

APPENDIX A

	Provision under which hearing is held.	Period of time within which representations must be made.	Period of time within which hearing must be held.	Persons to whom notices have to be sent.
1.	Application for premises licence – s 18(3)(a).	Within 20 working days of application being made as prescribed under s 17(5)(c).	20 working days beginning with the day after the end of the period during which representations may be made.	Applicant. Persons who have made relevant representations.
2.	Application for a provisional statement – s 31(3)(a).	Within 20 working days of application being made as prescribed under s 17(5)(c).	20 working days beginning with the day after the end of the period during which representations may be made.	Applicant. Persons who have made relevant representations.
3.	Application to vary premises licence – s 35(3)(a).	Within 20 working days of application being made as prescribed under s 17(5)(c).	20 working days beginning with the day after the end of the period during which representations may be made.	Holder of premises licence. Persons who have made relevant representations.
4.	Application to vary premises licence to specify individual as premises supervisor – s 39(3)(a).	Within 14 days of receipt of application.	20 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under s 37(5)	Holder of premises licence. Chief of police Proposed Designated Premises Supervisor
5.	Application for transfer of premises licence – s 44(5)(a).	Within 14 days of receipt of application.	20 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under s 42(6).	Applicant. Chief of police Holder of premises licence.
6.	Cancellation of interim authority notice following police objections – s 48(3)(a).	Within 48 hours of receipt of application.	5 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under s 48(2).	Applicant. Chief of police

7.	Application for review of premises licence – s 52(2).	Within 20 working days of application being made.	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under s 51(3)(c).	Holder of premises licence. Persons who have made relevant representations. Applicant.
8.	Application for club premises certificate – s 72 (3)(a).	Within 20 working days of application being made.	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under s 71(6)(c).	Applicant (the club). Persons who have made relevant representations.
9.	Application to vary club premises certificate – s 85 (3)(a).	Within 20 working days of application being made.	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under s 71(6)(c).	Applicant (the club). Persons who have made relevant representations.
10.	Application for review of club premises certificate – s 88(2).	Within 20 working days of application being made.	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under s 87(3)(c).	The club holding the club premises certificate. Persons who have made relevant representations. Applicant.
11.	Counter notice following police objection to temporary event notice (TEN) – s 105(2)(a).	Within 48 hours of receipt of TEN.	7 days beginning with the day after the] end of the period within which a chief of police may give a notice under s 104(2). NB. The period is days not working days.	The premises user. Chief of police
12.	Application for grant of personal licence – s 120(7)(a).	Within 14 days of receipt of notice given by LA re convictions.	20 working days beginning with the day after the end of the period within which the chief of police may give a notice under s 120(5).	Applicant. Chief of police

13.	Application for renewal of personal licence – s 121(6)(a).	Within 14 days of receipt of notice given by LA re convictions.	20 working days beginning with the day after the end of the period within which the chief of police may give a notice under s 121(3).	Applicant. Chief of police
14.	Convictions coming to light after grant or renewal of personal licence – s 124(4)(a).	Within 14 days of receipt of notice given by LA re convictions.	20 working days beginning with the day after the end of the period within which a chief of police may give a notice under s 124(3).	Holder of personal licence. Chief of police
15.	Review of premises licence following closure order – s 167(5)(a).	Within 6 days of receipt of notice given by relevant magistrates' court.	10 working days beginning with the day after the day the relevant licensing authority receives the notice given under s 165(4).	Holder of premises licence. Chief of police
16.	Application for conversion of existing licence – para.4 (3)(a) Sch.8.	Within 28 days of receipt of application.	10 working days beginning with the day after the end of the period within which a chief of police may give a notice under paragraph 3(2) or (3) of Sch.8	Applicant. Chief of police
17.	Application for conversion of existing club certificate - para.16 (3)(a) Sch.8.	Within 28 days of receipt of the application.	10 working days beginning with the day after the end of the period within which a chief of police may give a notice under paragraph 15(2) or (3) of Sch.8	Applicant (the club). Chief of police
18.	Application by holder of a justices' licence for grant of personal licence – para.26 (3)(a) Sch.8.	Within 28 days of receipt of application.	10 working days beginning with the day after the end of the period within which the chief of police may give a notice under paragraph 25(2) of Sch.8	Applicant. Chief of police