ANNEX A - EMRO PROCESS MAP

A situation arises where there is need to restrict the late night supply of alcohol in a particular area. The licensing authority can decide, possibly at the suggestion of the public or the PCC, to make an EMRO.

It may be that other actions would best further the licensing objectives. In this situation there is no need for an EMRO

Licensing authority may decide to review licences of specific problem premises

The licensing authority decides on the details of a proposed order. This will include the area, days and times it shall apply in.

The licensing authority ensures it has necessary evidence to demonstrate that this decision is 'appropriate' for the promotion of the licensing objectives

The business community or licensing authorities may decide that a business-led scheme would best address problems in the area. The licensing authority sets out the basis for the proposed order in a document.

This document is posted on the licensing authority website

Licensing authorities directly notify all responsible authorities, holders of club premises certificates and holders of premises licences in the authority area. The authority also takes reasonable steps to advertise the proposed order to residents and others who may be adversely affected by the proposed order.

Affected persons (especially residents and businesses) have 28 days to make any relevant representations for, or against, the proposed order.

Guidance: we will advise that the authority notifies neighbouring authorities of the proposal.

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The authority considers any representations and holds any hearings that may be required. The authority must give good notice of a hearing.

The authority may decide that making the proposed order will not promote the licensing objectives. They can then choose to end

the process.

If satisfied that the proposed order is 'appropriate' for the promotion of the licensing objectives, the authority will have the order approved by full council. The final order must be no different to the original order proposed.

The licensing authority decides on a start date for the order, no less than two months after it is made. The authority puts the order and its justification on its website and notifies all affected premises. The authority also puts notices in the affected area.

Guidance: we will advise that the authority notifies neighbouring authorities and the Secretary of State of the order.

The EMRO begins to apply. The supply of alcohol in contravention of the order is an 'unauthorised licensable activity'

Guidance: we will advise that the authority notifies neighbouring authorities and the Secretary of State of the order.

Should the order be time limited, the licensing authority must undergo the process above for it to continue.

Business action 2 months