

Appendix B

Formal Decision Making Scheme for Animal Welfare Licensing

Matter to be dealt with	Council	Licensing Committee	Officers
Setting of fees and charges	In all cases		
Adoption of policy		In all cases	
Grant or renewal of a licence to carry on a licensable activity			Environment & Licensing Manager or Environmental Health Manager
Transfer of a Licence in the event of the death of a licence holder			Environment & Licensing Manager or Environmental Health Manager
Suspension, variation or revocation of a licence			Environment & Licensing Manager or Environmental Health Manager
Receipt of representations against the suspension, variation or revocation of a licence			Environment & Licensing Manager or Environmental Health Manager
Service of a Notice			Duly authorised Environmental Health Officers
Appointment of suitably qualified inspectors			Head of Service
Appeal of a risk rating score			Environment & Licensing Manager or Environmental Health Manager