



department for  
**culture, media  
and sport**

# Guidance for Interested Parties: Making Representations

August 2009

improving  
the quality  
of life for all

Our aim is to improve the quality of life for all through cultural and sporting activities, support the pursuit of excellence, and champion the tourism, creative and leisure industries.

## Guidance

This guidance describes the process for making representations to licensing authorities about applications for:

- new premises licences or certificates;
- **Minor Variations to existing premises licences or certificates;**
- **full variations to existing premises licences or certificates;** or
- **provisional statements.**

It also contains information about the hearings process, which applies to all the application processes except **Minor Variations**. Unless stated otherwise, references to 'licences' in this text also apply to club premises certificates.

### What to look out for

When applicants want to apply for a new licence, or vary their existing one (for example to put on additional activities or extend their hours), they must advertise the application by:

#### **Placing a notice at or on the premises**

- On A4 (or larger) pale blue paper (or on white paper, in the case of an application for a Minor Variation).
- Printed legibly in black ink or typed in a font of at least 16.
- Placed **prominently** at or on the premises where it can be **conveniently** read from the **exterior** of the premises.
- Placed every 50 metres on the external perimeter of the premises abutting any highway (where applicable).

#### **Placing a notice in a newspaper (not applicable to a Minor Variations application):**

- Newspaper circulation must be in the vicinity of the premises (or if there isn't a local paper, in a local newsletter or circular).
- Advertisement will be at least once in the 10 days following the application being given to the licensing authority.

### Licensing Register

Full application details can also be viewed in the licensing authority's "licensing register". Using the Register, applicants will be able to check all opening hours; licensable activities and any steps the applicant has volunteered to take to promote the four licensing objectives. These are set out in the applicant's "operating schedule".

The four licensing objectives are:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance; and
- The protection of children from harm.

If interested parties believe that granting a licence in the terms it has been applied for is likely to have an effect (whether positive or negative) on the promotion of one or more of these objectives, they can make a representation to the relevant authority. For a Minor Variation application, interested parties have 10 working days in which to make a representation. For other applications, they have 28 consecutive days. In all cases, the timetable starts on the day after the day on which the application was given.

## **Licensing Policy**

Before making representations, interested parties may wish to look at their local authority's "licensing policy statement". These set out councils' policies about licensing, and may explain the procedure for making representations.

## **Operating Schedule**

When considering the steps that an applicant has volunteered to promote the licensing objectives, it is important to remember that applicants should already be adhering to legislation in other areas, and they may feel there is nothing additional they need to do to promote the licensing objectives. Some applicants may therefore simply say something like "nothing beyond existing Health and Safety/Fire Safety etc. requirements" or if they are applying to vary a licence "nothing beyond the steps we are currently taking, which are already conditions of the licence".

For more information about the four licensing objectives, and local authorities' statements of licensing policy, talk to your local authority's licensing department, or visit the DCMS website:

**[www.culture.gov.uk/alcohol\\_and\\_entertainment/licensing\\_act\\_2003/licensing\\_objectives](http://www.culture.gov.uk/alcohol_and_entertainment/licensing_act_2003/licensing_objectives)**

## **Making representations**

Representations should be made in writing to the licensing authority where the premises are situated. Licensing authorities may also accept representations by email.

All representations must be about the likely effect of granting or varying the licence on the promotion of at least one of the four licensing objectives. It would be wise, therefore, to explicitly link any representation to one or more of the objectives.

Representations do not have to be objections: you can make representations in support of an application if you believe that it will have a positive impact on one or more of the licensing objectives. For example, an application to add live music or late night refreshment to a licence might help the premises attract a more diverse clientele and lower the risk of crime and disorder.

There is no requirement for an interested party to produce a recorded history at a premises to support their representations, and in fact, this would not be possible for new premises. However, it will assist their case if the representations are specific to the premises and evidence based. So, for example, if an interested party believes a variation to an existing premises may cause problems in relation to crime and disorder, they may wish to talk to local police beforehand, or document existing problems themselves by, for example, keeping a diary or photographic evidence of any incidents. Licensing authorities will need to be satisfied that there is an evidential and causal link between the representations made, and the effect on the licensing objectives.

In addition, the licensing authority can only consider representations that are not "vexatious" or "frivolous". These terms have their ordinary meaning. Whether representations are frivolous or vexatious will be for the licensing authority to determine. For example, the licensing authority might find the representations were vexatious if they arise because of disputes between rival businesses or they might be frivolous representations if they plainly lacked seriousness.

Interested parties cannot make representations anonymously, even if somebody else (e.g. a local MP or councillor) is making the representation on their behalf. This is because, for example, the licensing authority needs to be satisfied that the representation is not vexatious. It is also important that an applicant is able to respond to a representation, for example, if they believe that it isn't a "relevant" representation. If interested parties are concerned about possible intimidation, they could consider asking the police, or another appropriate responsible authority to make a representation on their behalf.

Alternatively, the licensing authority may be willing, in exceptional circumstances to withhold some or all of the interested parties' personal details from the applicant. However, withholding such details should only be considered where the circumstances justify such action and the licensing authority is satisfied that the complaints are not frivolous or vexatious.

### **Things you may want to consider when making representations**

- **If no relevant representations are made (for applications other than a Minor Variations application), the licence or variation must be granted (subject to the mandatory conditions).**
- Local Authorities must grant a Minor Variation unless there could be an adverse effect on the licensing objectives. They must take representations into account, but they will not hold a hearing.
- It may be helpful to get the backing of other people living, or businesses operating in the vicinity of the premises, or other "responsible authorities", such as the police or environmental health.
- Look at your licensing authority's official records about the premises, kept in their "licensing register". This will show you if other people have asked for a review of the premises in the past.
- If you want to ask another person, such as an MP or local Councillor to represent you, it is advisable to make such a request in writing so that the individual can demonstrate he or she was asked. It will be a matter for the MP or Councillor to decide whether they should agree to your request. They are not obliged to do so, however, most elected representatives are happy to help residents with this sort of issue, and there is no requirement for them to live in the vicinity of the premises in question for them to be able to make representations on behalf of residents that do. Councillors who are part of the licensing committee hearing the application will not be able to enter into discussions with you about the application, outside of the formal hearing, so it is suggested that you do not approach them to try to.
- Consider how you would like the issues to be addressed.
- If making a representation in support of an application, explain how the proposed activities would help promote the licensing objectives.

### **What happens after a representation has been made?**

For a Minor Variations application, licensing authorities must take representations into account, **but there will be no hearing**. The authority must make a decision within 15 working days after the application is made.

## Hearings

For applications other than Minor Variations, the licensing authority must hold a hearing to consider representations, unless:

- The representations are irrelevant, frivolous, or vexatious; or
- all parties can come to an agreement beforehand, and agree that a hearing is unnecessary. For example, the licensing authority may offer to try and resolve matters via a negotiated agreement outside a formal hearing. You will need to decide if this is appropriate for you, but you can insist upon the hearing.

If there is to be a hearing on an application to which you have submitted representations, the licensing authority will write to you to inform you of the date and time and will explain the format.

If an applicant withdraws their application after a hearing date has been arranged, the licensing authority will let them know that the hearing has been cancelled. Interested parties should be aware that if they make representations about an application that is later withdrawn, and the applicant makes a new, amended application, their representations will not automatically be taken forward. Any amended application would need to be re-advertised as set out above. Interested parties will then have the opportunity to decide whether to make representations about the new application.

## Arrangements for Hearings

Interested parties that made representations are required to give notice to the licensing authority at least 5 working days before the start of the hearing, stating:

- Whether they will attend the hearing in person
- Whether they will be represented by someone else (e.g. councillor/ MP/ lawyer)
- Whether they think that a hearing is unnecessary (if, for example they have come to an agreement before the formal hearing)
- If they want another person to appear at the hearing (not to represent them), a request for permission for the person to attend, and details of their name and how they may be able to assist the authority in relation to the application

Interested parties must let the licensing authority know as soon as possible (by a notice no later than 24 hours before the start of a hearing, or orally at the hearing) if they wish to withdraw their representation.

Hearings will generally be held in public, unless the licensing authority decides it is in the public interest to hold all, or part of the hearing in private. The licensing authority shall ensure that a record is taken of the hearing.

Hearings will normally take the form of a discussion and will be led by the licensing authority, which will consist of three local authority elected councillors (this will be the licensing sub-committee drawn from a full licensing committee of fifteen councillors). The licensing authority will explain the procedure to be followed. It will determine any request for additional persons to appear at the hearing. It will consider evidence produced in support before the hearing and can consider evidence produced by a party at the hearing, but only if all parties agree. Further evidence can also be produced if this was sought for clarification of an issue by the authority before the hearing. Cross-examination of one party by another during a hearing is not allowed, unless the licensing authority thinks it necessary. The parties are entitled to address the authority and will be allowed equal time to address the authority and, if they have been given permission by the authority to do so, they will be given equal time to ask

any questions of any other party. The authority will disregard any information it considers to be irrelevant.

**NB - A hearing can still go ahead in the absence of any party (e.g. applicant or interested party)**

### **Hearing Decisions**

As a result of the hearing, the licensing authority must then decide how to proceed in order to promote the licensing objectives. It may:

- Decide to grant or vary the licence in the same terms as it was applied for;
- Decide that it is necessary to refuse to issue or vary the licence;
- Decide to grant or vary the licence, but to modify the conditions;
- Exclude from the scope of the licence a licensable activity.
- In the case of a premises licence, refuse to specify a person as the premises supervisor

Licensing Authorities must give notice of its decision within 5 working days (if it does not give a decision at the hearing) and include information on the right of a party to appeal against the decision. For more information on appeals, see the separate guidance on appealing licensing decisions.

For further information about making representations, contact the licensing department at your local council.

## Representation Form for Interested Parties

**FOR INFORMATION AND GUIDANCE IN RELATION TO MAKING A REPRESENTATION,  
PLEASE SEE RELEVANT GUIDANCE NOTES**

<b>Full Name</b>		<b>Daytime Tel No.</b>	
<b>Home address</b>		<b>Business address</b> <i>(if making representations as a business in the vicinity of the premises)</i>	
<b>Email</b>		<b>Fax No.</b>	

<b>Name of the premises you are making a representation about.</b>	
<b>Address of the premises you are making a representation about.</b>	

<b>Which of the four licensing objectives does your representation relate to?</b> <i>(Tick as appropriate)</i>	(✓)	<b>Please detail the evidence supporting your representation, or the reason for your representation. Please use separate sheets if necessary.</b>
<b>Prevention of crime &amp; disorder</b>		
<b>Public safety</b>		

<p><b>Prevention of public nuisance</b></p>		
<p><b>Protection of children from harm</b></p>		
<p><b>Are there any steps that the licensee could take which would alleviate your concerns?</b></p> <p><b>If yes – please give details</b></p>		

**N.B. If you do make a representation you will be expected to attend the Licensing Sub Committee meeting and any subsequent appeal proceedings.**

Signed: ..... Date:.....

This form must be returned within the Statutory Period. Please check with your local licensing office. Please return this form along with any additional sheets / supporting information to your local licensing office.

## **RESPONSIBLE AUTHORITIES**

### **WEST DIVISION**

<b>Responsible authority</b>	<b>Address</b>	<b>Telephone/Fax/Email</b>
Local Safeguarding Children Board	Senior Support Officer Children, Schools & Families 2nd Floor Council Offices Dolcoath Avenue Camborne TR14 8SX	tel. 01209 615622  cplicensing@cornwall.gov.uk
Trading Standards	Cornwall Council Trading Standards Service Unit 6 Threemilestone Industrial Estate Truro TR4 9LD	tel. 0300 1224 191  tradingstandards@cornwall.gov.uk
Police	Licensing Department Launceston Police Station Moorland Road Launceston PL15 7HY	tel: 01566 771309 fax: 01566 771388  licensingwest@devonandcornwall.pnn.police.uk
Fire & Rescue Authority	Western Division Admin Centre Falmouth Fire Station Trescobeas Road FALMOUTH TR11 2LQ	tel. 01326 212412  cadwest@fire.cornwall.gov.uk
Health & Safety	Health & Safety Cornwall Council Dolcoath Avenue CAMBORNE TR14 8SX	tel. 01209 616990  envhealthandlicensing@cornwall.gov.uk
Environmental Control	Environmental Health Cornwall Council Dolcoath Avenue CAMBORNE TR14 8SX	tel. 01209 616990  envhealthandlicensing@cornwall.gov.uk
Local Planning Authority	Planning Service Cornwall Council Dolcoath Avenue CAMBORNE TR14 8SX	tel. 01209 614450  planning.west2@cornwall.gov.uk
Primary Care Trust	Mike Roberts Health Impact Assessment Coordinator NHS Cornwall and Isles of Scilly Sedgemoor Centre Priory Road ST AUSTELL PL25 5AS	Licensing.notifications@cornwall.nhs.uk

**Additional Responsible Authorities for vessels**

Maritime and Coastguard Agency	MCA Falmouth Pendennis Point Castle Drive Falmouth TR11 4WZ	tel. 01326 310800
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The Responsible Authorities are subject to DCMS Regulations and may change – applicants will be advised of any variations when requesting application forms

## CENTRAL DIVISION

<b>Responsible authority</b>	<b>Address</b>	<b>Telephone/Fax/Email</b>
Local Safeguarding Children Board	Senior Support Officer Children, Schools & Families 2nd Floor Council Offices Dolcoath Avenue Camborne TR14 8SX	tel. 01209 615622  cplicensing@cornwall.gov.uk
Trading Standards	Cornwall Council Trading Standards Service Unit 6 Threemilestone Industrial Estate Truro TR4 9LD	tel. 0300 1224 191  tradingstandards@cornwall.gov.uk
Police	Licensing Department Launceston Police Station Moorland Road Launceston PL15 7HY	tel: 01566 771309 fax: 01566 771388  licensingwest@devonandcornwall.pnn.police.uk
Fire & Rescue Authority (Perranporth, Falmouth, Penryn, St Agnes, Porthtowan)	Western Division Admin Centre Falmouth Fire Station Trescobeas Road FALMOUTH TR11 2LQ	tel. 01326 212412  cadcentral@fire.cornwall.gov.uk
Fire & Rescue Authority (Truro, Roseland, St Austell, Lostwithiel, Par, St Blazey, Newquay, Fowey, St Columb)	Central Division Headquarters St Austell Fire Station Carlyon Road St Austell PL25 4LD	tel. 01726 72582  cadcentral@fire.cornwall.gov.uk
Health & Safety (Perranporth, Falmouth, Penryn, St Agnes, Porthtowan, Truro, Roseland)	Health & Safety Cornwall Council Carrick House Pydar Street TRURO TR1 1EB	tel. 01872 224353  envhealthandlicensing@cornwall.gov.uk
Health & Safety (St Austell, Lostwithiel, Par, St Blazey, Newquay, Fowey, St Columb)	Health & Safety Cornwall Council Penwinnick Road ST AUSTELL PL25 5DR	tel. 01726 223550  envhealthandlicensing@cornwall.gov.uk
Environmental Control (Perranporth, Falmouth, Penryn, St Agnes, Porthtowan, Truro, Roseland)	Environmental Health Cornwall Council Carrick House Pydar Street TRURO TR1 1EB	tel. 01872 224482  envhealthandlicensing@cornwall.gov.uk

Environmental Control (St Austell, Lostwithiel, Par, St Blazey, Newquay, Fowey, St Columb)	Environmental Health Cornwall Council Penwinnick Road ST AUSTELL PL25 5DR	tel. 01726 223552  envhealthandlicensing@cornwall.gov.uk
Local Planning Authority (Perranporth, Falmouth, Penryn, St Agnes, Porthtowan, Truro, Roseland)	Planning Service Cornwall Council Carrick House Pydar Street TRURO TR1 1EB	tel. 01872 224339  planning.central1@cornwall.gov.uk
Local Planning Authority (St Austell, Lostwithiel, Par, St Blazey, Newquay, Fowey, St Columb)	Planning Service Cornwall Council Penwinnick Road ST AUSTELL PL25 5DR	tel. 01726 223377  planning.central2@cornwall.gov.uk
Primary Care Trust	Mike Roberts Health Impact Assessment Coordinator NHS Cornwall and Isles of Scilly Sedgemoor Centre Priory Road ST AUSTELL PL25 5AS	Licensing.notifications@cornwall.nhs.uk
<b>Additional Responsible Authorities for vessels</b>		
Maritime and Coastguard Agency	MCA Falmouth Pendennis Point Castle Drive Falmouth TR11 4WZ	tel. 01326 310800
The Responsible Authorities are subject to DCMS Regulations and may change – applicants will be advised of any variations when requesting application forms		

## EAST DIVISION

<b>Responsible authority</b>	<b>Address</b>	<b>Telephone/Fax/Email</b>
Local Safeguarding Children Board	Senior Support Officer Children, Schools & Families 2nd Floor Council Offices Dolcoath Avenue Camborne TR14 8SX	tel. 01209 615622  cplicensing@cornwall.gov.uk
Trading Standards	Cornwall Council Trading Standards Service Unit 6 Threemilestone Industrial Estate Truro TR4 9LD	tel. 0300 1224 191  tradingstandards@cornwall.gov.uk
Police	Licensing Department Launceston Police Station Moorland Road Launceston PL15 7HY	tel: 01566 771309 fax: 01566 771388  licensingwest@devonandcornwall.pnn.police.uk
Fire & Rescue Authority	Cornwall Fire and Rescue St Austell Community Fire Station Carlyon Road St Austell Cornwall PL25 4LD	tel. 01726 72582 fax. 01726 67093  cadcentral@fire.cornwall.gov.uk
Health & Safety (Bodmin, Wadebridge, Camelford, Bude, Launceston)	Health & Safety Cornwall Council Trevanion Road WADEBRIDGE PL27 7NU	tel. 01208 893465  envhealthandlicensing@cornwall.gov.uk
Health & Safety (Callington, Liskeard, Saltash, Looe, Torpoint)	Health & Safety Cornwall Council Luxstowe House LISKEARD PL14 3DZ	tel. 01579 341367  envhealthandlicensing@cornwall.gov.uk
Environmental Control (Bodmin, Wadebridge, Camelford, Bude, Launceston)	Environmental Health Cornwall Council Trevanion Road WADEBRIDGE PL27 7NU	tel. 01208 893518  envhealthandlicensing@cornwall.gov.uk
Environmental Control (Callington, Liskeard, Saltash, Looe, Torpoint)	Environmental Health Cornwall Council Luxstowe House LISKEARD PL14 3DZ	tel. 01579 341367  envhealthandlicensing@cornwall.gov.uk

Local Planning Authority (Bodmin, Wadebridge, Camelford, Bude, Launceston)	Planning Service Cornwall Council 3/5 Barn Lane BODMIN PL31 1LZ	tel. 01208 265770  planning.east1@cornwall.gov.uk
Local Planning Authority (Callington, Liskeard, Saltash, Looe, Torpoint)	Planning Service Cornwall Council Luxstowe House LISKEARD PL14 3DZ	tel. 01579 341400  planning.east2@cornwall.gov.uk
Primary Care Trust	Mike Roberts Health Impact Assessment Coordinator NHS Cornwall and Isles of Scilly Sedgemoor Centre Priory Road ST AUSTELL PL25 5AS	Licensing.notifications@cornwall.nhs.uk
<b>Additional Responsible Authorities for vessels</b>		
Maritime and Coastguard Agency	MCA New Fish Market Baylys Wharf Sutton Harbour PLYMOUTH PL4 0LH	tel. 01752 266211
The Environment Agency	Sir John Moore House Victoria Square BODMIN PL31 1EB	tel. 01208 78301
The Responsible Authorities are subject to DCMS Regulations and may change – applicants will be advised of any variations when requesting application forms		