



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
RESPONSIBLE AUTHORITY REVIEWS REPRESENTATION FORM**

Police/Fire/Environmental Health/Health & Safety/Child Protection/Trading Standards/Planning Authority/Health and Safety Executive/Vessels (Please delete as applicable)

| | |
|-----------------------------------|--|
| Name | |
| Job Title | |
| Postal & email address | |
| Telephone | |

Name & address of premises for which the representation is being made

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Which of the four licensing objectives does your representation relate to?

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.

N.B. If you do make a representation you will be expected to attend the Licensing Sub Committee and any subsequent appeal proceedings. Unless you and all parties agree that the application can be dealt with, without a hearing.

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