

Application for the review of a premises licence or club premises certificate under the Licensing Act 2003

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.

I **Borough Commander Woking, Inspector 2788 Sandra Carlier**

(Insert name of applicant)

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, if none, ordnance survey map reference or description

The Crown Public House
33 High Street
Knaphill
Surrey

Post town Woking

Post code (if known) GU21 2PP

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

The Craft Union Pub Company
3 Monkspath Hall Road, Shirley,
Sollihul, B90 4SJ

Number of premises licence or club premises certificate (if known)

23/00169/PREMIS

Part 2 - Applicant details

I am the **Borough Commander Woking, Inspector 2788 Sandra Carlier**

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)

Please tick ✓ yes

Mr Mrs Miss Ms Other title (for example, Rev)

Surname

First names

I am 18 years old or over

Please tick ✓ yes

Current postal address if different from premises address

Post town

Post Code

Daytime contact telephone number

E-mail address (optional)

(B) DETAILS OF OTHER APPLICANT

Name and address

N/A

Telephone number (if any)

E-mail address (optional)

(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT

Name and address

Surrey Police
PO Box 101
Guildford
Surrey, GU1 9PE

Telephone number (if any)

Please contact Licensing Enforcement Officer, Lesley Sumner 01483 638215 or 07720 050521

E-mail address (optional)

Lesley Sumner email lesley.sumner1@surrey.police.uk

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

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

Please tick one or more boxes ✓

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

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

- 1) Crime and Disorder – Drugs and Police incidents
- 2) Public Safety – Drugs and Police incidents
- 3) The Prevention of Public Nuisance – Drugs, Police incidents and noise
- 4) The Protection of Children from Harm - Drugs and Police incidents

Please provide as much information as possible to support the application (please read guidance note 3) *Use additional sheets if necessary*

The existing Premises Licence Holder is The Craft Union Pub Company Limited and the existing Designated Premises Supervisor (DPS) is Jorgen McMillan who has been the DPS at the Crown Public House 33, High Street, Knaphill, Woking, Surrey GU21 2PP since 14 July 2023. The licensed premises are on a main road in a heavily built up, established urban area, which is surrounded by residential and commercial properties. When inside the licensed premises all areas, including three entrance/exit doors for the premises and the doors to both toilet facilities can be clearly seen by staff working in the bar area.

This application relates specifically to a significant incident at 21:15 hours Friday 29th December 2023 which the Police received from an anonymous caller. Neither the DPS or the Assistant Manager were present. The DPS authorised the Assistant Manager to sell alcohol in his absence.

At the time of the significant incident the Assistant Manager had left the licensed premises to collect the till key fob from the DPS. The Assistant Manager had three staff and authorised the most experienced member of staff to sell alcohol in her absence.

When the Police attended the licensed premises on Friday 29th December 2023 they could not establish a person who was in control of the premises. The member of staff the Assistant Manager authorised in her absence did not identify herself to the Police. The staff were instructed by the Police to stop serving alcohol and the staff were asked to inform all the persons that were present to leave the licensed premises so that the staff could close the premises.

The significant incident at the licensed premises occurred at 21:15 hours on Friday 29 December 2023 and it is outlined below:

The incident was a fight involving six males and one person was described as unconscious on the floor.

An intoxicated male (under 21) who had been in the licensed premises was arrested.

- Common Assault - male spat at a member of the bar staff, crime reference: 45230147401.
- Criminal Damage - broke a Jägermeister bottle onto the floor, crime reference: 45230147403.
- Assault Emergency Worker (AEW), The male was aggressive towards both police officers and swung at one of the officer's facial area. There is Body Worn Video (BWV) that the male had a clenched fist and was swinging his left arm at the officer, crime reference: 45230147374.
- Actual Bodily Harm (ABH), punch to the back of the head, crime reference 45230147365.
- Grievous Bodily Harm (GBH), the hospital later confirmed that this was an eye socket fracture, crime references 45230147407.

The Police tried to obtain the CCTV footage on Friday 29th December 2023 but they were not able to do so as the staff did not have the key fob that accessed the cameras. Even if the staff and Assistant Manager had been in possession of the key fob they would not have been able to assist with CCTV, as they have not been trained to do this.

This is a breach of the current licence conditions.

The Police suggest that this significant incident at the licensed premises demonstrates that the management of the premises is not robust and that upholding the licensing laws and comply with the conditions on the Premises Licence is problematic. It is believed that this is likely to continue and that the four Licensing Objectives will be undermined.

In 2023 three visits were conducted at the licensed premises to take drug swabs

The Licensing Enforcement Officer acting on intelligence received by the Police conducted three drug swab visits at the premises during 2023. On each occasion the DPS' supported her request and agreed that the premises could be tested.

These swabs are not to an evidential standard required in a criminal court but rather they are taken for information/intelligence purposes to assist the Premises Licence Holder to make informed decisions to ensure that positive changes will be made, if necessary, to support the Licensing Objectives.

When the readings are higher than 1.5 they are deemed significant, and the results can be used as an indication of potential drug activity within the premises. In the below visits the areas predominately with consistent significant readings are in the male and female toilets.

On each visit ten swabs were taken; the initial swab is always a 'control swab' taken from the hands of the person completing the swabs. This was negative on each occasion.

The first swabs were taken on Tuesday 24th January 2023. The results were two negative swabs and seven positive swabs, four were significant and the substance identified was Cocaine.

The swabs were taken at the following locations:

1. Male toilet (main large windowsill), positive, below 1.5
2. Male toilet, positive, above 1.5
3. Male toilet (windowsill), positive, above 1.5
4. Female toilet (right), positive, above 1.5
5. Female toilet (left), negative
6. Till screen, positive, below 1.5
7. Back bar, positive, above 1.5
8. Main bar, positive, below 1.5
9. Fruit machines (both), negative

The second swabs were taken on the Friday 16th June 2023. The results were two negative and seven positive swabs, four were significant and the substance identified was Cocaine.

The swabs were taken at the following locations:

1. Mens windowsill, negative
2. Mens toilet sill, positive, above 1.5
3. Mens toilet, positive, above 1.5
4. Mens sink surround, positive, 1.5
5. Toilet right ladies, positive, above 1.5
6. Toilet left ladies, positive, above 1.5
7. Ladies sink surround, positive, below 1.5
8. Ladies windowsill, positive, below 1.5
9. Till area, negative

The third drug swabs were taken on the Tuesday 24th October 2023. The results were two negative and seven positive swabs, four were significant and the substance identified was Cocaine.

The swabs were taken at the following locations:

1. Mens sink and windowsill, positive, above 1.5
2. Mens toilet and shelf, positive, above 1.5
3. Ladies left, positive, above 1.5
4. Ladies right, positive, above 1.5
5. Ladies corridor sink and 2 windowsills, positive, below 1.5
6. Till area and till (facing TV), negative
7. Till area and till (facing main door) negative
8. Back bar area, positive, below 1.5
9. Front Bar, positive, above 1.5

Incidents reported to the Police in 2023

At 23:00 hours on Friday 13 January 2023 an intoxicated male refusing to leave licensed premises. Arrested for possession of drugs (cannabis). Crime reference 45230004855.

At 22:00 hours on Wednesday 3rd May 2023 a male was arrested for carrying an offensive weapon. This was not the case and no further action was taken. A member of staff did not know how to provide the CCTV. Crime number 45230048463.

At 20:30 hours on Friday 21st July 2023 an intoxicated male inside the licensed premises made racial remarks to the member of doorstaff before throwing punches and making threats. The CCTV at the venue was non-functioning. No reply to Police requests for a statement and CCTV. Crime reference 45230081445.

In relation to the above incident on Saturday 11th October 2023 an officer attended to collect the CCTV and take a witness statement. DPS stated he did not receive requests for CCTV. No CCTV or witness statement was provided.

At 22:00 hours on 3rd September 2023 a male whilst inside the licensed premises had become aggressive towards another customer and he was removed and continued to make violent threats whilst in the front beer garden. He was arrested for Public Order. Crime reference 45230098603.

In summary these five cases, the first one on the Friday 13th January 2023 refers to an intoxicated male. The other four did not receive CCTV and two of these the Police also asked for statements and these were not provided.

Anonymous communications received by the Police

On Monday 26 June 2023 the Police received an anonymous loud noise complaint concerning the music and Karaoke inside the licensed premises and they informed Environmental Health. No further action was taken. For Environmental Health to make an assessment there must be a complainant.

On Friday 5th January 2024 the Police received an anonymous letter from a resident, which had been forwarded to them by Councillor Hassan Akberali. The person raised concerns about 'the escalating violence and antisocial behaviour that is linked to the Crown pub on the High Street'.

The person wishes to raise concerns about the pub since 2023 when it 're-opened selling cheap alcohol and no food'.

The person describes 'escalating noise until mid-night' and states that 'the re model of the pub simply invites people to come to the pub with intentions of filling up on cheap booze'.

No further action was taken. For Environmental Health to make an assessment there must be a complainant.

Other relevant recorded visits to the licensed premises:

The licensed premises were visited by the Licensing Enforcement Officer on Tuesday 27th June 2023 and by coincidence both the Area and Regional managers were at the premises as well as the then DPS. They were advised by the Licensing Enforcement Officer of the recent drug swab results. They suggested 15-minute toilet checks (usually hourly) and volunteered to alter the surface areas in the male and female toilet area so that they sloped.

On Thursday 13th July 2023 the Licensing Enforcement Officer attended at the premises to meet the new DPS and the Area Manager. An anonymous complaint about noise issues was discussed. The DPS and the Area Manager stated that the DPS had already rearranged the Karaoke so that it was at the front of the premises. They explained that they wanted to work with the community and alleviate noise at the back of the property. They also commented that there would be no more music on Sundays. The surface areas in the male and female toilets had been adjusted as had been suggested at the previous visit.

The Area Manager was asked why the licensed premises telephone number was on Google as members of the public had tried to contact the licensed premises to advise them about their concerns. He advised that it was company policy not to have landlines and explained that this was not the company website. This is Google and he is not able to alter this platform.

The existing DPS enquired about Pub Watch. He was advised that there is a DPS WhatsApp group, which he agreed to be part of.

On Tuesday 1st August 2023 the Licensing Enforcement Officer attended at the premises and met the existing DPS and his partner. They advised that they were using doorstaff on Friday and Saturday evening for approximately a month. They were provided with two different people on the previous weekend. The DPS claimed that neither were effective and the DPS reported this to the management of the security company. The recent incident concerning racial remarks and assault of the door staff was spoken about. Crime reference 45230081445.

On Thursday 9th November 2023 the Licensing Enforcement Officer and the Senior Licensing Officer from the Licensing Authority attended at the premises for a pre-arranged introductory meeting with the new Regional Manager, which he had requested for them to have with him and the DPS. The meeting was also to discuss the issues at the premises.

The Premises Licence condition regarding an incident log being kept at and recording incidents as stated in the condition was referred to. The DPS and Regional Manager were encouraged to record incidents in an Incident log, which they had not been doing. It was explained this would assist them to see a pattern of behaviour.

The Senior Licensing Officer discussed a recent genuine oversight that had been made. A boxing match had been advertised on their website, which was outside their permitted hours. The Temporary Event Notice (TEN) had not been applied for.

The Licensing Enforcement Officer discussed an incident on 3rd September 2023, crime reference 45230098603, as mentioned above.

At 12:20 hours on Thursday 18th January 2024 the Licensing Enforcement Officer conducted a licensing visit of the premises Licence. The DPS was not present initially, so the visit was completed with the Assistant Manager.

The Licensing Enforcement Officer asked the Assistant Manager if she could see her Personal Licence. She produced a photograph of it on her mobile. Her surname was different, and she explained that she had planned to contact the Licensing Authority that day to update it.

This is a Licensing Act offence.

The DPS was not working at the time of the visit. He advised the Licensing Enforcement Officer that his Personal Licence was upstairs in his private accommodation and that he is aware that he has needed to change his address since becoming the DPS on Friday 14th July 2023.

This is a Licensing Act offence.

Annex 2 – Conditions consistent with the operating schedule.

General all four licensing objectives

‘A CCTV system will be installed and maintained at the premises. Images will be retained for a minimum period of 28 days and copies of images made available to officers of the Responsible Authorities on request’.

Answer: This was working. Advised only DPS knows how to work it.

This answer demonstrates that every time the DPS is not present this condition will be breached.

‘An incident log shall be kept at the premises and will record following

- i. All ejections of patrons*
- ii. any complaints received concerning crime and disorder*
- iii. and the incident of disorder*
- iv. any visit by a relevant authority or emergency service’*

Answer: Not in place and offered to do it that afternoon.

This answer demonstrates that this licensing condition is being breached.

As above, on Thursday 9th November 2023 the Licensing Enforcement Officer, the Senior Licensing Officer, Licensing Authority, the Regional Manager and the DPS at this time the incident log was discussed. Over two months later it is not in place.

'All staff whose duties include alcohol sales will receive training with regard to the age verification policy in operation and their responsibilities and obligations under Licensing Act 2003. Training records will be retained on site and made available to officers of the responsible authorities on request'.

Answer: Although some training records were on site, it was unclear who had received what training. The Assistant Manager was unable to produce her training records. It was not possible to view the training records of those staff on Friday 29th December 2023. The records concerning the age verification policy were not available.

This answer demonstrates that this licensing condition is being breached.

The prevention of crime and disorder

'A refusals register will be maintained detailing all refusals of alcohol sales. That register will be made available to officers of the responsible authorities on request'.

Answer: No refusals register and offered to do it that afternoon.

This answer demonstrates that this licensing condition is being breached.

'The DPS will have a written policy to deal with all incidents involving illegal drugs. This policy is to be made available on demand by Surrey Police'.

Answer: The Assistant manager did not know about the written policy. The DPS was then asked, he explained that as he had completed his update on TRAIL using a tablet device that morning so it can't be seen.

This answer demonstrates that this licensing condition is being breached.

Public safety

The prevention of public nuisance

'A noise limiting device is to be installed within the premises to control the level of recorded music, to be set in conjunction with the EHO at a level which will not cause nuisance to nearby residential properties'.

Answer: No, the patio doors are shut. Other doors are closed. Plan to review in the summertime.

This answer demonstrates that this licensing condition is being breached.

'Any television situated in the outside areas of the premises shown on the plan attached to the premises licence will be turned off no later than 2300'.

Answer: There is one outside but it is not on in the winter. Not sure if it works.

This uncertain answer demonstrates that this licensing condition may be breached in 2024.

Whilst conducting a visit at the licensed premises the Licensing Enforcement Officer checked the male and female toilets with the Assistant Manager. Two areas in the men's toilets, namely a small sloping shelf had been unstuck to the right of the toilet and had been left insecure. This means that it can be removed time and again, something can be placed there and the small insecure sloping shelf put back in place thereby concealing its presence. The sloping windowsill which is immediately on the left on entering had been completely removed by the DPS because it had become unstuck.

The DPS advised that a maintenance request had been applied for and awaited completion.

Summary

It is of significant concern to the Police that the Premises Licence Holder is not complying with six conditions on their Premises Licence and has on different occasions in 2023 also failed to comply with the CCTV condition too. On Thursday 9th November 2023 the Licensing Enforcement Officer and the Senior Licensing Officer, Licensing Authority brought to the attention of the Regional Manager and the DPS that the Incident log condition was not being adhered to. The Licensing Enforcement Officer was extremely disappointed to find that was still the case on Thursday 18th January 2024.

Breach of Premises Licence condition.

In addition to this failure, as outlined in this application there are:

- Police incidents
- Three intelligence-based drug swab visits that have been conducted in 2023, all with positive, significant results.
- There has been an anonymous call to the Police.
- An anonymous letter sent to the Police.

The Police recognise that the Regional Manager is making regular visits to the licensed premises. The Police suggest that every three months the Regional or Area manager, or other representative of the Premises Licence Holder checks that the licensing conditions are being adhered to. This licensing check should be entered into the Incident log by the person who conducted it, including the time and date it was conducted, their name and signature.

The Police have considerable doubt that the Licensing Objectives will be promoted in this inadequately managed premises. It is believed that this is likely to continue to be the case unless the Premises Licence Holder makes significant improvements to the management of the premises.

Should the Licensing Committee deem not to revoke the Premises Licence, in addition to their existing licensing conditions, the Police propose the following additional conditions are required to promote the Licensing Objectives:

Doorstaff

- The existing Premises Licence does not require door staff to be employed at the premises.
- The Licensing Enforcement Officer visited the premises on Tuesday 1st August 2023 and the existing DPS advised her that he had employed a Security company with the intention of using them for a month. He stated that he was disappointed by the two different people that attended at the licence premises on the last two weekends in July and he reported that to the Security company management. No further employment of door staff was conducted. This positive action is welcome by the Police and demonstrates that the DPS is aware that there is a necessity for door staff.
- The Police suggest that door staff are employed at the premises especially on Friday and Saturday evenings and that this is a condition on their Premises Licence.

Staffing levels

- The staffing at the licensed premises should be reviewed and increased at busy times. The Regional Manager has advised that the current staffing levels are usually the DPS and another person. He has advised that there were four persons working together on the evening of Friday 29th December 2023 but only three at the time of the significant incident.

Staff Training

- Staff training should include how to recognise a person who is intoxicated and relevant training completed concerning drugs in licensed premises.

Alcohol Prices

- The Premises Licence Holder should re consider their prices and offers. The DPS advised that his prices for Foster's lager, John Smiths beer and a single Jagerbomb are the same as a nearby Social Club but less than other licensed local venues.
- A pint of Foster's lager is £3.75 whereas in other local venues it is approximately £4.25 to £4.50. A pint of John Smiths beer is £3.05 whereas in other local venues it is approximately £4.00. A pint of Moretti is £3.95 whereas in other venues it is approximately £4.95 to £5.50. Jagerbombs are £2.95 each but the DPS believes that the three for £6.00 offer is only available at his licensed premises.

Drug issues

- The Police recognise that on receiving information about drug issues, namely Cocaine, alterations were made to the flat surfaces in the toilet areas. On Thursday 18th January 2024 the Licensing Enforcement Officer saw that two

areas in the men's toilets, namely a small sloping shelf had been unstuck to the right of the toilet and had been left insecure. This means that it can be removed time and again, something can be placed there and the small insecure sloping shelf put back in place thereby concealing its presence. The sloping windowsill which is immediately on the left had been completely removed by the DPS because it had become unstuck.

In view of the consistent drug issues at the premises, notably in the toilet areas, the Premises Licence Holder should consider implementing repairs with immediate effect and making other additional changes.

Over 21s

- The Premises Licence Holder should consider an over 21s Policy and, if this is implemented, this should be a condition of the Premises Licence. Notably, the person arrested at the significant incident on Friday 29th December 2023 was under 21.

Please tick ✓ yes

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

Yes. Only the date is known. The Police do not have any documentation relating to it.

If yes please state the date of that application

Day	Month	Year
06	07	2021

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

Only the date is known, as above 06/07/2010. The police do not have any documentation relating to it.

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, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE

STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 3 – Signatures (please read guidance note 4)

Signature of applicant or applicant’s solicitor or other duly authorised agent (please read guidance note 5). **If signing on behalf of the applicant please state in what capacity.**

Signature

.....Sandra CARLIER Inspector 2788.....

Date

.....23rd January 2024.....

Capacity

.....Borough Commander Woking Surrey Police

.....

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

As previously given above.

Post town

Post Code

Telephone number (if any)

If you would prefer us to correspond with you using an e-mail address your e-mail address (optional)

Notes for Guidance

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.

Guidance notes for applying for a review of a premises licence

Licensing Act 2003

Licensing - review of premises licences

Under the Licensing Act 2003 the local authority now takes full responsibility of all licensing matters, which previously were dealt with by the magistrate's court. All pubs, nightclubs, off-licences and late night takeaways must have a licence from the council in order to trade.

What is a review?

The new licensing law came into effect in November 2005 and means that people living close to, and feel they are being affected by, a licensed premises can now ask the council to review the premises licence. People are firstly advised to try and reach an agreement with the premises itself, or by contacting the Police or the council's environmental protection team for noise issues.

If these measures fail, you can apply to the council to review the licence of the premises. The ground for a review must relate to one of the licensing objectives, which are:

- Prevention of crime and disorder
- Promotion of public safety
- Prevention of public nuisance
- Protection of children from harm.

The Licensing Authority can reject any ground for review if it considers it to be 'frivolous', 'vexatious' or 'repetitious' (i.e. the council might find the representations were vexatious if they arise because of disputes between rival businesses or frivolous if they clearly lacked seriousness. Repetitious would mean a representation identical or similar to an earlier application).

To apply for a review you must:

- Complete the application form
- Make a note of the name and address of the premises, and describe specific incidents such as dates and times, and how long the disturbance lasted on the incident report form

When applying for a review it is important to remember that a copy of your application will be made available to the public and you should be willing to present your views to the council's licensing sub committee. You cannot apply for a review anonymously.

Applying for a review

On the same day that you send your review application to the council, you must also send copies to:

- The holder of the premises licence; and
- Each responsible authority

The contact details for the relevant responsible authorities are shown below. (If the premises licence is in respect of a vessel there are additional responsible authorities, details of which are available from the council's licensing section). The council will check to confirm that you have done this.

Environmental health service: health and safety

Woking Borough Council, Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL

Environmental health service: pollution

Woking Borough Council, Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL

Planning service

Woking Borough Council, Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL

Surrey children's services

Surrey County Council, Quadrant Court, 35 Guildford Road, Woking, GU22 7QQ

Child employment team

Surrey County Council, Quadrant Court, 35 Guildford Road, Woking, GU22 7QQ

Surrey Fire and Rescue Service

Headquarters, Croydon Road, Reigate, Surrey, RH2 0EJ

Surrey Police

Woking Police Station, Station Approach, Woking, Surrey, GU22 7SY

Surrey Trading Standards

Buckinghamshire and Surrey Trading Standards, Woodhatch Place, 11 Cockshot Hill, Reigate, Surrey RH2 8EF

Public Health NHS Surrey

Lesley Hackney, Public Health Business Manager, Room G55 County Hall, Penrhyn Road, Kingston Upon Thames, KT1 2DN

Advertising a review

When the council receives a request to review a premises licence, it has to advertise the application on or near the premises concerned and at the council offices. The advertising has to take place for 28 days and will contain details of the grounds for review. The name and address of the person who has applied for the review will be included in this information.

Hearing a review

The council has 28 days, following the end of the advertising period, to hold a hearing to consider the review application. Everyone who has made representations, including the premises licence holder, will be invited to attend the hearing which will be open to the public. All papers relevant to the hearing will also be publicly available. This will include details of the person(s) who applied for the review.

The licence holder will be able to respond to the request for the review and is likely to be legally represented at the hearing. Both parties can call witnesses.

The review panel will want to find out all the facts about the problems being experienced as a result of the operation of the premises and will ask questions of yourself, your witnesses and of the licence holder and their witnesses.

If the review panel, having heard all the facts, considers it necessary for the promotion of the licensing objectives, it can modify the licence conditions, exclude activities from the licence or suspend the licence.