

# The Licensing Act 2003

## Interested Party Representation Form

The Licensing Act 2003 (the act) makes local authorities responsible for the licensing of pubs, clubs, theatres, cinemas, restaurants, takeaways and so on. Some premises may apply to extend their hours or add some form of regulated entertainment and this is where interested parties can have their say by making relevant representations and objecting to the proposals.

### Interested parties

An interested party is defined by the act as:

- An Elected Member
- A person living in the vicinity;
- A body representing persons living in the vicinity;
- A person involved in business in the vicinity of the premises; or
- A body representing persons involved in such businesses.

The word “vicinity” has not been clearly defined by the act. If you are living or working close enough to a premises and you are to be affected by the activities, we will look at your location to determine if you can be described as ‘in the vicinity’.

### What are the objectives?

Representations can only be made on the grounds that there may be a breach of the licensing objectives in the act. These are:

- The prevention of crime and disorder;  
(Examples of representations relevant to this objective are illegal drugs, sex related activities, violent behaviour, anti-social behaviour, drunkenness, drug dealing, under age selling, and so on.)
- Public safety;  
(Examples of representations relevant to this objective are breaches of health and safety laws, accommodation limits, first aid, unauthorised alterations to property and so on.)
- The prevention of public nuisance; and  
(Examples of representations relevant to this objective are noise nuisance, noxious smells, anti-social behaviour, litter in the vicinity and so on.)
- The protection of children from harm.  
Examples of representations relevant to this objective are under age selling, sexual activities, access to premises, drugs use and so on.

### What are relevant representations?

“Relevant representations” is the term used in the act for comments including objections on applications, reviews etc.

For the purposes of making a representation by an interested party, a representation must be relevant. For a representation to be relevant it must:

- relate to the effect of the grant of the licence on the promotion of the licensing objectives (stated as above);
- be made by an interested party or responsible authority;
- not have been withdrawn;
- not be 'frivolous' or 'vexatious' or, in the case of a review, 'repetitious' if made by an interested party.

Section 1 - Application Details	
<p><b>I object to the following Application:</b>                      Applicant's name (if known):</p> <p>Premises name and address:</p>	
Type of Application:	
Application Number (if known):	

Section 2 – Details of person making Representation (objection)	
<p>Details of person making Representation (objection):  <i>If you are a representative for an objector go to the next section</i></p>	
Objector's Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____
Surname	
First name(s)	
Telephone:	
<p>Address (including post-code):  <i>Please complete this information or your objection may not be considered. This is because it is only a relevant objection if you live in the vicinity of the premises.</i></p>	

**Please note that a full copy of your objection (including your name and address) will be sent to the applicant and will be a public document at any hearing of this matter.**

*If you represent residents or businesses in the vicinity please complete the boxes below.*

Section 3 – Representative’s details	
<b>Representative’s Details:</b>	
Representative’s Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____
Surname	_____
First name(s)	_____
Telephone:	_____
Organisation	_____
<b>Address (including post-code):</b> <i>Please complete this information or your objection may not be considered. This is because it is only a relevant objection if you live in the vicinity of the premises.</i>	
Please state nature of representation:  e.g. Residents association Ward councillor MP Trade association	

Section 4 – Representation (Objection) Details	
<input type="checkbox"/>	I object to the application being granted at all
<input type="checkbox"/>	I object to the application being granted in it’s current form*
*If you choose this option remember to tell us in the next section what changes you would like to see.	
You need to complete the boxes below as fully as possible. If you do not then the Licensing Sub-Committee may not understand why you have objected.	
Please attach supporting documents/further pages as necessary. Please number all extra pages and add the applicant’s name and your name to each page.	
Try to be as specific as possible and give examples <i>e.g. on 1 February I could hear loud music from the premises between 10pm and 1 am. I am concerned that if the premises open until 2 am this will cause a public nuisance to me and other residents of the street.</i>	

To prevent crime and disorder	<i>Please state your reasons:</i>
Public safety	<i>Please state your reasons:</i>
To prevent public nuisance	<i>Please state your reasons:</i>
The protection of children from harm	<i>Please state your reasons:</i>

Please give any suggested conditions that could be added to the licence to remedy the cause of your representations, or other suggestions you would like the Licensing Sub-Committee to take into account.

Signed.....Date.....

**N.B if you do make a representation (objection) you will be expected to attend the Licensing Sub-Committee and any subsequent appeal hearing.**

**Please return this form along with any additional sheets to:** The Licensing Section, PO Box 32, Telegraph House, Baillie Street, Rochdale, OL16 1JH, email: [licensing.reg@rochdale.gov.uk](mailto:licensing.reg@rochdale.gov.uk). (If you email this document, please also send a hard copy within the relevant time limit, as service of documents by email is not accepted.)

## TIME LIMITS

This form must be returned within the Statutory Period. Generally **28 days** from the day the notice was displayed on the premises or the date specified in the Public Notice in the newspaper.

However, where the application relates to a review following a closure order under section 167 of the Licensing Act 200, the time limit is **7 consecutive days** starting on the day after the day when the licensing authority receive notice from the Magistrates' court .

If you are unsure of the time limit to lodge this application for a representation (objection), please check with the Licensing Section on 01706 864643.