

## **Licensing Act 2003 - Application for a New Licence**

Thank you for downloading the application pack. Please use this document for guidance.

Please note that you must enclose with your application the correct fee and:

### **In the case of a premises licence or club premises certificate**

(1) a plan of the premises showing:

- the extent of the boundary of the building, any external and internal walls of the building and, if different, the perimeter of the premises;
- the location of points of access to and egress from the premises;
- if different from the above, the location of escape routes from the premises;
- in a case where the premises is to be used for more than one licensable activity, the area within the premises used for each activity;
- 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;
- in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- in the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment;
- the location of a kitchen, if any, on the premises.

Unless otherwise agreed with you in writing, the plan must be drawn to a 1:100 scale.

At the same time as you return your application form to us you must send copies (with all the accompanying documents) to the responsible authorities (you will find them listed in the operating schedule guidance).

You must also advertise your application for a period of not less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority:

**(a) by displaying a notice,**

(i) which is of a size equal or larger than A4, of a pale blue colour and printed legibly in black ink or typed in black in a font of a size equal to or larger than 16. An example of this notice is attached;

(ii) in all cases, prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises and in the case of a premises covering an area of more than fifty metres square, a further notice in the same form and subject to the same requirements every fifty metres along the external perimeter of the premises abutting any highway; and

**(b) by publishing a notice,**

(i) in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises;

(ii) on at least one occasion during the period of ten working days starting on the day after the day on which the application was given to the relevant licensing authority.

In the case of an application for a premises licence or a club premises certificate, the notices shall contain a statement of the relevant licensable activities or relevant qualifying club activities as the case may require which it is proposed will be carried on or from the premises.

In the case of an application for a provisional statement, the notices:

- shall state that representations are restricted after the issue of a provisional statement; and
- where known, may state the relevant licensable activities which it is proposed will be carried on or from the premises.

In the case of an application to vary a premises licence or a club premises certificate, the notices shall briefly describe the proposed variation.

In all cases, the notices referred to shall state:

- the name of the applicant or club;
- the postal address of the premises or club premises, if any, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises or club premises to be identified;
- the postal address and, where applicable, the worldwide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected;
- the date by which an interested party or responsible authority may make representations to the relevant licensing authority;
- that representations shall be made in writing; and
- that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.

**Please note, for a premises licence you must photocopy your application and send it to all of the responsible authorities.**

**You can find the addresses in the Operating Schedules document.**

If you require any help completing this application please contact the licensing team on 01992 564034.

**Example Notice of Application for a Premises Licence under the Licensing Act 2003**

Notice is given this day (*insert date*) that (*insert applicant name*) of (*insert applicant address*) has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of (*insert premises name and address*)

The proposed licence is for (*insert activities and times*)

The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ.

Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice.

It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5,000)