



## **REVIEW PROCEDURE NOTES**

- **An application for a review needs to be discussed with a member of the Licensing Department.**
- **The guidance notes should also be read to assist in understanding the process involved.**





Licensing Department, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND

**Application for the review of a premises licence or a club premises certificate under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the 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.

I ..... **apply for the review of a**  
*(insert name of applicant)*  
**premises licence under section 51 / apply for the review of a club premises certificate under section 87 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)**

**Part 1 – Premises or club premises details**

Postal address of premises or club premises, or if none, ordnance survey map reference or description	
Post town	Post code (if known)

<b>Name of premises licence holder or club holding club premises certificate (if known)</b>
<b>Number of premises licence or club premises certificate (if known)</b>

**Part 2 – Applicant details**

I am Please tick ✓ yes

- 1) an interested party (please complete (A) or (B) below)
  - a) a person living in the vicinity of the premises
  - b) a body representing persons living in the vicinity of the premises
  - c) 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

- 2) a responsible authority (please complete (C) below)
- 3) a member of the club to which this application relates (please complete (A) below)

**(A) DETAILS OF INDIVIDUAL APPLICANT** (fill in as applicable)

Mr  Mrs  Miss  Ms  Other title   
(for example, Rev)

**Surname**  **First names**

Please tick  yes

I am 18 years old or over

**Current address**

**Post town**  **Postcode**

**Daytime contact telephone number**

**E-mail address (optional)**

**(B) DETAILS OF OTHER APPLICANT**

Name and address

Telephone number (if any)

E-mail (optional)

**(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT**

Name and address
Telephone number (if any)
E-mail (optional)

**This application to review relates to the following licensing objective(s)**

Please tick one or more boxes ✓

- |   |                          |
|---|--------------------------|
| 1) the prevention of crime and disorder | <input type="checkbox"/> |
| 2) public safety                        | <input type="checkbox"/> |
| 3) the prevention of public nuisance    | <input type="checkbox"/> |
| 4) the protection of children form harm | <input type="checkbox"/> |

**Please state the ground(s) for review** (please read guidance note 1)

**Please provide as much information as possible to support the application** (please read guidance note 2)

Please tick  yes

Have you made an application for review relating to this premises before

If yes please state the date of that application

Day    Month    Year

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**If you have made representations before relating to this premises please state what they were and when you made them**

Please tick ✓ yes

I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate

I understand that if I do not comply with the above requirements my application will be rejected.

**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**

**Part 3 – Signatures** (please read guidance note 3)

**Signature of applicant or applicant's solicitor or other duly authorised agent.** (Please read guidance note 4). **If signing on behalf of the applicant please state in what capacity.**

Signature.....

Date.....

Capacity.....

<b>Contact name (where not previously given) and postal address for correspondence associated with this application</b> (please read guidance note 5)	
<b>Post town</b>	<b>Post code</b>
<b>Telephone number (if any)</b>	
<b>If you would prefer us to correspond with you using an e-mail address your e-mail address (optional)</b>	

This Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this Authority for the prevention and detection of fraud. The Authority may also share this information with other bodies administering public funds for these purposes.

**Notes for Guidance**

1. The ground(s) for review must be based on one of the licensing objectives.
2. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
3. The application form must be signed.
4. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
5. This is the address which we shall use to correspond with you about this application.