

## **Review of a Premises Licence or Club Premise Certificate**

For an application for a Review to be considered relevant and therefore accepted by this Authority it must meet the following criteria, as set out by the Act:

- Relate to one or more of the 4 Licensing Objectives;

The four Licensing Objectives are as follows:

- Prevention of Crime & Disorder
- Prevention of Public Nuisance
- Public Safety
- Protection of Children from Harm

The following persons can apply for a review if they consider that the premises is not being operated or promoting one or more of the licensable objectives.

- Responsible Authority (Police, Fire, Environmental Health, Health and Safety, Trading Standards, Development and Building Control and Children Services).
- Interested Party (an individual, Councillor, or business).

A review application triggered by an interested party must provide evidence to present to the council in support of their application. Any documents or photographs should be provided before the review hearing.

An interested party can nominate a representative (solicitor, friend or local ward Councillor) to express their comments on their behalf at the hearing. Any costs relating to solicitor/legal representation will be the responsibility of the applicant.

### **Application process.**

An applicant seeking a review must give written notice of the application to the Licensing Authority. The government has set a prescribed application for review which must be completed in full by the person(s) applying for a review.

On completion of the review form, the applicant must, on the same day, serve:

- an original application for review to the Licensing Unit;
- a photocopy of the application to the Licence Holder of the premises that are to be reviewed;
- a photocopy of the application on all the responsible authorities.

It is advisable for applicants to keep either proof of postage, recorded delivery certificate or if delivered by hand, a short statement to confirm the time and date of when they served the application.

If they fail to serve the application for review to all the people above, the application becomes invalid and will be rejected.

**Advertising details of the application.**

The council is responsible for advertising the review application for 28 days as follows:

- notices to be displayed on and around the premises that is being reviewed;
- notices to be displayed in the council offices;
- a copy of the public notice to be placed on the council website.

Please note under the legislation the council **do not have to** advertise in a local newspaper.