

Premises Licence application process

Part 1- Completing the Application

The application for a premises licence can be found [here](#). The application contains guidance on completing each of the individual sections.

Part 2- The Designated Premises Supervisor (DPS)

If you intend to use the premises for the sale of alcohol, there must be a person who is designated as the premises supervisor. This person must hold a personal licence and the application process can be found [here](#). You must include the form of consent of this person when you apply. If you do not, your application may be rejected.

Part 3- Plans

The plan of the premises should be included with the application, and copied to the responsible authorities as part of the application. The plan of the premises needs to meet the requirements set out in the act and the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005, SI 2005/42 to show the following:

1. 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
2. the location of points of access to and egress from the premises
3. if different from (2), the location of escape routes from the premises
4. in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity
5. 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
6. 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
7. in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts
8. in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms
9. the location and type of any fire safety and any other safety equipment, including if applicable, marine safety equipment
10. the location of a kitchen, if any, on the premises

Unless you have previously agreed with the relevant licensing authority in writing that an alternative scale plan is acceptable to it, the plan should be drawn in standard

scale, where 1 millimetre represents 100 millimetres. The plan may include a key of symbols to illustrate the above on the plan, but there is no requirement to do so.

Part 4- Making payment of the fee

Licence fees are prescribed in regulations (the Licensing Act 2003 (Fees) Regulations 2005). The fees paid in respect of applications for new premises licences and club premises certificates; applications for full variations to premises licences and club premises certificates; and annual fees in respect of premises licences and club premises certificates vary dependent on the national non-domestic rateable value (NNDR) “band” of the premises. You can check your rateable value at the [Valuation Office Agency website](#).

Premises that are exempt from non-domestic rating are allocated to Band A. Premises that do not have a NNDR because they are under construction are allocated to Band C.

Payment of the fee can either be by cheque, made payable to Rossendale Borough Council or by contacting the office on 01706 238640 with a credit or debit card.

Part 5- Responsible Authorities

You are required to give a copy of the application, including the accompanying documentation, to the ‘responsible authorities’ on the same day as the application is given to the relevant licensing authority. Responsible authorities are the public bodies that are entitled to make representations to the licensing authority in relation to an application. Any representations must be about the likely effect of granting the application on the promotion of the licensing objectives. The responsible authorities include the following, for the area in which the premises are situated:

- the chief officer of police
- the fire and rescue authority
- the primary care trust (or local health board in Wales)
- the health and safety authority
- the local planning authority
- the environmental health authority
- the body recognised as being responsible for protection of children from harm
- inspectors of weights and measures (trading standards officers)
- Home Office Immigration Enforcement (on behalf of the Secretary of State)

A list of the relevant contact details of the responsible authorities can be found [here](#).

Part 6- Advertising your Application

Applications for a premises licence must be advertised in two ways. Firstly, a notice must be displayed prominently from the premises on pale blue paper which is easily noticeable by the passing public. This advert must be displayed the day after the day the application is served on the responsible authorities. This notice must remain in place for the whole of the representation period.

An advert in a local newspaper must be published for one day within the 10 days after the day the application was served. A sample advert for both can be found [here](#).

Part 7- Representation Period

Once an application had been served and determined valid, the representation period of 28 days shall begin. During this time, any interested parties may make representation to the licensing authority. The authority must determine whether any representation received is valid. If, on the expiry of the 28 day period, no valid representations are received, the licence is deemed granted.

If a valid representation is received, the application may be determined by a Licensing Committee.