

## What if I support the application?

If you do not think an application will cause any problems in the area you may submit a positive representation stating your support for the application. Your representation should still refer to the licensing objectives, e.g. I do not believe this application will add to crime and disorder in the area because...

## How do I submit a representation?

Representations must be made in writing. To assist objectors we have created a form for making representations which is available on our website along with detailed guidance about the process including options for what you can do if you do not want your personal details to be made public.

Please visit our website or contact us if you would like this guidance and form sending to you via the post or email. Your representation must reach us within the 28 day notice period. Late representations will not be considered.

## Does it matter how far I live from the premises?

You should include your name and address when making a representation. This will help us decide whether or not you are living in the vicinity of the premises where the application has been made.

## What happens after I have made a Representation

We will carry out some checks to make sure your representation meets all the requirements of the legislation. Assuming we can accept it we will then arrange a Licensing Sub Committee hearing.

You will be invited to attend the hearing to repeat your representation although you do not have to attend. You will be sent a 'notice of hearing' document before the hearing which explains in detail what will happen at the hearing. A Licensing Sub Committee of three councillors will decide whether the application should be granted or not.

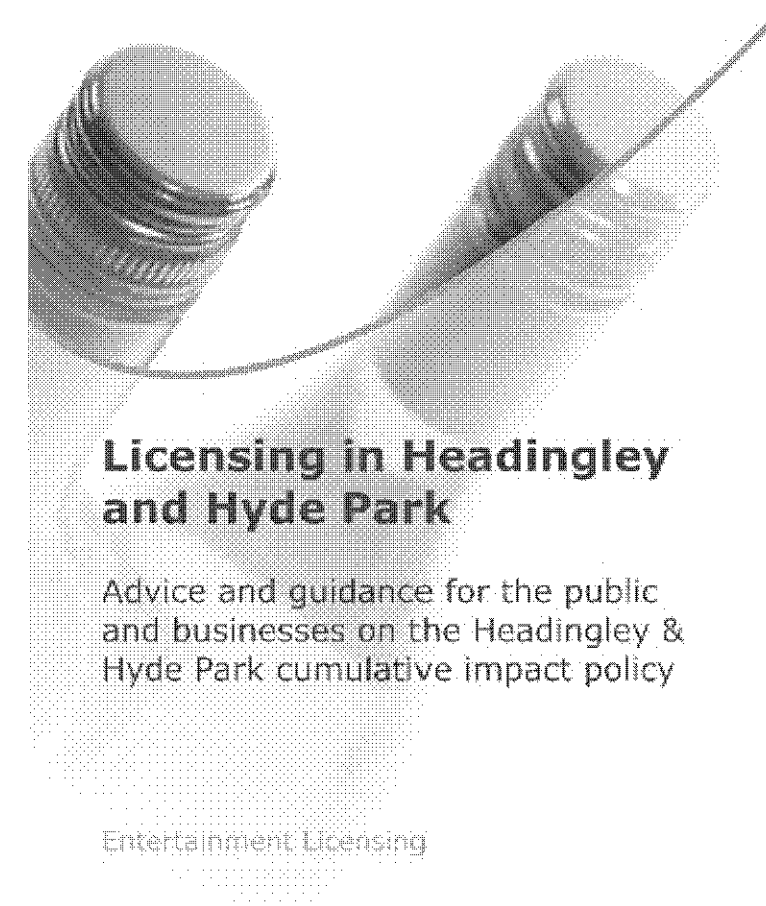


## For more information please call:

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Entertainment Licensing Section  
Civic Hall  
Leeds  
LS1 1UR

**Phone:** 0113 247 4095  
**Fax:** 0113 224 3885  
**E-mail:** [entertainment.licensing@leeds.gov.uk](mailto:entertainment.licensing@leeds.gov.uk)  
**Web:** [www.leeds.gov.uk/licensing](http://www.leeds.gov.uk/licensing)

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### **What is the Headingley & Hyde Park cumulative impact policy (CIP)**

Under the Licensing Act 2003 (the Act) Leeds City Council issues premises licences which authorise the sale by retail of alcohol, regulated entertainment and the sale of hot food and drink between 11pm and 5am. This affects pubs, bars, restaurants, supermarkets, off licences and late night takeaways to name just a few.

Under the Act we must publish a statement of licensing policy showing how we will promote the licensing objectives of preventing crime and disorder, protecting children from harm, promoting public safety and preventing public nuisance.

The Headingley & Hyde Park CIP is a special policy which appears in our licensing policy which seeks to limit the growth of licensed premises in and around Headingley and Hyde Park because of problems related to the existing concentration of premises in the area. We have also adopted similar policies in four other areas of Leeds.

### **What does all this mean?**

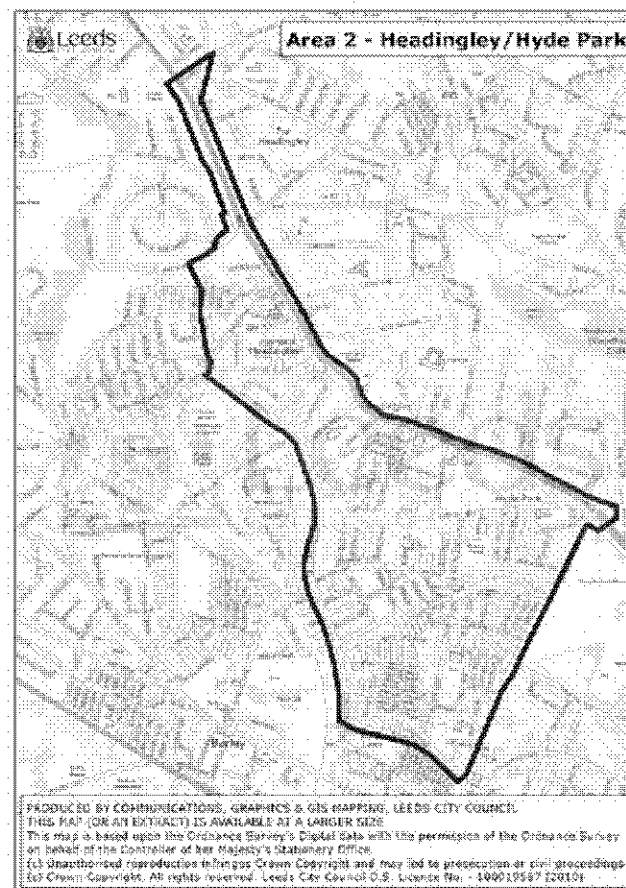
All licence applications are subject to a 28 day notice period, which allows interested parties such as local residents and businesses to comment on the applications. If you have concerns about licensing applications which are proposed in the Headingley & Hyde Park CIP area, you may consider objecting on the basis of the cumulative impact policy.

It is important to note that the CIP is not a blanket ban and the council will only consider using the CIP if representations are made. Where no representations are received the

council must grant the licence in terms which are consistent with the operating schedule.

### **What does the policy say?**

"It is the council's policy, on receipt of relevant representations, to refuse new and variation applications in Area 2 for alcohol led premises such as bars, pubs and nightclubs and for premises seeking late night refreshment such as takeaways and late opening restaurants, unless the applicant can demonstrate that their application would not add to the cumulative impact of such licensed premises in the area. "



Area 2 relates to the Headingley and Hyde Park districts of Leeds as defined within the blue boundary. It also includes premises on both sides of the boundary roads.

### **Where can I find information about licensing applications?**

A blue notice is displayed on the premises to which the application relates for 28 days starting with the day after the application is given to us. The applicant must also publish a notice in a local newspaper within 10 working days of giving the application to us. We also publish a list of applications on our website.

### **How do I submit a 'relevant' objection?**

First of all you should consider if the nature of the proposed application is likely to add to the problems in the area before deciding whether to object. Importantly you should consider the nature of the application as it could just be for a change in layout of an existing licensed premises.

If you still feel that the application will add to the problems experienced in the area, you should explain this in your representation by providing examples which support your view. Just relating to the fact that the area is covered by a CIP won't be a valid representation, and for a representation to be valid, whether related to the CIP or not, it must relate to one or more of the licensing objectives of preventing crime and disorder, protecting children from harm, public safety and preventing public nuisance.