



**THE LICENSING ACT 2003
REPRESENTATION FORM FOR RESPONSIBLE AUTHORITIES**

Whilst all responsible authorities may make representations regarding new applications and full variation applications for premises licences and club premises certificates, it is the responsibility of each responsible authority to determine when they have appropriate grounds to do so.

Your name	
Responsible Authority	
Job title	
Postal address (inc post code)	
Contact telephone number	
Mobile telephone number	
Email address	

Name of premises you are making a representation about	
Address of the premises you are making a representation about	

<p>This section is about your representation which must relate to one or more of the Licensing Objectives. Please detail the evidence supporting your representation under the relevant headings, the reason for raising the representation and include all matters you wish to be considered (use additional sheets if necessary). When considering representations the Licensing Authority may take into account documentary evidence or other information produced by responsible authorities either before the hearing or, with the consent of all parties, at the hearing.</p>	
Which licensing objective(s) does your representation relate to?	Detail the evidence supporting your representation, or the reason/s for your representation (use additional sheets if necessary)
The prevention of crime and disorder	Public safety
The prevention of public nuisance	The protection of children from harm

Suggested conditions that could be added to assist the licensing authority in determining this application, or other suggestions you would like the licensing authority to take into account (use additional sheets if necessary)

For Police use only – representation for the removal of the Designated Premises Supervisor (DPS) where the designation of the person named as the DPS under the premises licence would undermine the crime prevention objective for the following reason(s)

If the Licensing Authority considers that relevant representations have been raised, a mediation meeting between the relevant parties (if all agree) may be arranged to try to reach a settlement. If this informal process is unsuccessful a hearing before the Licensing Sub-Committee will be arranged unless all representations are withdrawn.

All representations in their entirety will be disclosed to the applicant for a premises licence or club premises certificate.

Signed Date

Please print designation

Please return this form along with any additional sheets to:

Licensing Team
Environmental Services
East Cambridgeshire District Council
The Grange
Nutholt Lane
Ely
CB7 4EE

Telephone: 01353 665555

Email: licensing@eastcambs.gov.uk

This form must be returned within the statutory period, which is 28 days from the day after the day on which the applicant served the application on the Licensing Authority.

Due to tight timescales involved and to assist the determination of the application process any representations should be forwarded to the Licensing Authority as soon as possible and preferably within 14 days of notification of the application.

If in any doubt, please contact the Licensing Team as above.