



## Guide to services

### **Are you unhappy about a bar, restaurant or other premises near your home or business applying for a licence?**

Would you like to give your views on a licence application?

**You can have your say on a licence application by making a representation – this is a formal objection. Living or trading near the premises makes you an ‘interested party’, which means your concerns must be considered by the local councillors who sit on the Licensing Sub Committee before granting a licence.**

Legislation requires that the Council automatically grant a licence if no relevant representations are made.

You may also want to contact your ward councillors about your concerns.

#### **What can the Council do?**

We follow the procedure as set out in the Licensing Act 2003.

We will make sure that a notice is put up outside the premises and in the local press to let people know that an application has been made for a new licence or for a review of an existing licence.

We also publish a weekly list of short summaries of all the applications we have received at [www.hackney.gov.uk/licence-applications](http://www.hackney.gov.uk/licence-applications). You can also sign up for an email copy of the list, please send your request to [licensing@hackney.gov.uk](mailto:licensing@hackney.gov.uk).

## How to make a representation

Make sure you check the public notice or the list of applications for the closing date for representations – we cannot accept late submission of representations.

You can request to view the application by calling the Licensing Service and visiting Hackney Service Centre, full applications are not available online. Here you will find full details of the proposed activities and hours of operation as well as how the applicant intends to respect the Licensing Act 2003 licensing objectives:

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

Your objection, which must be in writing, should tell us how you think granting the licence will impact on one of more of the objectives.

Provide as much evidence as possible to support your claims. Get the support of your neighbours or other businesses in the area, ideally with written accounts of their concerns. A petition can be an effective way of gathering local concerns. For a petition to be used as evidence you must follow some basic guidelines – make sure each page carries the objection details, all petitioners print their name and address as well as signing it. We need to know that everyone who is objecting lives or trades near the premises. We cannot consider any anonymous comments, and may need to contact the petitioners directly.

Finally, tell us what action you want to be taken and why.

## What happens next?

The applicant and everyone who has made a representation will be invited to attend a Licensing Sub Committee meeting. ‘Responsible authorities’, namely the local police, fire brigade, safeguarding children board, noise prevention, environmental health, trading standards, or planning authority can also have a say on the application and may attend the meeting. At the meeting the local councillors who sit on the licensing committee will make a decision on whether to grant the licence or not after considering all the evidence.

Everyone attending the meeting will receive at least ten days notice. The report, containing a copy of the application, any further information submitted by the applicant and copies of all the representations made will be available on our web site at [www.hackney.gov.uk/councilmeetings](http://www.hackney.gov.uk/councilmeetings) at least five days before the hearing.

You and a representative of any petitioners can speak at the meeting, as can the applicant and any ‘responsible authorities’. The councillors on the committee will ask questions and raise issues with you. They will decide on what action to take based on the meeting report and what they hear during the meeting.

An applicant and an ‘interested party’ has the right of appeal against any decision. In the case of an appeal by an applicant, we may contact you to give evidence in court.

### How do I know if a premises has a licence?

You can search the public licensing register on our website at [www.hackney.gov.uk/licences-public-register](http://www.hackney.gov.uk/licences-public-register) or call the Licensing Service and we will check for you.



### How to contact us

Call **020 8356 2431** Monday to Friday 9am to 5pm  
**020 8356 4455** for our Noise Prevention Service at weekends  
Email **[licensing@hackney.gov.uk](mailto:licensing@hackney.gov.uk)**  
Web **[www.hackney.gov.uk/licensing](http://www.hackney.gov.uk/licensing)**  
Write **Licensing, Hackney Service Centre, 1 Hillman Street, London E8 1DY**



### Lets us know how we're doing, especially if we get it wrong so we can put it right

Call **020 8356 3000**  
Email **[info@hackney.gov.uk](mailto:info@hackney.gov.uk)** or **[complaints@hackney.gov.uk](mailto:complaints@hackney.gov.uk)**  
Web **[www.hackney.gov.uk/feedback](http://www.hackney.gov.uk/feedback)** or **[www.hackney.gov.uk/complaints](http://www.hackney.gov.uk/complaints)**