

GRANT, VARIATION OF PREMISES LICENCES

The application pack consists of the following forms:

- (i) Application form for the type of licence needed
- (ii) Blue Notice of Display
- (iii) Advertisement format
- (iv) Form to specify Designated Premises Supervisor [if sale of alcohol is intended]
- (v) Form of Consent to be specified as Designated Premises Supervisor [if sale of alcohol is intended]

General Procedure where appropriate for both types of Application

- The form must be completed in black, otherwise it will be rejected.
- Complete all parts of the form that are relevant to the licensable activities required.
- Make sure you insert the non-domestic rateable value so that you may calculate your application fee [if applying for grant]
- Ensure you complete Part 3 of the Operating Schedule to show when you want the licence to commence, give a general description of the premises and make certain you tick every box necessary to give you the type of regulated entertainment sought. You will see from the form that you must complete Boxes N, O and P.
- If you are in any doubt as to what to put in Box P, please contact the Licensing Section who will be pleased to help you.
- If you are applying for a variation of a Premises Licence, you will need to enclose your existing Premises Licence/appropriate part of the Licence or, if this is not available, supply a statement giving the reason for you not being able to enclose it with the application.
- The Blue Notice of Display should be completed and you must ensure that the date at the foot of the form is a full 28 days from the date that the Notice is displayed on the premises in such a position that anyone may see it without the need to enter the premises.
- The advertisement should be submitted for publication in the Public Notices Section of a locally available newspaper and this should be published as soon as possible after the day you display your Blue Notice or, in any case, no later than ten days from serving the application on the Licensing Authority. The expiry date for both the Blue Notice and the public advertisement should be the same. When the advertisement is published, you should forward a copy of it to the Licensing Section.
- The original copy of the application and supporting documents together with the fee should be sent to the Licensing Section and copies of all documents sent to the Responsible Authorities as per the list enclosed with the application pack.

Finalisation of the application process

Responsible Authorities and the public have 28 days in which to lodge a representation against the application. If none are received, then the application process will be completed and the licence will be granted on the terms and conditions sought. If a representation is received it will be necessary for the application to be determined by one of the Licensing Authority's Premises/Personal Licences Sub-Committees and you will be invited to attend a Hearing so that all points of view can be taken into account prior to a decision being made. You will be given proper Notice of the date of the Hearing and sent copies of any representation received. In order to avoid the necessity for the Hearing to take place, it is open to you to contact anyone objecting to your application to see if agreement can be reached so that the representation can be withdrawn. If this happens you should notify the Licensing Section, who will expect written confirmation of withdrawal from both parties and any conditions that have been agreed as these eventually will be attached to the Licence.