

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.
1.7	7 Aug 2025	Added Amy Hardwick and Jayne Corson, amended list of officers authorised to pilot drones, and added list of officers authorised to use breaching equipment.
1.8	8 Sep 2025	Added Open Spaces Act 1906, Proceeds of Crime Act 2002, Serious Crime Act 2015, Supported Housing (Regulatory Oversight) Act 2023. Amended name to Alexandra Pountney.
1.9	28 Nov 2025	Remove James Johnson, appoint Jack Twomey as Regulation & Enforcement Manager, add Renters' Rights Act 2025.

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.

Simon Fletcher
Chief Executive
Lichfield District Council

10 May 2024

Delegated to the Regulation & Enforcement Manager

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.

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		
Open Spaces Act 1906	15	Officer
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
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		
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		
Proceeds of Crime 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		
Serious Crime 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		
Supported Housing (Regulatory Oversight) Act 2023		
Renters' Rights Act 2025		

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	Resigned Nov 25
Arif Kömürçügil	Senior Planning Enforcement Officer	107	Authorised
Roy 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	Regulation & Enforcement 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
Alexandra Pountney	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
Amy Hardwick	Planning Enforcement Officer	125	Authorised
Jayne Corson	Environmental Health Officer	126	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

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

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

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

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

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
Amy Hardwick
James Hyde
Arif Kömürçügil
Jade McArdle
Glen Ogden
Stephen Pearce
Jack Twomey
Jennifer Whittle
Angelique Wright

12) List of officers trained and authorised to use breaching equipment to gain entry to buildings in situations where they have lawful authority to do so.

James Hyde
Glen Ogden
Stephen Pearce

SCHEME OF DELEGATION TO OFFICERS ENDS