

## Appendix 2 - Representation Form from Interested Parties

(Please read notes on reverse before completing)

### Your details (See notes 2 & 3);

|  |  |
|--|--|
| Your Name  |  |
| Your residential address                           |  |
| Your email address                                 |  |
| Your phone number                                  |  |
| The name of the body or organisation you represent |  |

### About the premises;

|   |  |
|---|--|
| Name of the premises you are making a representation about    |  |
| Address of the premises you are making a representation about |  |

### The Licensing Objectives (See note 4);

| Licensing Objective   | Reasons for your representation and any supporting evidence |
|---|---|
| <i>Please tick;</i><br><br>Prevention of Crime/Disorder<br><br>Prevention of Public Nuisance<br><br>Protection of Children From Harm<br><br>Public Safety |   |

### The outcome you are seeking from the Licensing Authority (See note 6);

Signed: ..... Date: .....

#### Notes:

- 1) All representations must be submitted before the conclusion of the 28 day consultation period. This will be advertised on the public notices and also on the Councils website.
- 2) Persons who may make representation include; persons who reside near to the premises to which the application relates and who are likely to be affected by licensable activities; residents associations who are

representing residents who reside near to the application premises; Ward Councillors representing their constituents; any person who lives or works in the area and has concerns about the application premises.

- 3) Please note that representations cannot be anonymous. Copies of all representations will be published in any Committee papers and will be sent to all persons involved with the hearing including the applicant. If you have concerns about the use of your information and would like to discuss this further, please contact one of our Licensing Officers for a discussion, on the contact details below.
- 4) In order to be considered 'relevant', the representation must relate to one or more of the 'Licensing Objectives'. These objectives are;
  - A) Prevention of Crime/Disorder - This relates to any criminal activity, disorder or anti-social behaviour related to the application premises.
  - B) Prevention of Public Nuisance - This relates to noise nuisance and vibration, litter, noxious smells, light pollution.
  - C) Protection of Children from harm - This relates to the protection of children whilst on the application premises.
  - D) Public Safety - This relates to the physical condition of the premises and the safety features provided for members of the public such as; fire safety, health & safety.
- 5) Upon submitting a representation, it is expected that you will attend the Licensing Sub-Committee hearing to deliver your representation verbally and answer any queries that the Committee may have. If you are unable to attend, your written representation will be considered.
- 6) You may wish to suggest an outcome to the Licensing Sub-Committee ie. grant the application with extra conditions; grant the application with fewer hours/activities; reject the application. Please note that the Licensing Sub-Committee will only make reasonable and proportionate decisions based upon the evidence they are presented with, and in line with the laws and regulations governing Licensing Hearings.
- 7) You may continue on separate sheets of paper if necessary and you may also attach any evidence which supports your representation. Please note that evidence including photos and video footage must be of a good quality and it should be clear to support the representation you are making.
- 8) Please submit all completed forms to:

**The Licensing Officer  
Licensing Service  
London Borough of Hillingdon  
Civic Centre  
High Street  
Uxbridge, UB8 1UW**

licensing@hillingdon.gov.uk

Tel - 01895 277433

[www.hillingdon.gov.uk/licensing](http://www.hillingdon.gov.uk/licensing)