



Schedule 1 Article 2

HOW TO APPLY – APPLICATION FOR A PREMISES LICENCE

Before completing your application form, read through the form and all of the guidance notes. Please have regard to the statement of licensing policy and the operating schedule guidance notes. These can be accessed at our website www.charnwood.gov.uk and search for licensing. If you are unable to access the internet, please contact the Licensing Section on 01509 634623.

Complete the form in black ink and in block capitals ensuring that you complete all relevant sections signing and dating each section.

If you do not know your non-domestic rateable value you can contact the non-domestic rates section of Charnwood Borough Council on 01509 634831 or alternatively you can find the information on the web-site of the valuation office www.voa.gov.uk

Once you know your non-domestic rateable value you can locate which band the premises falls within enabling you to work out the correct application fee. To see a list of fees and bands please make reference to “Guidance on fees under the Licensing Act 2003”. This, again, is available on the website.

Please note that if the application is rejected a second newspaper notice will have to be placed at the cost of the applicant and further copy applications served on responsible authorities. You are therefore strongly recommended to approach a Licensing Consultant for advice.

- The application must include a plan of the premises on a scale of 1:100 scale unless a scale has been otherwise agreed in writing by Charnwood Borough Council. The plan **MUST** show:
- The extent of the boundary of the building including external and internal walls of the building;
- The location of points of access to and egress from the premises;
- The location of escape routes from the premises;
- In a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity;
- The area in the premises used for the consumption of alcohol;

- Fixed structures including furniture that may impact on the ability of individuals on the premises to use exits without impediment;
- The location and height of all stages or raised areas;
- The location of all steps, stairs, elevators or lifts;
- The location of rooms containing public conveniences;
- The location and type of any fire safety and any other safety equipment;
- The location of the kitchen.

Please include the correct fee and make cheques payable to Charnwood Borough Council.

A full copy of your application form and all supporting documents must be served on the following responsible authorities at the same time as submitting the application to the Licensing Authority:

POLICE

Chief Officer of Police
Licensing Section
Mansfield House
74 Belgrave Gate
Leicester LE1 3GG

THE FIRE AUTHORITY

The Chief Fire Officer
Risk Management
Meridian Business Park
Meridian East
Leicester LE19 1WZ

PLANNING DEPARTMENT

Charnwood Borough Council
Council Offices
Southfield Road
Loughborough
Leicestershire LE11 2TX

TRADING STANDARDS

Business Services
County Hall
Glenfield
Leicestershire LE3 8RN

ENVIRONMENTAL HEALTH DEPARTMENT (ENVIRONMENTAL PROTECTION)

Charnwood Borough Council
Council Offices
Southfield Road
Loughborough
Leicestershire LE11 2TX

OCCUPATIONAL HEALTH AND WELFARE DEPARTMENT

Charnwood Borough Council
Council Offices
Southfield Road
Loughborough
Leicestershire, LE11 2TX

The application must be advertised in the following manner:

- a. **A notice at the premises** on pale blue paper of a minimum A4 in size. The type must be printed in black ink not less than font size 16. The notice needs to be displayed not less than 28 consecutive days starting the day after the application was given to the Licensing Authority and must be displayed in a prominent position where it can be read from the exterior of the building (buildings that cover more than 50 meters square should have further notices displayed every 50 metres along the external perimeter).
- b. **An advert in a local newspaper** that circulates in the vicinity of the premises on at least one occasion within 10 working days starting the day after the day you submit the application to the Licensing Authority.

Both advertisements must contain the following information:

- i. Name of applicant
- ii. Brief description of licensable activities proposed
- iii. Postal address of Premises
- iv. Postal address of Local Authority where a record of the application can be inspected
- v. Date by which interested parties or responsible authorities must make representations by (28 consecutive days starting after the day the application is given to the Local Authority)
- vi. Representations must be made in writing
- vii. That it is an offence to knowingly or recklessly 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.

Failure to advertise the application to vary will result in the application being rejected. If your application is rejected the process will begin again including the requirement to place public notice (newspaper and on premises) and serve notice on responsible authorities. The Licensing Authority will require a copy of the advertisement placed at the premises and in the local newspaper.

Licensing Section contact details overleaf:

Personal visit to: Charnwood Borough Council Licensing Section Southfield Road Loughborough Leicestershire LE11 2TX	Writing to us at: The Licensing Section Charnwood Borough Council Council Offices Southfield Road Loughborough Leicestershire LE11 2TX
Email: licensing@charnwood.gov.uk	Phone: 01509 634623 or 01509 634622
Internet: www.charnwood.gov.uk	Fax: 01509 211703

An appointment system is in operation. Please make an appointment prior to attending

**SPECIMEN PUBLIC NOTICE FOR A
NEWSPAPER/NOTICE FOR DISPLAY ON THE
PREMISE**

APPLICATION FOR A [insert the details of what you are applying for i.e. variation of Premises Licence]

NOTICE IS HEREBY GIVEN that [insert details of applicant] has applied for a licence to use the premises known as [name of premises or description of land] for the purpose of:

[state licensable activities proposed]

Dated:

Any objections or representations in respect of the application should be made in writing to the Director for Partnerships & Customer Services, Charnwood Borough Council, Council Offices, Southfield Road, Loughborough, Leicestershire, LE11 2TX. Representations/objections must be received by [28 consecutive days starting on the day after the day on which the application was served on the Local Authority]. The applicant will be supplied with copies of any objections. A record of the application can be inspected at the Council Offices at the aforementioned address during normal office hours. It is an offence to knowingly or recklessly make a false statement in or in connection with an application. Any person found guilty of such offence shall be liable on summary conviction to a maximum fine in the sum of £5000.00.

E-mail: licensing@charnwood.gov.uk