



**Representation made in respect of an application for, or a variation to a Premises Licence or Club Premises Certificate by an Interested Party.**

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE ATTACHED FORM.**

You have notified the Licensing Authority that you wish to make a representation concerning an application for a premises licence or club premises certificate.

Relevant representations may be made by a responsible authority (e.g. Police, Fire etc.) or an interested party in the vicinity of the premises as outlined on page 2. Vicinity is not prescribed, each representation will be considered on its own merits.

Relevant representations are about the likely effect of the grant of the premises licence, on the promotion of the licensing objectives. Only representations based on these objectives will be considered.

The law does not require a representation to be in a standard format however, I am obliged to decide whether your application is valid within the requirements of the Act and Regulations.

Under the provisions of the Licensing Act 2003 (Hearings Regulations) 2005, the Licensing Authority requests that you clarify the grounds upon which you are making representations. This form will assist you in ensuring that you have entered your representations properly and fully.

If you are completing this form by hand please write legibly. In all cases ensure that 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. You may use your copy as an aide memoir at a hearing before the Licensing Sub-Committee.

Please list any additional information or details to support your application and attach any documentary or other information that you may wish to use. If you have not disclosed this information, you will not be able to introduce it at the hearing unless all the other parties consent.

The licensing authority must receive representations within the statutory period, usually 28 days from the day the notice was displayed on the premises or the date specified in the public notice in the newspaper.

Please return this form along with any additional information to: The Licensing Office, Legal & Democratic Services, Carlisle City Council, Civic Centre, Carlisle CA3 8QG or email to [licensing@carlisle.gov.uk](mailto:licensing@carlisle.gov.uk)

**Representation made in respect of an application for, or variation to a Premises Licence or Club Premises Certificate by Interested Party.**

I (insert name of person making representation whether as an individual or on behalf of a group)

.....

make representations in respect of an application or variation to a; (tick as appropriate)

<b>Premises Licence</b>	
<b>Club Premises Certificate</b>	

**Section 1 – Premises or club premises details**

Name, address and postcode of premises or club premises in respect of which you are making representations.	
Post town	Post code (if known)

**Name of premises licence holder or club holding club premises certificate (if known)**

**Section 2 – Details of person/body making representations**

**I am;**

(Tick as appropriate)

- (a) an interested party being a person living in the vicinity of the premises
- (b) a body representing persons living in the vicinity of the premises
- (c) an interested party being a person involved in business in the vicinity of the premises
- (d) a body representing persons involved in business in the vicinity of the premises

If you are an individual applicant complete **Part A** then go to section 3.

If you are a body representing an interested party complete **Part B** then go to section 3.

**Part A - DETAILS OF INDIVIDUAL APPLICANT (tick as appropriate)**

Mr.		Mrs.		Miss		Ms		Other	
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Surname		First Name	
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I am 18 years old or older	
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**Current address**

Postcode
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Daytime contact telephone number	
E-mail address	

**Part B - DETAILS OF OTHER APPLICANT SUCH AS A BODY REPRESENTING RESIDENTS OR BUSINESSES IN THE VICINITY OF THE PREMISES**

<b>Name of the Body</b>	
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Surname of person representing the body		First Name of person representing the body	
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**Address of body**

Postcode
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Daytime contact telephone number	
E-mail address	

**Section 3 - Information and details of the representation.**

Please note that your representations must be relevant to one of the four licensing objectives and must relate only to the variation of the existing licence. Any objections to the terms and conditions of the current licences held by the applicant, should have been made when they were renewed by the Courts or Local Authority.

**This representation relates to the following licensing objective(s). Detail the evidence supporting your representation or the reason for your representation against the appropriate objective (use separate sheet if necessary).**

<b>Prevention of crime and disorder</b>	
<b>Public safety</b>	
<b>Prevention of public nuisance</b>	
<b>Protection of children from harm</b>	
Please provide as much information as possible to support your representation. Note that if you have not disclosed some information, you may not be able to introduce it at the hearing unless all the other parties consent.	

**Section 4**

Have you made any representations in respect of these premises before? (Tick as appropriate)	Yes	No
Date that you made representations		

I understand that the Licensing Authority is obliged to give notice of a hearing to all parties to the hearing and this must include a copy of this representation. All representations are treated as a public document. (You must tick this box)	Yes
I agree to attend any hearing before either the Licensing Sub-Committee or Magistrates Court to give evidence in support of my representation.	Yes/No

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION OR REPRESENTATION.**

**Section 6 - Signature**

Signature of person making representation or a solicitor or other duly authorised agent. If signing on behalf of a body representing a person living or carrying on a business in the vicinity of the premises, please ensure that you have the right to sign a representation on their behalf and state the capacity in which you are signing. A signed authority from them may be appropriate.

**Signature**

**Date:**

**Capacity:**