



## **Premises Licence - Guidance Notes**

This guidance relates to applications for premises licences under the Licensing Act 2003. A premises licence can authorise the following activities:

- Sale or supply of alcohol
- The provision of regulated entertainment
- The provision of late night refreshment

### **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 be 18 years of age or older.

### **Application Process**

The application should be submitted on the correct form alongside the relevant fee, a plan of the premises and a form of consent from the designated premises supervisors (for applications seeking the sale of alcohol). If the application is being made by an individual it must be accompanied by acceptable evidence of entitlement to work in the UK (e.g. passport, birth certificate etc.)

An operating schedule should form part of your application and must include all information necessary to assess whether the steps to be taken to promote the licensing objectives are satisfactory. This should include:

- a description of the style and character of the business to be conducted on the premises e.g. a supermarket, a restaurant etc.
- the licensable activities
- the times during which the relevant licensable activities are to take place (including any non-standard timings e.g. bank holidays)
- times the premises are to be open to the public
- where the licence is required for a limited period, the period which the licence is required for
- where the supply of alcohol is included, details of the designated premises supervisor
- where the supply of alcohol is included, whether the alcohol will be supplied for consumption on or off the premises or both
- the steps which the applicant proposes to take to promote the licensing objectives

## **Plan Guidelines**

An application for a premises licence must be accompanied by a plan of the premises. The information contained in the plan must be clear and legible in all material respects.

The plan shall show:

- the extent of the boundary of the building, if relevant, and any external and interior 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 the above, the location of escape routes from the premises
- in a case where the premises is to be used from 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
- 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
- in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts
- in the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms
- 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.

The plan may include a key of symbols to illustrate the above on the plan, but there is no requirement to do so.

## **Advertising Applications**

When submitting an application for a premises licence, the application must be advertised as follows:

### On The Premises

- Advertised at the premises for a period of 28 consecutive days starting on the day after the day on which the application was submitted
- The advertisement should be displayed in a prominent position on the premises which can be read by passers-by from the exterior of the premises
- If the premises is larger than 50m<sup>2</sup>, further notices will be required in the same format at 50m intervals around the perimeter
- The notice should be:
  1. Equal to or larger than A4
  2. Printed on pale blue paper
  3. Printed legibly in black ink or typed in black in a font of a size equal to or larger than 16

### In a Local Newspaper

- Advertised in a local newspaper within 10 working days starting on the day after the day on which the application was submitted.
- The advertisement should be forwarded to the Licensing Unit after publishing (delays in doing so may result in a delay to issuing the licence).

Both the premises and the newspaper advertisement must state:

- The name of the applicant
- The postal address of the premises
- A statement of the relevant licensable activities
- The name and address of the licensing authority
- The closing date in which representations must be made to the licensing authority
- The representations must be made in writing
- 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

### **Responsible Authorities**

Should you submit a paper application to the Licensing Authority then you must provide a copies of the application to the [responsible authorities](#). If you complete an online application then this step is not necessary as the Licensing Authority will distribute the copies for you. It is important that you provide copies of all documentation (applications, plans etc.) to the responsible authorities. Missed information could result in your application being considered as incomplete and will be rejected.

**Please return your completed original application form to:**

Licensing Unit  
Walsall Council  
Civic Centre  
Darwall Street  
Walsall  
WS1 1TP

Tel: 01922 653050