

## Appendix B – Scheme of delegation

Table 2: Scheme of delegation Animal Welfare Licensing

<b>Matter to be dealt with</b>	<b>Council</b>	<b>Planning &amp; Licensing Committee</b>	<b>Licensing Sub Committee</b>	<b>Officers</b>
Grant or renewal of a licence to carry on a licensable activity				Chief Operating Officer
Transfer of a Licence in the event of the death of a licence holder				Chief Operating Officer
Suspension, variation or revocation of a licence				Chief Operating Officer
Receipt of representations against the suspension, variation or revocation of a licence			In all cases	
Appeal of a risk rating score				Joint Licensing Manager or Environmental Health Manager (Food, Health & Safety and Licensing)
Service of a Notice				Chief Operating Officer
Setting of fees and charges	In all cases			
Appointment of suitably qualified inspectors				Chief Operating Officer
Adoption of policy	In all cases			