

Appendix A

Delegation of Functions with regards to Scrap Metal Dealers Act 2013

Matter to be dealt with	Head of Service	Officers
Determination of fees	In all cases	
Application for Site licence or Collectors licence	If any relevant representation is made and is not withdrawn, decision in conjunction with Senior Officer and Legal Officer.	In all other cases
Application to vary site licence	If any relevant representation is made and is not withdrawn, decision in conjunction with Senior Officer and Legal Officer.	In all other cases
Application to revoke site licence or collectors licence	If any relevant representation is made and is not withdrawn, decision in conjunction with Senior Officer and Legal Officer.	
The inclusion of conditions on a licence		In conjunction with a Senior Officer.
Issue of a closure notice		In conjunction with a Senior Officer and Legal officer.
Cancellation of a closure notice		In conjunction with a Senior Officer and Legal Officer.
Application for a Magistrates Closure Order		In conjunction with a Senior Officer and Legal Officer.
Prosecution for offences	In all cases in conjunction with Senior Officer and Legal Officer.	

Head of Service – or in their absence the Director of Service.

Senior Officer = Senior Licensing Officer or Professional Lead – Environmental Health – Commercial.

Officers = Senior Licensing Officer or Licensing Officer

Legal Officer = Head of Legal Services or such other legal officer appointed to act on his behalf.