



Licensing Act 2003

REPRESENTATION FORM

*See NOTES overleaf. Boxes marked * are mandatory, any forms with these incomplete will be automatically refused*

*Your full name	
*Postal address	
*Email address	
Contact telephone number	
*Name of the premises you are making a representation about	
*Address of the premises you are making a representation about	
*Which of the four licensing objectives does your representation relate to?	<i>Please detail the evidence supporting your representation. Or the reason for your representation, use separate sheets if necessary</i>
To prevent crime and disorder	
Public safety	
To prevent public nuisance	
To protect children from harm	
I/We fully understand that this Representation will be made available to the applicant and included in the Sub Committee's Hearing papers which are publically accessible documents, and any subsequent appeal court proceedings. See NOTES for further information.	
Signed*:	
Date*:	
This form must be returned within the Statutory Period, which ends on:	

*Your full name

NOTES

- 1) Data Handling: Persons making representations under the Licensing Act 2003 should be aware that their personal details will normally be disclosed during the hearing process to the licence applicant. They will also appear in any hearing report published on the Council's website. Where an notice of a hearing is given to an applicant, the Licensing Authority is required by regulations to provide the applicant with copies of representations, however in exceptional circumstances where there are fears of intimidation or harassment and the Authority considers that a person has a genuine and well-founded fear of intimidation and may be deterred from making a representation, the Authority may consider alternative approaches. Further information can be found in North Devon Council's Licensing Act 2003 Policy.
- 2) Please complete the form in black ink or type only.
- 3) If you do make a representation, which is considered relevant, you will be expected to attend a meeting of the Licensing and Community Safety Sub Committee and any subsequent appeal proceedings in the Courts. If you don't attend the meeting for any reason the Committee will consider any representations that you have made.
- 4) All representations whether made on this form or not must be returned to this office within the statutory period, starting the day after the application was given to this Authority. The statutory period is 28 days for a full variation or 10 working days for a minor variation.
- 5) The representation must relate to one of more of the four licensing objectives, nothing else can be taken into account. The objectives are:
 1. **The prevention of crime and disorder.** This relates to any crime, disorder or anti-social behaviour at the premises or related to the management of the premises. The licence holder/applicant can not generally be held responsible for the conduct of individuals once they leave the premises;
 2. **Public safety.** This relates to the safety of the public on the premises, i.e. fire safety, electrical circuits, lighting, building safety and capacity, first aid etc.
 3. **Prevention of public nuisance.** This can relate to issues such as, hours of operation, noise emanating from the premises, vibrations, lighting, litter etc.
 4. **Protection of children from harm.** This relates to protecting children from the activities carried out on the premises whilst they are there. The law already provides special protections for children under 18 to buy alcohol.
- 6) Note that it is not acceptable to lobby a councillor who is a member of the Licensing Committee.
- 7) Please return this form when completed with any continuation sheets (which should be numbered 1 of X etc), either to:

Licensing, Environmental Health and Housing, North Devon Council, PO BOX 379,
Barnstaple, Devon, EX32 2GR,

or as an attachment by email to licensing@northdevon.gov.uk

If you have any queries or need advice in this regard, please contact the Licensing Team on 01271 388 870