to private street works.
2. To deal with all administrative matters relating to cycling and cycleways.
3. To deal with all administrative matters relating to public realm highway improvements.
4. To deal with all administrative matters relating to sett paving stone and flagging works and verge hardening schemes.
5. To administer traffic management schemes in consultation with County Council.
6. To deal with all administrative matters relating to street naming in consultation with County Council.
7. To serve notices and take other action to maintain and protect the public highway including footpaths and bridleways; and to authorise obstructions under the Highways Acts.
8. To carry out flood defence works on ordinary watercourses.
9. To serve notices and take consequential action, including carrying out of work in default, under the Land Drainage Act 1991.
10. These powers delegated to the Head of Property and Engineering may be exercised by any officer of the Council for the time being authorised, in writing by them, to exercise the powers referred to in the said written authorisation.

Delegations to the Assistant Director Planning, Building Control and Regulatory Services

Planning and Building Control Delegations

4. To determine all applications under the Planning Acts including, but not exclusively, the Town and Country Planning Act 1990, the Planning (Listed Buildings and Conservation Areas) Act

1990, the Hazardous Substances Act 1990, the Town and Country (Tree Preservation Order) Regulations, the Town and Country Planning General Development Order and the Town and Country Planning (Control of Advertisements) Regulations.

To determine all applications which fall under Schedule 1 of the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026

To determine all applications which fall under Schedule 2 of the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 which are not referred to committee in accordance with regulation 5 of the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026

To determine any own-interest application that is not referred to a committee in accordance with regulation 6 of the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026

~~in consultation with the Chair of the area committee in which the application is situated. Not where an application is one where:-~~

- ~~• The application is made or deemed to be made by the Council;~~
- ~~• The decision could give rise to claim for compensation or a purchase notice;~~
- ~~• The application is made by a Councillor or officer of the Council;~~
- ~~• An Environmental Impact Assessment is required;~~
- ~~• It is intended to overrule the objections or support from 3 or more separate addresses made within the statutory neighbour consultation period;~~
- ~~• Residential development for more than 0.5 hectares or 10 or more dwellings (excluding reserved matters and variation of conditions);~~
- ~~• Non residential development for 1000 sq. m. or more where the site is 1 hectare or more (excluding reserved matters and variation of conditions);~~
- ~~• A Councillor, within 21 days of notification via the weekly list of the submission of the application, requests that it be determined by the Area Committee;~~
- ~~• The application is called in to the Committee by the Chair of the Area Committee in which the application site is situated.~~

2. To determine whether to accept planning applications under the Planning Acts when the Acts indicate the Council can decline to entertain them.
3. To determine whether it is expedient to issue Planning Enforcement Notices, Planning Contravention Notices, Breach of Condition Notices and Stop Notices in consultation with Ward Councillors in whose area the site lies ~~and the Chair of the Area Committee. Not where a Councillor requests that the decision be determined by the Area Committee. The Chair of Development Management Committee and Ward Councillors~~ to be informed prior to service of Notices.
4. To serve Temporary Stop Notices when it is expedient to take immediate enforcement action.
5. To give an opinion whether a proposed development would be affected by the Environmental Impact Regulations.
6. To serve requisitions for information and planning contravention notices.
7. To remove or obliterate illegally placed placards or posters.

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8. To operate the building regulations systems, including the issue of all notices, certificates etc.
9. To deal with dangerous buildings.
10. To deal with complaints to the Council under Part 8 of the Anti-social Behaviour Act 2003 (High Hedges) and Regulations made thereunder, including the issue and withdrawal, waiver or relaxation of the requirements of Remedial Notices.
11. To authorise on their behalf the Council's Planning Officers to enter onto any land for the purpose of carrying out their duties.
12. To authorise the Building Control Manager to issue Building Control decisions.
13. To deal with any matters under the Health Act 2006.
14. To issue Community Protection Warnings and Notices under Section 43 of the Anti-social Behaviour, Crime and Policing Act 2014 in consultation with Ward Councillors in whose area the site lies and the Chair of the Area Committee. Not where a Councillor requests that the decision be determined by the Area Committee. Chair and Ward Councillors to be informed prior to service of Notices.
15. To carry out the Council's responsibilities under Part 4 Chapter 3 of the Localism Act in relation to Assets of Community Value.
16. To make and confirm tree preservation orders under the Town and Country Planning Act 1990 and the Town and Country Planning (Trees) Regulations 2012

Licensing Delegations

17. To issue, renew, suspend or revoke hackney carriage and private hire, vehicle, driver and operator licences. Authority is given to refuse applications where appropriate, before exercising this power, the officer shall consult the Chairman of the Taxi Licensing Committee. Where the matter relates to unlawful plying for hire or failure to proceed with reasonable speed to a rank any suspension of a driver's licence shall be for a period of 4 weeks. Where it is in the interest of public safety to do so and, following consultation with the Chair of the Taxi Licensing Committee, to revoke or suspend a driver's licence prior to the driver attending Committee. .
18. To award penalty points under the Council's Penalty Points Scheme relating to hackney carriages and private hire vehicles.
19. To deal with applications for house to house street collection permits.
20. To deal with the following matters concerning liquor licensing under the Licensing Act 2003:-
 - (a) Applications for personal licences if no representations made.
 - (b) Applications for premises licences/club premises certificates if no representations made.
 - (c) Applications for provisional statements if no representations made.
 - (d) Applications to vary premises licences or club certificates if no representations made.

(e) Applications to vary the designated personal licence holder in all cases except where the police have made representations.

(f) Requests to be removed as a designated personal licence holder in all cases except where the police have made representations.

(g) Application for the transfer of premises licences in all cases except where the police have made representations.

(h) Applications for interim authorities.

(i) To decide whether a complaint is irrelevant, frivolous or vexatious.

Applications for Temporary Event Notices or late Temporary Event Notices

(j) To decide whether to object when the Council is a consultee.

(k) To deal with minor variations to premises licences and club premises certificates under Sections 41A to 41C and Sections 86A to 86C of the Licensing Act 2003.

(l) To agree to adjournments of any hearing being held under the Licensing Act 2003.

(m) To extend any time limit provided for in the Licensing Act 2003 (Hearings) Regulations 2005 where it is considered to be necessary in the public interest to do so.

21. To grant Street Trading Consents under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 in cases where the applications are made in accordance with the Council's Street Trading policy and no adverse representations are made by Councillors in respect of the application concerned.
22. To deal with all matters under the Gambling Act 2005 and in particular to grant or refuse applications Family Entertainment Centre Gaming Machine Permits under S247 of that Act.
23. To deal with all administrative and enforcement matters relating to Street Trading under the Local Government (Miscellaneous Provisions) Act 1982.
24. To decide whether to suspend premises licences under Sections 55A and 92A of the Licensing Act 2003 due to non-payment of fees.
25. To deal with the following matters under the Scrap Metal Dealers Act 2013:-
 - To licence, renew or vary a licence of a Scrap Metal Dealer.
 - To serve Notice of a proposal to refuse or cancel a licence of a Scrap Metal Dealer.
 - To serve Notice of a proposal to vary a licence of a Scrap Metal Dealer under S4 of the Scrap Metal Dealers Act 2013.
 - To determine applications for licences for Scrap Metal Dealers in circumstances where it is the intention to refuse or cancel a licence under S4 of the Act and where the applicant has not served notice requiring the opportunity to make representations in respect of the proposal to refuse or cancel a licence, or to impose conditions on a licence.
 - To register motor salvage operators.
 - To decide applications for authorisations, registration, consents, licences or certificates of approval.
 - To serve notices and take consequential action, including carrying out work in default.

- To exercise statutory powers of investigation and entry (including obtaining warrants).

Under the following legislation, which includes any statutory re-enactment of such legislation and all regulations made under such legislation:-

Scrap Metal Dealers Act 2013
Local Government Miscellaneous Provisions Acts 1976 and 1982
Vehicle (Crime) Act 2001

26. To issue licences and registrations under the Animal Welfare Act 2006 and Animal Licensing Regulations 2018.
27. To register second-hand dealers under the County of Lancashire Act 1984.
28. Pavement Licensing applications considered and issued under Business and Planning Act 2020.
29. Pavement Licences under Part 7A of the Highways Act 1980.
30. To register motor salvage operators.
31. To authorise officers in the Legal Section to give evidence at Licensing Committee hearings and in Court proceedings on behalf of the Council where it is acting as Responsible Authority.

Anti-social Behaviour Delegations

32. To serve notices under S215 of the Town and Country Planning Act 1990 and to authorise officers to enter land for any purpose in connection with the issue of such notices and to carry out works in default.
33. These powers delegated to the Assistant Director of Planning, Building Control and Regulatory Services may be exercised by any officer of the Council for the time being authorised, in writing by them, to exercise the powers referred to in the said written authorisation.

Building Safety Levy Functions

34. Delegation

The Assistant Director (Planning, Building Control and Regulatory Services) is authorised to exercise the Council's functions in relation to the Building Safety Levy, including all associated administrative, financial and enforcement functions.

a. Scope of Delegation

- Assessment and calculation of the Building Safety Levy on relevant developments
- Collection and recovery of levy payments
- Issuing notices, demands and invoices in connection with the levy
- Determining exemptions, reliefs or repayments where permitted by legislation
- Monitoring compliance and taking appropriate enforcement action
- Correspondence and engagement with developers, applicants and other stakeholders
- Maintenance of records and financial administration relating to the levy

b. Legal Basis

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This delegation applies to functions arising under the Building Safety Act 2022 and any regulations, guidance or subordinate legislation relating to the Building Safety Levy.

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c. Relationship to Other Delegations

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This delegation is separate from, and in addition to, the delegation for the operation of the building regulations system. Officers should not assume that building control powers automatically extend to the levy. This clause is intended to provide express authority to avoid ambiguity.

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d. Sub-delegation

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The Assistant Director may sub-delegate these functions to appropriately qualified officers within Planning, Building Control, or relevant support services.

e. Financial Matters

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All income shall be accounted for in accordance with the Council's financial procedures. Any enforcement or recovery action must be consistent with the Council's debt recovery policies."

Delegations to the Assistant Director HR & Organisational Change

1. Manage and deliver the Council's HR service and associated operational functions.
2. Provide professional HR advice, guidance and interpretation of Council employment policies to Members, Corporate Leadership Team and managers.
3. Issue operational HR guidance and process documentation consistent with approved policy.
4. Implement approved organisational, structural or service changes from an HR perspective.
5. Manage recruitment and selection processes for all posts below Chief Officer level, including the approval of recruitment methods, documentation, advertising, and selection arrangements.
6. Make or confirm offers of employment in accordance with the Council's agreed establishment, approved grading and salary scales, and the availability of budget provision.
7. Approve fixed-term, temporary, agency and casual staffing arrangements where these are permitted by policy and budget.
8. This delegation excludes the appointment or dismissal of:
 - a. the Head of Paid Service;
 - b. the Section 151 Officer;
 - c. the Monitoring Officer; and
 - d. Chief Officers, where separate constitutional or statutory arrangements apply.
9. Apply approved job evaluation outcomes and determine grading in line with the Council's job evaluation scheme.
10. Approve starting salaries, incremental progression, honoraria, acting-up arrangements and market supplements where permitted by adopted policy.