



A great place to live, work & play

# RESPONSE NOTICE

**PREMISES:**.....

To The Licensing Authority, Scarborough Borough Council.

Name		
Address		
	Post Code	

I hereby confirm that I have received the Notice of Hearing to be held on .....  
(insert date) and notify you as follows:

Please tick the boxes that apply to you:

<input type="checkbox"/>	I intend to attend the hearing. <i>The Agenda will be published and available within 5 clear working days of the Hearing.</i>				
<input type="checkbox"/>	I do <b>not</b> intend to attend the hearing.				
<input type="checkbox"/>	I intend to speak at the hearing.				
<input type="checkbox"/>	I do <b>not</b> intend to speak at the hearing.				
<input type="checkbox"/>	I intend to be represented at the hearing by: (name) (address):				
<input type="checkbox"/>	I consider the hearing to be unnecessary because:				
<input type="checkbox"/>	I request that the person(s) (including witnesses) listed below should appear at the hearing and set out the point or points on which this/these person(s) may be able to assist the Licensing Authority in relation to this application, representations or notice of the party making the request.  <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Name:</b></td> <td style="width: 50%;"><b>Points on which they may assist:</b></td> </tr> <tr> <td>   </td> <td>   </td> </tr> </table>	<b>Name:</b>	<b>Points on which they may assist:</b>	   	   
<b>Name:</b>	<b>Points on which they may assist:</b>				

Date:

Signed:

## **Using your personal information**

*We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at [www.scarborough.gov.uk/gdpr](http://www.scarborough.gov.uk/gdpr) or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (tel 01723 232323 or email [dataprotection@scarborough.gov.uk](mailto:dataprotection@scarborough.gov.uk)).*

## **Regulation 8**

- 1) A party shall give the authority within the period of time provided for in the following provisions of this regulation a notice stating –
  - a) whether he intends to attend or be represented at the hearing;
  - b) whether he considers a hearing to be unnecessary
- 2) In a case where a party wishes any other person (other than the person he intends to represent him at the hearing, the notice referred to in paragraph (1) shall contain a request for permission for such other person to appear at the hearing accompanied by details of the name of that person and a brief description of the point or points on which that person may be able to assist the authority in relation to the application, representations or notice of the party making the request.
- 3) In the case of a hearing under –
  - a) section 48(3)(a) (cancellation of interim authority notice following police objection), or
  - b) section 105(2)(a) (counter notice following police objection to temporary event notice),the party shall give notice no later than one working day before the day or the first day on which the hearing is to be held.
- 4) In the case of a hearing under –
  - a) section 167(5)(a) (review of premises licence following closure order),
  - b) paragraph 4(3)(a) of Schedule 8 (determination of application for conversion of existing licence),
  - c) paragraph 16(3)(a) of Schedule 8 (determination of application for conversion of existing club certificate or,
  - d) paragraph 26(3)(a) of Schedule 8 (determination of application by holder of justices' licence for grant of personal licence)the party shall give the notice no later than two working days before the day or the first day on which the hearing is to be held.
- 5) In any other case, the party shall give the notice no later than five working days before the day or the first day on which the hearing is to be held.