Section E – Responsible Authorities / Interested Parties

# Consultation with Responsible Authorities

Most applications require the applicant to formally consult with ‘Responsible Authorities’ (specified below). This means that a copy of each application must be served on each of them by paper submission at the same time that it is submitted to the Licensing Authority. The applicant must prove that this has occurred. However, if the application is submitted electronically, then a copy of the application will be forwarded to the Responsible Authorities on behalf of the applicant.

Our address is

Licensing and Public Protection

Community Safety

Town Hall

Castle Circus

Torquay

TQ1 3DR

Tel: 01803 208025

# How do I decide who I should consult with and send copies of the application to?

The Licensing Act 2003 does not specify who each applicant should consult with as each application will require a different range of consultees, depending on the type of premises and its activities. The following acts as a general guide for applications:

All new and variation applications must be copied to:

1. Licensing Department

Devon and Cornwall Constabulary

Launceston Police Station

Moorland Road

Launceston

PL15 7HY

Telephone: 01803 218900

E-mail: [licensingeast@devonandcornwall.pnn.police.uk](mailto:licensingeast@devonandcornwall.pnn.police.uk)

and

Devon & Somerset Fire & Rescue Service

Divisional Headquarters

Newton Road

Torquay

TQ2 7AD

Tel: 01803 653700

E-mail: [southfiresafety@dsfire.gov.uk](mailto:southfiresafety@dsfire.gov.uk)

and

Licensing and Public Protection Team (Public Nuisance)

Community Safety

Town Hall

Castle Circus

Torquay

TQ1 3DR

Tel: 01803 208025

and

Trading Standards

Community Safety

Town Hall

Castle Circus

Torquay

TQ1 3DR

Tel: 01803 208025

and

Safeguarding Manager

c/o Town Hall,

Castle Circus,

Torquay,

TQ1 3DR

Telephone: (01803) 207176

E-mail: [tscb@torbay.gcsx.gov.uk](mailto:tscb@torbay.gscx.gov.uk)

and

Director of Public Health Torbay

Town Hall

Castle Circus

Torquay

TQ1 3DR

Telephone: (01803) 207315

E-mail: [publichealth@torbay.gov.uk](mailto:publichealth@torbay.gov.uk)

1. If Torbay Council is your Health & Safety Enforcing Authority e.g. pubs, nightclubs, retail premises, hotels, etc then you must copy your application to:

Commercial Team

Community Safety

Town Hall

Castle Circus

Torquay

TQ1 3DR

Tel: 01803 208025

If the Health & Safety Executive is your Health & Safety Enforcing Authority e.g. Schools, Factories, Premises operated by Torbay Council, etc then you must copy your application to:

Health & Safety Executive

Ballard House

West Hoe Road

Plymouth

PL1 3BL

Tel: 0845 345 0055

E-mail@ [formsadmin.plymouth@hse.gsi.gov.uk](mailto:formsadmin.plymouth@hse.gsi.gov.uk)

1. All applications which involve a vessel at sea, must also be copied to:

Maritime & Coastguard Marine Office

New Fish Quay Market

Plymouth

PL4 0LH

Tel: 01752 266211

E-mail: [Plymouth\_mo@mcga.gov.uk](mailto:Plymouth_mo@mcga.gov.uk)

4)

Planning and Conservation Division

C/O Town Hall

Castle Circus

Torquay

TQ1 3DR

Tel: 01803 207801

E-mail: [planning@torbay.gov.uk](mailto:planning@torbay.gov.uk)

All applications must also be publicly advertised. Please see section B

# Interested Parties

‘Interested Parties’ are the group of bodies or individuals, who are entitled to make representations to Torbay Licensing Authority on an application for the grant, variation or review of a premises licence. Any representations must be about the likely effect of granting the application on the promotion of the licensing objectives. In addition, interested parties may themselves seek a review of a premises licence. This group includes any:

* Person living in Torbay
* Body representing persons who live Torbay
* Person involved in a business in Torbay
* Body representing persons involved in these businesses in Torbay
* Member of the relevant licensing authority, i.e. elected councillors of the licensing authority for the area in which a premises is situated or Town or Parish Councillors

# **Disclosure of Personal Information**

If a person makes a representation about an application, then they should be aware that as part of the process their personal details will, in normal circumstances, be supplied as part of that representation. There is a requirement in Guidance that “Where a notice of a hearing is given to an applicant, the licensing authority is required under the Licensing Act 2003 (Hearings) Regulations 2005 to provide to the applicant with the notice and copies of the relevant representations that have been made.

If however you have significant concerns about the disclosure, to the point that you would not make a representation then please speak with an Officer of the Licensing Team, as there are other options available. One option is speaking to your Councillor and asking them to make the representation on your behalf.

The contents of these pages are provided as an information guide only. They are not a full and authoritative statement of the law and do not constitute professional or legal advice.