

## **GUIDANCE NOTES**

### **APPLICATION FOR A PREMISES LICENCE**

#### **Page 1**

After I/We, insert name of applicant which can be an individual or group of individuals or any one of the organisations listed – Part 2 of the form.

In PART 1 - provide the address, Ordnance Survey reference or other description of the premises you wish to have licensed - sufficient to identify that premises.

The non domestic rateable value of the premises can be found on the rate demand for the premises and is the figure with RV next to it. Alternatively go to [www.voa.gov.uk](http://www.voa.gov.uk) and click on "2005 rating list".

In PART 2 - "Applicant Details" – you must tick one box only and then complete either Section (a) if you are applying as an individual or individuals or Section (b) in every other case. If there are more than two individual applicants please copy Page 3.

#### **Page 3**

If you are completing Section (B) please insert the name of the organisation. If there is no registered number please indicate "none" in that box.

#### **Page 4**

PART 3 - Operating Schedule. It is up to you when you wish your licence to run from. Please bear in mind that any premises operating on or after 24<sup>th</sup> November 2005, whose licensable activity takes place, must have a Premises Licence.

If the licence is required for a specific period only please indicate when the licence will end.

In the general description box please provide sufficient information to allow anyone reading the application to understand what sort of premises you are applying to licence.

#### **For example**

"Conversion of an existing three storey commercial building in the town centre to provide a bar, restaurant and disco."

### **Page 5**

You are required to list the licensable activities you wish to undertake on Page 5 and this will form the basis on which any licence is granted.

If you intend to provide regulated entertainment yourself, please tick the relevant boxes from (a) to (h). If you are providing a room or other facility for others to provide entertainment (for example – a village hall), please tick the relevant boxes from (l) to (k).

If you intend to provide hot food between 11 pm and 5 am, please tick the box for provision of Late Night Refreshment.

If you intend to supply alcohol, please tick the relevant box.

**In all cases where you have ticked any of the boxes on Page 5 you are required to complete the corresponding boxes A to M on Pages 6 to 12.**

### **Page 13**

If you are intending to sell alcohol you must give details of the Designated Premises Supervisor, who must be the holder of a Personal Licence when the Premises Licence comes into effect.

### **Page 14**

In Section P (a–e) you should list the steps that you intend to take to promote the four licensing objectives. This is necessary because as you are not converting an existing licence there are no existing conditions to carry over. You should, therefore, list all the things that you are going to do to address the four objectives.

Please note that the Responsible authorities to whom you will be sending copies of your application are likely to make representations (object) if they are not satisfied that sufficient steps are proposed to be taken by you. It is, therefore, in your interest to discuss with each of the Responsible Authorities what they would expect to see written in this section before you submit your application.

**DO NOT FORGET TO SIGN THE FORM!**

**FEES - Please note that every application must be accompanied by the relevant fee.**

**SUMMARY OF FEES**

<b>NATIONAL NON-DOMESTIC RATEABLE VALUE OF PREMISES TO BE LICENCED</b>	<b>BAND</b>	<b>FEE PAYABLE WITH EVERY PREMISES OR CLUB PREMISES CERTIFICATE APPLICATION/VARIATION OF LICENCE</b>	<b>ANNUAL FEE PAYABLE ON ANNIVERSARY OF DATE LICENCE COMES INTO EFFECT</b>	<b>FEE PAYABLE FOR CHANGE OF DETAILS, LOSS OR THEFT</b>
ZERO to £4300	A	£100	£70	£10.50
£4300 to £33,000	B	£190	£180	£10.50
£33,000 to £87,000	C	£315	£295	£10.50
£87,000 to £125,000	D	£450	£320	£10.50
£125,000 and above	E	£635	£350	£10.50

<b>LICENCE TYPE</b>	<b>FEE PAYABLE</b>	<b>FEE PAYABLE FOR CHANGE OF DETAILS, LOSS OR THEFT</b>
Personal Licence	£37	£10.50
Temporary Event Notice	£21.00	N/A

<b>APPLICATION TYPE</b>	<b>FEE PAYABLE</b>
To vary licence to specify individual as Premises Supervisor	£23.00
For the Transfer of a Premises Licence	£23.00
Interim Authority Notice following death etc of Licence Holder	£23.00
For a Provisional Statement where premises is being built etc	£315.00
Right of Freeholder etc to be notified of licensing matters	£21.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required for those activities.

Schools and sixth form colleges are also exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

## **PLANS**

**Please note that every application must be accompanied by a plan of the premises.**

The standard scale for plans to accompany applications shall be 1 to 100.

The plan shall show the following:

- 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
- the location of points of access to and egress from the premises
- if different from (b), the location of escape routes from the premises
- 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
- where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor
- where the premises has any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts
- where the premises has public toilets, the location of the toilets
- 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

## **RESPONSIBLE AUTHORITIES**

The original application with all attached documentation and the required fee must be sent to:

The Licensing Officer  
Wiltshire Council  
Public Protection Services and Licensing  
***(Relevant Main Office Address – See List Below)***

A copy of the complete application must also be sent to:

1. The Licensing Officer  
Wiltshire Police  
Trowbridge Police Station  
Polebarn Road  
Trowbridge  
Wiltshire  
BA14 7EP
2. Wiltshire Council  
Public Protection Services  
Pollution Team  
***(Relevant Main Office Address – See List Below)***
3. Wiltshire Council  
Public Protection Services  
Health and Safety Team  
***(Relevant Main Office Address – See List Below)***
4. Wiltshire Council  
Planning Department  
***(Relevant Main Office Address – See List Below)***
5. Wiltshire Fire & Rescue Service  
Fire Safety Department  
Fire Station  
Hilperton Road  
Trowbridge  
Wiltshire  
BA14 7JB
6. Wiltshire Council  
Public Protection Services  
Trading Standards Department  
The Chestnuts  
Bythesea Road  
Trowbridge  
Wiltshire BA14 8JD
7. Wiltshire Council  
Child Protection (Room 270)  
Children & Education  
Wiltshire Council  
Trowbridge  
Wiltshire  
BA14 8JB

For vessels only

A copy of the complete application must be sent to:

General Manager  
South West Waterways  
British Waterways  
Harbour House  
West Quay  
The Docks  
Gloucester  
GL1 2LG

Maritime & Coastguard Agency  
Southampton Marine Office  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG

**NOTE:** If the premises is one for which the Health and Safety Executive (HSE) is responsible for enforcing the HASAWA, (these will include schools and other Local Authority premises, Government property, factories and underground stores), copies must be sent to the following:

1. The Services Group  
Health and Safety Executive  
The Pithay  
Bristol  
BS1 2ND  
Email: keith.derrick@hse.gsi.gov.uk

Wiltshire Council has four main offices where correspondence can be sent. Please use the Office covering the area in which the premises are situated. Contact details are as follows:

- Chippenham:**            **Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER**  
*(This office deals with all applications relating to Chippenham, Calne, Corsham and Wootton Bassett as well as the rest of the old North Wiltshire District Council Area)*
- Devizes:**                **Wiltshire Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT**  
*(This office deals with all applications relating to Devizes, Pewsey, Marlborough and Tidworth as well as the rest of the old Kennet District Council Area)*
- Salisbury:**              **Wiltshire Council, 27/29 Milford Street, Salisbury, SP1 2AP**  
*(This office deals with all applications relating to Salisbury, Amesbury, Downton, Mere, Hindon and Tishead as well as the rest of the old Salisbury District Council Area)*
- Trowbridge:**            **Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD**  
*(This office deals with Trowbridge, Bradford-on-Avon, Melksham, Warminster and Westbury as well as the rest of the old West Wiltshire District Council area)*

**Applications can be sent to any of the above addresses, but it will speed processing if they are sent directly to the office covering the area in which the premises is situated.**

**DESIGNATED PREMISES SUPERVISOR**

The person who you wish to be the Premises Supervisor must give their consent by completing the "Form of Consent given by the person whom the applicant wishes to be the Premises Supervisor".

**ADVERTISING**

The application must be advertised by placing a notice on the premises in a position where it is visible from the outside and by placing a notice in a newspaper circulating in the area.

An example notice is attached.

**EXAMPLE NOTICE**

***The notice is to be displayed on the premises for a period of no less than 28 consecutive days, starting on the day after the day on which the application was given to the relevant Licensing Authority. The notice, in all cases, must be displayed prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises. 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 must be displayed every fifty metres along the external perimeter of the premises abutting any highway. The Notice must be of a size equal or larger than A4, of a pale blue colour, printed legibly in black ink or typed in black in a font of a size equal to or larger than 16.***

*The information contained in this notice must also be published in a Local Newspaper at least once during a 10 working days period starting the day after the application was made to the licensing Authority*

**Example Notice**

<p>Mr Robert James is applying for the grant of a Premises Licence for The Sun Public House, 1 High Street, Chippenham, Wiltshire. SN15 1ER.</p> <p>The Licence, if granted, is to enable the Following Activities to take Place:</p> <ul style="list-style-type: none"> <li>• Sale of alcohol for consumption on the premises / sale of alcohol for consumption off the premises / provision of regulated entertainment / provision of facilities for regulated entertainment/ provision of late night refreshment.</li> </ul> <p><i>(If varying licence, briefly specify what you intend to change, this could be hours or licensable activities.)</i></p> <p>Any person wishing to make representations in relation to this application may do so by writing to Environmental Health Licensing Section, <i>(address of relevant Wiltshire Council Office covering the area in which the premises to be licensed are situated)</i></p> <p>Representation may be made up to 28 days from the date of this notice.</p> <p>A Copy of the application for the grant of the above licence is kept by the Environmental Health Licensing Section, <i>(address of relevant Wiltshire Council Office covering the area in which the premises to be licensed are situated)</i></p> <p>The application can be viewed by prior appointment.</p> <p>It is an offence to knowingly or recklessly make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for making a false statement is a Level 5 fine on the standard scale.</p> <p>Dated .....</p>
--

## **REJECTION**

If any part of the application is incomplete it will be rejected and returned to you. Rejection may involve you considerable expense and will delay the issue of a licence. It is, therefore, in your interest to make sure that your application is correct and complete.

## **TIMING**

Once an application is accepted the Licensing Authority has to wait for 28 days for representations to be received. It then has a further four weeks to either issue a licence if no representations have been received, or arrange a Hearing should representations have been received. You are, therefore, strongly recommended to submit your application at least two months prior to the date you require your licence to run from.