

Regulation & Enforcement Service

Scheme of Delegation to Officers



Lichfield
District Council

Change Log

| Version | Date | Change |
|---------|-------------|--|
| 1 | 10 May 2024 | Introduced |
| 1.1 | 8 Jul 2024 | Added James Fox, removed Roy Ohren, minor amendment to Acts, corrected job title |
| 1.2 | 13 Sep 2024 | Added James Hyde, added Staffordshire Act 1983 |
| 1.3 | 19 Nov 2024 | Added Animals (Penalty Notices) Act 2022, and A25. |
| 1.4 | 1 May 2025 | Added Yvette Lycett and appointed veterinary surgeon |
| 1.5 | 9 Jun 2025 | Added Amelia Handy |
| 1.6 | 1 Jul 2025 | Added list of officers authorised to pilot drones. |

Authorisation

I hereby authorise the scheme of delegation to officers as set out in this document consisting of nine pages and authorise the Regulation & Enforcement Manager to maintain Annexes A, B and C to reflect changes in legislation and establishment.

A handwritten signature in black ink, appearing to read 'S Fletcher'.

Simon Fletcher
Chief Executive
Lichfield District Council

10 May 2024

Delegated to the Regulation & Enforcement Manager

| | |
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| A1 | To discharge Lichfield District Council's duties, responsibilities and functions as local authority, council, district council, enforcement authority, waste collection authority, building authority, waste regulation authority, principal litter authority, licensing authority, food authority, local housing authority, hazardous substances authority, and local planning authority in relation to Regulation & Enforcement functions. |
| A2 | To appoint officers and authorise them to use powers contained in the Acts listed at Annex A in relation to Regulation & Enforcement functions. |
| A3 | To authorise the laying of information on behalf of the Council to prosecute for offences in relation to Regulation & Enforcement functions. |
| A4 | To authorise and administer a caution on behalf of the Council as an alternative to prosecution for offences under the Acts listed at Annex A in relation to Regulation & Enforcement functions. |
| A5 | To fulfil the role of an inspector or superintendent in relation to the Police and Criminal Evidence Act 1984. |
| A6 | To fulfil the role of designated senior officer under the Investigatory Powers Act 2016 in relation to communications data. |
| A7 | To fulfil the role of an authorising officer in relation to the Regulation of Investigatory Powers Act 2000. |
| A8 | To approve and refuse applications for licences, permits, registrations, approvals and consents in relation to Regulation & Enforcement functions. |
| A9 | To authorise officers to approve and refuse applications for licences, permits, registrations, approvals and consents in relation to Regulation & Enforcement functions. |
| A10 | To authorise suitably competent officers to drive vehicles that are seized, forfeited or surrendered and taken into the custody of the Council following the execution of a warrant or order, or in accordance with powers contained in an Act listed at Annex A. |
| A11 | To make arrangements for dealing with stray dogs in accordance with the Environmental Protection Act 1990 and to authorise suitably competent officers to handle and seize dogs. |
| A12 | To authorise suitably competent officers to implant dogs with microchips via hypodermic needle. |
| A13 | To authorise suitably competent officers to determine the type of a dog in accordance with the Dangerous Dogs Act 1991. |
| A14 | To make arrangements for the care of animals taken into possession by an officer under the Animal Welfare Act 2006. |
| A15 | To authorise that an animal be destroyed under the Environmental Protection Act 1990 or the Animal Welfare Act 2006. |
| A16 | To make arrangements for the taking of steps as may be necessary to secure so far as practicable that the district is kept free from rats and mice in accordance with the Prevention of Damage by Pests Act 1949. |
| A17 | To authorise suitably competent officers to use approved air weapons to kill rodent and avian pests. |
| A18 | To make arrangements for the burial or cremation of the body of any person who has died or been found dead in the area, in any case where it appears that no suitable arrangements for the disposal of the body have been or are being made in accordance with the Public Health (Control of Disease) Act 1984. |
| A19 | To appoint a lead food officer to perform food safety functions. |
| A20 | To appoint a veterinary surgeon to perform animal welfare functions. |
| A21 | To authorise officers to approve the execution of works in default of a notice served under an Act listed at Annex A in relation to Regulation & Enforcement functions. |

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| A22 | To authorise officers to approve the application for a warrant or order from a justice of the peace under the Acts listed at Annex A in relation to Regulation & Enforcement functions. |
| A23 | To authorise officers to restrict the use of powers by an officer in their team in circumstances where they require further training or development. |
| A24 | Unless prohibited by law or statutory guidance, to appoint a suitable deputy to undertake these functions during periods of absence. |
| A25 | To issue a Closure Notice for a maximum period of 48 hours under s.76 Anti-social Behaviour, Crime and Policing Act 2014. |

Annex A

Legislation that officers may be authorised under by the Regulation & Enforcement Manager in accordance with delegation A2

An authorisation includes authority to use powers contained in any Regulations made under the Act. Where applicable, officers are to be regarded as having been authorised in writing and appointed under the Act and section listed.

| Act | Section | Appointment |
|---|----------------|---------------------------------------|
| Game Act 1831 | | |
| Markets and Fairs Clauses Act 1847 | | |
| Town Police Clauses Act 1847 | | |
| Towns Improvement Clauses Act 1847 | | |
| Burial Act 1857 | | |
| Dogs Act 1871 | | |
| Public Health Act 1875 | | |
| Town Police Clauses Act 1889 | | |
| Dogs Act 1906 | | |
| Public Health Acts Amendments Act 1907 | | |
| Police, Factories, & c. (Miscellaneous Provisions) Act 1916 | | |
| Law of Property Act 1925 | | |
| Performing Animals (Regulation) Act 1925 | 3 | Officer |
| Public Health Act 1925 | | |
| Public Health Act 1936 | 287 | Authorised Officer |
| Children and Young Persons Act 1933 | 7 | Park-Keeper |
| House to House Collections Act 1939 | | |
| Prevention of Damage by Pests Act 1949 | | |
| Pet Animals Act 1951 | 4 | Inspector |
| Hypnotism Act 1952 | | |
| Mines and Quarries Act 1954 | | |
| Weeds Act 1959 | | |
| Caravan Sites and Control of Development Act 1960 | 26 | Authorised Officer |
| Factories Act 1961 | | |
| Public Health Act 1961 | | |
| Animal Boarding Establishments Act 1963 | 2 | Officer |
| Offices, Shops and Railway Premises Act 1963 | | |
| Slaughter of Poultry Act 1967 | | |
| Caravan Sites Act 1968 | | |
| Countryside Act 1968 | | |
| Animals Act 1971 | | |
| Criminal Damage Act 1971 | | |
| European Communities Act 1972 | | |
| Local Government Act 1972 | | |
| Control of Pollution Act 1974 | 91 | Authorised Person |
| Health and Safety at Work etc. Act 1974 | 19 | Inspector |
| Slaughterhouses Act 1974 | 42 | Officer |
| Guard Dogs Act 1975 | | |
| Mobile Homes Act 1975 | | |
| Salmon and Freshwater Fisheries Act 1975 | 7 | Authorised Officer |
| Safety at Sports Grounds Act 1975 | 11 | Person |
| Dangerous Wild Animals Act 1976 | 3 | Person |
| Local Government (Miscellaneous Provisions) Act 1976 | 20, 24, 56, 68 | Person Authorised, Authorised Officer |
| Rent (Agriculture) Act 1976 | | |
| Protection from Eviction Act 1977 | | |
| Refuse Disposal (Amenity) Act 1978 | 2A, 2B | Authorised Officer |

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|---|-----------------------------|---|
| Highways Act 1980 | | |
| Animal Health Act 1981 | | |
| Wildlife and Countryside Act 1981 | | |
| Zoo Licensing Act 1981 | 16G | Person Duly Authorised |
| Local Government (Miscellaneous Provisions) Act 1982 | 17, 29 | Authorised Officer, Person Duly Authorised |
| Mobile Homes Act 1983 | | |
| Staffordshire Act 1983 | | |
| Building Act 1984 | | |
| Litter Act 1983 | | |
| Pet Animals Act 1951 (Amendment) Act 1983 | | |
| Public Health (Control of Disease) Act 1984 | 61 | Proper Officer |
| Animal Health and Welfare Act 1984 | | |
| Building Act 1984 | | |
| Food Act 1984 | 73, 78 | Authorised Officer, Sampling Officer |
| Public Health (Control of Disease) Act 1984 | 74 | Authorised Officer, Medical Officer of Health, Surveyor, Sanitary Inspector |
| Road Traffic Regulation Act 1984 | | |
| Business Names Act 1985 | | |
| Food and Environment Protection Act 1985 | 19 | Officer |
| Housing Act 1985 | 319, 336, 337, 340 | Person Authorised, Duly Authorised Officer |
| Landlord and Tenant Act 1985 | | |
| Transport Act 1985 | | |
| Fire Safety and Safety of Places of Sport Act 1987 | | |
| Protection of Animals (Amendment) Act 1988 | | |
| Road Traffic Act 1988 | | |
| Control of Pollution (Amendment) Act 1989 | 5 | Duly Authorised Officer |
| Dangerous Dogs Act 1989 | | |
| Local Government and Housing Act 1989 | | |
| Environmental Protection Act 1990 | 47ZA, 88, 149, 94A, Schd 3A | Authorised Officer and Officer |
| Food Safety Act 1990 | 6 | Authorised Officer |
| Planning (Hazardous Substances) Act 1990 | 36 | Duly Authorised Officer |
| Planning (Listed Buildings and Conservation Areas) Act 1990 | 88 | Person Duly Authorised |
| Town and Country Planning Act 1990 | 196A, 196B, 214B, 214C, 324 | Person Duly Authorised |
| Dangerous Dogs Act 1991 | 5 | Authorised Officer |
| Deer Act 1991 | | |
| Land Drainage Act 1991 | | |
| Water Industry Act 1991 | | |
| Water Resources Act 1991 | | |
| Charities Act 1992 | | |
| Clean Air Act 1993 | 56 | Person Authorised |
| Noise and Statutory Nuisance Act 1993 | | |
| Radioactive Substances Act 1993 | | |
| Criminal Justice and Public Order Act 1994 | | |
| Sunday Trading Act 1994 | Schd 2 | Inspector |
| Environment Act 1995 | 108 | Suitable Person |
| Housing Grants, Construction and Regeneration Act 1996 | | |
| Noise Act 1996 | 10 | Officer |
| Dangerous Dogs (Amendment) Act 1997 | | |

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|---|------------------|---------------------------------------|
| Crime and Disorder Act 1998 | | |
| Pollution Prevention and Control Act 1999 | | |
| Regulation of Investigatory Powers Act 2000 | | |
| Criminal Justice and Police Act 2001 | | |
| Private Security Industry Act 2001 | | |
| Vehicles (Crime) Act 2001 | | |
| Animal Health Act 2002 | | |
| Antisocial Behaviour Act 2003 | 43, 74 | Authorised Officer, Person Authorised |
| Licensing Act 2003 | 13, 59, 108, 179 | Authorised Person, Authorised Officer |
| Ragwort Control Act 2003 | | |
| Christmas Day (Trading) Act 2004 | 3 | Inspector |
| Housing Act 2004 | 235, 239 | Person Authorised, Proper Officer |
| Traffic Management Act 2004 | | |
| Clean Neighbourhoods and Environment Act 2005 | 6, 7, 59, 60, 77 | Authorised Officer |
| Gambling Act 2005 | 304 | Authorised Person |
| Animal Welfare Act 2006 | 51 | Inspector |
| Charities Act 2006 | | |
| Health Act 2006 | 9, Schd 2 | Authorised Officer |
| Regulatory Enforcement and Sanctions Act 2008 | | |
| Equality Act 2010 | | |
| Sunbeds (Regulation) Act 2010 | 7 | Authorised Officer |
| Energy Act 2011 | | |
| Energy Act 2013 | | |
| Mobile Homes Act 2013 | | |
| Scrap Metal Dealers Act 2013 | 16 | Officer |
| Anti-social Behaviour, Crime and Policing Act 2014 | | |
| Consumer Rights Act 2015 | Schd 5 | Officer |
| Control of Horses Act 2015 | | |
| Housing and Planning Act 2016 | | |
| Investigatory Powers Act 2016 | | |
| Data Protection Act 2018 | | |
| Tenants Fees Act 2019 | | |
| Business and Planning Act 2020 | | |
| Environment Act 2021 | | |
| Animals (Penalty Notices) Act 2022 | | |
| Building Safety Act 2022 | | |
| Taxis and Private Hire Vehicles (Disabled Persons) Act 2022 | | |
| Taxis and Private Hire Vehicles (Safeguarding and Road Safety) Act 2022 | | |
| Levelling-up and Regeneration Act 2023 | | |

Annex B

Officers authorised by the Regulation & Enforcement Manager in accordance with delegation A2

| Name | Title | Warrant No. | Notes |
|------------------------|---|----------------|-------------------------|
| Anisa Badani | Environmental Health Officer | 100 | Authorised |
| Tracy Caddy | Principal Licensing Officer | 101 | Authorised |
| Lorraine Chapman | Food Safety and Health & Safety Manager | 102 | Authorised |
| Stuart Clake | Environmental Protection Officer | 103 | Authorised |
| Dean Epton | Food Safety Officer | 104 | Authorised |
| Jane Hall | Environmental Health Officer | 105 | Authorised |
| James Johnson | Regulation & Enforcement Manager | 106 | Authorised |
| Arif Kömürçügil | Senior Planning Enforcement Officer | 107 | Authorised |
| Rey Ohren | Private Sector Housing Officer | 108 | Retired May 24 |
| Stephen Pearce | Environmental Protection Officer | 109 | Authorised |
| Sarah Tilan | Environmental Protection Officer | 110 | Retired Feb 24 |
| Chung Tse | Environmental Protection Officer | 111 | Resigned Nov 23 |
| Jack Twomey | Environmental Protection & Housing Manager | 112 | Authorised |
| Tim Villers | Environmental Protection Officer | 113 | Authorised |
| Jennifer Whittle | Environmental Protection Officer | 114 | Authorised |
| Andrew Watkins | Senior Arboriculture Officer | 115 | Authorised (restricted) |
| Phil Kershaw | Environmental Health Officer | 116 | Authorised |
| Jade McArdle | Housing Enforcement Officer | 117 | Authorised |
| Angelique Wright | Environmental Health Officer | 118 | Authorised |
| Alex Bullock | Apprentice Environmental Health Officer | 119 | Authorised |
| Glen Ogden | Environmental Protection Officer | 120 | Authorised |
| James Fox | Planning Enforcement Manager | 121 | Authorised |
| James Hyde | Planning Enforcement Officer | 122 | Authorised |
| Yvette Lycett | Environmental Health Officer | 123 | Authorised |
| Amelia Handy | Apprentice Environmental Health Officer | 124 | Authorised |

Restrictions

| Officer | Restrictions |
|----------------|---------------------------------------|
| Andrew Watkins | Town & Country Planning Act 1990 only |

Annex C

Additional authorisations by the Regulation & Enforcement Manager

1) List of officers authorised to drive vehicles that are seized, forfeited or surrendered and taken into the custody of the Council following the execution of a warrant or order, or in accordance with powers contained in an Act listed at Annex A.

Jack Twomey
Stephen Pearce

2) List of officers authorised to implant dogs with microchips via hypodermic needle.

Jennifer Whittle
Stephen Pearce
James Johnson

3) List of officers authorised to determine the type of a dog in accordance with the Dangerous Dogs Act 1991.

Nil

4) List of officers authorised to use approved air weapons to kill rodent and avian pests.

Nil

5) List of officers appointed as lead food officer.

Lorraine Chapman

6) List of appointed veterinary surgeons.

Marie Kubiak MRCVS

7) List of officers authorised to approve the execution of works in default of a notice served under an Act listed at Annex A in relation to Regulation & Enforcement functions.

Jack Twomey
Lorraine Chapman
James Fox
James Johnson

8) List of officers authorised to approve the application for a warrant or order from a justice of the peace under the Acts listed at Annex A in relation to Regulation & Enforcement functions.

Jack Twomey
Lorraine Chapman
James Fox
James Johnson

9) List of officers authorised to approve and refuse applications for licences, permits, registrations, approvals and consents in relation to Regulation & Enforcement functions.

Tracy Caddy
Jack Twomey
Lorraine Chapman

James Johnson

10) List of officers authorised to restrict the use of powers by an officer in their team in circumstances where they require further training or development.

Tracy Caddy
Jack Twomey
Lorraine Chapman
James Fox
James Johnson

11) List of officers authorised to pilot a drone in the Open A1 Category in relation to Regulation & Enforcement functions.

Tracy Caddy
Amy Cook
James Fox
Amelia Handy
James Hyde
James Johnson
Jade McArdle
Glen Ogden
Stephen Pearce
Jack Twomey
Jennifer Whittle
Angelique Wright

SCHEME OF DELEGATION TO OFFICERS ENDS