

## GUIDANCE - Neighbour Notification

This procedure will ensure that persons within the Borough who may be affected by applications for premises licences will be directly notified of any such applications.

Neighbour notification will allow immediate neighbours full opportunity to consider the application and respond if appropriate.

This system aims to ensure consistency with the approach used by Development Control in relation to publicising planning applications.

The process will begin when any one of the following is received:

- Application for new premises licence
- Application to vary premises licence
- Application for new club premises certificate
- Application to vary club premises certificate
- Application for gambling premises licence

When the application has been logged on M3, Admin will produce an A4 sized Ordnance Survey extract, which will be kept with the application. On this extract, the properties identified for direct neighbour notification by letter should be marked or highlighted. Details below give guidance on how these properties will be identified.

Admin will then send letters to those properties identified, giving brief details of the application and the procedure should the property wish to do make representations.

The application file will then be forwarded to the Licensing Officer. The officer should complete the validation of the application as appropriate, then a site visit should be arranged at the earliest convenience.

During the site visit, the Licensing Officer should ensure that the premises has displayed the appropriate statutory notice. The Officer will then check whether the letters sent by Admin to the neighbours are sufficient.

Things the officer should be looking out for are:

- Properties sub-divided into flats or smaller units
- New properties not shown on Ordnance Survey extract
- Changes to names of properties

If further properties are identified, the Licensing Officer should note details and pass these to Admin for further letters to be sent as soon as possible.

Where a further application is then received in respect of the same site, the Admin officer should check whether any further properties were identified during the last site visit of the Licensing Officer.

### **NB. Use of Discretion**

The Licensing Officer is expected to use judgement in circumstances where

- (a) other parties, not identified under these notes, may reasonably be considered to be affected.
- (b) distances between buildings, or other circumstances, are such that notification in precise accordance with the above guidance is considered unnecessary.
- (c) the premises is in a rural location, in which case any neighbour who might reasonably be construed to be affected should be notified.

### **Guidance on how to identify properties to be notified**

Properties to be notified are as follows:

- Properties immediately adjacent to premises (both sides)
- Properties immediately in front of premises (opposite side of road)
- If the premises has (or proposes to have) an outside area to the rear or side of the premises, properties bordering the outside area of the premises should also be included