

SCHEDULE OF DELEGATIONS TO OFFICERS AND COMMITTEES RELATING TO PLANNING & ENVIRONMENT SERVICES

Note: All delegations to Head of Planning & Environment Services are to include any designated deputy, such designation to be in writing

Building Control		Detail	Delegated by:	Delegated to:
	Building Regulations – Applications	To determine applications under the Building Regulations 1991 and 2000	Council	Head of Planning & Environment Services
	Building Regulation – Charges	To review and determine the scale of charges in accordance with the Building Act 1984 and the Building (Local Authority Charges) Regulations 1998	Council	Head of Planning & Environment Services
	Dangerous Buildings	To take such action as is considered necessary under sections 77 and 78 of the Building Act 1984 when the condition of any building is such as to render it necessary to require the owner to make it safe for the Council to take action to remove the danger, as a matter of urgency	Council	Head of Planning & Environment Services in consultation with the relevant Portfolio Holder
	Demolition	To determine applications for demolition under sections 80 and 81 of the Building Act 1984	Council	Head of Planning & Environment Services
	Ground Movement	To take such action as may be necessary to deal with any events of structural distress and ground	Council	Head of Planning &

		movement affecting properties in order to safeguard the public interest		Environment Services
	Repairs	To carry out essential repairs to dwellings in the event of non-compliance with Statutory Notices served by the Council pursuant to section 26 of the Public Health Act 1961 and to take any action as may be necessary for the recovery of costs incurred	Council	Head of Planning & Environment Services

Development Control		Detail	Delegated by:	Delegated to:
	Agricultural and Forestry Development	To require certain details to be submitted for permitted agricultural and forestry development when determinations are submitted	Planning Committee	Head of Planning & Environment Services
	Article 4 Directions	To make Directions under Article 4(1) of the Town & Country Planning (General Permitted Development) Order 1995 in circumstances involving the subdivision of plots and to determine the classes of development to which such Direction(s) may relate in the circumstances of each individual case	Planning Committee	Head of Planning & Environment Services
	Certificate of Lawfulness	To determine applications for Certificates of Lawfulness of Proposed Use of Development or Certificates of Existing Use of Development under	Planning Committee	Head of Planning & Environmental

		section 192 of the Town & Country Planning Act 1990		Services
	Development Proposals by other Public Authorities	To comment on proposals for development submitted by Worcestershire County Council and other public authorities	Council	Head of Planning & Environment Services
	Entry of Premises – Proper Officer	To be designated as the Proper Officer for the purposes of authorising persons to enter onto land in connections with the exercise of functions under sections 196A, 196B, 214B, 324 and 325 of the Town & Country Planning Act 1990	Planning Committee	Head of Planning & Environment Services
	Inspection Notices	To serve notices of intended inspection under sections 196A, 196B, 214B, 324 and 325 of the Town and Country Planning Act 1990	Planning Committee	Senior Solicitor
	Landscaping Schemes	To approve landscaping/tree planting schemes submitted as a result of planning permissions subject to such conditions as may be appropriate	Planning Committee	Head of Planning & Environment Services
	Minor Amendments	To approve minor amendments to approved plans	Planning Committee	Head of Planning & Environment Services
	Planning	To negotiate with developers and to approve the	Planning	Head of

Economic Development		Detail	Delegated by:	Delegated to:
	Business Start-Up Grants	To approve Business Start-Up Grants of up to £1,000 per individual applications	Cabinet	Executive Director - Projects & Partnerships
	Farmers' Markets	To determine applications for consent for Farmers' Markets	Cabinet	Executive Director - Projects & Partnerships in consultation with the Leader and Deputy Leader
	Financial Assistance to Small Businesses	1. To determine applications for grants of up to £500 2. To determine applications for grants of between £500 and £1,000	1. Cabinet 2. Cabinet	1. Executive Director - Services 2. Executive Director - Services in consultation with the relevant Portfolio Holder
	Markets	1. To approve events to be held 2. To let stalls	1. Cabinet 2. Cabinet	1. Head of Planning & Environment Services 2. Head of Planning & Environment Services

Environmental Health		Detail	Delegated by:	Delegated to:
	Animal Welfare	To be responsible for inspections of premises are undertaken to ensure compliance with animal welfare licensing legislation and to engage veterinary surgeons for these purposes where necessary	Licensing Committee	Head of Planning & Environment Services
	Authorisation of Environmental Health Officers	To authorise officers for all environmental health related statutory provisions listed in Appendix EH1 of this Scheme of Delegation	Council	Head of Planning and Environment Services
	Breeding of Dogs Act 1973	To be designated as “Proper Officer” for the provisions of the Breeding of Dogs Act 1973 and to act on behalf of the Council in respect of the provisions of the Act and to engage veterinary surgeons for the purpose of inspecting premises under the Act	Council	Head of Planning & Environment Services
	Cautions	To administer formal cautions to offenders as an alternative to court proceedings	Council	Head of Planning and Environment Services or his/ her nominated deputies
	Complaints –	To determine whether a complaint is irrelevant,	Council	Head of

	Environmental Health	frivolous or vexations		Planning & Environment Services
	Control of Diseases	<p>To appoint persons to act as Proper Officer for the purposes of carrying out the relevant functions contained with the following statutory provisions:</p> <ul style="list-style-type: none"> • Public Health (Control of Disease) Act 1984 (specifically sections 18, 20, 21, 22, 24, 29, 31, 32, 36, 40, 43, 43 and 48) • Public Health (Infections Diseases) Regulations 1988 • National Assistance Act 1948 (as amended by the National Assistance (Amendment) Act 1951) • Public Health Act 1936 • Local Government Act 1972 as amended by the National Health Services Act 1975 	Council	Head of Planning & Environment Services and his nominated deputies
	Dangerous Wild Animals Act 1976 – Proper Officer	To be designated as “Proper Officer” for the purposes of the administration of the Act and to be authorised to carry out all appropriate functions including the entering of premises	Council	Head of Planning & Environment Services

	Enforcement of Environmental Health-related statutory provisions	To enforce all environmental health-related statutory provisions listed in Appendix EH1 of this Scheme including the powers of entry contained therein	Council	Environmental Health Manager
	Enforcement Policy	To monitor, update and amend the Environmental Health Enforcement Policy and policies and procedures made thereunder	Council	Head of Planning & Environment Services and his nominated deputies
	Environmental Health-related statutory provisions	To monitor, update and amend the Environmental Health-related statutory provisions listed in Appendix EH1 of this scheme	Council	Monitoring Officer
	Health & Safety (Enforcing Authority) Regulations 1989	To act on behalf of the Council in the consideration and acceptance if deemed appropriate of proposed transfers of premises from/to the Health and Safety Executive in accordance with the provisions of Regulations 5 and 6 of the Health and Safety (Enforcing Authority) Regulations 1989 and any relevant HELA circular	Council	Head of Planning & Environment Services
	Game Dealers	To determine applications for game dealers licence and the buying and selling of game	Licensing Committee	Head of Planning &

				Environment Services
	Health and Safety (Enforcing Authority) Regulations 1989	To act on behalf of the Council in the consideration and acceptance if deemed appropriate of proposed transfers of premises from/to the Health and Safety Executive in accordance with the provision of Regulations 5 and 6 of the Health and Safety (Enforcing Authority) Regulations 1989 and HELA circular ref: LAC LEGAL(L) 1.3.20	Council	Head of Planning & Environment Services
	Land Drainage	To serve Notices under the Land Drainage Act 1991	Council	Head of Planning & Environment Services
	Loudspeakers	To determine applications for consent for the use of a loudspeaker in the street	Council	Head of Planning & Environment Services
	Motor Salvage	To register motor salvage operations subject to the payment of a registration fee to cover the costs of the scheme	Licensing Committee	Head of Planning & Environment Services
	Motor Salvage Operators	To determine applications for the registration of motor salvage operators	Licensing Committee	Head of Planning &

				Environment Services
	Poisons	To maintain a list of persons entitled to sell non-medical poisons	Council	Head of Planning & Environment Services
	Pollution Control	To serve notices under section 13(5) of the Control of Pollution Act 1974 requiring occupiers of premises to provide receptacles for the storage of commercial or industrial waste	Council	Head of Planning & Environment Services or Head of Street & Community
	Prosecutions under Environmental Health-related statutory provisions	To prosecute or defend all environmental health-related statutory provisions listed in Appendix EH1 of this Scheme	Council	Head of Planning & Environment Services in consultation with Senior Solicitor
	Public Health	To issues certificates under section 24 of the Public Health Act 1936 to the effect that immediate action is necessary (ie on public health grounds)	Council	Head of Planning & Environment Services
	Scrap Yards	To determine applications for the licensing of scrap yards	Licensing Committee	Head of Planning & Environment

				Services
	Zoo Licensing	To determine all applications for zoo licences	Licensing Committee	Head of Planning & Environment Services

Licensing		Detail	Delegated by:	Delegated to:
	Acupuncture, Tattooing, Ear Piercing and Electrolysis	To determine applications made for licences of premises for acupuncture, tattooing, ear piercing and electrolysis	Licensing Committee	Head of Planning & Environment Services
	Alcohol Consumption in Public Places	The designation of areas for the purposes of restrictions on alcohol consumption	Licensing Committee	Head of Planning & Environment Services
	Animal Trainers and Exhibitors	To determine applications for the registration of animal trainers and exhibitors	Licensing Committee	Head of Planning & Environment Services
	Animal Welfare	To be responsible for inspections of premises are undertaken to ensure compliance with animal welfare licensing legislation and to engage veterinary surgeons for these purposes where necessary	Licensing Committee	Head of Planning & Environment Services

	Authorised Officers	To authorise officers for the purpose of Part II of the Local Government (Miscellaneous Provisions) Act 1976	Licensing Committee	Head of Planning & Environment Services
	Breeding of Dogs Act 1973	To be designated as "Proper Officer" for the provisions of the Breeding of Dogs Act 1973 and to act on behalf of the Council in respect of the provisions of the Act and to engage veterinary surgeons for the purpose of inspecting premises under the Act	Council	Head of Planning & Environment Services
	Charitable Collections	To determine applications for house to house and street collections	Licensing Committee	Head of Planning & Environment Services
	Consultation	To respond to applications where the Council is a responsible authority or consultee	Licensing Committee	Head of Planning & Environment Services
	Dangerous Wild Animals Act 1976 – Proper Officer	To be designated as "Proper Officer" for the purposes of the administration of the Act and to be authorised to carry out all appropriate functions including the entering of premises	Council	Head of Planning & Environment Services
	Entry of Premises	To authorise the entry of premises for the purpose of enforcing the provisions of the following legislation on behalf of the Council: Animal Boarding Establishments Act 1963 Breeding of Dogs Act 1973 Game Licences Act 1860 and 1970	Licensing Committee	Head of Planning & Environment Services

		Gambling Act 2005 Licensing Act 2003 Local Government (Miscellaneous Provisions) Acts 1976 and 1982 Town Police Clauses Act 1847 Zoo Licensing Act 1981 and any legislation relating to or amending the above		
	Film Classification	To determine requests to re-classify films	Council	Licensing Sub-Committee
	Gambling Act 2005	<ol style="list-style-type: none"> 1. To determination of fee levels for premises licences and permits 2. To determine applications for premises licences where representations have been received and not withdrawn 3. To determine applications for premises licences where no representations have been received or representations have been withdrawn 4. To determine applications for variations to premises licences if representations are received and not withdrawn 5. To determine applications for variations to 	<ol style="list-style-type: none"> 1. Council 2. Licensing Committee 3. Licensing Committee 4. Licensing Committee 5. Licensing Committee 	<ol style="list-style-type: none"> 1. Licensing Committee 2. Licensing Sub-Committee 3. Head of Planning and Environment Services 4. Licensing Sub-Committee 5. Head of Planning and

		premises licences if no representations received or representations are withdrawn		Environment Services
		6. To determine applications for transfer of premises licences where representations have been received from the Gambling Commission	6. Licensing Committee	6. Licensing Sub-Committee
		7. To determine applications for transfer of premises licences where no representations have been received or representations have been withdrawn	7. Licensing Committee	7. Head of Planning and Environment Services
		8. To determine applications for provisional statements where representations have been received and not withdrawn	8. Licensing Committee	8. Licensing Sub-Committee
		9. To determine applications for provisional statements if no representations received or representations are withdrawn	9. Licensing Committee	9. Head of Planning and Environment Services
		10. To review premises licences	10. Licensing Committee	10. Licensing Sub – Committee
		11. To determine applications for club gaming/club machine permits where representations have been received and not withdrawn	11. Licensing Committee	11. Licensing Sub-Committee
		12. To determine applications for club gaming/club machine permits if no representations received or representations are withdrawn	12. Licensing Committee	12. Head of Planning and Environment Services
			13. Licensing	

		13. To cancel club gaming/club machine permits	Committee	13.Licensing Sub-Committee
		14. To determine applications for other permits where representations have been received and not withdrawn	14. Licensing Committee	14.Licensing Sub-Committee
		15. To determine applications for other permits if no representations received or representations are withdrawn	15. Licensing Committee	15.Head of Planning and Environment Services
		16. To cancel licensed premises gaming machine permits	16. Licensing Committee	16.Licensing Sub – Committee
		17. To issue a temporary use notice	17. Licensing Committee	17.Head of Planning and Environment Services
		18. To decide to give a counter notice to a temporary use notice	18. Licensing Committee	18.Licensing Sub-Committee
		19. To determine whether a representation is frivolous and/or vexatious	19. Licensing Committee	19.Head of Planning and Environment Services
		20. To approve applications for registration by societies wishing to promote lotteries	20. Licensing Committee	20.Head of Planning & Environment Services
		21. To refuse applications for registration by societies wishing to promote lotteries	21. Licensing Committee	21.Licensing Sub-Committee
			22. Licensing	

		22. To authorise entry into premises for the purpose of enforcing the provisions of the Gambling Act 2005	Committee	22. Head of Planning & Environment Services
	Game Dealers	To determine applications for game dealers licences and the buying and selling of game	Licensing Committee	Head of Planning & Environment Services
	Goods Vehicles – Operators Licences	To comment or object to applications made under the Goods Vehicles (Licensing of Operators) Act 1985	Council	Head of Planning & Environment Services
	Hackney Carriage Drivers' and Vehicle Licences	<p>1. To determine applications for Hackney Carriage and Private Hire Drivers' Licences, in cases where the applicant meets the Council's application criteria.</p> <p>2. To determine all applications for Hackney Carriage and Private Hire Vehicle Drivers' Licences where authority is not delegated to the Head of Planning and Environment Services</p> <p>3. To issue warning letters</p> <p>4. To suspend or revoke Hackney Carriage and Private Hire Vehicle Drivers' Licences</p> <p>5. To determine or renew licence applications for</p>	<p>1. Licensing Committee</p> <p>2. Council</p> <p>3. Council</p> <p>4. Council</p> <p>5. Licensing</p>	<p>1. Head of Planning and Environment Services</p> <p>2. Licensing Committee</p> <p>3. Head of Planning & Environment Services</p> <p>4. Licensing Committee</p> <p>5. Head of Planning &</p>

		<p>Hackney Carriage and Private Hire Vehicles in cases where the vehicle has met the Council's criteria as to mechanical and general condition and to determine how many passengers each vehicle may be licensed to carry</p> <p>6. To revoke a Hackney Carriage/Private hire Driver's Licence where there is clear evidence that the applicant has knowingly or recklessly given false information or failed to reveal a material particular in making his applications</p> <p>7. To suspend with immediate effect a Hackney Carriage/Private Hire Driver's Licence of any driver who ceases to meet the Council's requirements as to medical condition or in any case where the holder has been convicted of an offence involving violence, indecency or the misuse/trafficking of drugs, or for any other material reason, subject to a report being made to the next meeting of the Licensing Committee</p>	<p>Committee</p> <p>6. Licensing Committee</p> <p>7. Licensing Committee</p>	<p>Environment Services</p> <p>6. Head of Planning & Environment Services</p> <p>7. Head of Planning & Environment Services</p>
	Hackney Carriage Fares	To approve revisions to the Council's Table of Hackney Carriage Fares	Council	Licensing Committee
	Hackney Carriage Stands	To appoint Hackney Carriage stands and to approve revisions to existing Hackney Carriage stands	Council	Licensing Committee
	Hypnotism	To determine applications for the performance	Council	Licensing Committee

		of hypnotism		
	Legislation	To comment on consultations on proposed legislation or guidance affecting licensing matters	Council	Licensing Committee
	Licensing Act 2003	<ol style="list-style-type: none"> 1. To determine applications to vary designated premises supervisors if representations are made 2. To determine applications to vary designated premises supervisors if no representations are made 3. To determine requests to remove a Designated Premises Supervisor 4. To determine applications for Interim Authorities if a police representation is made 5. To determine applications for Interim Authorities in all other cases 6. To determine applications for personal licences if a representation is made 7. To determine applications for personal licences if no representation is made 	Licensing Committee (All)	<ol style="list-style-type: none"> 1. Licensing Sub – Committee 2. Head of Planning & Environment Services 3. Head of Planning & Environment Services 4. Licensing Sub – Committee 5. Head of Planning & Environment Services 6. Licensing Sub-Committee 7. Head of Planning & Environment Services 8. Licensing Sub-Committee

		8. To determine applications for premises licences/club premises certificates if representations are made		9. Head of Planning & Environment Services
		9. To determine applications for a premises licence/club premises certificates if no representations are made		10. Licensing Sub-Committee
		10. To determine applications to vary premises licences/club premises certificates if representations are made		11. Head of Planning & Environment Services
		11. To determine applications to vary premises licences/club premises certificates if no representations are made		12. Licensing Sub-Committee
		12. To determine all applications for provisional statements if representations are made		13. Head of Planning & Environment Services
		13. To determine all applications for provisional statements if no representations are made		14. Head of Planning & Environment Services
		14. To determine whether a representation is irrelevant, frivolous or vexatious		15. Licensing Sub-Committee
		15. To determine applications to review premises/club premises certificates		16. Licensing Sub-Committee
		16. To determine any interim steps following an application for an expedited review		

		<p>17. To determine applications for Temporary Event Notices where representations have been made by the police</p> <p>18. To determine applications for Temporary Event Notices where no representations have been made</p> <p>19. To determine applications for transfer of premises licences if representations are made</p> <p>20. To determine applications for transfer of premises licences if no representations are made</p> <p>21. To determine applications for minor variations to Premises Licences and Club Premises Certificates as defined by the Licensing Act 2003 (Premises Licences and Club Premises Certificates) (Miscellaneous Amendments) Regulations 2009</p>		<p>17. Licensing Sub-Committee</p> <p>18. Head of Planning & Environment Services</p> <p>19. Licensing Sub-Committee</p> <p>20. Head of Planning & Environment Services</p> <p>21. Head of Planning & Environment Services</p>
	Market and Street Trading	<p>1. To designate streets under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982</p> <p>2. To determine applications for permits for street trading in areas designated by the Council</p>	<p>1. Council</p> <p>2. Licensing Committee</p>	<p>1. Licensing Committee</p> <p>2. Head of Planning & Environment Services</p>

		<p>3. To be responsible for the Council's policy relating to the issue of street trading consents</p> <p>4. To be responsible for inspections of premises to ensure compliance with street trading consent legislation, Council policy and any conditions attached to a street trading consent</p> <p>5. To determine applications for consents for street trading in consent areas designated by the Council</p>	<p>3. Council</p> <p>4. Council</p> <p>5. Council</p>	<p>3. Licensing Committee</p> <p>4. Head of Planning & Environment Services</p> <p>5. Head of Planning & Environment Services</p>
	Motor Salvage	To register motor salvage operations subject to the payments of a registration fee to cover the costs of the scheme	Licensing Committee	Head of Planning & Environment Services
	Motor Salvage Operators	To determine applications for the registration of motor salvage operators	Licensing Committee	Head of Planning & Environment Services
	Pet Shops, Animal Boarding Establishments	To approve applications for pet shops and other animal establishments where animals are bred or kept for the purposes of carrying on a business	Licensing Committee	Head of Planning & Environment Services
	Private Hire Operator's Licences	<p>1. To determine applications for Private Hire Operators Licences where the applicant has not met the Council's criteria in respect of character</p> <p>2. To determine applications for Private Hire</p>	<p>1. Council</p> <p>2. Licensing</p>	<p>1. Licensing Committee</p> <p>2. Head of Planning &</p>

		Operators Licences where the applicant has met the Council's criteria in respect of character	Committee	Environment Services
	Prosecutions	<p>To approve prosecutions under:</p> <ol style="list-style-type: none"> 1. The Local Government (Miscellaneous Provisions) Act 1982. 2. The Town Police Clauses Act 1847. 3. The Local Government (Miscellaneous Provisions) Act 1976. 4. The Road Traffic Act 1988. 5. The Gambling Act 2005 6. The Hypnotism Act 1952. 7. The Licensing Act 2003; 8. The Local Government Act 1972; 9. The Council's Hackney Carriage Byelaws; 10. Any other relevant or amending legislation in respect of matters relating to the licensing of Licensing Act 2003 Hackney Carriages, Private Hire Vehicles, Hackney Carriage and Private Hire Vehicle Drivers, Private Hire Operators, Sex Shop Licences, Street Trading, Hypnotism, Acupuncture / tattooing / ear piercing and electrolysis, Sale of Poisons, Game Dealing, Scrap Yards, Breeding of Dogs, Pet shops, Animal Boarding Establishments, Riding establishments and related establishments, Animal trainers and exhibitors, Zoo Licensing, Dangerous Wild Animals, 	Council	Licensing Committee

		Knackers Yards, Charitable Collections		
	Riding Establishments	To determine applications for licences for riding establishments	Licensing Committee	Head of Planning & Environmental Health
	Sex Shops	To determine applications for licences for sex shops including both annual and occasional licences, renewal applications, transfer applications or variation applications	Council	Licensing Committee
	Taxi Licensing Policy	1. To be responsible for determining the Council's policy in relation to hackney carriage vehicles and drivers and private hire vehicles, drivers and operators 2. To determine standard conditions to be attached to licences	1. Council 2. Council	1. Licensing Committee 2. Licensing Committee
	Zoo Licensing	To determine all applications for zoo licences	Licensing Committee	Head of Planning & Environment Services

Planning Enforcement		Details	Delegated by:	Delegated to:
	Article 4 Directions	To make Directions under Article 4(1) of the Town & Country Planning (General Permitted Development) Order 1995 in circumstances	Planning Committee	Head of Planning & Environment Services

		involving the subdivision of plots and to determine the classes of development to which such Direction(s) may relate in the circumstances of each individual case		
	Breach of Condition Notices	<p>1. To authorise the issue and service of Breach of Condition Notices under section 187A of the Town & Country Planning Act 1990</p> <p>2. To authorise the issue and service of Breach of Condition Notices under section 187A of the Town & Country Planning Act 1990 in cases of urgency when, in the opinion of Head of Planning & Environment Services, reporting to Planning Committee is impractical</p>	<p>1. Council</p> <p>2. Planning Committee</p>	<p>2. Planning Committee</p> <p>3. Head of Planning & Environment Services in consultation with the Senior Solicitor</p>
	Cautions	To administer formal cautions to offenders as an alternative to court proceedings	Planning Committee	Officers authorised in writing by the Head of Planning & Environment Services
	Certificates of Lawfulness	To determine applications for Certificates of Lawfulness of Proposed Use of Development or Certificates of Existing Use of Development under section 192 of the Town & Country Planning Act 1990	Planning Committee	Senior Solicitor
	Enforcement	1. To authorise the issue and service of	1. Council	1. Planning Committee

	Notices	<p>Enforcement Notices under section 172 of the Town & Country Planning Act 1990</p> <p>2. To issue and serve Enforcement Notices under section 172 of the Town & Country Planning Act 1990 in cases of urgency when, in the opinion of Head of Planning & Environment Services, reporting to Planning Committee is impractical</p>	2. Planning Committee	2. Head of Planning & Environment Services in consultation with the Senior Solicitor
	Entry of Premises – Proper Officer	To be designated as the Proper Officer for the purposes of authorising persons to enter onto land in connections with the exercise of functions under sections 196A and 196B, 214B, 324 and 325 of the Town & Country Planning Act 1990	Planning Committee	Head of Planning & Environment Services
	Injunctions	To seek injunctions in the High Court under Section 187B of the Town & Country Planning Act 1990 or any other relevant statutory power restraining breaches of planning control in cases of urgency when reporting to Planning Committee is impractical		Head of Legal, Equalities and Democratic Services or Senior Solicitor in consultation with, where practicable, the Chairman of Planning Committee
	Inspection Notices	To serve notices of intended inspection under sections 196A, 196B, 214B, 324 and 325 of the Town and Country Planning Act 1990	Planning Committee	Senior Solicitor

	Listed Buildings – Enforcement Notices	<ol style="list-style-type: none"> 1. To authorise the issue and service of Listed Building Enforcement Notices under section 38 of the Planning (Listed Buildings and Conservation Areas) Act 1990 2. To authorise the issue and service of Listed Building Enforcement Notices under section 38 of the Planning (Listed Buildings and Conservation Areas) Act 1990 in circumstances in cases of urgency when, in the opinion of Head of Planning & Environment Services, reporting to Planning Committee is impractical 	<ol style="list-style-type: none"> 4. Council 2. Planning Committee 	<ol style="list-style-type: none"> 1. Planning Committee 2. Head of Planning & Environment Services
	Planning Contravention Notices	<ol style="list-style-type: none"> 1. To serve Planning Contravention Notices under section 171C of the Town & Country Planning Act 1990 2. To respond to, including agreeing to or refusing, offers to apply for planning permission or to refrain from carrying out any operations or activities following the service of a Planning Contravention Notice 	<ol style="list-style-type: none"> 1. Planning Committee 2. Planning Committee 	<ol style="list-style-type: none"> 1. Head of Planning & Environment Services 2. Head of Planning & Environment Services
	Stop Notices	<ol style="list-style-type: none"> 1. To authorise the issue and service of Stop 	<ol style="list-style-type: none"> 1. Council 	<ol style="list-style-type: none"> 1. Planning Committee

		<p>Notices under section 183 of the Town & Country Planning Act 1990</p> <p>5. To authorise the issue and service of Stop Notices under section 183 of the Town & Country Planning Act 1990 in cases of urgency when, in the opinion of Head of Planning & Environment Services, reporting to Planning Committee is impractical</p> <p>6. The issue and service Temporary Stop Notices under ss171E-H of the Town & Country Planning Act 1990</p>	<p>2. Planning Committee</p> <p>3. Planning Committee</p>	<p>2. Head of Planning & Environment Services in consultation with the Senior Solicitor</p> <p>3. Head of Planning & Environment Services in consultation with the Senior Solicitor</p>
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Strategic Housing	Subject	Detail	Delegated by:	Delegated to:
	Allocation of Accommodation	To approve nominations for housing applicants qualifying under the Council's Allocation Policy	Cabinet	Strategic Housing Manager
	Asylum Seekers	To approve the allocation of dwellings through nomination rights to asylum seekers to suit the requirements of individual cases	Cabinet	Strategic Housing Manager

	Discretionary Housing Assistance Grants	To determine applications for Housing Assistance Grants under the Regulatory (Housing Assistance Grants) (England and Wales) Order 2002	Cabinet	Head of Planning & Environment Services
	Homeless Persons	To implement the provisions of the Housing Act 1996 and the Homelessness Act 2002	Cabinet	Head of Planning & Environment Services
	Houses in Multiple Occupation	<ol style="list-style-type: none"> 1. To approve, revoke and vary licences relating to houses in multiple occupation under the Housing Act 2004 2. To sign housing-related notices for houses in multiple occupation under the Housing Act 2004 3. To inspect conditions under the Housing Health and Safety Rating System – Housing Act 2004 	<ol style="list-style-type: none"> 1. Cabinet 2. Cabinet 3. Cabinet 	<ol style="list-style-type: none"> 1. Strategic Housing Manager 2. Strategic Housing Manager 3. Strategic Housing Manager
	Housing Act 1985 and Housing Act 2004	To: <ol style="list-style-type: none"> a. make and determine Demolition Orders b. revoke Closing Orders c. cancel undertakings (to render premises fit for human habitation) made or given under the Housing Act 1985 on being satisfied that the property had no category of Hazards under the Housing, Health and Safety Rating system 	Cabinet	Head of Planning & Environment Services

		<ul style="list-style-type: none"> d. serve Improvement Notices e. serve Prohibition Notices f. serve Hazard Awareness notices g. take emergency remedial action or make an emergency Prohibition Order h. declare a Clearance Area 		
	Housing Associations - Nominations	To deal with the nomination where necessary of homeless applicants to housing association dwellings	Cabinet	Head of Planning & Environment Services
	Housing Capacity Study	To update the site details and housing figures in the Housing Capacity Study on an annual basis using data from the Housing Land Availability Study	Cabinet	Head of Planning & Environment Services
	Housing Corporation Social Housing Grant	To administer and approve applications and to authorise payment of local authority grant and Housing Corporation Grant under the Housing Corporation IMS System	Cabinet	Head of Planning & Environment Services
	Housing Grants	To determine applications for housing grants under the Housing Grants, Construction and Regeneration Act 1996	Cabinet	Head of Planning & Environment Services
	Housing Waiting List	To approve nominations and arrangements where necessary to applicants on the Housing Needs Register in accordance with the Council's Allocation Policy	Cabinet	Head of Planning & Environment Services

	Low Cost Housing	<p>1. To administer the Council's low cost housing scheme including the making of nominations and the sale of the Council's interest in dwellings</p> <p>2. To take all necessary action including the institution of legal proceedings to recover deferred payments from the purchases of low cost homes who are in breach of covenants made in the purchase of low cost housing</p> <p>3. To revise fees in relation to low cost housing transactions</p>	<p>1. Cabinet</p> <p>2. Cabinet</p> <p>3. Cabinet</p>	<p>1. Head of Planning & Environment Services</p> <p>2. Senior Solicitor</p> <p>3. Head of Legal, Equalities & Democratic Services, Head of Planning & Environment Services and Head of Finance Services in consultation with the relevant Portfolio Holders</p>
	Mandatory Disabled Facilities Grant	1. To determine applications for housing grants under the Housing Grants, Construction and Regeneration Act 1996	1. Cabinet	1. Head of Planning & Environment

		2. To grant extensions of time of up to six months within which improvements are to be completed	2. Cabinet	Services 2. Head of Planning & Environment Services
	Markets	To manage markets	Cabinet	Economic Development & Town Centre Manager
	Protection from Eviction Act	To take appropriate action (including the institution of criminal or civil proceedings)	Cabinet	Head of Planning & Environment Services or Senior Solicitor
	Secure Tenancies	To make nominations in respect of secure tenancies to: a. applicants who have not been granted tenancies but who have been selected under either sections 193 or 195 of the Housing Act 1996 and qualify for an offer of a secure tenancy from the Housing Register based on the Council's Allocations Scheme date order; and b. applicants who have been selected under	Cabinet	Head of Planning & Environment Services

		sections 193 or 195 of the Housing Act 1996 and have become non-secure tenants and qualify from the Housing Register to be made secure tenants of their existing property based on the Council's Allocations Scheme date order		
	Utilities – Restoration or Continuance of Services	To deal in consultation with the relevant Portfolio Holder and generally in accordance with emergency procedures with applications received pursuant to the arrangements according to section 33 of the Local Government (Miscellaneous Provision) Act 1976 (Public Utility Services to Dwellings) ad to take such action as may be necessary for the recovery of any payments made by the Council in pursuance of such arrangements	Cabinet	Head of Financial Services or Head of Planning & Environment Services

Strategic Planning			Delegated by:	Delegated to:
	Inspection Notices	To serve notices of intended inspection under sections 196A, 196B, 214B, 324 and 325 of the Town and Country Planning Act 1990	Planning Committee	Senior Solicitor
	Local Plan Enquiry	To provide direction on behalf of the Council to any Local Plan/Local Development Framework Inquiry on policy issues and site details	Council	Head of Planning & Environment Services

	Rights of Entry – Proper Officer	To be designated as the Proper Officer for the purposes of authorising persons to enter onto land in connections with the exercise of functions under section 324 and 325 of the Town & Country Planning Act 1990	Planning Committee	Head of Planning & Environment Services

Trees		Detail	Delegated by:	Delegated to:
	High Hedges	<p>1. To determine High Hedge applications submitted in accordance with Part 8 of the Anti-Social Behaviour Act 2003 and to issue a remedial notice where appropriate when:</p> <ul style="list-style-type: none"> a. such applications are submitted by or on behalf of any officer of the Council or any Parish Council within the District of Bromsgrove b. such applications are submitted by or on behalf of any County, District or Parish Councillor whose ward is within the district of Bromsgrove c. any County, District or Parish Councillor whose ward is within the District of Bromsgrove is affected by such an application <p>2. In all other circumstances to determine all High Hedge applications submitted in accordance with Part 8 of the Anti-Social Behaviour Act 2003 and</p>	<p>1. Council</p> <p>2. Planning Committee</p>	<p>1. Planning Committee</p> <p>2. Head of Planning & Environment Services</p>

		to issue a remedial notice where appropriate		
	Inspection Notices	To serve notices of intended inspection under sections 196A, 196B, 214B, 324 and 325 of the Town and Country Planning Act 1990	Planning Committee	Senior Solicitor
	Rights of Entry – Proper Officer	<ol style="list-style-type: none"> 1. To be designated as the Proper Officer for the purposes of authorising persons to enter onto land in connections with the exercise of functions under sections 196A, 196B, 214B and 324 of the Town & Country Planning Act 1990 2. To issue and serve notices of intended inspection under sections 196A, 214B, 324 and 325 of the Act 	<ol style="list-style-type: none"> 1. Planning Committee 2. Planning Committee 	<ol style="list-style-type: none"> 1. Head of Planning & Environment Services 2. Senior Solicitor
	Tree Preservation Orders	To initiate Tree Preservation Orders	Council	Head of Planning & Environment Services
	Tree Preservation Orders – Confirmation	<ol style="list-style-type: none"> 1. To confirm Tree Preservation Orders under the provisions of the Town & Country Planning Act 1990 in cases where objections have been received 2. To confirm Tree Preservation Orders where compensation liability would arise 	<ol style="list-style-type: none"> 1. Council 2. Council 	<ol style="list-style-type: none"> 1. Planning Committee 2. Planning Committee

		3. To confirm Tree Preservation Orders in all other cases	3. Planning Committee	3. Head of Planning & Environment Services
	Tree Preservation Orders – Applications to Fell	To determine applications for the felling of large trees (ie mature or over-mature trees), major pruning operations (ie major canopy reduction, reshaping works) and contentious applications for tree work, whether or not as part of a planning application	Council	Planning Committee
	Tree Preservation Orders – Works to Protected Trees	<ol style="list-style-type: none"> 1. To authorise certain categories of works to protected trees 2. To determine applications to carry out the following work: <ol style="list-style-type: none"> a. the felling of small trees b. the removal of dead, dying or diseased trees, c. pruning for reasons of health and safety to trees of any size d. minor pruning works e. the felling of conifers and pioneer trees species (including but not limited to birch, ash, rowan and hawthorn) 	<ol style="list-style-type: none"> 1. Planning Committee 2. Planning Committee 	<ol style="list-style-type: none"> 1. Head of Planning & Environment Services 2. Head of Planning & Environment Services
	Tree	To institute proceedings under s210 of the Town &	Council	Planning

	Preservation Orders – Contravention	Country Planning Act 1990 in respect of contraventions of Tree Preservation Orders		Committee
	Tree Preservation Orders – Revocation	To revoke existing “area classification” Tree Preservation Orders and to replace with new Orders in the form of individual and/or group classifications	Planning Committee	Head of Planning & Environment Services
	Trees & Shrubs overhanging the Highway	To serve notices under section 154 of the Highway Act 1980 requiring the lopping or cutting of the hedge, tree or shrub on the owner of a hedge, tree or shrub, or on the occupier of land on which a hedge tree or shrub is growing, which overhangs a highway or any other road or footpath to which the public has access so as to endanger or obstruct the passage of vehicles or pedestrians or obstructs or interferes with the view of drivers of vehicles or the light from a public lamp so as to remove the cause of danger, obstruction or interference	Cabinet	Head of Street Scene and Community Services
	Trees – Dangerous	<p>1. Where notice is received under s23(2) of the Local Government (Miscellaneous Provisions) Act 1976 that trees are in such condition that they are likely to cause damage to persons or property on the land of the person giving notice:</p> <p>a. to take any steps necessary to make the trees safe (whether by felling or otherwise) where the owner of the land is not known;</p>	1. Planning Committee	1. Head of Planning & Environment Services

		<p>b. to serve a notice under s23(3) of the Act on the owner or occupier of the land on which the trees are growing where the name and address of such or occupier is known requiring the taking of steps to make the trees safe and if the Notice is not complied with to take the steps specified therein and recover such expenses</p> <p>2. To take any necessary action under s23 – 26 of the Local Government (Miscellaneous Provisions) Act 1976 to secure the removal of dangerous trees and to deal with dangerous excavations</p> <p>3. To serve notice under s51 of the Worcestershire County Council Act 1969 with regard to the removal of dangerous trees</p>	<p>2. Planning Committee</p> <p>3. Planning Committee</p>	<p>2. Head of Planning & Environment Services</p> <p>3. Head of Planning & Environment Services</p>
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Appendix EH1

The environmental health-related statutory provisions for the purposes of this document are:

Abandonment of Animals Act 1960
Agriculture (Safety, Health & Welfare Provisions) Act 1956
Animal Boarding Establishments Act 1963
Animal Health Act 1981 as amended
Animals (Miscellaneous Provisions) Act 1968
Anti - Social Behaviour Act 2003 Breeding of Dogs Act 1973
Breeding of Dogs Act 1991
Building Act 1984
Business Names Act 1985
Caravan Sites Act 1968
Caravan Sites & Control of Development Act 1960
Children and Young Persons Act 1933
Chronically Sick and Disabled Persons Act 1970
Cinematograph Acts 1909 and 1952
Civic Amenities Act 1967
Civil Defence Act 1948 and Regulations made thereunder
Clean Air Acts 1956, 1968 and 1993
Clean Neighbourhoods & Environment Act 2005
Control of Pollution Act 1974
Criminal Justice and Public Order Act 1994
Dangerous Dogs Act 1991
Dangerous Wild Animals Act 1976
Deer Act 1991
Disabled Persons Act 1981
Dogs (Fouling of Land) Act 1996
Environment Act 1995

Environmental Protection Act 1990
European Communities Act 1972 and Regulations made thereunder
Factories Act 1961
Food Act 1984
Food and Environmental Protection Act 1985
Food Hygiene (England) Regulations 2005
Food Hygiene (England) Regulations 2006
Food Safety Act 1990 as amended
Freedom of Information Act 2000
Game Licences Act 1860 and 1970
Guard Dogs Act 1975
Health and Safety at Work Etc. Act 1974
Highways Act 1980
Home Energy Conservation Act 1995
Home Safety Act 1961
Hypnotism Act 1952
Land Drainage Acts 1976 & 1991
Late Night Refreshment Houses Act 1969
Licensing Act 1964
Local Government (Misc. Provisions) Act 1976
Local Government (Misc. Provisions) Act 1982
Local Government Act 1972
Local Government and Housing Act 1989
Mobile Homes Acts 1975 & 1993
Noise Act 1996
Noise and Statutory Nuisance Act 1993
Offices, Shops and Railway Premises Act 1963
Official Feed and Food Controls (England) Regulations 2006
Party Wall Act 1966
Performing Animals (Regulation) Act 1925

Pet Animals Act 1951
Planning (Hazardous substances) Act 1990
Pollution Prevention and Control Act 1999
Prevention of Damage by Pests Act 1949
Private Places of Entertainment (Licensing) Act 1967
Protection of Animals Act 1911 as amended
Public Health (Control of Disease) Act 1984
Public Health Act 1925
Public Health Act 1936
Public Health Act 1961
Public Health (Recurring Nuisances) Act 1969
Rag Flock and Other Filling Materials Act 1951
Refuse Disposal (Amenity) Act 1978
Regulation (EC) No. 178/2002
Regulation (EC) No. 852/2004
Regulation (EC) No. 853/2004
Regulation (EC) No. 854/2004
Riding Establishments Acts 1964 & 1970
Safety of Sports Grounds Act 1975
Scrap Metal Dealers Act 1964
Slaughter of Poultry Act 1967
Slaughterhouse Act 1974
Sunday Trading Act 1994
Theatres Act 1968
Town and Country Planning Act 1990
Town Police Clauses Act 1847
Warm Homes & Energy Conservation Act 2000
Water Acts 1973 -2003
Water Industry Act 1991
Weeds Act 1959

Wildlife and Countryside Act 1981
Zoo Licensing Act 1981
Health Act 2006
The Smoke-free (Premises and Enforcement) Regulations 2006
The Smoke-free (Exemptions and Vehicles) Regulations 2007
The Smoke-free (Penalties and Discounted Amounts) Regulations 2007
The Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007
The Smoke-free (Signs) Regulations 2007

And any regulations, Orders and amendments made thereunder or relating to any of the foregoing or having effect by virtue of the European Communities Act 1972 and any modification or re-enactment of the foregoing.