

**TABLE 5**  
**DELEGATIONS TO THE DIRECTOR FOR PLACE AND**  
**DEPUTY CHIEF EXECUTIVE**

|     | <b>DELEGATION</b>  | <b>OVERALL<br/>RESPONSIBLE<br/>BODY</b> |
|-----|--|---|
|     | <b>HIGHWAYS</b>  |   |
| 1   | To exercise all the powers and duties of the County Council under the Highways Act 1980 (other than Sections 90A to 90i), the Countryside and Rights of Way Act 2000, the Rights of Way Act 1990 and the Traffic Management Act 2004 in relation to roads, highways, footpaths, bridleways and byways open to all traffic and to serve all notices and take all steps as the Acts may require in connection with the exercise of such powers and duties  | COUNCIL                                 |
| 2   | After seeking the views in each case of the local member(s) of the County Council affected thereby and the relevant District Council and Parish Council, and provided the local member(s) of the County Council so consulted do not object thereto, to exercise, the powers and duties of the County Council under Sections 90A to 90i of the Highways Act 1980 (Road Humps and other Traffic Calming Works); and under the Road Traffic Regulation Act 1984 (as amended) or any subsequent re-enactment thereof | COUNCIL                                 |
| 3   | To determine objections to proposed Traffic Regulation Orders under paragraph 2 above (other than those made by the local members of the County Council affected thereby)  | COUNCIL                                 |
| 3 a | After seeking the views in each case of the local member(s) of the County Council affected thereby and provided the local member(s) so consulted do not object thereto, to authorise:<br><br>(a) Neighbouring Authority to discharge the County Council's Highway functions and powers on 'cross boundary' contiguous sections of road<br><br>(b) To authorise the County Council to discharge a neighbouring Authority's Highways functions and powers on 'cross boundary' contiguous sections of road          | COUNCIL                                 |
| 4   | In consultation with the Chief Constable, District Councils, County Teachers (and other representatives of organisations concerned with road safety) to maintain, monitor, review and implement a road safety strategy within the County Council's road safety policies  | COUNCIL                                 |
| 5   | To approve District Councils' proposals under Sections 23 (market places) and 38 (cycling in pedestrian areas) of the Staffordshire Act 1983   | COUNCIL                                 |

|    | <b>DELEGATION</b>  | <b>OVERALL RESPONSIBLE BODY</b>    |
|----|--|------------------------------------|
| 6  | To approve District Councils' applications for Orders to amend charges for parking places in accordance with the powers contained in Section 35 of the Road Traffic Regulation Act 1984  | COUNCIL                            |
| 7  | To take action on behalf of the County Council, after consultation where appropriate with District Councils, under Sections 5 (traffic signs), 6 (damage to footways), 7 (plans of new streets), 8 (vesting of former highway land) & 10 (grass verges etc) of the Staffordshire Act 1983  | COUNCIL                            |
| 8  | To grant street works licences under the New Roads and Street Works Act 1991   | COUNCIL                            |
| 9  | To issue Fixed Penalty Notices under Section 95 of the New Roads and Street Works Act as amended by Section 41 of the Traffic Management Act 2004  |                                    |
| 10 | To deal with individual cases where an altered highway produces a significant and obvious hardship either by the alteration directly or by a substantial increase in traffic which has been triggered by the alteration and where the total cost of providing discretionary noise insulation does not exceed the current cost of £5,000 per scheme (index linked in subsequent years by the national GDP)  | COUNCIL                            |
| 11 | To take and implement any decisions necessary to fulfil the obligations of the County Council pursuant to, and in accordance with, a Service Level Agreement relating to the Council's participation in the Staffordshire Road Safety Partnership, including approving the annual operational plan for the Partnership.  | COUNCIL                            |
| 12 | To adopt new streets and private streets as highways maintainable at public expense, subject to public record being kept of the date of the adoption   | COUNCIL                            |
| 13 | To make temporary closure orders for public paths under Section 14 of the Road Traffic Regulation Act 1984 because of works on, or near, the path or because of the likelihood of danger or damage   | COUNCIL                            |
| 14 | To authorise the stopping up of parts of the highway network under the provisions of Section 247 of the Town and Country Planning Act 1990   | COUNCIL                            |
| 15 | To exercise all the powers and duties of the County Council under the Flood and Water Management Act 2010 and the Flood Risk Regulations 2009  | COUNCIL                            |
|    | <b>PLANNING</b>  |                                    |
| 16 | <p>Unless the observations which the Director for Place and Deputy Chief Executive proposes to give would represent a material departure from a planning policy for which the County Council is responsible:-</p> <ul style="list-style-type: none"> <li>To give the County Council's observations to District Councils, adjoining authorities, Government Departments and Statutory Undertakers/Public Utilities in response to consultations on planning, planning-related or</li> </ul> | COUNCIL/<br>CABINET (LOCAL CHOICE) |

|    | <b>DELEGATION</b>  | <b>OVERALL RESPONSIBLE BODY</b>       |
|----|--|---------------------------------------|
|    | <p>environmental applications or policy documents</p> <ul style="list-style-type: none"> <li>• To give the County Council's observations to District Councils on highway and highway-related matters</li> <li>• To give the County Council's observations to the Environment Agency in response to consultations on Environmental Permits and policy documents.</li> </ul>   |                                       |
| 17 | To refer to the Secretary of State for Communities and Local Government any District Council's proposal for its own development which would be detrimental to the County Council's interests or which would be contrary to the County Council's views  | COUNCIL                               |
| 18 | To authorise the Peak Park Authority to discharge the County Council's powers and functions under the Ancient Monuments and Archaeological Areas Act 1979 in respect of that part of the Peak District National Park which is within Staffordshire, without prejudice to the exercise concurrently by the County Council within that area of their powers under the Act  | COUNCIL                               |
| 19 | <p>Where there is no objection to the application or matter in question from:</p> <ul style="list-style-type: none"> <li>• The Chairman of the Planning Committee or the nominated opposition spokesperson; or</li> <li>• The relevant District Council or Parish Council; or</li> <li>• The Local Member of the County Council; or</li> <li>• A statutory consultee other than Sport England and no more than four representations raising objections on material planning grounds have been received, then the Director may (subject to the director's discretion to consult with the Chairman or Vice-Chairman of the Planning Committee) decide to: <ul style="list-style-type: none"> <li>• Grant planning permission for the County Council's own development</li> <li>• Grant planning permission for minerals and waste developments, including the approval of Schemes of Conditions under the Environment Act which do not involve the development of a substantial new site or the significant extension of an existing site</li> <li>• Refer applications to the Secretary of State when necessary in accordance with the relevant regulations where the application involves Green Belt development, development outside town centres, world heritage sites development, playing fields development or flood risk area development in accordance with the relevant statutory consultation arrangements</li> <li>• To refuse planning permission or not approve the matter in question, except in the case of a substantial new site.</li> </ul> </li> </ul> | COUNCIL/<br>CABINET<br>(LOCAL CHOICE) |

|     | <b>DELEGATION</b>  | <b>OVERALL RESPONSIBLE BODY</b> |
|-----|--|---------------------------------|
|     | The significant extension of an existing site  |                                 |
| 20  | <p>Subject to first consulting the Director of Democracy, Law and Transformation:</p> <ul style="list-style-type: none"> <li>• To grant or refuse a Certificate of Lawfulness (CLU) for minerals and/or waste development.</li> <li>• To determine whether or not to take formal action</li> <li>• To issue or withdraw an Enforcement Notice, or waive or relax any requirements of the Notice</li> <li>• To serve a Planning Contravention Notice</li> <li>• To serve a Breach of Condition Notice</li> <li>• To seek an Injunction in respect of an actual breach or an apprehended breach of planning control</li> <li>• To serve a Notice relating to replacement of trees</li> <li>• To serve a Temporary Stop Notice</li> <li>• To issue notices seeking details of the ownership of a site</li> <li>• To approve the commencement of legal proceedings for non-compliance with any notice</li> </ul> | COUNCIL                         |
| 20a | To sign decision notices following the decision of the Planning Committee or (as authorised) by officers.  | COUNCIL                         |
| 21  | To authorise the serving of a Stop Notice in conjunction with an Enforcement Notice, subject to the approval of the Chairman or (in his absence) the Vice-Chairman of Planning Committee and to consultation with the Director of Democracy, Law and Transformation and the Local Member. Sub delegated only to the Commissioner for the Sustainable County.   | COUNCIL                         |
| 22  | To consider any representations or offers received from any person upon whom a Planning Contravention Notice has been served and to make decisions as to what action should be taken in response to those representations.   | COUNCIL                         |
| 23  | <p>In relation to County Council planning permissions, to approve, subject to the limitations referred to in 19 above:</p> <ul style="list-style-type: none"> <li>• Reserved Matters following the grant of outline planning Permission</li> <li>• Details submitted pursuant to conditions imposed by the planning permissions</li> <li>• Minor material amendments and non-material amendments to planning permissions</li> </ul>  | COUNCIL                         |
| 24  | To approve submissions by mineral undertakers and the Coal Authority under the provisions of the Town and Country Planning (General Permitted Development) Order 1995 and subsequent orders and applications for prior notification under Parts 6, 19, 20 21, 22, 23 and 31 of that order, and to determine applications for prior approval  | COUNCIL                         |
| 25  | In relation to a particular application/scheme of conditions/planning or enforcement appeal to   | COUNCIL                         |

|    | <b>DELEGATION</b>   | <b>OVERALL RESPONSIBLE BODY</b> |
|----|---|---------------------------------|
|    | <ul style="list-style-type: none"> <li>• Issue a 'screening opinion' on the need for an environmental impact assessment</li> <li>• Issue a 'scoping opinion' on the range of matters to be addressed in the Environmental Impact Assessment</li> </ul>  |                                 |
| 26 | In the case of extreme urgency and in consultation with the Chairman of the Planning Committee to issue directions under the Town and Country Planning (General Permitted Development) Order 1995 with regard to a restriction of permitted development   | COUNCIL                         |
| 27 | To give, in consultation with the Chairman of the Planning Committee, a Direction that a Tree Preservation Order shall have immediate effect without previous confirmation, subject to and under Section 201 of the Town and Country Planning Act 1990  | COUNCIL                         |
| 28 | To arrange for a site visit to be held in connection with any development control matter where in the opinion of the Director for Place and Deputy Chief Executive the consideration of that matter would be facilitated or enhanced by such visit; and on any such site visit to arrange for the attendance of the Chairman of the Planning Committee and such Members of the Planning Committee as may be appropriate, and the local member(s) of the County Council affected by the matter, and where the Director for Place and Deputy Chief Executive considers it appropriate, for the relevant District Council and/or Parish Council to be represented, provided that no decision in relation to that matter shall be taken on the site visit | COUNCIL                         |
| 29 | In relation to Schemes of Conditions under the Environment Act 1995, in accordance with government guidance, to: <ul style="list-style-type: none"> <li>• Agree to requests to postpone the date for the submission of Schemes of Conditions; or</li> <li>• Make requests to extend the date for determination of Schemes of Conditions</li> </ul>  | COUNCIL                         |
|    | <b>FOOTPATHS AND PUBLIC RIGHTS OF WAY</b>   |                                 |
| 30 | To exercise all the powers and duties of the County Council under the Wildlife and Countryside Act 1981, Countryside and Rights of Way Act 2000 and the Conservation of Habitats and Species Regulations 2010 in relation to the operation and management of it's country parks and public access lands   | COUNCIL                         |
| 31 | To designate a footpath as a cycle track under the Cycle Tracks Act 1984  | COUNCIL                         |
| 32 | To keep the register of prescribed information with respect to applications under Section 53(5) of the Wildlife and Countryside Act 1981  | COUNCIL                         |
| 33 | To enter into agreements with respect to means of access to any access land under Section 35 of the Countryside and Rights of Way Act 2000 and to provide access in the absence of such agreement under Section 37 of that Act  | COUNCIL                         |

|    | <b>DELEGATION</b>   | <b>OVERALL RESPONSIBLE BODY</b> |
|----|---|---------------------------------|
|    |   |                                 |
| 34 | To authorise the stopping up or diversion of a footpath or bridleway and to extinguish public rights of way over land held for planning purposes under Sections 257 and 258 of the Town and Country Planning Act 1990   | COUNCIL                         |
| 35 | To determine, in the case of non-contentious applications and those arising at the County Council's own volition, applications for Definitive Map Modification Orders under Section 53 of the Wildlife and Countryside Act 1981, subject to consultation with the Local Member(s), and referral to the Countryside Rights of Way Panel if the matter becomes contentious  | COUNCIL                         |
| 36 | To exercise all the powers and duties of the County Council under the Reservoirs Act 1975 and the Mines and Quarries Act 1954 in relation to the management of the Reservoirs and water bodies on its country parks and public access lands   | CABINET                         |
|    | <b>W2R</b>  |                                 |
| 37 | To make any decisions classified as "Authority Representative Matters" on behalf of Staffordshire County Council and the Contract Management Board in connection with the operation of Project W2R except where such matters have been specifically reserved for Cabinet decision   | CABINET                         |
| 38 | The Director for Place and Deputy Chief Executive and the Contract Manager be authorised to make any decisions on "Contract Board Matters" on behalf of Staffordshire County Council in connection with the operation of Project W2R except where such matters are reserved for Cabinet decision  | CABINET                         |
|    | <b>LAND AND PROPERTY</b>  |                                 |
| 39 | To take all steps in connection with the administration and management of the Economic Regeneration Properties including Physical Regeneration Schemes, County Farms Estate and Enterprise Centres. This includes the purchase and disposal of land, the acquisition and granting of tenancies, licences and wayleaves, the serving of notices in connection with either estate, the granting of consent for alterations in the property or its use, and the settlement of rents, rent reviews, compensation and/or valuations where relevant | CABINET                         |
| 40 | Jointly with the Director of Finance and Resources, the approval of short term licences (up to three months) for car parking  | CABINET                         |
| 41 | To authorise the Peak Park Authority to discharge the County Council's functions, as contained in the Countryside Act 1968, in relation to land at the former Waterhouses Railway Station   | CABINET                         |
|    | <b>PUBLIC PROTECTION</b>  |                                 |
| 42 | To appoint qualified person(s) to hold the following statutory offices:- <ul style="list-style-type: none"> <li>Public Analyst for the purposes of the Food Safety Act</li> </ul>   | COUNCIL                         |

|     | <b>DELEGATION</b>  | <b>OVERALL RESPONSIBLE BODY</b> |
|-----|--|---------------------------------|
|     | <p>1990 and Agricultural Analyst for the purposes of the Agriculture Act 1970</p> <ul style="list-style-type: none"> <li>• Deputy Public Analyst for the purposes of the Food Safety Act 1990</li> <li>• Deputy Agricultural Analyst for the purposes of the Agriculture Act 1970</li> <li>• Chief Inspector of Weights and Measures for the purposes of the Weights and Measures Act 1985</li> </ul>  |                                 |
| 43  | To be the Proper Officer to undertake the council's function under Section 23 of the Coroners and Justice Act 2009, with regard to the appointment of senior, area (deputy) and assistant coroners and to have responsibility for financial expenditure by the Coroner Service.  | COUNCIL                         |
| 44  | To designate staff of the service as Inspector, Authorised Officer and/or Sampling Officer, as the case may be, for all purposes under legislation conferring powers or duties on the County Council in respect of the protection of the public, consumers, animals both wild and domestic, or the environment, and the enforcement of which the County Council are empowered to undertake; and to confer on them all powers which the County Council may confer for the purposes of determining whether or not the provisions of such legislation and any Orders and Regulations are being complied with and all powers of enforcing the same in accordance with the relevant legal provisions for doing so | COUNCIL                         |
| 44a | By virtue of section 19 of the Health and Safety at Work Act 1974, to appoint as inspectors such persons having suitable qualifications as necessary for carrying into effect the relevant statutory provisions, and may terminate any appointment under this section. (Every appointment of a person as an inspector under this section shall be made by an instrument in writing specifying which of the powers conferred on inspectors by the relevant statutory provision shall be exercisable by the person appointed)  | COUNCIL                         |
| 45  | To designate staff of the service as being authorised, after receipt of the necessary information, to issue or where so authorised to refuse or to revoke any licences or to register any persons or premises or to issue certificates and collect any fees pursuant to legislation referred to in paragraph 43 above upon such terms and conditions as may be appropriate in each case  | COUNCIL                         |
| 46  | To refuse to renew licences where licensees have failed to submit the appropriate petroleum spirit storage tank test certificate and/or the appropriate petroleum spirit store electrical installation test certificate by the due date  | COUNCIL                         |
| 47  | To authorise, in cases of urgency and subject to consultation with the Chairman of the Planning Committee  | COUNCIL                         |

|     | <b>DELEGATION</b>  | <b>OVERALL RESPONSIBLE BODY</b> |
|-----|--|---------------------------------|
|     | <ul style="list-style-type: none"> <li>An application to a court under the Safety of Sports Grounds Act 1975 to prohibit or restrict the admission of spectators;</li> <li>The issue of a prohibition notice under the Fire Safety and Safety of places of Sport Act 1987 when the risk to spectators at a ground is so great that until steps have been taken to reduce it to a reasonable level, the admission of spectators ought to be restricted or prohibited</li> <li>The serving of a preliminary notice to enforce safety at outdoor sports grounds where it is confirmed that a stand provides cover for more than 500 people</li> </ul> |                                 |
| 48  | To make technical amendments to Safety Certificates  | COUNCIL                         |
| 48a | To designate staff to appear in court in relation to applications for the use of surveillance and information gathering techniques for the purpose of preventing or detecting crime  | COUNCIL                         |
| 49  | To commence as a Responsible Authority a review of a premise licence where the circumstances reveal that there has been a breach of Licensing Objectives   | COUNCIL                         |
| 50  | To make an application to a court for a warrant pursuant to legislation referred to in paragraph 44 above  | COUNCIL                         |
| 51  | To approve information sharing protocols with other agencies   | COUNCIL                         |
| 52  | To authorise officers and persons appointed by the Proper Officer from outside the authority to act under Trading Standards legislation as specified in any formal joint working arrangements  | COUNCIL                         |
|     | <b>CULTURE AND LEISURE</b>   |                                 |
| 53  | To take decisions on the allocation of grants from the County Council's Arts Grants Scheme   | CABINET                         |
| 54  | To authorise the disposal of artefacts from the County Museum collection   | CABINET                         |
| 55  | To sign off grant applications for grants over £50,000   | CABINET                         |
|     | <b>TRANSPORT</b>   |                                 |
| 56  | To exercise all the powers and duties of the County Council under the Transport Acts 1985 and 2000, Local Transport Act 2008 and Competition Act 1998, and any subsequent re-enactment thereof, in the provision of transport services within the county.  | COUNCIL                         |
|     | <b>MISCELLANEOUS</b>   |                                 |
| 57  | To be the host Chief Executive for West Midlands Councils.   | CABINET                         |
| 58  | To be authorised by the Director of Democracy, Law and Transformation to attest the affixation of the Common Seal of the County Council.   | COUNCIL                         |