



**THE LICENSING ACT 2003  
REPRESENTATION FORM FOR OTHER PERSONS**

An 'other person' is any individual, body or business entitled to make representations to licensing authorities in relation to applications for the grant, variation, minor variation or review of premises licences and club premises certificates regardless of the geographic proximity to the premises.

Full name	
Title	
Postal address (inc post code)	
Contact telephone number	
Mobile telephone number	
Email address	

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

<p>This section is about your representation which must relate to one or more of the Licensing Objectives. Please detail the evidence supporting your representation under the relevant headings, the reason for raising the representation and include all matters you wish to be considered (use additional sheets if necessary). When considering representations the Licensing Authority may take into account documentary evidence or other information produced by 'other persons' either before the hearing or, with the consent of all parties, at the hearing.</p>	
Which licensing objective(s) does your representation relate to?	Detail the evidence supporting your representation, or the reason(s) for your representation (use additional sheets if necessary)
The prevention of crime and disorder	Public safety

The prevention of public nuisance	The protection of children from harm
Suggested conditions that could be added to assist the Licensing Authority in determining this application, or other suggestions you would like the Licensing Authority to take into account (use additional sheets if necessary)	

If the Licensing Authority considers that relevant representations have been raised, a mediation meeting between the relevant parties (if all agree) may be arranged to try to reach a settlement. If this informal process is unsuccessful a hearing before the Licensing Sub-Committee will be arranged unless all representations are withdrawn.

All representations in their entirety will be disclosed to the applicant for a premises licence or club premises certificate.

Signed ..... Date .....

Please print designation .....

Please return this form along with any additional sheets to:

Licensing Team  
 Environmental Services  
 East Cambridgeshire District Council  
 The Grange  
 Nutholt Lane  
 Ely  
 CB7 4EE

Telephone: 01353 665555

Email: [licensing@eastcambs.gov.uk](mailto:licensing@eastcambs.gov.uk)

**This form must be returned within the statutory period, which is 28 days from the day after the day on which the applicant served the application on the Licensing Authority.**

**Due to tight timescales involved and to assist the determination of the application process any representations should be forwarded to the Licensing Authority as soon as possible and preferably within 14 days of notification of the application.**

**If in any doubt, please contact the Licensing Team as above.**