



**St Helens Council**

## **LICENSING ACT 2003**

### **Representation made in respect of a new grant or variation of a Premises Licence or Club Premises Certificate**

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE ATTACHED FORMS.**

If you wish to make representations about an application under consideration you may use this form. The law does not require a representation to be in a standard format, however the Licensing Authority is obliged to decide whether your representation is valid within the requirements of the Act and Regulations.

Consequently you are invited to submit your representations in this format. This will help us to clarify the grounds upon which you are making representations and the form will assist you in ensuring that you have entered your representations properly and fully.

The ground(s) for representation must be based on one or more of the licensing objectives, namely:-

**The prevention of crime and disorder;  
Public safety;  
The prevention of public nuisance; and  
The protection of children from harm;**

Please list any additional information or details to support your representation and attach any documentary or other information that you may wish to use. If you have not disclosed this information, you will not be able to introduce it at any hearing (should a hearing be required) unless all the other parties give their consent.

### **How the Council deals with representations**

**St Helens Council as Licensing Authority must examine all representations submitted to establish whether they are valid and relevant to the application.**

Only representations that relate to the likely effect of the granting/variation of the licence/certificate on one or more of the licensing objectives can be considered.

Each licensing objective is of equal importance.

Some examples of issues, which may be considered outside the scope for consideration are:-

- Representations which are frivolous or vexatious;
- Commercial considerations or demand;

- Matters which duplicate or relate to other legislation, e.g. fire precautions, restrictions on a planning permission;
- Matters which are outside the control of the applicant, e.g. on street parking, traffic and general anti social behaviour;
- Speculation about the effects of the licence being granted; and
- The legislation/guidance states that shops, stores and supermarkets should normally be free to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping unless there are good reasons, based on the licensing objectives for restricting those hours.

**PREMISES TO WHICH THIS REPRESENTATION RELATES**

**Name and address of premises in respect of which you are making representation:**

.....  
 .....

**Licence type:** \_\_\_\_\_

Premises Licence / Club Premises Certificate (delete as appropriate)

**Application type:** \_\_\_\_\_

New Grant / Variation (delete as appropriate)

**REPRESENTTEES DETAILS**

If you are an individual representee complete SECTION A.

If you are acting on behalf of a body representing the interests of others complete SECTION B.

**SECTION A**

**Details of individual representee**

**Full name: Mr/Mrs/Ms** .....

**Address:** .....

.....

**Are you over 18 years of age? YES/ NO**

**SECTION B**

**Details of other representee, such as a body representing residents or a business**

**Name and address of body:** .....

.....

.....

.....

**Full name and address of persons representing the body:** .....

.....

.....  
**Please identify the licensing objective(s) which you believe will be undermined by the new grant or variation:**

**(Please tick those that are applicable)**

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

**PLEASE COMPLETE THE 'GROUNDS FOR REPRESENTATION' SECTION ON PAGES 4 AND 5 BELOW.**

**DECLARATION**

<p><b>I UNDERSTAND THAT THE LICENSING AUTHORITY IS OBLIGED TO GIVE NOTICE OF ANY HEARING (SHOULD A HEARING BE REQUIRED) TO ALL PARTIES AND THAT A COPY OF THIS REPRESENTATION (including details of my name and address) WILL BE GIVEN TO THE APPLICANT.</b></p> <p><b>IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN CONNECTION WITH THIS APPLICATION OR REPRESENTATION.</b></p> <p><b>Signed .....</b> <b>Date .....</b></p>
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**When completed all forms should be submitted to:-**

The Licensing and Land Charges Manager  
St Helens Council  
Licensing and Land Charges Unit  
Wesley House  
Corporation Street  
St Helens  
WA10 1HF

Telephone: 01744 676770  
Email : [licensing@sthelens.gov.uk](mailto:licensing@sthelens.gov.uk)  
Fax : 01744 676290  
Web site : [www.sthelens.gov.uk](http://www.sthelens.gov.uk)

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**GROUNDS FOR REPRESENTATION**

**Representations relating to: (name and address of premises) .....**

.....  
Please write your representations clearly and ensure that you address one or more of the four licensing objectives.

Please provide as much information as possible to support your representation. Please note that if you have not disclosed all relevant information you may not be able to introduce it at a hearing (should a hearing be required) unless all the other parties consent.

**Please use continuation sheet if required.**

