

**Licensing Act 2003**

**Representation form / Guidance Notes**

If you considering making a representation (i.e. an objection) with regard to a Premises Licence Application form, please note the following points:

1. The Licensing Act 2003 is based on the following four licensing objectives:

* **The Prevention of Crime and Disorder**
* **Public Safety**
* **The Prevention of Public Nuisance**
* **The Protection of Children from Harm**

1. Any representation relating to an application made under the Licensing Act 2003, **must** relate to a situation which may impact upon one or more of the above licensing objectives. If your representation does not relate to one (or more) of the licensing objectives, **it must be rejected**.
2. Any relevant representations must be made by completing the attached form (see below) and sent to:

**Licensing Manager**

**Lancaster City Council**

**Town Hall**

**Marine Road East**

**Morecambe**

**LA4 5AF**

1. Please note that very strict time limits apply to applications and representations. Any representation must be received by Lancaster City Council **within 28 days of the application being made**.

Following this period, Lancaster City Council has 10 working days (usually 2 weeks) to consider whether a Hearing will be required.

It may be necessary to contact you urgently to discuss your representation and therefore it would be appreciated if you could supply a daytime or mobile telephone number and / or email address.

**PLEASE NOTE THAT ALL REPRESNTATIONS ARE TREATED AS PUBLIC DOCUMENTS AND THEREFORE YOUR DETAILS WILL BE DISCLOSED TO THE APPLICANT AND DURING ANY HEARINGS.**

|  |  |
| --- | --- |
| Name of Premises: |  |
| Address of Premises: |  |
| Your full name: |  |
| Your full address:  (Inc. postcode) |  |
| Your contact telephone number(s) | 1.  2.  3. |
| Your Email Address |  |

**Please insert your comments in the table below**

|  |  |
| --- | --- |
| **The Prevention of Crime & Disorder** |  |
| **Public Safety** |  |
| **The Prevention of Public Nuisance** |  |
| **The Protection of Children from Harm** |  |
| **Additional Comments**  (please put in this box any comments which relates to one or more of the above licensing objectives) |  |

**Please attach any additional sheets used to this document.**

|  |  |
| --- | --- |
| Signature |  |
| Print Name |  |
| Date |  |