

**ANNEX 1**

Application	Period within which hearing must be held	Persons to whom notice must be given	Time limit within which notice of the hearing must be given by the authority	Documents to accompany notice of hearing	Time limit within which authority must make its determination
Premises licence (Section 162)	As soon as reasonably practicable following the day after the end of the period during which representations may be made (that period to be prescribed in our premises licence regs)	The applicant Any person who has made representations (that are relevant and not withdrawn)	No later than 10 working days before the day of which the hearing is to be held	The relevant representations as defined in section 161 of the Gambling Act 2005 and ...of the Premises Licensing Regulations 2006	Within a period of 5 working days beginning with the last day on which the hearing was held.
Application for variation (Section 187(3))	As soon as reasonably practicable following the day after the end of the period during which representations may be made (that period to be prescribed in our premises licence regs)	The applicant Persons who have made representations (that are relevant and not withdrawn)	No later than 10 working days before the day of which the hearing is to be held	The relevant representations as defined in section 161 of the Gambling Act 2005 and ...of the Premises Licensing Regulations 2006	Within a period of 5 working days beginning with the last day on which the hearing was held.