For Office Use Only

Date Received: …………..

FLB: …………..

**FORM FOR OBJECTIONS OR REPRESENTATIONS**

**TO FIFE LICENSING BOARD**

This form is to be used to make an objection to, or a representation about, a Premises Licence Application or an application to vary a Premises Licence.

1. Personal Details:

 Your Title (Mr, Mrs, other): ……………………………………………………..

 Your Name: ……………………………………………………..

 Your Address: ……………………………………………………..

 ……………………………………………………..

 Postcode: ……………………………………………………..

2. Details of the premises in respect of which the objection or representation is made.

 Name and Address of

 The Licensed Premises: ……………………………………………………..

 ……………………………………………………..

 Application Number: FLB…………………………………………………….

 (if known)

3. Is this an objection

…………………………………………..

 or

…………………………………………………..

representation:

(please tick appropriate box)

4. Please write your objection or representation here (use additional sheets if necessary)

Date: ……………………………………………………..

Signature: ……………………………………………………..

or

E-Mail Address: ……………………………………………………..

When completed this form should be sent to:-

**The Clerk of the Licensing Board, Fife Council, Fife House, North Street, Glenrothes, Fife, KY7 5LT**

OR By e-mail to:-

liquor.admin@fife.gov.uk

**It is the responsibility of the person making the objection or representation to ensure that the Board has received it within the objection period dates advertised.**

Notes

“How we use your information

The information provided by you on this form will be used by Fife Council in order to process your application.  It will be shared with Police Scotland and other Council Services and if appropriate NHS Fife and Scottish Fire and Rescue and information will be obtained from Police Scotland and other Council Services and if appropriate NHS Fife and Scottish Fire and Rescue. Further information on how your information is used and why can be found here: <https://www.fife.gov.uk/kb/docs/articles/privacy-notices/liquor-licence> .  The Licensing Board’s Data Protection Officer can be contacted on: dataprotection@fife.gov.uk”.

The above information will be used by Fife Licensing Board to enable it to carry out its statutory functions including the processing and determination of the application to which it relates.

The information is also subject to the provisions of the Freedom of Information (Scotland) Act 2002. This means that the information may be disclosed to third parties as required by law, including the applicant for the licence or variation.

The Licensing (Scotland) Act 2005, including Section 22 (dealing with objections and representations) and Section 23 (dealing at sub-section 5 with the grounds for refusal) can be viewed at the website of the Office of Public Sector Information: www.opsi.gov.uk/legislation/scotland/acts/2005/asp\_20050016\_en\_1