

## APPENDIX D: Notice to be sent to Personal Licence Holder

### Enquiries to:

Contact Name:

Job Title:

T: 01223

E: @cambridge.gov.uk

Name

Address



Environmental  
Services

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Our Ref: WK/\*\*\*\*\*

Date

Dear Sir/Madam

### Licensing Act 2003 – Notice to consider whether to revoke or suspend a Personal Licence.

#### Personal Licence – CAM \*\*\*\*\*

I write regarding information provided by HM Courts & Tribunals Service stating that on the **date of conviction** you were convicted of **list offences**.

The Licensing Act 2003, Schedule 4 sets out the relevant offences in regards to a personal licence holder. A conviction for **“state offence”** is classed as a relevant offence.

Under section 132A of the Licensing Act 2003, local authorities can revoke or suspend (maximum of 6 months) a personal licence.

In light of the above convictions for **“state offence”**, the licensing authority for Cambridge City Council is giving you notice that they are considering revoking or suspending your personal licence, CAM \*\*\*\*\*.

You have 28 days beginning from the date this notice was issued to provide representations that will be considered before a final decision is made.

Your representation can make comments in regards to the following:

- The relevant offences that caused Cambridge City Council to issue this notice, namely the **state convictions**.
- Any decision of the court under section 129 or 130 of the Licensing Act 2003 in relation to your personal licence. Section 129 allows the court to order the forfeiture of the licence or order its suspension for a period not exceeding six months. Section 130 relates to an appeal of the decision made by the court in regard to a decision made under section 129.

- Any other relevant information. This can include information regarding personal circumstances etc.

Please provide any representation by the **28 days from date notice sent**.

Once your representation is received, a meeting of the Licensing Sub-Committee will be held where a decision will be made to revoke your personal licence, suspend your personal licence, issue a written warning or take no further action. You will be informed of the date of the hearing and be invited to attend and speak if you wish to do so.

If the Sub-Committee decide to suspend, issue a written warning, or take no further action, we are required by law to inform the Chief of Police, and ask them to provide representations on your case considering the objective of the prevention of crime and disorder. Any response received from the police will be considered, and a second hearing may take place to consider the information available (e.g. if the police object to the original decision). Should such a second hearing be appropriate, then you will be informed of the date of the hearing and be invited to attend and speak if you wish to do so.

Following the hearing and decision process outlined above, you will be notified of the final decision.

If the decision of the Sub-Committee is to revoke or suspend your licence at either of these hearings you will have the right to appeal that decision. Further information will be provided to you in the event such a decision is made.

Yours sincerely

**Name**  
**Title**

CC. City Licensing Officer, Cambridgeshire Constabulary, Parkside Police Station,  
Parkside, Cambridge CB1 1JG