

Premises licence guidance notes

Eligibility Criteria

Any of the following may apply for a premises licence:

- anyone who uses carries on a business in the premises to which the application relates
- a recognised club
- a charity
- a health service body
- a person who is registered under the Care Standards Act 2000 in relation to an independent hospital
- a chief police officer of a force in England and Wales
- anyone discharging a statutory or function under Her Majesty's prerogative
- a person from an educational institute
- any other permitted person

Applicants must not be under 18 years of age.

Application Evaluation Process

Applications must be in a specific format and be accompanied by any required fee.

An operating schedule, a plan of the premises and a form of consent from the premises supervisor (for applications where the sale of alcohol will be a licensable activity) will be required.

An operating schedule will include details of:

- the licensable activities
- the times when the activities will take place
- any other times when the premises will be open to the public
- in the case of applicants who wish to have a limited licence, the period the licence is required for
- information in respect of the premises supervisor
- whether any alcohol that is to be sold is for consumption on or of the premises or both
- the steps proposed to be taken to promote the licensing objectives
- any other required information

The license may be subject to conditions. A hearing must be held if any representations are made in respect of the application. If a hearing is held the licence can be granted or granted subject to additional conditions, licensable activities listed in the application can be excluded or the application can be rejected.

The application **must** be advertised in accordance with the following:

- advertised at the premises within 1 day of application being made
- the advertisement should be prominently displayed on the premises where it can be easily read from the exterior of the premises for a period of no less than 28 days in the following form:
 - equal to or larger than A4
 - pale blue in colour
 - printed legibly in black ink or typed in black in a font equal to or larger than size 16
- if the premises cover an area of more than fifty metres square, a further notice in the same form must be displayed at fifty metre intervals around the perimeter
- advertised in a local newspaper within 10 days of application being made
- the newspaper advertisement should be for at least one occasion during the 10 day period described above
- both advertisements must state:
 - the name and address of the applicant and premises
 - the date by which representations may be made and that they must be made in writing to the licensing authority
 - the name and address of the licensing authority
 - that it is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine that can be imposed on summary conviction

Copies of the application need to be distributed to all the responsible authorities listed on our licensing web page. This is in accordance with the Licensing Act 2003.

Other applications that can be made are applications for an interim authority notice following the death, incapacity or insolvency of a licence holder or review applications.