Application for a premises licence

To be granted under the Licensing Act 2003

Before completing this form please read the guidance notes.

This guidance note has been compiled for your assistance but it is not intended to replace your own legal advice. This note outlines the processes for applicants wishing to apply for a premises licence (including a variation application).

**Premises Licence definition.**

A Premises Licence authorises premises to carry out **licensable activities** which are;

* The sale or supply of alcohol
* Provision of regulated entertainment
* Provision of late night refreshment (the sale or supply of hot food / drink at any time between 11pm and 5am)

**Regulated entertainment**

Regulated entertainment is entertainment provided in the presence of an audience, for the purpose of entertaining that audience. For example:

* The performance of a play or the exhibition of a film
* An indoor sporting event, boxing or wrestling
* A performance of live music, playing recorded music or any performance of dance
* Entertainment of a similar description

**Deregulation and Exemptions**

Certain types of Licensable Activity and Premises have been deregulated, and there are some other exemptions. These are detailed below:

**Plays**

* No licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.

**Dance**

* No licence is required for performances of dance between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
* Morris dancing. You don‘t need a licence for a performance of Morris dancing or dancing of a similar nature or for live or recorded music that is an integral part of that performance.

**Films**

* No licence is required for ‘not-for-profit’ film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser
	1. gets consent to the screening from a person who is responsible for the premises; and
	2. ensures that each such screening abides by age classification ratings.
* Films for the purposes of advertisement, information, education are Exempt. A film isn't regarded as regulated entertainment if it is solely or mainly demonstrating a product, advertising goods or services or providing information, education or instruction.
* Film exhibitions in museums and art galleries are Exempt. A film isn't regarded as regulated entertainment if it forms part of an exhibit put on show for any purposes of a museum or art gallery.

**Indoor sporting events**

* No licence is required for an event between 08.00 and 23.00 on any day, provided that those present do not exceed 1000.

**Boxing or wrestling entertainment**

* No licence is required for a contest, exhibition or display of Greco-Roman wrestling or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
* All other Boxing and Wrestling Entertainment including Martial Arts require a licence

**Live Music**

* No licence is required for a performance of unamplified live music between 08.00 and

23.00 on any day, on any premises.

* No licence is required for a performance of amplified live music between 08.00 and

23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.

* No licence is required for a performance of amplified live music between 08.00 and

23.00 on any day, in a workplace that does not have a licence, provided that the audience does not exceed 500.

* Outside of the above exemptions the performance of live music requires a licence (i.e. if you wish to have live music after 11pm or before 8.am or if the number of the audience will exceed 500 etc.)

**Recorded Music**

* No licence is required for a performance of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.

**Deregulation relating to Certain Types of Premises**

* Local authority premises- No licence is needed for any entertainment taking place on the premises of the local authority as long as the entertainment is being provided by or on behalf of the local authority.
* Hospital premises- No licence is needed for any entertainment taking place on the hospital premises as long as the entertainment is being provided by or on behalf of the health care provider.
* School premises- No licence is needed for any entertainment taking place on the school premises as long as the entertainment is being provided by or on behalf of the school proprietor.
* A travelling circus- No licence is needed for any entertainment (other than films, boxing or wrestling) taking place at a travelling circus as long as it takes place within a moveable structure that accommodates the audience and as long as the travelling circus has not been located on the same site for more than 28 consecutive days.
* Community premises- No licence is needed for a film exhibition as long as it is "not- for-profit” and the audience does not exceed 500. The organiser must get consent to the screening from a person responsible for the premises and must ensure that such screening abides by age classification ratings.
* A church hall, village hall, community hall or other similar community premises that is not licensed to sell alcohol- No licence is needed for a performance of live music or to play recorded music between 8am and 11pm before an audience of no more than 500 people as long as the organiser gets consent for the performance from a person responsible for the premises.

**Other Exemptions**

* Music incidental to certain other activities is Exempt. A performance of live music or the playing of recorded music is not regarded as regulated entertainment if it is incidental to some other activity that is not classed as regulated entertainment.
* Use of television or radio receivers. You don’t need a licence for a live television or radio broadcast.
* Religious services and places of worship. You don’t need a licence to provide any entertainment that is for the purposes of a religious meeting or service or at a place of public religious worship.

 **Premises Licences, and which businesses require them.**

All of the following types of businesses that carry any licensable activities need a Premises Licence to operate after 24th November 2005 (this list is not exhaustive, if in doubt contact the Licensing Service):

* Pubs, café-bars and nightclubs
* Distributors of alcohol via the internet
* Restaurants, hotels and guesthouses that serve alcohol
* Shops and supermarkets that sell alcohol for consumption off the premises including wholesalers who sell to the public
* Late night cafes, takeaways and other premises that supply hot food or hot drink at any time between 11pm and 2am to members of the public for consumption on or off the premises.
* Cinemas, theatres, concert halls and venues providing live entertainment, live music or dancing, or which play recorded music
* Major art and pop festivals, carnivals, fairs and circuses.

Where the sale or supply of alcohol is one of the activities you propose to carry out at your premises, you will also need to employ at least one Personal Licence holder. All sales/supplies of alcohol must be made or authorised by a Personal Licence holder and a Personal Licence holder must be named on the Premises Licence as the Designated Premises Supervisor.

Please note, The Policing and Crime Act 2016 gives a new definition of alcohol: “*spirits, wine, beer, cider or any other fermented, distilled or spirituous liquor in any state*”. This change makes it clear that powdered alcohol and vaporised alcohol are to be regulated in the same way as liquid alcohol.

**Designated Premises Supervisor**

A premise requires a named Designated Premises Supervisor (DPS) at all premises that sell/supply alcohol. The DPS must have a Personal Licence and whilst they are not required to be present on the premises at all times they will be responsible for the day to day running of the premises.

The DPS named in the application form must be entitled to work in the UK (and must not be subject to conditions preventing him or her from doing work relating to a licensable activity). If you are the holder of a premises licence and are appointing a DPS to work at your premise, you must declare that you have seen a copy of his or her proof of entitlement to work, if appropriate.

**Criteria required to apply.**

Individuals, businesses or partnerships can apply. In the case of an individual, the applicant must be aged 18 or over.

**Entitlement to live and work in the UK**

Any applicant applying for a premise licence must be able to evidence their right to work in the UK, including those in a partnership which is not a limited liability partnership. A licence cannot be issued to someone if they do not have the entitlement to live and work in the UK, or if they are subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. Any licence granted will become invalid if the holder ceases to be entitled to live and work in the UK.

**How to apply for a Premise Licence.**

* Complete an application form
* Submit a plan of the premises (see the section on plans below)
* Pay the appropriate fee (see the section on fees below)
* If you apply online, we will submit a copy of the application to each Responsible Authority (see the section on Responsible Authorities below)
* Advertise the application (see the section on advertising below)

Also, if you wish to sell or supply alcohol you need to submit;

* A consent form (attached) from the person whom the applicant wishes to be the Designated Premises Supervisor

The DPS named in the application form must be entitled to work in the UK (and must not be subject to conditions preventing him or her from doing work relating to a licensable activity) and you must declare that you have seen a copy of his or her proof of entitlement to work, if appropriate.

Information to be included on the application form.

The application form has been designed by the Government and is quite detailed. You need to tell us as much as possible, telling us about you, your premises and the activities you plan to carry out, and the measures you intend to put in place to promote the licensing objectives. Please note that if your application is found to be incomplete it will be returned to you so it’s in everyone’s interest to get it right first time.

The licensing objectives -

* Prevention of Crime and Disorder
* Public Safety
* Prevention of Public Nuisance
* Protection of Children from Harm

The licensing objectives (which are of equal importance) have been laid down by the Government. When you apply for your licence you must show how you will address each objective, and each Responsible Authority will assess your application looking at how you will promote the objectives. Any representation received by the Licensing Authority must relate to one or more of these objectives.

**Responsible Authorities.**

Responsible Authorities receive and review all applications and they will look carefully at what measures you intend to put in place to promote the licensing objectives, making **representations** where necessary. Responsible Authorities can also offer you help and advice on your application. Each Responsible Authority’s contact details are contained at the end of this guidance, and you are encouraged to contact them in advance of submitting your application, so that in most cases, agreement can be reached about the appropriate measures required to uphold the Licensing Objectives before you apply.

**Definition of representation in regards to your application.**

A representation is a statement of information (usually an objection) relating to your application (or part of it). For example, if it was felt you had not implemented sufficient control measures to prevent your customers from disturbing local residents, Environmental Health may wish to make a representation. Similarly, a local resident could submit a representation objecting to an application if they felt they would be disturbed by the Licensable Activity taking place. All reasons for representation must fall within the four licensing objectives in order to be deemed relevant.

Any Responsible Authority or any other person can make a representation.

**Definition of other persons.**

Other persons (sometimes referred to as Interested Parties) include any individual or body or business entitled to make representations to Licensing Authorities, regardless of their geographic proximity to the premises. Other persons may also be elected members.

Upon receipt of an application, the Licensing Authority will notify, in writing, the Ward Councillors (who represent the area in which your application is located), and local residents and businesses within approximately 50 metres of your application. The Licensing Authority believes it is important to make sure that such Interested Parties are aware of the application and to give them the opportunity to submit representations if they so wish.

**What to do if any representations are received about your application.**

You will be notified as soon as practicable. If a Responsible Authority has any concerns in respect of your application then they may contact you to discuss further. If relevant representations are received then, unless the representations are withdrawn, your application must be determined by a Licensing Sub Committee, a panel of 3 elected Councillors. They will consider evidence from both sides before determining the application. If representations are made and there is an agreement between the parties (for example – on conditions to be imposed on the licence) then a Sub Committee will determine the application but you will not be required to attend. If no relevant representations are received then your application will be granted as applied for.

**Advice on promoting the licensing objectives.**

Please have a look at the Councils Statement of Licensing Policy (available on the Council’s website) this sets out our position in respect of the Licensing matters. Advice on each of the licensing objectives is also available from the Responsible Authorities who will be assessing your application.

**Information to include in the plan of the premises.**

Plans, for written and electronic applications, will not be required to be submitted in any particular scale, but they must be in a format which is “clear and legible in all material respects”, i.e. they must be accessible and provide sufficient detail for us to be able to determine the application, including the relative size of any features relevant to the application. There is no requirement for plans to be professionally drawn as long as they clearly show all the prescribed information. You are asked to submit 2 copies of your plan and they must show:

1. The extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises
2. The location of entry and exit points to and from the premises, and if different the location of escape routes from the premises
3. Where the premises is to be used for more than one licensable activity, the area within the premises used for each activity
4. Fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment
5. The location and height of each stage or raised area (where applicable)
6. The location of the steps, stairs, elevators or lifts (where applicable), and the location of the room(s) where the premises includes any room or rooms containing public conveniences
7. The location and type of any fire safety and any other safety equipment
8. The location of a kitchen, if any, on the premises

**Costs**

The Government have set the fees and they are based on the non-domestic rateable value (NDRV) of your premises. Premises have been put in bands (A to E) and you pay an initial application fee to the Licensing Authority and an annual fee on the Anniversary of your licence issue date each year – we will write to you requesting payment of the fee. The fees are currently set as follows;

|  |  |  |  |
| --- | --- | --- | --- |
| **Non Domestic Rateable Value (NDRV)** | **Band** | **Initial Application and Variation Fee** | **Annual Fee** |
| Up to £4,300 | A | £100 | £70 |
| £4,301 to £33,000 | B | £190 | £180 |
| £33,001 to £87,000 | C | £315 | £295 |
| £87,001 to £125,000 | D | £450 | £320 |
| £125,001 and over | E | £635 | £350 |

Premises in band D which are used exclusively or primarily for the supply of alcohol for consumption **on** the premises pay a higher fee - you will need to multiply your initial application fee (and annual fee) by two to calculate your fee.

Premises in band E which are used exclusively or primarily for the supply of alcohol for consumption **on** the premises pay a higher fee - you will need to multiply your initial application fee (and annual fee) by three to calculate your fee.

Where the occupancy of premises is 5,000 persons or more, an additional fee is payable.

Please contact the Licensing Service if you have any queries regarding fees. Fees can be paid in cash or by cheque (cheques made payable to Knowsley MBC).

**How to find out the non domestic rateable value of the premise**

You can find out your non-domestic rateable value (NDRV) through the Valuation Office Agency - they have a web-based search facility at [www.voa.gov.uk](http://www.voa.gov.uk/)

**Advertising your application**

You must display a notice on the premises (in a prominent position) for at least 28 consecutive days (starting on the day after the day on which the application was given to the Licensing Authority). The notice must be:

* **A4 size or larger**
* **of a pale blue colour**
* **printed clearly in black ink or typed in black in a font at least 16 point in size**

Premises covering an area of more than 50 square metres must also place a further notice (in the same form as above) every 50 metres along the external perimeter of the premises.

You must also place a notice in a local newspaper (or if there is no newspaper then in a local newsletter, circular or similar document) circulating in the vicinity of the premises. This notice must be placed within 10 working days starting on the day after the day on which the application was given to the Licensing Authority. Please send the Licensing Authority the full page (showing the name of the newspaper and date published) of the newspaper your notice is published in (a good quality copy of the newspaper page is acceptable).

**Information required in the advertisement**

Both notices must contain a statement of the relevant licensable activities which it is proposed will be carried out at or from the premises. Both notices must also state:

1. the name of the applicant or premises, and the postal address of the club
2. the postal address and, where applicable, the worldwide web address where the register of the licensing authority is kept and where and when the record of the application may be inspected
3. the date by which an interested party or responsible authority may make written representations to the licensing authority
4. It is an offence to knowingly or recklessly make a false statement in connection with an application under the Licensing Act 2003. A person guilty of such an offence is liable on summary conviction to an unlimited fine.

A sample notice is attached at the end of this guidance. Please note that the notice to be published in a local newspaper does not have to be A4 size – a small notice is fine. The advertising of applications is very important and applications will be rejected (in accordance with the Licensing act 2003) if applicants fail to comply with the advertising requirements.

**Operating Schedule**

An operating schedule is an important document (it forms part of the application form and conditions consistent with it will be applied to any granted licence). The information contained within it will enable Responsible Authorities and interested parties to assess whether the steps you propose to take to meet the licensing objectives are satisfactory. Please have a look at the Councils Statement of Licensing Policy (page 28) for further details on operating schedules. In order to meet the Crime Prevention and Public Safety objectives, applicants are encouraged to confirm the occupancy figure for the premises and confirm whether a fire risk assessment has been completed.

**Application process length**

The Licensing Authority will normally determine your application within 2 months (56 days). If any representations are received then you will of course be notified in writing. Likewise, if a hearing of a Licensing Sub Committee is required to determine your application then details of the hearing will provided to you in writing.

***Every effort has been made to ensure that this guidance document is comprehensive and accurate. Whilst the Licensing Authority and each of the ‘Responsible Authorities’ will be pleased to assist you and offer advice and guidance on how to complete application forms, etc, you are advised to seek your own independent legal advice if you have any legal queries***

 If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

|  |  |
| --- | --- |
| **I/We** |       |

 *(Insert name(s) of applicant)*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

**Part 1 – Premises details**

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| --- |
| Postal address of premises or, if none, ordnance survey map reference or description |
| **Post town** |       | Postcode |  |

|  |  |
| --- | --- |
| Telephone number at premises (if any) |  |
| Non-domestic rateable value of premises | **£** |

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as Please tick as appropriate

|  |  |  |  |
| --- | --- | --- | --- |
| a) | an individual or individuals \* | [ ]  | please complete section (A) |
| b) | a person other than an individual \* |  |  |
|  | i | as a limited company/limited liability partnership | [ ]  | please complete section (B) |
|  | ii | as a partnership (other than limited liability) | [ ]  | please complete section (B) |
|  | iii | as an unincorporated association or | [ ]  | please complete section (B) |
|  | iv | other (for example a statutory corporation) | [ ]  | please complete section (B) |
| c) | a recognised club | [ ]  | please complete section (B) |
| d) | a charity | [ ]  | please complete section (B) |
| e) | the proprietor of an educational establishment | [ ]  | please complete section (B) |
| f) | a health service body | [ ]  | please complete section (B) |
| g)ga) | a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Walesa person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England | [ ] [ ]  | please complete section (B)please complete section (B) |
| h) | the chief officer of police of a police force in England and Wales | [ ]  | please complete section (B) |

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| \* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):  |
|  |
| I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or | [ ]  |
| I am making the application pursuant to a  |  |
|  | statutory function or | [ ]  |
|  | a function discharged by virtue of Her Majesty’s prerogative | [ ]  |

**(A)** **INDIVIDUAL APPLICANTS** (fill in as applicable)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- |
| Mr | [ ]  |

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| --- | --- |
| Mrs | [ ]  |

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| --- | --- |
| Miss | [ ]  |

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|  |  |
| --- | --- |
| Ms | [ ]  |

 | Other Title (for example, Rev) |

|  |
| --- |
|       |

 |
| **Surname** | **First names**      |
| **Date of birth** I am 18 years old or over | **[ ]**  | Please tick yes |
| **Nationality** |  |  |
| Current residential address if different from premises address |       |
| Post town |  | Postcode |  |
| **Daytime contact telephone number** |  |
| **E-mail address (optional)** |  |

**SECOND INDIVIDUAL APPLICANT** (if applicable)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- |
| Mr | [ ]  |

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|  |  |
| --- | --- |
| Mrs | [ ]  |

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| --- | --- |
| Miss | [ ]  |

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| --- | --- |
| Ms | [ ]  |

 | Other Title (for example, Rev) |

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 |
| **Surname** | **First names**      |
| **Date of birth** I am 18 years old or over | **[ ]**  | Please tick yes |
| **Nationality** |  |  |
| Current residential address if different from premises address |       |
| Post town |  | Postcode |  |
| **Daytime contact telephone number** |  |
| **E-mail address (optional)** |  |

**(B) OTHER APPLICANTS**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

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| --- |
| Name      |
| Address      |
| Registered number (where applicable)      |
| Description of applicant (for example, partnership, company, unincorporated association etc.)      |
| Telephone number (if any)       |
| E-mail address (optional)      |

**Part 3 Operating Schedule**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| When do you want the premises licence to start? |

|  |  |  |
| --- | --- | --- |
| DD | MM | YYYY |
|   |   |   |   |   |   |   |   |

 |
| If you wish the licence to be valid only for a limited period, when do you want it to end? |

|  |  |  |
| --- | --- | --- |
| DD | MM | YYYY |
|   |   |   |   |   |   |   |   |

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| Please give a general description of the premises (please read guidance note 1)      |

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| --- | --- | --- |
| If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend. |

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What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

|  |  |
| --- | --- |
| Provision of regulated entertainment (please read guidance note 2)  | Please tick all that apply |
| a) | plays (if ticking yes, fill in box A) | [ ]  |
| b) | films (if ticking yes, fill in box B) | [ ]  |
| c) | indoor sporting events (if ticking yes, fill in box C) | [ ]  |
| d) | boxing or wrestling entertainment (if ticking yes, fill in box D) | [ ]  |
| e) | live music (if ticking yes, fill in box E) | [ ]  |
| f) | recorded music (if ticking yes, fill in box F) | [ ]  |
| g) | performances of dance (if ticking yes, fill in box G) | [ ]  |
| h) | anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | [ ]  |
| **Provision of late night refreshment** (if ticking yes, fill in box I)  | [ ]  |
| **Supply of alcohol** (if ticking yes, fill in box J) | [ ]  |

**In all cases complete boxes K, L and MA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Plays** Standard days and timings (please read guidance note 7) | **Will the performance of a play take place indoors or outdoors or both – please tick** (please read guidance note 3)  | Indoors | [ ]  |
| Outdoors | [ ]  |
| Day | Start | Finish | Both | [ ]  |
| Mon |       |       | **Please give further details here** (please read guidance note 4)      |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **State any seasonal variations for performing plays** (please read guidance note 5)      |
|       |       |
| Thur |       |       |
|       |       |
| Fri |       |       | **Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list** (please read guidance note 6)      |
|       |       |
| Sat |       |       |
|       |       |
| Sun |       |       |
|       |       |

**B**

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| --- | --- | --- | --- |
| **Films** Standard days and timings (please read guidance note 7) | **Will the exhibition of films take place indoors or outdoors or both – please tick** (please read guidance note 3)  | Indoors | [ ]  |
| Outdoors | [ ]  |
| Day | Start | Finish | Both | [ ]  |
| Mon |       |       | **Please give further details here** (please read guidance note 4)      |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **State any seasonal variations for the exhibition of films** (please read guidance note 5)      |
|       |       |
| Thur |       |       |
|       |       |
| Fri |       |       | **Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list** (please read guidance note 6)      |
|       |       |
| Sat |       |       |
|       |       |
| Sun |       |       |
|       |       |

C

|  |  |
| --- | --- |
| **Indoor sporting events** Standard days and timings (please read guidance note 7) | **Please give further details** (please read guidance note 4)      |
|
| Day | Start | Finish |
| Mon |       |       |
|       |       |
| Tue |       |       | **State any seasonal variations for indoor sporting events** (please read guidance note 5)      |
|       |       |
| Wed |       |       |
|       |       |
| Thur |       |       | **Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list** (please read guidance note 6)      |
|       |       |
| Fri |       |       |
|       |       |
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|       |       |

**D**

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| --- | --- | --- | --- |
| **Boxing or wrestling entertainments** Standard days and timings (please read guidance note 7) | **Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick** (please read guidance note 3)  | Indoors | [ ]  |
| Outdoors | [ ]  |
| Day | Start | Finish | Both | [ ]  |
| Mon |       |       | **Please give further details here** (please read guidance note 4)      |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **State any seasonal variations for boxing or wrestling entertainment** (please read guidance note 5)      |
|       |       |
| Thur |       |       |
|       |       |
| Fri |       |       | **Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list** (please read guidance note 6)      |
|       |       |
| Sat |       |       |
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|       |       |

**E**

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| --- | --- | --- | --- |
| **Live music** Standard days and timings (please read guidance note 7) | **Will the performance of live music take place indoors or outdoors or both – please tick** (please read guidance note 3)  | Indoors | [ ]  |
| Outdoors | [ ]  |
| Day | Start | Finish | Both | [ ]  |
| Mon |       |       | **Please give further details here** (please read guidance note 4)      |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **State any seasonal variations for the performance of live music** (please read guidance note 5)      |
|       |       |
| Thur |       |       |
|       |       |
| Fri |       |       | **Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list** (please read guidance note 6)      |
|       |       |
| Sat |       |       |
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|       |       |

**F**

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| **Recorded music** Standard days and timings (please read guidance note 7) | **Will the playing of recorded music take place indoors or outdoors or both – please tick** (please read guidance note 3)  | Indoors | [ ]  |
| Outdoors | [ ]  |
| Day | Start | Finish | Both | [ ]  |
| Mon |       |       | **Please give further details here** (please read guidance note 4)      |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **State any seasonal variations for the playing of recorded music** (please read guidance note 5)      |
|       |       |
| Thur |       |       |
|       |       |
| Fri |       |       | **Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list** (please read guidance note 6)      |
|       |       |
| Sat |       |       |
|       |       |
| Sun |       |       |
|       |       |

**G**

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| **Performances of dance**Standard days and timings (please read guidance note 7) | **Will the performance of dance take place indoors or outdoors or both – please tick** (please read guidance note 3)  | Indoors | [ ]  |
| Outdoors | [ ]  |
| Day | Start | Finish | Both | [ ]  |
| Mon |       |       | **Please give further details here** (please read guidance note 4)      |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **State any seasonal variations for the performance of dance** (please read guidance note 5)      |
|       |       |
| Thur |       |       |
|       |       |
| Fri |       |       | **Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list** (please read guidance note 6)      |
|       |       |
| Sat |       |       |
|       |       |
| Sun |       |       |
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**H**

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| **Anything of a similar description to that falling within (e), (f) or (g)**Standard days and timings (please read guidance note 7) | Please give a description of the type of entertainment you will be providing      |
| Day | Start | Finish | **Will this entertainment take place indoors or outdoors or both – please tick** (please read guidance note 3)  | Indoors | [ ]  |
| Mon |       |       | Outdoors | [ ]  |
|       |       | Both | [ ]  |
| Tue |       |       | **Please give further details here** (please read guidance note 4)      |
|       |       |
| Wed |       |       |
|       |       |
| Thur |       |       | **State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)** (please read guidance note 5)      |
|       |       |
| Fri |       |       |
|       |       |
| Sat |       |       | **Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list** (please read guidance note 6)      |
|       |       |
| Sun |       |       |
|       |       |

**I**

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| --- | --- | --- | --- |
| **Late night refreshment**Standard days and timings (please read guidance note 7) | **Will the provision of late night refreshment take place indoors or outdoors or both – please tick** (please read guidance note 3)  | Indoors | [ ]  |
| Outdoors | [ ]  |
| Day | Start | Finish | Both | [ ]  |
| Mon |       |       | **Please give further details here** (please read guidance note 4)      |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **State any seasonal variations for the provision of late night refreshment** (please read guidance note 5)      |
|       |       |
| Thur |       |       |
|       |       |
| Fri |       |       | **Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list** (please read guidance note 6)      |
|       |       |
| Sat |       |       |
|       |       |
| Sun |       |       |
|       |       |

**J**

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| **Supply of alcohol**Standard days and timings (please read guidance note 7) | **Will the supply of alcohol be for consumption – please tick** (please read guidance note 8)  | On the premises | [ ]  |
| Off the premises | [ ]  |
| Day | Start | Finish | Both | [ ]  |
| Mon |       |       | **State any seasonal variations for the supply of alcohol** (please read guidance note 5)      |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       |
|       |       |
| Thur |       |       | **Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list** (please read guidance note 6)      |
|       |       |
| Fri |       |       |
|       |       |
| Sat |       |       |
|       |       |
| Sun |       |       |
|       |       |

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

|  |
| --- |
| Name      |
| **Date of birth**  |
| Address      |
| Postcode |       |
| Personal licence number (if known)      |
| Issuing licensing authority (if known)      |

[ ] [ ] [ ] [ ]

K

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| --- |
| **Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 9).      |

L

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| --- | --- |
| **Hours premises are open to the public**Standard days and timings (please read guidance note 7) | **State any seasonal variations** (please read guidance note 5)      |
|
| Day | Start | Finish |
| Mon |       |       |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       |
|       |       | **Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list** (please read guidance note 6)      |
| Thur |       |       |
|       |       |
| Fri |       |       |
|       |       |
| Sat |       |       |
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| Sun |       |       |
|       |       |

**M** Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e)** (please read guidance note 10)

|  |
| --- |
|       |

**b) The prevention of crime and disorder**

|  |
| --- |
|       |

**c) Public safety**

|  |
| --- |
|       |

**d) The prevention of public nuisance**

|  |
| --- |
|       |

**e) The protection of children from harm**

|  |
| --- |
|       |

**Checklist:**

|  |
| --- |
| **Please tick to indicate agreement** |
|  | I have made or enclosed payment of the fee. | [ ]  |
|  | I have enclosed the plan of the premises. | [ ]  |
|  | I have sent copies of this application and the plan to responsible authorities and others where applicable. | [ ]  |
|  | I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. | [ ]  |
|  | I understand that I must now advertise my application. | [ ]  |
|  | I understand that if I do not comply with the above requirements my application will be rejected.[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15). | [ ] [ ]  |

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

|  |  |
| --- | --- |
| **Declaration** | * [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).
* The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
 |
| Signature |  |
| Date |       |
| Capacity |       |

**For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

|  |  |
| --- | --- |
| Signature |  |
| Date |       |
| Capacity |       |

|  |
| --- |
| Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)      |
| Post town |  | Postcode |  |
| Telephone number (if any) |       |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional)      |

**Notes for Guidance**

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
* Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
* Films: no licence is required for ‘not-for-profit’ film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
* Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
* Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
* Live music: no licence permission is required for:
* a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
* a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
* a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
* a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
* a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
* Recorded Music: no licence permission is required for:
* any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
* any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
* any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
* Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
* Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
* any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
* any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
* any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
* any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
1. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
2. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
3. For example (but not exclusively), where the activity will occur on additional days during the summer months.
4. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
5. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
6. If you wish people to be able to consume alcohol on the premises, please tick ‘on the premises’. If you wish people to be able to purchase alcohol to consume away from the premises, please tick ‘off the premises’. If you wish people to be able to do both, please tick ‘both’.
7. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
8. Please list here steps you will take to promote all four licensing objectives together.
9. The application form must be signed.
10. An applicant’s agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
11. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
12. This is the address which we shall use to correspond with you about this application.

15. **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships**:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

* does not have the right to live and work in the UK; or
* is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

### Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

**Documents which demonstrate entitlement to work in the UK**

* An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
* An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
* A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
* A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
* A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
* A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
* A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
* A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, **when produced in combination with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
* A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
* A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
* A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
* A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
* A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.

* A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
* A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
* Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
* Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
* evidence of the applicant’s own identity – such as a passport,
* evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
* evidence that the European Economic Area national has a right of [permanent residence in the UK](#_Residence_cards_(biometric) or is one of the following if they have been in the UK for more than 3 months:

(i) working e.g. employment contract, wage slips, letter from the employer,

(ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,

(iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or

(iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

(i) any page containing the holder’s personal details including nationality;

(ii) any page containing the holder’s photograph;

(iii) any page containing the holder’s signature;

(iv) any page containing the date of expiry; and

(v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.