

LATE NIGHT TAKE AWAY FOOD SHOPS
GUIDANCE NOTES ON COMPLETING APPLICATION FORM
FOR PREMISES LICENCE

- Page 1 - Insert name of applicant and address of premises where indicated.
If you do not know the non-domestic rateable value of the premises you can obtain this information from the Valuation Office web-site <http://www.voa.gov.uk/>
- Page 2/3 - Insert the details of the applicant where indicated.
- Page 4 - Insert the date you want the premises licence to start.
- Page 4/5 - If you just provide take away food and do not supply alcohol simply tick the box opposite Provision of late night refreshment and then fill in Box I on page 13 with the times you will be operating.
- Page 14 - Unless you are supplying alcohol you do not need to name a premises supervisor.
- Page 15 - Insert your opening hours in Box L.
- Page 16 - Insert the details of any steps you intend to take to promote the four licensing objectives listed.
- Page 17 - Complete the checklist and sign and date the form where indicated.
- Page 18 - If your address for correspondence is different to that on page 1 of the application form, please give details in the box provided.

The completed form needs to be sent to:

The Administration & Licensing Officer, Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe, Lancashire BB7 2RA.

together with the following documents:

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. The fee for the application

The fee is based on the non-domestic rateable value of the premises. There are five fee bands as follows:

RATEABLE VALUE	BAND
No rateable value to £4,300	A
£4,301 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

Each band attracts a different level of application fee as follows:

BAND	FEE
A	£100
B	£190
C	£315
D	£450
E	£635

Cheques should be made payable to Ribble Valley Borough Council.

You must also send a copy of your application and the plan to the responsible authorities listed on the attached sheet, at the same time as you send it to the Council.

Finally you must advertise the application both by means of a notice on the premises and in the local press. I enclose an example notice which meets the requirements of the legislation.

The notice which has to be displayed on the premises must be at least A4 size, of a pale blue colour and printed legibly in black ink or typed in black in a font of at least size 16. It has to be displayed prominently in a place where it can be conveniently read from the exterior of the premises. It must be displayed for a period of 28 consecutive days starting after the day on which the application was given to the Council.

The press notice must be published in a local newspaper at least once in the period of 10 working days starting the day after the day on which the application was given to the Council.