

Notes for parties wishing to make a representation about an application made under the Licensing Act 2003

If you are considering making representation either in support of or against an application under the Licensing Act 2003 or in support of or against a new or variation licence application or one where a review application has been made, please note the following points:

- The Licensing Act 2003 is based on 4 licensing objectives:
 - The prevention of crime and disorder
 - Public safety
 - The prevention of public nuisance
 - The protection of children from harm
- Any representation relating to an application made under the Licensing Act 2003 must demonstrate how the proposed application will or will not promote one or more of the above licensing objectives. This should be supported where possible with relevant evidence.
- Any part of a representation that does not relate to one or more of the licensing objectives will be deemed irrelevant and rejected.
- Any relevant representations must be made in writing to:

By Post: Licensing Team, Basingstoke and Deane Borough Council, Civic Offices, London Road, Basingstoke, Hants, RG21 4AH

By e-mail: licensing@basingstoke.gov.uk
- Attached is a form which you may find useful to assist you if you wish to make a representation. Please note that all representations are treated as public documents.
- **Please Note: Disclosure of person details**
 1. A copy of all the representations received by the Licensing Authority will be sent to the applicant (or the applicant's agent) for the licence in accordance with the requirements under the Licensing Act 2003 (Hearings) Regulations 2005. Representations cannot be treated as confidential and your name and address will be disclosed to the applicant. Any other personal information such as telephone numbers, e-mail addresses or signatures will be excluded.

In exceptional circumstances such as where the person making an objection can demonstrate a genuine fear of intimidation a person may request that the Licensing Authority remove their name or house name/number from the representation. If you do not wish for your address to be disclosed then your representation cannot be considered by the Licensing Authority.
 2. A copy of your representation (excluding name, address and contact details) will also be annexed to the report to the Licensing Sub-Committee which is a public document placed on the Council's website, circulated to the Licensing Sub-Committee and to all those who have made a relevant representation.



**Basingstoke
and Deane**

Name of Premise to which application relates:

Address of Premises:

Your Name:

Your Address:

Contact N°:

Please insert details of your representation in the table below as to why you believe the proposed application will or will not promote one or more of the following licensing objectives.

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

PLEASE ATTACH ADDITIONAL SHEETS IF REQUIRED

Signature.....Date.....