

## APPENDIX "E"

### Head of Leisure & Environmental Services

7.89 To agree charges at which the unit's services are provided to the Council or other bodies in accordance with agreed business plans.

7.90 To submit tenders or estimates for work to be carried out by the unit.

In consultation with the relevant Executive member:

7.91 To monitor performance of contracts.

7.92 To determine applications for professional side-shows and amusements in public spaces and enter into agreements for the adoption of amenity areas. To issue notices etc and initiate appropriate action (other than in the High Court) in respect of complaints and offences about public spaces

7.93 To take action in relation to breaches of licensing requirements, including instituting proceedings or suspending or revoking licences under relevant legislation in respect of the licences referred to in paragraph 3.3.4 hereof.

7.94 To submit tenders for contracts for outside organisations in accordance with Council policy

7.95 To manage the car parking responsibilities of the Council with respect to serving requisitions for information in relation to breaches of car parking regulations, to institute enforcement action and determine excess charge notice appeals. To carry out duties in connection with abandoned vehicle notices under Section 13(5) of the Refuse Disposal Amenity Act 1978 and arrange for the disposal of abandoned vehicles.

7.96 To manage duties with respect to Section 2 of the Parish Council's and Burial; Authorities (Miscellaneous Provisions) Act 1970 in connection with exclusive rights of burial and the arrangement for burial or cremation where no other arrangements can be made and for applications for reduced charges.

7.97 To agree charges at which the unit's services are provided to the Council or other bodies in accordance with agreed business plans.

7.98 To take action as necessary to ensure the provision and maintenance of public amenities.

7.99 To take action under the Public Health Acts, Environmental Protection Acts, Environment Act, Water Industry Act, Clean Air Act, the

Prevention of Damage by Pests Act, the Caravan Sites and Control of Development Act and other legislation relating to:-

- drainage
- statutory nuisances
- noise nuisance
- public drinking water quality
- dog control
- pest control
- air quality
- contaminated land
- caravan and camping sites

This includes inspection of premises, issue of notices as required and institution of legal proceedings.

7.100 In accordance with various statutes maintain a Public Register of environmental information available for public inspection during normal office hours.

7.101 In accordance with Part 1 (Schedule B) of the 1990 Environmental Protection Act receive and process applications regarding 'authorised processes'. This includes inspection of premises, service of Notices and if necessary institution of legal proceedings.

7.102 To take action under the Food Safety Act, the Health and Safety at Work etc Act, the Public Health (Control of Disease) Act and associated legislation relating to:-

- food safety and food premises
- health and safety at work
- infectious disease control
- private drinking water quality

This includes inspection of premises, issue of Notices and institution of legal proceedings if necessary.

7.103 Receive and process applications in respect of applications for :-

- riding establishments
- zoos
- dangerous wild animals
- dog breeding establishments
- animal boarding establishments
- milk dairies and ice cream
- ear/body piercing and tattooists
- pet shops

This includes inspection of premises issue of licences with conditions and if necessary institution of legal proceedings.

7.104 To authorise under the Council's powers (whether in its own right or as agents for another authority) relating to highways, streets and public health:-

- (i) the issue and service of such notices, certificates and documents as is deemed appropriate to the circumstances; and
- (ii) appropriate action (including legal proceedings other than in the High Court) in respect of complaints and offences.

7.105 To serve abatement notices under Section 80(1) of the Environmental Protection Act 1990

7.106 To carry out inspections to detect statutory nuisances

7.107 To investigate complaints as to the existence of statutory nuisances

7.108 To maintain a register of scrap metal dealers and to determine applications for such registration

**7.109 To appoint and authorise officers to act under legislation which relates to the functions of his/her department**

7.110 In the absence of the Head of Leisure and Environment the signatory for statutory notices, approval notices and other documents will be:-

Environmental Health Manager, 10, 11, 12, 13, 14