

APPENDIX B

	Provision under which hearing is held.	Documents that have to accompany notice of hearing.	Period of time within which notices & documents must be given.	Person/s documents have to be sent to.
1.	Application for premises licence - s 18(3)(a).	Relevant representations as defined under s18 (6).	No later than 10 working days before the day or the 1 st day on which hearing will be held.	Applicant.
2.	Application for a provisional statement – s 31(3)(a).	Relevant representations as defined under s31 (5).	No later than 10 working days before the day or the 1 st day on which hearing will be held.	Applicant.
3.	Application to vary premises licence – s 35(3)(a).	Relevant representations as defined under s35 (5).	No later than 10 working days before the day or the 1 st day on which hearing will be held.	Holder of premises licence.
4.	Application to vary premises licence to specify individual as premises supervisor – s 39(3)(a).	Notices given by chief of police as prescribed under s37 (6).	No later than 10 working days before the day or the 1 st day on which hearing will be held.	Holder of premises licence. Proposed Designated Premises Supervisor.
5.	Application for transfer of premises licence – s 44(5)(a).	Notices given by chief of police under s42 (6).	No later than 10 working days before the day or the 1 st day on which hearing will be held.	Applicant. Holder of premises licence.
6.	Cancellation of interim authority notice following police objections – s 48(3)(a).	Notices given by chief of police under s48 (2).	No later than 2 working days before the day or the 1 st day on which hearing will be held.	Applicant.
7.	Application for review of premises licence – s 52(2).	Relevant representations as defined under s52 (7).	No later than 10 working days before the day or the 1 st day on which hearing will be held.	Holder of premises licence.
8.	Review of premises licence following closure order – s	Date by which representations must be made.	Within 1 working day of the day on which licensing	Holder of premises licence.

	167(5)(a).	Closure order and/or extension. Any order made by the court.	authority received notification from magistrates' court.	Each responsible authority.
9.	Application for club premises certificate – s 72(3)(a).	Relevant representations as defined under s72 (7).	No later than 10 working days before the day or the 1 st day on which hearing will be held.	Applicant (the club).
10.	Application to vary club premises certificate – s 72(3)(a).	Relevant representations as defined under s85 (5).	No later than 10 working days before the day or the 1 st day on which hearing will be held.	Applicant (the club).
11.	Application for review of club premises certificate – s 88 (2).	Relevant representations as defined under s88 (7).	No later than 10 working days before the day or the 1 st day on which hearing will be held.	The club holding the club premises certificate.
12.	Review of premises licence following closure order – s 167(5)(a).	Relevant representations as defined under s167 (9).	No later than 5 working days before the day or the 1 st day on which hearing will be held.	Holder of premises licence. Chief of police
13.	Determination of temporary event notice – s 105(2)(a): (a) in favour of police objection (b) in favour of premises user.	(a) Counter notice and a notice stating reasons for decision - crime prevention objective. (b) Notice of decision stating reasons for not issuing a counter notice.	No less than 24 hours before beginning of the event period.	Premises user. Chief of police.
14.	Application for grant of personal licence – s 120 (7)(a).	Notices given by chief of police under s 120 (5).	No later than 10 working days before the day or the 1 st day on which hearing will be held.	Applicant.
15.	Application for renewal of personal licence – s 121 (6)(a).	Notices given by chief of police under s 121 (3).	No later than 10 working days before the day or the 1 st day on which hearing will be held.	Applicant.

16.	Convictions coming to light after grant or renewal of personal licence – s 124 (4)(a).	Notices given by chief of police under s 124 (3).	No later than 10 working days before the day or the 1 st day on which hearing will be held.	Holder of personal licence.
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