

Guidance - How to Complete the Application Form

In the opening statement, you should insert the name of the applicant or applicants who are applying for a licence.

Part 1 (Premises details) – Asks for the address and some other details of the premises. If the premises have no postal address, for example, if the application relates to an event on open land, you should describe the location of the premises or give the ordnance survey map reference.

Part 1 also asks for the non-domestic rateable value (NDRV) of the premises. This is not the same as the actual business rates which you pay, but is a value determined by the valuation office, which helps determine business rates. The NDRV of any premises can be checked on the Valuation Office Agency (VOA) website www.voa.gov.uk.

Part 2 (Applicant details) – Asks you to state the capacity in which you are applying, for example as an individual, a limited company, charity etc. You can only apply in one of these capacities so should only tick one box.

You should then give further details in either section (A) individual applicants or (B) other applicants, but not both.

Part 3 (Operating schedule) - You should state the date you would like the licence to start. A premises licence will last indefinitely, unless otherwise stated in the box provided. The question concerning the number of people attending the premises at any one time is necessary to determine whether an additional fee for larger events should apply. It is not necessary to complete this box if you think that less than 5000 people will attend.

You are asked to describe the premises. For example the type of premises it is, its general situation and layout and any other information that would be relevant to the licensing objectives. You should also describe any areas that you intend to provide for people to consume alcohol that you sell or supply such as outside areas e.g. beer gardens.

Licensable activities - You should indicate which licensable activities you wish to carry on by ticking the appropriate boxes. In considering what to put in this section, you should think about all the activities you may want to conduct at the premises in the future and consider whether any are licensable activities under the Act. After this you should complete the corresponding boxes from A to J that relate to those activities. Only complete the boxes that relate to the activities you have ticked.

You should give timings using the 24-hour clock and only give details for days of the week when you intend the premises to be used for the licensable activities in question. The space marked 'state any seasonal variations' gives you the opportunity to include any, for example, longer hours or additional days during the summer. The space marked 'non standard timings', gives you the opportunity to record occasions when the timings will change. For example, you may wish the activity to go on longer on Christmas Eve or weekends preceding bank holidays.

Except in box C (indoor sport) you are asked to indicate whether the activity is taking place indoors, outdoors or both. Indoors may include a tent or other temporary structure. In the space marked 'please give further details here', please state 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.

Designated Premises Supervisor (DPS) – If you intend to sell alcohol, you must give details of the person who you wish to be the DPS under the new licence. The DPS will

need to hold a valid personal licence. There is only one DPS for each premises (but any number of personal licence holders) and it is usually the person who has day-to-day responsibility for the premises. You will also need to submit a DPS consent form signed by the person you wish to be your DPS (you need to do this even if this is the same person who is applying for the premises licence).

Box K – This asks you to give information about anything to occur at the premises or ancillary to the use of the premises, which may give rise to concern in respect of children, for example nudity or semi-nudity, films for restricted age groups. Do not complete this section if it does not apply to your premises, but rather than leave blank, it would be better to write 'none' or 'n/a' to be clear that you have considered this, rather than simply forgotten to complete the box.

Box L – Whilst this may include times where no licensable activities take place, it is important for responsible authorities and the licensing authority to know how long your premises are open in addition to the times where licensable activities will take place. You should indicate whether any of the 'seasonal variations' and 'non standard timings' for licensable activities, would affect the hours the premises are open to the public, in the spaces provided.

Steps to promote the licensing objectives – Don't forget you should already be abiding by relevant legislation in other areas. The licensing policy will give you further guidance in this area. If you feel there is nothing more to do, rather than leave blank, it would be better to write 'none' or 'n/a' to be clear that you have considered this, rather than simply forgotten to complete the boxes.

In the event that the application is in any way incomplete, it will not be treated as a proper application and returned accordingly. This will result in unnecessary delays during which time licensable activities, which require the benefit of a licence, cannot be held.

Please note that any approach by applicants or their representatives directly to individual Council Members in respect of any application will be recorded and may result in that Member withdrawing from the decision making process.