LICENSING ACT 2003
APPLICATION FOR PREMISES LICENCE
GUIDANCE NOTES

The following documents must be enclosed with your application.

1. A plan of the premises.
   Plans are not required to be submitted in any particular scale, but they must be in a format which is clear and legible. There is no requirement for plans to be professionally drawn as long as they clearly show all the prescribed information as follows:

   (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 (b), the location of escape routes from the premises;

   (d) in a case where the premises is 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 includes 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 includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;

   (i) in a case where the premises includes 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.

2. Consent form signed by the proposed premises supervisor. A form of consent is enclosed.

3. The relevant fee. See separate note on fees.
   Cheques should be made payable to Ribble Valley Borough Council.

<u>Section P</u> (additional steps to promote the four licensing objectives)

When considering what steps should be included in this section, applicants should have regard to the following documents which are included in the information pack:

- Ribble Valley Borough Council – Licensing Policy Statement and in particular Appendix 2.
- Regulatory Reform (Fire Safety) Order 2005 – a short guide to making your premises safe from fire.
- Ribble Valley Borough Council Environmental Health Best Practice Guide – Prevention of Public Nuisance.

In addition to giving a copy of your application to the responsible authorities, you must also advertise the application as follows:

1. You must display a notice on the premises for a period of at least 28 consecutive days starting on the day after you give your application to the licensing authority. The notice must be of a size equal or larger than A4, of a pale blue colour and printed or typed legibly in black in a font of a size equal to or larger than 16.

   The notice must be displayed prominently at or on the premises to which the application relates, so that it can be read conveniently form the exterior of the premises. If the premises covers an area of more than 50 metres square, a further such notice must be displayed every fifty metres along the external perimeter of the premises abutting any highway.

2. You must publish a notice in a local newspaper on at least one occasion during the period of 10 working days starting on the day after you give your application to the licensing authority.

3. The notice given under 1 and 2 above must contain the following information:

   (a) a brief description of the licensable activities;

   (b) the name of the applicant;

   (c) the postal address of the premises if any, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises to be identified;

   (d) the postal address and, where applicable, the worldwide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected;

   (e) the date by which an interested party or other person may make representations to the relevant licensing authority;

   (f) that representations shall be made in writing; and

   (g) 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.