



## **Licensing Act 2003**

### **Application for the review of a premises licence or club premises certificate**

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#### **PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

Once completed, send your **original** application to:

- **The Licensing Team**, Environmental Health & Housing , Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX.

and **copies** to the following:-

- **Norfolk Constabulary Licensing Team**, Bethel Street Police Station, Bethel Street, Norwich, Norfolk, NR2 1NN.
- **Fire Safety Office**, Norfolk Fire Service Western Area, Kilhams Way, King's Lynn, PE30 2HY
- **Norfolk Children's Safeguarding Board**, Room 60, Lower Ground, County Hall, Martineau Lane, Norwich NR1 2DH
- **Consumer Operations Manager, Norfolk County Council Trading Standards**, County Hall, Martineau Lane, Norwich, Norfolk, NR1 2UD
- **Development Services**, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
- **Health & Safety**, Environmental Health & Housing , Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
- **Community Safety & Neighbourhood Nuisance**, Environmental Health & Housing , Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
- **Public Health Director**, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH
- The premises at the premises to which the application relates

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I .....**apply for the review of a premises licence under section 51 / apply for the review of a club premises certificate under section 87 of the Licensing Act 2003 for the premises described in Part 1 below (*delete as applicable*)**

#### **Part 1 – Premises or club premises details**

Postal address of premises or club premise, or if none, ordnance survey map reference or description	
Post town	Postcode

Name of premises licence holder or club holding club premises certificate (if known)

Number of premises or club premises certificate (if known)

**Part 2 – Applicants Details**

- I am please tick ✓ yes
- 1) An individual, body or business which is not a responsible authority  
(please read guidance note 1, and complete (A) or (B) below)
  - 2) A responsible authority  
(please complete (c) below)
  - 3) A member of the club to which this application relates  
(please complete (A) below)

**(A) Details of Individual Applicant** (fill in as applicable)

**Title** (Mr/Mrs/Miss/Ms/Other ..... ) Please circle the title which applies or if **Other** applies please add in title.

**Surname**

**First names**

I am 18 years old or over please tick ✓ yes

**Current address:**

**Post Town:**  **Postcode:**

**Daytime contact telephone number:**

**E-mail address (optional):**

**(B) Details of other applicants**

Name and address
Telephone number (if any)
E-mail (optional)

**(C) Details of Responsible Authority Applicant**

Name and address
Telephone number (if any)
E-mail address (optional)

**This application to review relates to the following licensing objective(s)**

**Please tick one or more boxes ✓**

- 1) the prevention of crime and disorder
- 2) public safety
- 3) the prevention of public nuisance
- 4) the protection of children from harm

Please state the ground(s) for review (please read guidance note 2)
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Please state the ground(s) for review (please read guidance note 2) - Continued

Please provide as much information as possible to support the application (please read guidance note 3)

**Please tick ✓ yes**

Have you made an application for review relating to this premises before

If yes please state the date of that application

...../...../.....

If you have made representations before relating to this premises please state what they were and when you made them

**Checklist**

**please tick ✓ yes**

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate.
  
- I understand that if I do not comply with the above requirements my application will be rejected

**It is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the Licensing Act 2003 to make a false statement in or in connection with this application.**

**The council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the council will be processed in compliance with the eight**

**principles of the Act. Information you have provided may be shared with other public sector organisations for the prevention of crime and detection of fraud. Further information relating to your rights under the Data Protection Act can be sent to you on request.**

**Part 3 – Signatures** (please read guidance note 4)

Signature of applicant or applicant’s solicitor or other duly authorised agent (please read guidance note 4). If signing on behalf of the applicant please state in what capacity

Signature: ..... Date: .....

Capacity: .....

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 6)

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 6)	
Post town	Postcode
Telephone number (if any)	
E-mail address (optional)	

**Guidance Notes**

1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
2. The ground(s) for review must be based on one of the licensing objectives.
3. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
4. The application form must be signed.
5. An applicant’s agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
6. This is the address which we shall use to correspond with you about this application.