

Suggested form for use in making a Representation in relation to an Application

Licensing Act 2003

Suggested form for making a Representation in respect of an Application to apply for a new or to vary a Premises Licence or Club Premises Certificate.

The law does not require a representation to be in a standard format however to assist we have put together a form that people can if they wish use as a template to submit a representation – please note also that a representation can object to an application but a representation can also support an application.

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE ATTACHED FORM.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records. You may use your copy as an aide memoir at a hearing before the Licensing Committee.

The ground(s) for representation must be based on one of the licensing objectives.

- The prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

Please list any additional information or details to support your application and attach any documentary or other information that you may wish to use. If you have not disclosed this information, you will not be able to introduce it at the hearing unless all the other parties consent.

This completed form must be returned to Burnley Council BEFORE the last date that representations can be accepted

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I (insert name of person making representation whether as an individual or on behalf of a group or authorised to make a representation as a responsible authority)

.....

make representations in respect of the below

Section 1 – Premises or club premises details

Name, address and postcode of premises or club premises in respect of which you are making representations.	
Post town	Post code (if known)

Name of premises licence holder or club holding club premises certificate (if known)

Section 2 - Applicant details

I am;

Tick as appropriate

- (a) an interested party being a person living in the vicinity of the premises
- (b) a body representing persons living in the vicinity of the premises
- (c) an interested party being a person involved in business in the vicinity of the premises
- (d) a body representing persons involved in business in the vicinity of the premises
- (e) a responsible authority

Please provide your details below. If you are an individual applicant complete Section A only. If you are a body representing an interested party complete Section B only. If you are a responsible authority complete Section C only.

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A. DETAILS OF INDIVIDUAL APPLICANT (tick as appropriate)

Mr.		Mrs.		Miss		Ms		Other	
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Surname		First Name	
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I am 18 years old or older	
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Current address

Postcode

Landline telephone number	
Mobile telephone number	
E-mail address	

B. DETAILS OF OTHER APPLICANT SUCH AS A BODY REPRESENTING RESIDENTS OR BUSINESSES IN THE VICINITY OF THE PREMISES

Name of the Body	
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Surname of person representing the body		First Name of person representing the body	
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Address

Postcode

Landline telephone number	
Mobile telephone number	
E-mail address	

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Section 4 information and details of the representation.

Please note that your representations can only be relevant to the application.

Please state the grounds for your representation

Please provide as much information as possible to support your representation. Please note that if you have not disclosed this information, you may not be able to introduce it at the hearing unless all the other parties consent. (add further information on extra pages and attach if relevant)

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It is only in exceptional circumstances that personal details (name and address) will be removed from representation correspondence.

The current guidance states withholding such details should only be considered where the circumstances justify such action.

If a person making representations considers that this paragraph applies then they must provide written details to support that in their submission.

add further information here (if applicable)

Section 5

Have you made any representations in respect of these premises before? (Delete as appropriate)	Yes	No
Date that you made representations		

I understand that the Licensing Authority is obliged to give notice of a hearing to all parties to the hearing and this must include a copy of this representation.	Please tick ___
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IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION OR REPRESENTATION.

Section 6 Signatures

Signature of person making representation or a solicitor or other duly authorised agent. If signing on behalf of a body representing a person living or carrying on a business in the vicinity of the premises or on behalf of a responsible authority please ensure that have the right to sign a representation on their behalf and state the capacity in which you are signing.

Signature

Date

Capacity

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