

## **Making representations about an Application**

Representations about an application must be made in writing to the Council's Licensing Team (contact details in Appendix C) within the time period given.

Written representations include letters (posted or faxed) and emails.

**Representations received after the end of the public consultation period cannot legally be accepted. ( See Albert Court Residents Association V Westminster City Council [2010] EWHC 393 (Admin)**

### **Representations must contain**

- the name, full address & post code, of the person making them.
- The reasons for their representation and
- Which of the 4 Licensing Objectives the representations relate to
  - Crime and disorder
  - Public Nuisance
  - Public safety
  - Protection of children from harm

**Representations which do not meet this requirement may be rejected as being frivolous or vexatious.**

**All valid representations will form part of a committee report that will become a public document. It will be given to the applicant, his agent and another party requesting a copy as well as the Licensing Sub-committee 10 days prior to the hearing. Whilst representations cannot be made anonymously we can, if requested, remove the objectors name and house number from individual representations.**

### **Petitions**

Petitions may be submitted (see note below) but are not as informative as individual correspondence and as such may **be** given less weight when considered by a licensing Sub Committee.

**Petitions will only be accepted if on each sheet it clearly shows**

- the name and address of the application site ,
- the licensable activities and their hours
- Reasons for the representation and
- which of the 4 Licensing Objectives are relevant

Each petitioner must give their name, full address including post code,

Failure to comply with any of the above requirements could lead to the petition being rejected.

**A suggested format for a petition sheet is available on the Bromley Website – [www.bromley.gov.uk](http://www.bromley.gov.uk)**

**When making a Representation the Council asks that a contact phone number and email address are provided. These help the Council to quickly contact respondents if the details of the application are altered as a result of objections or the date of the hearing has to be changed at short notice.**

**Licensing Act 2003 Suggested Petition Format**

Lead Petitioner contact details

Name	
Address	
Home Tel	
Work Tel	
Mobile Tel	
Email	
Signature	

Details of application

Name of Business	
Address of site	
<b>Licensable Activity</b>	<b>Proposed Hours of operation</b>
Retail sale of alcohol	
Regulated Entertainment	
Late Night Refreshment	
Indoor Sport	

We the undersigned petition Bromley Council as the Licensing Authority to

The completed petition should be sent to the Licensing Team Public Protection L.B. Bromley Civic Centre Stockwell Close Bromley BR1 3UH. Email [licensing@bromley.gov.uk](mailto:licensing@bromley.gov.uk) . Tel 020 8313 4218.

## Appendix 2 Making Representations

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Name of Business	
Address of site	
<b>Licensable Activity</b>	<b>Proposed Hours of operation</b>
Retail sale of alcohol	
Regulated Entertainment	
Late Night Refreshment	
Indoor Sport	

Name	Address including post code	Signature
<b>Which Licensing objective do your representations relate to ( Please tick )</b>		
1. Crime & Disorder	2. Public Nuisance	
3. Public Safety	4. Protection of Children from harm	
Reasons for your objection :-		

Name	Address including post code	Signature
<b>Which Licensing Objective do your representations relate to ( Please tick )</b>		
1. Crime & Disorder	2. Public Nuisance	
3. Public Safety	4. Protection of Children from harm	
Reasons for your objection :-		