

Licensing Act 2003

Guidance on how to make a representation

The Licensing Act 2003 states that representations can be made either for or against the grant or variation of a premises licence by anyone who is likely to be affected by the operation of those premises. They may be made on behalf of the person by a representative e.g. MP, solicitor, or a friend.

Representations can be made in opposition to, or in support of, an application and can be made by any individual, body or business that has grounds to do so.

Please note that representations are only relevant to an application if they relate to at least one of the four **Licensing Objectives** listed below:

1. **The Prevention of Crime and Disorder**
2. **Public Safety**
3. **Prevention of Public Nuisance**
4. **The Protection of Children from Harm**

Representations may be made at any time during a period of 28 consecutive days starting on the day after the application was given to the Licensing Authority.

VIEWING THE APPLICATION

Full details of the application can be viewed at the offices of Hull City Council's Licensing Section on the following days and times:

Monday to Wednesday	8.45am to 4.45pm;
Thursday	10am to 4.45pm and;
Fridays	8.45am to 4.15pm

Affected persons will be able to check the

- i) opening hours;
- ii) licensable activities, and
- iii) any steps the applicant has volunteered to take to promote the four Licensing Objectives.

MAKING REPRESENTATIONS

Representations should be made in writing to the Licensing Section, representations by email are also accepted. Representations can be made using the attached form.

It would be helpful to list representations under each of the relevant Licensing Objectives and it would also assist if the representations are specific to the premises and based on evidence that has been collected about specific incidents and experiences.

Representations cannot be made anonymously; even if somebody else is making the representation on the objector's behalf, e.g. a local MP or solicitor. This is because the Licensing Authority needs to ensure that the representation is not frivolous or vexatious.

It is also important that an applicant is able to respond to a representation, so please be aware that the details of a representation may be viewed by the applicant or by a representative of the applicant. It may also be read out in public at a Licensing Sub-Committee Hearing.

If you feel that there are exceptional circumstances which justify the removal of any personal information from your representation, please contact us to outline why so this can be considered.

For any further advice or information with regards to making a representation, please contact:

Post: Licensing Section
33 Witham
Hull
HU9 1DB

Email: liquor@hullcc.gov.uk

Telephone: 01482 300 300



Hull

City Council

Licensing Act 2003

Representations for or against premises licence applications

Please be aware that this form may be viewed by the Applicant or by a representative of the Applicant. It may also be read out in public at a Licensing Sub-Committee hearing.

Representations can be made either for or against a relevant licence application by other persons. Representations may be made on behalf of the above by a representative e.g. MP, solicitor, or a friend.

Representations are only relevant to an application if they relate to at least one of the four **Licensing Objectives** listed below:

- 1. The Prevention of Crime and Disorder**
- 2. Public Safety**
- 3. Prevention of Public Nuisance**
- 4. The Protection of Children from Harm**

and the person making the representation is likely to be affected by the operation of the premises.

Representations may be made at any time during a period of 28 consecutive days starting on the day after the application was given to the Licensing Authority.

In the case of a closure order issued by the Police, representations may be made during the seven days that follow relevant notice being given to the Local Authority by the Magistrates Court, starting on the day after the notice was received.

Please enter contact details of other persons below:-

Name:	
Address:	
Postcode:	
Tel:	
E-mail:	

Please confirm name and address of person or business affected, if different from the address given above:

Name:	
Address:	
Postcode:	

Please provide details of the application to which you wish to make a representation.

Name of Applicant:		
Address or Premises:		
Application Details:		

Please give details of your representation in the box below. Indicate which of the Licensing Objectives your representation refers to by ticking the relevant box/es:

•	The Prevention of Crime and Disorder	
•	Public Safety	
•	Prevention of Public Nuisance	
•	The Protection of Children from Harm	

Please give details of the representation and provide any evidence.....



If possible please suggest alterations to the application that would resolve the problem mentioned above, again paying attention to the licensing objectives.

A large, empty rectangular box with a thin black border, occupying the upper two-thirds of the page. It is intended for a signature or stamp.

Once the Licensing Authority has received this form you will receive a written acknowledgement and you may be contacted to discuss the issue prior to any referral to the sub-committee hearing.

Please tick this box if you consent to any notice of any hearing being sent to you to the e-mail address provided by you above.
(please note if any notice is sent to you by electronic means, you will also receive confirmation of the same in writing).

Please tick this box if you do not intend to attend or be represented at any hearing.

If you intend to attend any hearing, do you require any assistance? (i.e. hearing loop, wheelchair access)
YES/NO

If yes, please provide details.

If you wish to withdraw any representations you may do so confirming this in writing to the address given below, providing you do so no later than 24 hours before the any hearing, or otherwise orally at the hearing.

Signed:

PRINT NAME:

Date:

Please return this form to the following address:

**Licensing Manager
Hull City Council
Licensing Section
33 Witham
Hull
HU9 1DB**