



REPRESENTATIONS PROCEDURE NOTES

- A representation can be made against an application for a premise to carry on a licensable activity within the 28 day consultation period. Representations can also be made on premises that are making variations to an existing licence.
- Representations are made by:
 - Responsible authorities
 - Interested person or body in the vicinity of the premises making the application.
- Fill in the appropriate form and send to your nearest Licensing Department (office addresses detailed below).

PLEASE NOTE: The representation form must be received by the Licensing Department before the end of the consultation period or it will not be accepted.

Licensing Office Addresses				
Central Licensing Shirehall Abbey Foregate Shrewsbury SY2 6ND	North Licensing Edinburgh House New Street Wem SY4 5DB	North Licensing Castle View Oswestry SY11 1JR	South Licensing Westgate Bridgnorth WV16 5AA	South Licensing Stone House Corve Street Ludlow SY8 1DG



LICENSING ACT 2003
REPRESENTATION FORM - REVIEWS

Interested Person/Body in the Vicinity of a Premises

Name/Company Name/Name of Body you represent	
Postal & email address	
Telephone number	

Name & Address of premises for which the representation is being made
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The term "vicinity" is used in the Licensing Act 2003, in particular with reference to those "interested parties" who may lodge objections to review applications and who may make representations concerning existing premises licences. The Act defines "interested parties" as being " a person living in the vicinity, a body representing persons living in the vicinity, a person involved in a business in the vicinity or a body representing those persons". However, the Act does not define the term "vicinity"

The Licensing Authority has decided that in order to assist applicants and residents it would be helpful to provide guidance as to how it will approach the meaning of the term "vicinity". The Licensing Authority will normally treat the term "vicinity" as meaning within a 100 metre radius of the premises in question. However it is open to an applicant to argue that in particular instances, an objection from an "interested party" within this radius is not relevant. For example, where a major route lies between the resident and the premises and noise from the premises is highly unlikely to affect the resident. It is also open to an "interested party" located outside of this radius to argue that a representation is valid, for example where the resident lives on the route from the premises to bus stops, car parks etc.

Please detail the distance between yourself and the premises applying for the licence	
If the distance is greater than 100m, why do you believe that you meet the criteria of an interested party	

Your representation must relate to the Licensing Objectives to which the review relates. Please detail the evidence supporting your representation or the reason for your representation. Please use separate sheets if necessary.
THE PREVENTION OF HARM TO CHILDREN

TO PREVENT PUBLIC NUISANCE

TO PREVENT CRIME & DISORDER

PUBLIC SAFETY

Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary - refer to checklist.

There will be a hearing to determine the review application. The sub-committee will only be able to consider matters that have been previously disclosed. No new evidence can be introduced at the hearing. It is therefore imperative that you detail all matters that you wish to be considered on this initial representation. Please attach additional sheets if necessary.

If you do make a representation you will be expected to attend the Licensing Sub Committee and any subsequent appeal process. All representations in their entirety, including your name and address, will be disclosed to the applicant, the premises licence holder and any other interested person.

Signed:

Date:

Please return this form along with any additional sheets to the address below:

Licensing Department
Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

This form must be returned within the statutory period, which is generally 28 days from the date the notice was displayed on the premises or the date specified in the newspaper advert.

For confirmation on this date please contact the Licensing Department on 0345 678 9000