

**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](http://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.