

Licensing Act 2003 – Consultee Access for Responsible Authorities.

You can gain access to the Consultee Access by going to:

www.tendringdc.gov.uk

then by clicking on the following:

Business;

Licensing;

Consultee Access for Licensing.

You will then be viewing an introduction page. Click on 'Log On'.

Enter your Username and Password as given to you by Tendring District Council Licensing.

Click Log In.

Applications outstanding and waiting for a response from your authority will display as per example below:

District Council

Licence Applications

8 matching applications were found.

	Application Ref.	Date Received	Business Name	Address	Licence Details	Status	Click to view
1	06/00720/DPSVAR	31/07/2006	No Details	90 Langham Drive Clacton-On-Sea Essex CO16 7AQ	Change of DPS	Consultees Outstanding	
2	06/00694/PREREV	17/07/2006	The Lighthouse	3 Marine Parade East Clacton-on- Sea Essex CO15 1PT	Premises Licence Conversion Variation	Consultees Outstanding	
3	06/00683/PREMVA	12/07/2006	Frinton On Sea Community Association	Frinton Community Centre Soken House 1 Triangle Shopping Centre Rochford Way Frinton-on-Sea Essex CO13 0AU	Premises Licence Conversion	Checks Outstanding	
4	06/00674/PREMGR	11/07/2006	Budgens Of Frinton On Sea	112 Connaught Avenue Frinton-On- Sea Essex CO13 9AA	Premises Licence Grant	Checks Outstanding	
					Premises		

At the end of each row you will have a button  'Click to View'.

Once you have clicked on this, you will be taken into further details of the application.

You have a number of tabs:

Application Details / Important Dates / Applicant Details / Agent Details /
Additional Details / Related info.

Application Details

This displays information such as application reference, any previous application references, premises name and address, type of application and status of application.

Important Dates

This displays a number of different dates. The most important date for Responsible Authorities will be 'Expiry Date for Consultation'.

Applicant Details / Agent Details

This displays the applicant details or if dealt with by an agent then the Agent details.

Additional Details

This only displays information on Rateable Values.

Related Info

Activities

Click on 'Activities' to view all of the licensable activities with days and times that are being applied for.

ENQUIRIES AND COMMENTS



You may comment on this application.

[Submit Comments...](#)



Request application information.

[Application Enquiry...](#)

Application Enquiry...

Any general enquiries or acknowledgements can be submitted by email by clicking on 'Application Enquiry'.

Submit Comments...

Any Representations or Final Comments can be made by completing the online form by clicking on Submit Comments. As below, the Application Summary and Consultee Name will be completed automatically. Please complete the other fields as necessary. Comments are Mandatory and must be completed. Once you Submit Comments this will be emailed to the Licensing Authority with a copy sent to the Email Address that you enter on the form. Once you have submitted Comments this way, this application will no longer be available on your Consultee Screen.

Application Summary	
Application Reference:	06/00694/PREREV
Licence Address:	3 Marine Parade East Clacton-on-Sea Essex
Licence Details:	
Your Details	
Consultee Name:	Essex County Fire And Rescue - Licensing
Your Name:	Enter your Name
Your Address:	
Postcode:	
Phone Number:	
E-Mail:	A copy of your comments will be sent to this email <i>(A copy of your comments will be sent to this email address.)</i>
Your Comments	
Comments: *	Enter your comments here. <i>(Your comments are limited to a maximum length of 6000 characters)</i>
<input type="button" value="Submit Comments"/> <input type="button" value="Clear"/> <input type="button" value="Close Window"/>	

Please remember to click on LOGOUT at the end of each session. You will find this at the top, right hand side of the screen.

If you have any queries concerning Licensing Consultee Access or need further information, please contact the Licensing Section either by e-mail on licensingsection@tendringdc.gov.uk or by telephone on (01255) 686565 and a member of the team will be pleased to help.

Submitting More Comments

Once you have submitted Comments using “Submit Comment” this application will not display on the Outstanding Consultee screen (first screen when you log in).

To submit further comments – ie. Wish to withdraw the representations, do the following:

Click on ‘**Licensing**’

Click on ‘**Application Search**’

Enter ‘**Application Reference**’ (Capital Letters needed)

Change Filer Type to ‘**Read Public Only Records**’

Click on ‘**Search**’

This should bring up the required application.

At the end of the row you will have a button  ‘Click to View’.

Submit Comments and complete form as previous.