



Elmbridge Borough Council

... bridging the communities ...

Environmental Services
Civic Centre, High Street
Esher, Surrey KT10 9SD
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DX: 36302 Esher
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Licensing Act 2003 Premises Licence and Club Premises Certificate Representation

Please read the following instructions first

Before completing this form please read the guidance notes at the end of this form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure 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.

Using Your Personal Information

Personal information which you supply to us will be used by the licensing team in processing the premises or club premises application. Your personal information will be shared with the applicant/licence holder and may be shared with others involved in the licensing process. In rare circumstances it **may** be possible for the Licensing Authority to remove your personal data but this is not usual. Please contact a licensing officer if you wish to discuss.

Details of premises or club premises in relation to which an application has been made.

Name of Premises or Club
Address of Premises or Club
Post code (if known)

Type of Application

Please tick ✓

Premises Licence application	
Variation to a Premises Licence	
Club Premises Certificate application	
Variation of a Club Premises Certificate	
Review of a Premises Licence	
Review of a Club Premises Certificate	

Representor's Details

I am

Please tick one only ✓

- 1) An individual, body, or, business which is not a responsible authority
- 2) A responsible authority

<input type="checkbox"/>
<input type="checkbox"/>

Details of Representor (do not leave blank)

Name of Individual/Body/Responsible Authority/Business (delete as appropriate)	
Title	Surname or Family Name
Forenames	
Job Title and Name of Business/Body/Responsible Authority (if relevant)	
Residential address/address of Responsible Authority/Body/Business: (whichever is applicable)	
Post code	
Daytime Telephone	
E-mail address (if applicable)	

I have viewed the application in full before making this representation ✓

This representation relates to the following licensing objectives(s)

Please tick one or more boxes ✓

- 1) the prevention of crime and disorder
- 2) public safety
- 3) the prevention of public nuisance
- 4) the protection of children from harm

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

If your representation does not relate to one of the above objectives your representation will be invalid. (Ticking one of the above boxes alone does not constitute a valid representation. The grounds of objection must be described further overleaf).

Please state clearly the ground(s) for the representation and what the likely effect of the grant, variation or continuation of the premises licence, or club premises certificate, on the promotion of the licensing objectives will be. You should also state what action you would like to see taken by a licensing sub-committee should a public hearing become necessary. Please use additional blank sheets if necessary

It is an offence, under section 158 of the Licensing Act 2003, to knowingly or recklessly make a false statement in connection with this representation. This is punishable, on conviction, by a fine of up to £5,000.

I confirm I have read and understood the guidance notes relating to the completion of this form. I understand this representation may become a public document.

Signed Date

Print name

Licensing Act 2003 – Premises Licence and Club Premises Certificates Guidance Notes on Making a Representation

Before making a representation we strongly recommend that you view the full application through the Council's 'Online Licensing' facility under the tab 'Current Applications'. Please visit www.elmbridge.gov.uk/licensing.

Representations can be made either against or in support of an application. For example with reason, you may wish to object to your local pub extending its licensable hours late into the evening as it could lead to people congregating outside. Or, alternatively, you may feel such an extension would allow for the staggering of customers leaving the premises thereby avoiding potential problems. In both these instances you could make a representation but it must demonstrate what the likely effect of the grant, variation or continuation of the premises licence or club premises certificate will be on one or more of the four licensing objectives detailed below:

1. prevention of crime and disorder;
2. public safety;
3. prevention of public nuisance; and/or
4. protection of children from harm.

Please note, with regard to public nuisance, it is probable that a number of individuals would likely need to be affected for a representation to be valid.

Regarding health & safety, the Licensing Authority would not duplicate restrictions which are already in place by way of separate legislation.

Representations **must** be made to the Licensing Authority (the Council) in writing. You are not obliged to use the Council's representation form to make a representation, you may make a representation by letter if you wish however, we recommend the use of this form as it will guide you through the process. If you are completing the form by hand, please print in block capitals.

Once you have completed the form you may wish to keep a copy for use by you at any hearing held by the Council or the Magistrates' Court as a result of this representation.

The representation form must be signed by:

1. an individual making a representation; or
2. a person authorised to do so by a body; or
3. a person authorised to do so by a Responsible Authority.

continued overleaf ...

Privacy Statement

Your representation may result in a hearing before a Licensing Sub-Committee and if the decision of that Sub-Committee is appealed against, a hearing will take place in the Magistrates' Court. In the event of a hearing being fixed your representation will become a public document, a full copy of which will be sent to the Applicant¹ and be scrutinised by members of the Licensing Sub-Committee at a hearing held as a result of your representation. Copies of the agenda, including your representation will be made available to members of the public attending the hearing. We will not disclose your personal data for any other purpose.

Timescales and Address Details for Submitting Representations

All representations must be made in writing to the Licensing Authority, addressed to Environmental Health & Licensing Team, Elmbridge Borough Council, Civic Centre, High Street, Esher, Surrey KT10 9SD. All representations must arrive there within a period of 28 consecutive days starting on the day after the date on which the Applicant gives the application to which the representation relates to the Licensing Authority. You can find out what this date is by viewing the public notice at the premises. In the case of representations following a closure order this period is 7 days after the day on which the Licensing Authority received the notice under section 165(4) of the Licensing Act 2003.

Representations received outside these time limits will be deemed to be invalid

¹ The Licensing Authority is required under the Licensing Act 2003 (Hearing) Regs 2005 to provide to the Applicant copies of the relevant representations made.