

Part 3, Table 4, Section 105 of the Constitution will be deleted and replaced with:

Matters to be dealt with	Sub Committee	Officers
Application for a Personal Licence	If Police objection	If no object made
Application for Personal licence with unspent convictions	All Cases	
Application for premises licence/club premise certificate	If a relevant representation made	If no relevant representation made or all persons required by the Act agree that a hearing is unnecessary or the representations have been withdrawn
Application for provisional statement	If a relevant representation made	If no relevant representation made or all persons required by the Act agree that a hearing is unnecessary or the representations have been withdrawn.
Application to vary premises licence/club premises certificate.	If a relevant representation made	If no relevant representation made or all persons required by the Act agree that a hearing is unnecessary or the representations have been withdrawn.
Application to vary designated premises supervisor	If a police objection	All other cases
Request to be removed as designated premises supervisor		All cases
Application for transfer of premises licence	If a police objection	All other cases
Application for interim authorities	If police objection	All other cases
Application to review premises licence/club premises certificate	All cases	
*Decision on whether a complaint is frivolous or vexatious		All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application	All cases	
Determination of an objection to a temporary event notice	All cases	
Determination of application to vary premises licence at community premises to include alternative licence condition	If a police objection	All other cases

Decision whether to consult other responsible authorities on a minor variation		All cases
Determination of minor variation application		All cases
Making a representation on behalf of the Licensing Authority		Corporate Director
Initiating a Review on behalf of the Licensing Authority		Corporate Director

*To determine whether a complaint is frivolous or vexatious the following procedure will apply:

1. The Licensing Manager will draft a report and make a recommendation which will be reviewed by the Corporate Director, the Chairman of Licensing and a Legal Officer.
2. If in the opinion of the Head of Service for Licensing and the Chairman of Licensing the recommendation is accepted, the Licensing Manager's decision will be countersigned by the Corporate Director and Chairman of Licensing.
3. If in the opinion of the Corporate Director and the Chairman of Licensing there are wider issues to consider the matter will be placed before a Licensing Committee Hearing.