



Licensing Act 2003

REPRESENTATION FORM

The boxes marked * are mandatory, and any forms with these incomplete will be automatically refused

*Your Name	
*Postal and 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?	Please detail the evidence supporting your representation. Or the reason for your representation, use separate sheets if necessary
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.

Signed:

Date:

This form must be returned within the Statutory Period, which ends on:-
 If this form is sent as an email attachment, its transmission will imply that you have agreed the above conditions.
 Please see Notes overleaf.

NOTES

- 1) Please complete the form in black ink or type only.
- 2) If you do make a representation, which is considered relevant, you will be expected to attend a meeting of the Licensing Authority's 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.
- 3) 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.
- 4) 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't 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.
- 5) Your representation will be passed to the applicant to allow them the opportunity to address your concerns. It will also be published in the report made available to the Licensing Sub-Committee, which will be publically available. And if any subsequent appeal is made by any party, your representation will be used in the appeal court proceedings. Names and addresses will only be withheld from the Committee report at your request and with our agreement.
- 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, either by post or hand to:

The Licensing Officer,
Three Rivers District Council,
Three Rivers House,
Northway, Rickmansworth,
Herts.
WD3 1RL.

Or as an attachment by email to: Licensing.team@threerivers.gov.uk

If you have any queries or need advice in this regard, please contact the Licensing Team on 01923 776611