



DELEGATIONS

Part 4

Sub-Delegation

Instrument of Sub-Delegation

From Chief Executive to Environmental Services Manager/Secretary District Licencing Committee

The following sub-delegation has been approved in accordance with delegated authority granted to the Chief Executive (ref clauses 32(3) and 32B Schedule 7 of the Local Government Act 2002):


Background

The Council adopted the Delegations Manual, which is available on the Council's website. Under Part 4 of the Delegations Manual, specifically Delegation S-DM 1056, the Council delegated to me, as Chief Executive, powers, duties and responsibilities under the Sale and Supply of Alcohol Act 2012.

Sub-delegation

Under clauses 32(3) and 32B, Schedule 7 of the Local Government Act 2002, I sub-delegate to the officers identified in the first column of the attached schedule the powers, duties, and responsibilities identified in the second column of the schedule, subject to any conditions, limitations, or prohibitions identified in the third column of the schedule.

Signed:



Jim Palmer
Chief Executive
on 16 August. 2016



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Officer(s)	Summary of Power	Limitations, conditions, or prohibitions
Environmental Services Manager (as Secretary, Waimakariri District Licensing Committee)	<p>Sale and Supply of Alcohol Act 2012</p> <p>Section</p> <p>64 To issue licences, certificates and authorities (endorsed where appropriate).</p> <p>65-66 To keep records of every application filed with the DLC and the decision on the application.</p> <p>To keep a register of licensees to whom special licences have been issued by the committee, recording all prescribed particulars relating to those licences.</p> <p>To provide extracts from any record or register.</p> <p>To send to the secretary of ARLA a copy of every application made to the DLC, and a copy of every decision made by it.</p> <p>67 To certify extracts of registers or records.</p> <p>72 To issue duplicate licences or certificates to holders.</p> <p>73 To receive notifications of surrender of licences and certificates.</p> <p>To notify the secretary of ARLA of the surrender, and record the specified information.</p> <p>102 To give copies of objections to applicants.</p> <p>103 To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors.</p> <p>To give copies of any filed reports to applicants.</p> <p>120 To give copies of objections to applicants.</p> <p>To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors.</p> <p>To give copies of any filed reports to applicants.</p> <p>128 To give copies of objections to applicants.</p> <p>129 To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors.</p>	None



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Officer(s)	Summary of Power	Limitations, conditions, or prohibitions
	<p>To give copies of any filed reports to applicants.</p> <p>139 To require applicants to attach notices of applications to conspicuous sites etc.</p> <p>140(2) To set the time for the lodging of objections.</p> <p>140(4) To give copies of objections to applicants.</p> <p>141 To give copies of applications and accompanying documents to the Police, Medical Officer of Health and the inspectors.</p> <p>To give copies of any filed reports to applicants.</p> <p>155 To receive copies of appeals of licensing committee decisions.</p> <p>To send copies of all required documentation related to an appeal to the secretary of ARLA.</p> <p>196 Appointed as Secretary of the Licensing Committee</p> <p>220 To give copies of applications and accompanying documents to the Police and the inspectors.</p> <p>To give copies of any filed reports to applicants.</p> <p>225 To give copies of applications and accompanying documents to the Police and the inspectors.</p> <p>To give copies of any filed reports to applicants.</p> <p>283 To give copies of applications to licensees.</p> <p>To fix dates for public hearings.</p> <p>To give notice of hearings.</p> <p>To send copies or orders to the secretary of ARLA.</p>	