

**THE LICENSING ACT 2003**  
**REPRESENTATION FORM FOR “INTERESTED PERSON” / “BODY”**  
**(living in the ‘vicinity’ of the premises detailed below)**

Your name / Company name	
(Name of Body you represent) Please tick one:   ✓ i) a person living in the vicinity of the premises <input type="checkbox"/> ii) a body representing persons who live in that vicinity <input type="checkbox"/> iii) a person involved in a business in the vicinity of the premises <input type="checkbox"/> iv) a body representing persons involved in these businesses <input type="checkbox"/>	
Postal Address (inc post code)	
Contact telephone number:	
Mobile Number:	
Email address:	

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

This section is about your representation/s. They must relate to one or more of the Licensing Objectives. Please detail the evidence supporting your representation, (under the relevant headings) and the reason for your representation/s. *It is important that you detail all matters that you wish to be considered. (Use additional sheets if necessary. Regulations provide that in considering representations the authority may take into account documentary or other information produced by the party either before the hearing or, with the consent of all parties, at the hearing.*

The prevention of crime and disorder	Public safety
The prevention of public nuisance	The protection of children from harm

Suggested conditions that could assist the licensing authority in determining this application, or other suggestions you would like the licensing authority to take into account

The term ‘vicinity’ is used in the Licensing Act 2003, in particular with reference to those ‘interested parties’ (see definition in guidance attached) who may lodge objections to applications for premises licences and who may make representations concerning existing premises licences. The Act does not define the term ‘vicinity’ but its ordinary meaning is ‘near to’.

If the licensing authority considers that relevant representations are made the licensing section may consider arranging a mediation meeting between the relevant parties (if all agree) to try and

reach a settlement. If this informal process is unsuccessful a hearing before the Licensing [Sub-] Committee will follow, unless the interested parties withdraw their representations.

All representations in their entirety, including your name and address will be disclosed to the applicant for the premises licence and the members of the [Sub-] Committee, so that they can make an informed decision on the application.

I do/ do not\* object to my name and address being made public in the report to the [Sub-] Committee.

\* Please delete as appropriate

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

.....  
Please print name

Please return this form along with any additional sheets to:

Licensing  
Environmental Services  
Cambridge City Council  
PO Box 700  
Cambridge  
CB1 OJH

Telephone: 01223 457899/457879

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

**This form must be returned within the Statutory Period, which is 28 days from the day after the day on which the application was given to the licensing authority by the Applicant.**

**However, because of the tight timescales involved, and to assist in 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 on the above telephone number.**