

**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:

o Responsible authorities

o Other persons

 Fill in the appropriate form and send to Licensing Team, Business and Consumer Protection Service, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND

**PLEASE NOTE: The representation form must be received by the Licensing Team**

**before the end of the consultation period or it will not be accepted.**



**LICENSING ACT 2003**

**REPRESENTATION FORM**

**Other Persons**

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

**Name & Address of premises for which the representation is being made**

**Your representation must relate to one of the following four Licensing Objectives. 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.**

Generally, if there is to be a hearing to determine the premises licence 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 for the premises licence and any other interested parties. If all parties agree, the application can be dealt with without holding a hearing.

**Signed: Date:**

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

Licensing Team

Business and Consumer Protection Service

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 Team on 0345 678 9026