

Review of Premises Licence

Application for a review received.

- Is the application completed correctly?
- Is the application relevant to the Licensing Objective?
- Is the interested party relying on frivolous, vexatious or a repetitious ground?
- Has the applicant notified responsible authorities and Licence holder?

Notify the applicant as soon as possible that the ground is frivolous, vexatious or a repetition.

Licensing Authority must advertise the review

- Advertisement placed - At or near premises subject to review
- At offices of Licensing Authority
- On leeds.gov.uk

The advert must include the following details

- a) The address of the premises subject to review
- b) The dates between which interested parties & Responsible Authorities may make representations
- c) The grounds of the application for review
- d) The postal address, web site address ,licensing register details etc
- e) That it is an offence to knowingly or recklessly to make a false statement in connection with the review.

The advert is placed for no less than 28 consecutive days starting with the day *after* the application was given to the applicant.

The Licensing Authority must hold a hearing

The hearing must be held within 20 working days beginning with the day *after* the end of the period during which representations may be made



The Licensing Authority must give notice of the hearing, no later than ten working days before the day of the hearing

Notice of the review hearing must be given to
a) The premises licence holder
b) Those that made relevant representations

Representations from interested parties must not be vexatious, frivolous or a repetition.

- A ground for review already specified in an earlier review application of the same premises which has already been determined; or
- Representations considered when the premises licence was first granted; or
- Representations which would have been made when the application for the premises licence was first granted and which were excluded then due to a provisional statement being issued; and
- A reasonable interval has not elapsed since a previous review or the grant of the licence.

Notification that a representation is frivolous, vexatious or repetitious must be given in writing before the review is determined.