



**Broxtowe
Borough
COUNCIL**

**Broxtowe Borough Council
Licensing Department
Council Offices, Foster Avenue,
Beeston, Nottingham NG9 1AB
Tel: 0115 917 3241
Fax: 0115 917 3683
Email: licensing@broxtowe.gov.uk**

Licensing Act 2003 -Guidance Fact Sheet **Application for a Premises Licence**

Before you start

The form must be filled in using black ink only. If you are filling the form in by hand use only block capitals and write only in the boxes. Improperly completed forms may be returned as invalid.

This guidance should be used in conjunction with the guidance on the back of the application form.

Further copies of the form are available from our website www.broxtowe.gov.uk or the Home Office website. <https://www.gov.uk/guidance/alcohol-licensing>. Whilst the forms have slightly different headings either is acceptable.

This form that can be downloaded into Microsoft Word, completed using your computer and then printed and sent to us,

All times stated must use the 24-hour clock system (e.g. 5.00 pm is 17.00 hrs).

These notes are intended for guidance only and are not authoritative. No responsibility is accepted if, having read them, the forms are incorrectly completed.

Immigration Act 2016

The Immigration Act 2016 introduces immigration safeguards in respect of licensing applications with effect from 6th April 2016. The intention is to prevent illegal working in premises licensed for the sale of alcohol or late night refreshment.

The Immigration Act 2016 makes the Secretary of State a responsible authority in respect of premises licensed to sell alcohol or late night refreshment with effect from 6th April 2017. In effect this responsibility has been given to the Home Office (Immigration Enforcement) who exercises this power on the Secretary of States behalf.

The Home Office (Immigration Enforcement) acts as a responsible authority in respect of the prevention of Crime and Disorder licensing objective as it is concerned with the prevention of immigration crime in connection with licensed premises. Along with the other Responsible Authorities above, the **licence application needs to be copied by the applicant and sent to Home Office (Immigration Enforcement)**

Identification Documents

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 carrying on of a licensable activity.

Please see point 15 of the guidance notes on your application form for further details.

Completing the form

- 1. I/We.....apply.**
Insert your full name or names.

Part A1 Premises Details.

- 2. Postal Address.**
Insert the name and full postal address of the premises. Do not insert an ordnance Survey grid reference unless the premises has no postal address at all (which is very unlikely), Please ensure you enter the full post code.

3. Telephone number of the premises.

If there is a telephone number at the premises, please fill in the number. If there is no telephone number, please write **NONE**.

4. Non-Domestic rateable value.

Insert the rateable value of the property in the box. Please note this is not the rates that you pay but the rateable value of the premises. You can obtain this information from your rates bill or from the following website, <https://www.gov.uk/correct-your-business-rates>

5. Part 2 - Applicant details.

Read this section through first and decide which of the descriptions in a) to h) applies to you and then complete the relevant section A (Individual Applicants) or B (Other Applicants) as indicated next to the box you have ticked. Then complete the basis on which you are making the application. Most people will be carrying on a business and will tick the first box.

6. (A) Individual Applicants

(a) Fill in your details in these boxes if you ticked a box in Part A2 that referred you to box A. You must tick the box stating that you are 18 years or over. If you are not yet 18 you cannot apply. All questions must be answered apart from email address.

(b) If there is more than one applicant enter the second set of details in box B

(c) If there are more than two applicants, we can supply additional copies of page 2 or you may provide details of additional applicants on plain paper.

7. (B) Other Applicants.

Please fill in the applicant's details. Registered number refers to Charity Registration number if the applicant is a charity or Company Registration number etc. All questions must be answered apart from email address which is optional. If there are more than two applicants, we can supply additional copies of page 3 or you may provide details of additional applicants on plain paper.

Part 3 – Operating Schedule

8. Start date.

Please fill in the date you want the licence to start.

9. Limited Period.

This is usually completed only if the licence is for a short duration function that cannot make use of a Temporary Event Notice.

10. General Description.

Please see Note 1 at the end of the application form. Enter here a general description of your premises and of the licensable activities that take place on the premises now, not what you want for the future. (that will come later on in this form). This should include the sale and consumption of alcohol, any music and dancing, children's certificate, supper hour certificate etc.

11. 5,000 people or more

If the premises will not hold more than 5,000 people put N/A in this box.

12. Provision of regulated entertainment.

Tick the appropriate boxes a) to h).

13. Provision of late night refreshment.

This applies if you intend providing hot food to eat in or take away after 23.00 hrs and before 05.00 hrs

14. Supply of alcohol.

Tick this box if you intend supplying or selling alcohol

15. Boxes A to J.

(Page 5 and following). Please note that you must use the twenty-four-hour clock system. If you have ticked any of the boxes above, you must now complete the appropriate box with the details of times etc. A box for each appropriate section ticked must be completed. When completing box M (Supply of Alcohol) do not forget to include any seasonal variations, special occasions that occur each year such as St Georges Day and public holidays when you may wish to open later. It is not expected that a licensed premises should need to apply for a Temporary Event Notice for public holidays etc in the future as this should be taken into consideration at this point of the application process. Unexpected temporary requirements might be covered by the use of a Temporary Event Notice.

16. State name and details of person who is to be the Premises Supervisor.

Enter the name and address of the person who is to be the Designated Premises Supervisor (DPS). The person designated as the DPS does not have to have a Personal Licence at the time this application is made, but before alcohol can be sold he/she must have obtained one. Include their Personal Licence Number if it is known at the time of applying. Please note the reference to the declaration about the entitlement to work, the premises licence holder must check the right to work for all employees.

17. Box K. You must complete this box. Activities that may give rise to concern in respect of children

Information should be given here on any activities taking place on the premises that may give rise to concern in respect of children such as nudity, semi nudity or gaming machines.

18. Box L. You must complete this box. Hours that the premises are open to the public

The hours you apply for in this section will determine the latest time you may be open to the public after sales of alcohol have ceased and will become a condition of the licence. Under the new Licensing Act 2003 there is no such thing as drinking up time, and you may wish to consider adding at least half an hour to the times you have specified in box M to allow for this. On the other hand, you may wish to open at 07.00 for the serving of breakfasts but not sell alcohol until 10.00 hrs

19. Box M. You must complete this box.

The next five boxes must be completed with any additional steps you intend to take in order to promote the listed licensing objectives, such as provision of CCTV, door supervisors, flood lighting in car park areas, notices to customers requesting them to consider neighbours and leave quietly, no children to allowed on the premises after 19.00hrs completing this you should have regard to this Council's Licensing Policy which gives information as to this Council's expectations on these topics.

20. Check list

You must tick the next seven boxes. By doing so you acknowledge that you are enclosing all of the appropriate forms and that you are serving the forms on the responsible authorities a list of which is at the end of this guidance.

Fee.

Enclose the correct fee. We can accept cash or cheques (made payable to Broxtowe Borough Council), we cannot accept credit card payments. Applications not containing the correct fee will be returned in their entirety.

Plans.

Don't forget that you must enclose a plan of the premises on a scale of 1 cm to 100 cm (in unusual circumstances we are permitted to accept plans to a different scale but this must be agreed with us in writing before the licence is submitted and there must be an exceptional reason). The plans must contain the following information:

- a) 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;
- b) the location of points of access to and egress from the premises;
- c) if different from paragraph (3)(b), the location of escape routes from the premises;
- d) in a case where the premises are used for more than one existing licensable activity, the area within the premises used for each activity;
- e) in a case where an existing licensable activity relates to the supply of alcohol, the location or locations on the premises which is or are used for consumption of alcohol;

- f) 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;
- g) in a case where the premises include a stage or raised area, the location and height of each stage or area relative to the floor;
- h) in a case where the premises include any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- i) in a case where the premises include any room or rooms containing public conveniences, the location of the room or rooms;
- j) the location and type of any fire safety and any other safety equipment; and
- k) the location of a kitchen, if any, on the premises.

The plan may include a legend through which the matters mentioned or referred to above are sufficiently illustrated by the use of symbols on the plan.

Don't forget that you must send a complete copy of the application including plan(s) to a number of other authorities **in addition to the Licensing Authority (Broxtowe Borough Council)**.

Enclose the consent form completed by the proposed Designated Premises Supervisor.

Don't forget that you must advertise the application both by displaying public notices on light blue paper at the premises to be licensed and by putting a public notice in a local newspaper. This public notice must appear in the newspaper within the 10-day period starting with the day after this application is received by us. The notice on the premises MUST be displayed for 28 consecutive days starting the day after notice is served on the Council.

See appendix for a proforma ad/notice to be displayed

Enclose copies of documents demonstrating the applicants right to work in the UK. See note 15 of the application form.

If you don't comply with these requirements your application will be invalid, we will return it and you will have to start again.

21. Part 4

Read the declaration carefully. Sign and date the form here. If there is a second applicant where the licence is jointly held they must also sign. Your solicitor or agent can sign for you providing that they have the authority to do so.

22. Capacity.

Please enter in what capacity you are signing this application e.g. Applicant's Agent, Company Secretary, Chief Executive of a Health Service body etc.

23. Contact details.

Complete this section if you want the any correspondence and the final licence relating to this application sent to another address. Please include your post code.

24. Who to send your application to

Your applications for a Premises Licences must be sent to the Licensing Authority. It must be in writing and may not be sent by email or fax without prior agreement from us and if we agree to it being sent electronically you must send a signed written copy to us forthwith. The date of service on us will be the date when we receive the written copy not when we receive the electronically sent copy.

A complete copy including plan(s) must also be sent to all the bodies other than the Licensing Authority listed below and this must all arrive at those authorities within 48 hours of the application being made to the Licensing Authority.

PLEASE NOTE

This application and/or the grant of a premises licence does not override current planning consents or restrictions. You should ensure that you have planning permission to open the hours you wish to operate and to be able to carry out the requested licensable activities

LIST OF RESPONSIBLE AUTHORITIES FOR APPLICATIONS UNDER THE LICENSING ACT 2003.

Your Application and fee must be sent to Broxtowe Borough Council's Licensing Section.

Please make your cheque payable to **Broxtowe Borough Council**

You must also send a full copy of your application and, if applicable, the plans, to each of the following responsible authorities

Police

The Chief Constable
Nottinghamshire Police
County Division Licensing Team
Mansfield Police Station
Great Central Road, Mansfield, Nottinghamshire
NG18 2HQ
Tel: 101 Ext. 3111219
liquor.licensing@nottinghamshire.pnn.police.uk

Michelle Elliott

NSCB Administrator
Business Support Services, Children's Social Care 3
Supporting Safeguarding & Independent Review
Nottinghamshire County Council
Children, Families & Cultural Services
Children's Social Care
County Hall
West Bridgford
Nottingham NG2 7QP
Tel: 0115 97 73935
e.mail: michelle.elliott@nottscc.gov.uk
Secure e.mail: michelle.elliott@go.gcsx.gov.uk

Fire

Nottinghamshire Fire and Rescue Service
Fire Protection South Group
Highfields Fire Station
Hassocks Lane, Beeston, Nottinghamshire
NG9 2GQ
Tel: 0115 957 5260
fireprotectionsouth@notts-fire.gov.uk

Trading Standards

Trading Standards Service
Nottinghamshire County Council
County House
100 Chesterfield Road South
Mansfield, Nottinghamshire
NG19 7AQ
Tel: 01623 452005
trading.standards@nottscc.gov.uk

Environmental Health

Environmental Health Department
Council Offices, Foster Avenue, Beeston, Nottingham
NG9 1AB
Tel: 0115 917 7777
Fax: 0115 917 3377
health@broxtowe.gov.uk

Health and Safety

Health and Safety Department
Council Offices, Foster Avenue, Beeston, Nottingham
NG9 1AB
Tel: 0115 917 7777
Fax: 0115 917 3377
health@broxtowe.gov.uk
Please Note: local authority owned premises must notify the Health & Safety Executive.

Public Health

Dr Chris Kenny
NHS Nottinghamshire County,
Meadow House
Littleworth
Mansfield
Nottingham
NG18 2TB
Tel: 01623 433038
licen.sing@nottscc.gov.uk

Home Office (Immigration Enforcement)

Alcohol Licensing Team
Lunar House
40 Wellesley Road
Croydon
CR9 2BY
Alcohol@homeoffice.gsi.gov.uk

Local Planning Authority

Broxtowe Borough Council
Planning Department
Council Offices, Foster Avenue, Beeston, Nottingham
NG9 1AB
Tel: 0115 917 7777
Fax: 0115 917 3377
pabc@broxtowe.gov.uk

For Vessels

The Maritime and Coastguard Agency.

Eastern Region
Crosskill House
Mill Lane
Beverley
HU17 9JB

Tel: 01482 866606

The Environment Agency.

Trentside Offices,
West Bridgford,
Nottingham,
Nottinghamshire,
NG2 5FA

Telephone (0115) 9455722

The British Waterways Board.

The Kiln,
Mather Road,
Newark,
Nottinghamshire
NG24 1FB

Telephone (01636) 704481

Your Application and fee must be sent to Broxtowe Borough Council's Licensing Section
Please make your cheque payable to **Broxtowe Borough Council**

Address:

Broxtowe Borough Council
Licensing Section
Public Protection Division
Chief Executive's Directorate
Council Offices
Foster Avenue
Beeston
Nottingham NG9 1AB

Phone: 0115 917 3241

Fax: 0115 917 3683

Email licensing@broxtowe.gov.uk

Internet: www.broxtowe.gov.uk

Licensing Act 2003: Guidance on advertising your application

If you are applying for a variation of your existing licence, you must also advertise your application as follows:

Displaying a notice on the premises:

You must prominently display a suitable notice in at least one place at or on the site of the premises where it can be conveniently read from the exterior of the premises for not less than **28 consecutive days** following the date of your application.

- If the premises cover an area of more than 50 square metres, additional notices must be displayed every 50 metres along the external perimeter abutting any highway.
- The notice to be displayed on the premises must be:
 - a) A4 size or larger
 - b) Pale blue in colour
 - c) Printed legibly in ink or in large black type (at least font size 16)

Publishing a notice in a local newspaper:

- You must publish a notice in a local newspaper circulating in the area of the premises on at least one occasion not more than **10 working days** from the day you after you give your application to the Licensing Authority.

What information must the notices contain?

The notices must describe the proposed variation in the licensable activities or qualifying club activities that is being sought.

- It must also contain:
 - a) The name of the applicant or club
 - b) The postal address of the premises or club premises (or if there is no postal address, an accurate description of the location of the premises);
 - c) The postal address or worldwide web address where the Council keeps the register and where a record of the application may be inspected (see below);
 - d) The dates between which an interested party or responsible authority may make representations to the Council;
 - e) A statement that representations must be in writing;
 - f) A statement 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. The maximum fine is at Level 5 and is currently set at £5,000.

What happens next?

- When the advert has appeared you should send a copy of the page on which it appears to the Licensing Authority together with a copy of the notice displayed on the premises.
- The Licensing Authority will check whether the notices contain the correct information and may visit the premises to confirm that the notices are properly displayed.
- If the notices are not correct or not properly displayed your application will be invalid and you may be required to make another application.

Addresses for the public register of applications:

Broxtowe Borough Council
Licensing Section
Public Protection Division
Council Offices, Foster Avenue,
Beeston,
Nottingham
NG9 1AB

www.broxtowe.gov.uk

LICENSING ACT 2003

[Name & address of premises]

Notice is hereby given that we (*Name of applicant/s*) have applied to Broxtowe Borough Council for the Grant of a Premises Licence for the above premises. The licensable activities proposed to be carried on or from the premises are as follows: -

Please insert all times and licensable activities to be applied for

The Licensing Register, and full details of this application can be viewed at the offices of the Licensing Authority at Licensing Section, Broxtowe Borough Council, Council Offices, Foster Ave, Beeston, NG9 1AB (www.broxtowe.gov.uk) between the hours of 9.00am and 4.30pm Monday to Friday by prior appointment.

Interested parties or responsible authorities can make representations in writing to the Licensing Authority at any time up to (*insert relevant date*).

It is an offence for anyone knowingly or recklessly to make a false statement in connection with a Licence Application. The maximum fine on summary conviction is £5000.00.

Dated this [*day*] day of [*month & year*]

(NB. Notices at premises must be on light blue paper and a minimum of size 14 font)