

**BRISTOL CITY COUNCIL  
LICENSING TEAM (TEMPLE STREET)  
PO BOX 3176 BRISTOL BS3 9FS**

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**Licensing Act 2003  
Information for local residents  
Submitting an application for the Review of a Premises Licence or  
Club Premises Certificate**

**Background to Licensing Act 2003**

The Licensing Act 2003 has created a single licensing system for supply of alcohol, entertainment and late night refreshment, which is managed by the Licensing Authority, which in effect is the Council for the area where the premises are located.

**What is an application for review?**

An application for the review of a Premises Licence or Club Premises Certificate is a request for the local authority to review the licence attached to a premises. A review can be lodged at any time.

**Who can submit an application for review?**

An application for review may be submitted a responsible authority or any other person.

**On what grounds can I submit an application for review?**

An application for the review of a Premises Licence must be based on at least one of the licensing objectives.

The four licensing objectives of Licensing Act 2003 are:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children From Harm

**How do I submit an application for review and what are the timescales involved?**

There are a number of criteria and steps that must be satisfied when applying for a review of a licence these include;

**Day 1** - The application must be lodged on the premises licence holder or the Club Premises Certificate Holder in respect of Club Premises Certificates, the

Licensing authority and all of the Responsible Authorities. Please see Annex A for the addresses of Responsible Authorities. Failure to lodge copies of the application for review may invalidate the review process.

**Day 2-29 (28 day consultation period)** - On receipt of an application for review the Licensing Authority must be satisfied with the service of the application on all parties and that the application is not considered to be repetitive, frivolous or vexatious. The Licensing Authority are required to display a site notice at the premises in question to invite representations from any other persons. Day 29 is the last day that Responsible Authorities or any other persons may submit representations to the Council regarding the review application.

**10 working days before the hearing** – The Licensing Authority must give notice of the review hearing to the premises licence holder, applicant for review and any other persons that have submitted representations

**5 working days before the hearing** – Any relevant persons invited to the hearing must give notice to the Licensing Authority advising of attendance or non-attendance at hearing

**20 working days after last date of consultation** – This day is the last possible day for a hearing (unless all parties agree to an adjournment)

### **The application form**

Part 1 – Please enter the postal address of the premises in question, the name of the Premises Licence Holder or Club, the premises licence or club premises certificate number.

Part 2 – 1 – You are required to tick the appropriate box

Part 2 (A) – Please enter your name, address, contact numbers, email address or if the application is being submitted by a group the name and address of the group and a contact number and email address

The applicant is then required to identify the licensing objectives to which the review relates, please tick the objectives as appropriate.

Please provide as much information as possible to support the application

The next box states 'Please state the ground(s) for review' – within this section you should use this section to identify how your reasoning for the review is based on one or more of the licensing objectives.

The next box 'Please provide as much information as possible to support the application', in this section you should outline such matters as specific incidents that have led to you taking these actions, please provide as much evidence as possible for example diaries for incidents, photographic evidence

The next section only requires completion if you have submitted an application for review previously, if so, please tick where indicated. In the box beneath this you should provide details of previous representations that you have submitted and the dates that you submitted these.

You are then required to tick the boxes as indicated to advise that you have sent the application to the appropriate persons and that you understand that if these requirements are not satisfied your application will be rejected.

Part 3 – Requires your signature, date and capacity to be stated. If you wish to provide differing contact details then please indicate this in the box below.

*You are strongly advised to read the Guidance Notes at the end of the application form as you complete the form.*

### **What can the committee decide at a hearing?**

The Licensing Committee may decide to:

- Revoke the licence
- Amend the licence, for example, this may include additional conditions, a reduction in the hours for licensable activities or certain licensable activities withdrawn from the Premises Licence
- To make no changes

### **Can anyone attend the hearing?**

The hearing is a public meeting therefore anyone can attend the hearing.

However only those individuals that have submitted representations to the application may speak at the meeting.

### **What happens after the hearing?**

A decision notice will be drawn up which details the outcome of the hearing and lists the conditions and licensable activities that have been granted at the hearing. A copy of the decision notice will be sent to all relevant persons.

### **How can I appeal against a decision made by the committee?**

On receipt of the decision notice any relevant persons may appeal against the decision of the Licensing Committee.

However appeals must be lodged with the Magistrates Court within 21 days of receipt of the notice.

**The information in this guidance was accurate when produced, but you are always advised to seek your own legal advice should you have any queries and you should note that the Council cannot be liable in any way for the contents of this guidance.**

## **ANNEX A**

Contact Addresses and Telephone numbers in respect of the Responsible Authorities

<b>RESPONSIBLE AUTHORITY</b>	<b>ADDRESS</b>	<b>TELEPHONE NUMBER</b>
Avon and Somerset Constabulary	<p>The Bridewell, 1 - 2 Bridewell Street, Bristol, BS1 2AA</p> <p>Postal applications should be directed to: Chief Officer of Police, Licensing, First Floor, PO Box 3119, Bristol, BS1 9GG.</p> <p>Or email: BRISTOLLICENSINGTEAM@avonandsomerset.pnn.police.uk</p>	01278 649299 or 01278 649306
Avon Fire and Rescue	<p>Technical Fire Safety Patchway Fire Station Rodway Road Patchway Bristol BS34 5PE</p>	0117 926 2061
Bristol City Council – Planning	<p>Planning Searches Development Management Place Directorate Bristol City Council City Hall College Green Bristol BS1 5TR</p> <p>Or email: Planning.enforcement@bristol.gov.uk</p>	0117 922 3097
Bristol City Council – Health and Safety	<p>Neighbourhood and Housing Services Bristol City Council Health and Safety (St Annes) P.O Box 3176 Bristol BS3 9FS</p> <p>Or email: Health.safety@bristol.gov.uk</p>	0117 922 3388
Bristol City Council – Pollution Control	<p>Pollution Control Unit Bristol City Council Pollution Control (St Annes) P.O Box 3176 Bristol BS3 9FS</p> <p>Or email: <a href="mailto:pollution@bristol.gov.uk">pollution@bristol.gov.uk</a></p>	0117 922 2500
Bristol City Council – Trading Standards	<p>Neighbourhood and Housing Services Bristol City Council Trading Standards (100 TS)</p>	0117 922 3604

	<p>P.O Box 3176 Bristol BS3 9FS</p> <p>Or email: <a href="mailto:Trading.standards@bristol.gov.uk">Trading.standards@bristol.gov.uk</a></p>	
<p>Bristol City Council – Children and Young Peoples Services (for matters relating to the protection of children from harm)</p>	<p>Child Protection 3<sup>rd</sup> Floor Bridewell Police Station 1-2 Bridewell Street Bristol BS1 2AA</p> <p>Or email: <a href="mailto:childprotection@bristol.gov.uk">childprotection@bristol.gov.uk</a></p>	0117 9037780
<p>Bristol City Council Licensing Authority</p>	<p>Licensing Team (Temple Street) PO BOX 3176 Bristol BS3 9FS</p> <p>Or email: <a href="mailto:licensing@bristol.gov.uk">licensing@bristol.gov.uk</a></p>	0117 3574900
<p>Associate Director of Public Health</p>	<p>Service Manager Public Health Commissioning and Performance (Avon Quay) PO BOX 3176 Bristol BS3 9FS</p> <p>Or email: <a href="mailto:publichealthresponsibleauthority@bristol.nhs.uk">publichealthresponsibleauthority@bristol.nhs.uk</a></p>	0117 900 2629
<p>Coastguard and Maritime Agency (for applications involving boats)</p>	<p>Cardiff Marine Office Ocean Way Cardiff CF24 5JW</p>	02920448822
<p>Principal Inspector for the Bristol Area (for HSE enforced premises such as Council owned land and fairs)</p>	<p>Health and Safety Executive 4th Floor The Pithay All Saints Street Bristol BS1 2ND</p>	
<p>Home Office Immigration Enforcement</p>	<p>Alcohol Licensing Team Lunar House 40 Wellesley Road Croydon CR9 2BY</p> <p>Or email: <a href="mailto:alcohol@homeoffice.gsi.gov.uk">alcohol@homeoffice.gsi.gov.uk</a></p>	