

GUIDANCE ON REQUESTING A LICENCE REVIEW

The Licensing Act 2003 makes provision 'responsible authorities' or 'other persons' to request that a premise licence or club premise certificate be reviewed.

A review is where the Council is asked to look again at a licence in place for example because premises have failed to heed earlier warnings or where there are concerns at a premise in respect of one of the four licensing objectives. A review should not necessarily be used as a first option when issues at a premise arise, and in the first instance complaints about a premise may well be referred to a Responsible Authority for investigation. For example noise problems at a premise could be referred to Environmental Health for investigation and crime issues to the Police.

The four licensing objectives are:

Crime and disorder
Public Nuisance
Public safety
Protection of Children from harm

Applications will only be accepted from individuals, organisations or businesses that are affected by the issues.

Applicants can request someone to act on their behalf e.g. a friend, local Councillor, legal representative etc.

Applications for review must be made in writing (ordinarily on the appropriate application form) to the Licensing Authority at this address:-

Licensing
Milton Keynes City Council
Civic
1 Saxon Gate East
Milton Keynes
MK9 3HH
01908 252800
Email: licensing@milton-keynes.gov.uk

Although there is no fee for a licence review, applicants must copy their application to the premise concerned, as well as to what are termed 'responsible authorities' inviting any representations within 28* days in respect of the licensing objectives. For most applications the responsible authorities are:

The Police
The Fire Authority
Trading Standards
The Area Child Protection Committee
The Health and Safety enforcement body for the premise
The Public Health body for the premise (normally Environmental Health)
The Planning Authority

Address details of these organisations are available on request (see Responsible Authorities guidance).

At the same time the Licensing Authority will advertise the application inviting representations on the matter. Details of representations received and the application itself will be in the public domain so there is no entitlement to anonymity.

Where possible the Licensing Authority will encourage parties to consider if the matters raised can be addressed in some way, e.g. by additional controls at the premise. In the meantime the case will be scheduled for a hearing. The hearing gives an opportunity for parties to make their points to a panel of Councillors who will decide the application. The Committee may decide to take no action, or amend, condition, restrict or revoke a licence. Any party making representations will be notified of the hearing date so that they can attend.

For any representations to be accepted they need to be relevant to the Licensing objectives and in the case of persons who are not responsible authorities they must not be vexatious, frivolous or repetitious.

*The only exception to this is if a premises has been subject to a closure order in which case the period is 7 days

Reviewed October 2025