



ADUR DISTRICT
COUNCIL



WORTHING BOROUGH
COUNCIL

Public Health & Regulation, Portland House, 44 Richmond Road, Worthing, BN11 1HS

Licensing Act 2003
Application for the Review of a Premises Licence or Club Premises Certificate

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 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

(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

Post town

Post code (if known)

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

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

Part 2 - Applicant 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)

Please tick ✓ yes

Mr

☐

Mrs

☐

Miss

☐

Ms

☐

Other title

Surname

First names

I am 18 years old or over

Please tick ✓ yes

☐

Current postal address

Daytime contact telephone number

E-mail address (optional)

(B) DETAILS OF OTHER APPLICANT

Name and address

Telephone number (if any)

E-mail address (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)

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

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

Please tick ✓ yes
☐

If yes please state the date of that application

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Please tick ✓/yes

- I have sent copies of this form and enclosures to the responsible authorities listed below 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

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

.....

Date

.....

Capacity

.....

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

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Post town	Post Code
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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.



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Public Health & Regulation, 44 Richmond Road, Worthing, BN11 1HS

**Responsible Authorities under the Licensing Act 2003
for applications within the district of Adur and borough of Worthing**

The Licensing Authority

- Licensing Unit
Adur & Worthing Councils
Portland House
44 Richmond Road
Worthing
BN11 1HS

Email: licensing.unit@adur-worthing.gov.uk

Telephone: 01273 263331

Responsible Authorities

- Worthing & Adur Licensing Team
Sussex Police
Centenary House, Durrington Lane
Worthing
BN13 2PQ

Email: westdowns.licensing@sussex.pnn.police.uk

Telephone: 0845 6070999

- West Sussex Fire and Rescue Service
Fire Safety Centre
Ardsheal Road
Worthing
BN14 7RN

Email: worthingdistrictoffice@westsussex.gov.uk

Telephone: 01903 338430

- Head of Child Protection
West Sussex County Council
4th Floor County Hall North
Chart Way
Horsham
RH12 1XA

Email: socialcare@westsussex.gov.uk

Tel: 01243 642555

- Environmental Protection Group - Public Health & Regulation Adur & Worthing Councils
Portland House
Richmond Road
Worthing
BN11 1LF
- Development Control Group
Planning Services
Worthing Borough Council
Portland House
Richmond Road
Worthing
BN11 1LF
- West Sussex Trading Standards Service
County Hall North
Chart Way
Horsham
West Sussex
RH12 1XH
- Director of Public Health
c/o Public Health Licensing
NHS Sussex
44-45 West Street,
Chichester,
West Sussex,
PO19 1RP

Email: ws-pct.westsussexlicensing@nhs.net

Tel: Alcohol Misuse: 01243 815393

Health & Safety Authority for Private premises

- The Food and Occupational Health Group - Public Health & Regulation
Adur & Worthing Councils
Portland House
Richmond Road
Worthing
BN11 1LF

Health & Safety Authority for publicly owned premises

- Health and Safety Executive
Phoenix House
23-25 Cantelupe Road
East Grinstead
RH19 3BE