

Application for the review of a premises licence or club premises certificate under the Licensing Act 2003



ASHFORD
BOROUGH COUNCIL

Civic Centre
Tannery Lane
Ashford, Kent
TN23 1PL
(01233) 331111

**Please return to:
Licensing, Ashford Borough Council**

Guidance for completing this form

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

Please ensure you meet the following points when completing this application:

1. The ground(s) for review must be based on one of the licensing objectives.
2. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
3. The application form must be signed.
4. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
5. This is the address which we shall use to correspond with you about this application.

You must give a copy of your application for a review to the premises licence holder, or club premises certificate holder and to each Responsible Authority (see Appendix 1).

You may also wish to keep a copy of the completed form for your records.

Name of Applicant:

Please select one of the following options:

- I apply for the review of a premises licence under section 51
- I apply for the review of a club premises certificate under section 87 of the Licensing Act 2003 for the premises described in Part 1 below

Part 1 – Premises or Club Premises Details

Please supply the following:

Postal address of premises or, if none, ordnance survey map reference or description:

.....

Post town:

Postcode (if known):

Name of premises licence holder or club holding club premises certificate (if known):

.....

.....

Number of premises licence or club premises certificate (if known):

.....

.....

Part 2 - Applicant Details

Please tick the statement below if they are applicable:

1) I am an interested party

- a) I am a person living in the vicinity of the premises
- b) I am a body representing persons living in the vicinity of the premises
- c) I am a person involved in business in the vicinity of the premises
- d) I am a body representing persons involved in business in the vicinity of the premises

Please complete section (A) or (B) below

2) I am a responsible authority

Please complete section (C) below

3) I am a member of the club to which this application relates

Please complete section (A) below

Section A - Details of Individual Applicant (fill in as applicable)

Please tick:

- Mr
- Mrs
- Miss
- Ms
- Other title (for example, Rev)

Surname:

First Names:

I am 18 years old or over (Please tick yes)

Current postal address if different from premises address:

.....

.....

Post Town:

Postcode:

Daytime contact telephone number:

Email address (optional):

Section B - Details of Other Applicant

Name:

Address:

.....

.....

Telephone number (if any):

Email address (optional):

Section C - Details of Responsible Authority Applicant

Name:

Address:

.....

.....

Telephone number (if any):

Email address (optional):

This application to review relates to the following licensing objective(s):

Please tick one or more boxes

- 1) the prevention of crime and disorder
- 2) public safety
- 3) the prevention of public nuisance
- 4) the protection of children from harm

Please state the ground(s) for review (please read guidance point 1) below:

Please provide as much information as possible to support the application (please read guidance point 2) below:

Have you made an application for review relating to this premises before?

Yes No

If yes please state the date of that application: Day....Month.....Year.....

If you have made representations before relating to this premises please state what they were and when you made them:

Please confirm:

I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate

I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 3 – Signatures (please read guidance point 3)

Signature of applicant or applicant’s solicitor or other duly authorised agent (See guidance point 4). If signing on behalf of the applicant please state in what capacity.

Signature:

.....

Date:

.....

Capacity:

.....

Contact name (where not previously given):

Postal address for correspondence associated with this application (please read guidance point 5):

.....

.....

Post Town:

Postcode:

Telephone number (if any):

If you would prefer us to correspond with you using an email address your email address (optional):

Appendix 1 - Responsible Authorities

The Licensing Act 2003 also defines a number of 'responsible authorities'. The following gives the relevant contact details of these bodies for Ashford Borough.

1. Chief Officer of Police

The Superintendent
Ashford Police Station
Tufton Street
Ashford
Kent
TN23 1BT

2. The Fire Authority

Kent Fire & Rescue Service
Ashford Fire Safety Office
Fire Station
Henwood
Ashford
Kent
TN24 8DH

3. The local planning authority

Martin Vink
Joint Development Control Manager
Strategic Planning Unit
Ashford Borough Council
Civic Centre
Tannery Lane
Ashford
Kent
TN23 1PL

4. Enforcing Authority for Pollution and Harm to Human Health & the enforcing authority for Health and Safety at Work etc. Act 1974 *

One copy of the application may be submitted to:

Environmental Health Manager
Environmental Services
Ashford Borough Council
Civic Centre
Tannery Lane
Ashford
Kent
TN23 1PL

It should be noted that for some premises the enforcing authority for Health and Safety at Work etc. Act 1974 will be the HSE (Health & Safety Executive). In these cases one copy of the application should be sent to the above address and a further copy sent to:

Graham Roberts
HM Principal Inspector, Services Group / Enforcement Liaison
Health & Safety Executive
Phoenix House,
23 - 25 Cantelupe Road,
East Grinstead,
West Sussex,
RH19 3BE

5. Body responsible for matters relating to the protection of children from harm

District Manager
Social Services Children & Families
Kent County Council
Civic Centre
Tannery Lane
Ashford
Kent
TN23 1PL

6. The local weights and measures authority

Kent County Council
Trading Standards
Invicta House
County Hall
Maidstone
ME14 1XX