

## Part Two: Chapter 6 (Annex) - Functions of the Licensing Panel

### Main role

- A-6.1 The Licensing and Regulatory Affairs Committee has determined that it will appoint Licensing Panels each comprising three members of the Committee to undertake hearings and discharge various licensing functions as may be delegated from time to time.

### Duties and responsibilities

- A-6.2 In conducting hearings and in determining the applications before it, the Panel shall ensure that it deals with its functions in a fair and proper manner having regard to the Council's policies, the relevant statutory provisions and the rules of natural justice.
- A-6.3 The following functions have been delegated by the Licensing and Regulatory Affairs Committee to the Licensing Panel:-

Function	Statutory provision
1. Determination of application for premises licence	Licensing Act 2003 – s 18(3)
2. Determination of application for provisional statement	Licensing Act 2003 – s 31(3)
3. Determination of application to vary premises licence	Licensing Act 2003 – s 35(3)
4. Determination of application to vary premises licence to specify individual as premises supervisor	Licensing Act 2003 – s 39(3)
5. Determination of application for transfer of premises licence	Licensing Act 2003 – s 44(5)
6. Cancellation of interim authority notice following police objections	Licensing Act 2003 – s 48(3)

Last Reviewed – March 2018

Function	Statutory provision
7. Determination of application for review of premises licence	Licensing Act 2003 – s 52(2)
8. Determination of application for club premises certificate	Licensing Act 2003 – s 72(3)
9. Determination of application to vary club premises	Licensing Act 2003 – s 85(3)
10. Determination of application for review of club premises certificate	Licensing Act 2003 – s 88(2)
11. Counter notice following police objection to temporary event notice	Licensing Act 2003 – s 105(2)
12. Determination of application for grant of personal licence	Licensing Act 2003 – s 120(7)
13. Determination of application for the renewal of personal licence	Licensing Act 2003 – s 121(6)
14. Convictions coming to light after grant or renewal of personal licence	Licensing Act 2003 – s 124(4)
15. Review of premises licence following closure order	Licensing Act 2003 – s 167(5)
16. Determination of application for conversion of existing licence	Licensing Act 2003 – Schedule 8 – 4

Last Reviewed – March 2018

Function	Statutory provision
17. Determination of application for conversion of existing club certificate	Licensing Act 2003 – Schedule 8 – 16
18. Determination of application by holder of a justices' licence for grant of a personal licence	Licensing Act 2003 – Schedule 8 – 26
19. Determination of those applications for a licence to drive hackney carriage and/or private hire vehicles which are not otherwise determined by officers	Local Government (Miscellaneous Provisions) Act 1976 – s51, 53, 54, 59, 61 and 79
20. Determination of those applications for a licence to operate hackney carriage and/or private hire vehicles which are not otherwise determined by officers	Local Government (Miscellaneous Provisions) Act 1976 – s55-58, 62 and 79
21. Determination of those applications for a public entertainments licence which are not otherwise determined by officers.	Section 12 of the Children and Young Persons Act 1933 (c.12), Section 52 of, and Schedule 12 to, the London Government Act 1963 (c.33), Section 79 of the Licensing Act 1964 (c.26), Sections 1 to 5 and 7 of, and Parts I and II of the Schedule to, the Private Places of Entertainment (Licensing) Act 1967 (c.19) and Part I of, and Schedules 1 and 2 to, the Local Government (Miscellaneous Provisions) Act 1982 (c.30).
22. Determination of application for premises licence, where representations have been received and not withdrawn	Gambling Act 2005
23. Determination of application for a variation to a premises	Gambling Act 2005

Last Reviewed – March 2018

Function	Statutory provision
licence, where representations have been received and not withdrawn	
24. Determination of application for transfer of a premises licence, where representations have been received and not withdrawn	Gambling Act 2005
25. Determination of application for provisional transfer of a premises licence, where representations have been received and not withdrawn	Gambling Act 2005
26. Review of a premises licence	Gambling Act 2005
27. Determination of application for club gaming / club machine permits, where objections have been made (and not withdrawn).	Gambling Act 2005
28. Cancellation of club gaming / club machine permits	Gambling Act 2005
29. Decision to give a counter-notice to a temporary use notice	Gambling Act 2005

Last Reviewed – March 2018