

Ipswich Borough Council



Licensing Act 2003

New Applicants Pack

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Guidance to Applicants

Contacts:

Send your completed application form to:

Licensing

Ipswich Borough Council

Grafton House

15-17 Russell Road

Ipswich

IP1 2DE

Payment can be made by debit card over the telephone or via BACS payment: Lloyds Bank, PO Box 4, 13 Cornhill, Ipswich, IP1 1DG **sort code 30-94-55 account number 04900414 (reference: 8103GFAALIC311)**. We no longer have the facility to accept cheque, PO's or cash payments. If you need further information about licensing, please contact us on: 01473 432063

Further Information can be obtained from:

Ipswich Borough's Licensing Policy at <http://www.ipswich.gov.uk/>

Licensing Act 2003 and the Guidance issued under Section 182 of the Act (**both available at www.culture.gov.uk**).

The British Institute of Innkeepers at www.bii.org

WARNING:

This pack provides advice based on information available at the time of writing and this may change. It is intended for guidance only and does not provide authoritative legal advice.

Premises Licence Guidance

What is a premises licence and why do I need one?

- A premises licence will authorise the holder to provide the following licensable activities on a premises (which may be either a building, or open land):
 - Sale by retail of alcohol;
 - Supply of alcohol to a club member;
 - The provision of regulated entertainment; and
 - The provision of late night refreshment.

*(note: for further information on licensable activities, see the enclosure on **Licensable Activities**)*

- A premises licence can be for an indefinite period, or for a period specified by you as the applicant.
- You must display the licence, and the summary of it, on the premises in a place that is visible to members of the public. The licence will include the following details:
 - The name and address of the holder;
 - A plan of the premises;
 - If for a limited period, the period will be specified;
 - The licensable activities authorised by the licence;
 - If the licence authorises the sale or supply of alcohol, the name and address of the Designated Premises Supervisor; and
 - The conditions of the licence.

*(Note: if you are not sure whether you require a premises licence, or a club premises certificate, see the enclosure on **Qualifying Clubs**)*

I need a premises licence. How do I apply?

Section 2: How to apply for a new premises licence

You will need to:

- Fully complete the premises licence application form (*Note: you will need to serve your application on all the Responsible Authorities on the Contact Details enclosure*)
- Supply the correct fee (*Note: you will need to check the enclosure on **Non-Domestic Rateable Values**, to calculate your fee*)
- Supply the form of consent completed by the proposed Designated Premises Supervisor (*Note: only do this if you are including the sale or supply of alcohol as a licensable activity*)
- Supply a plan of the premises, indicate the prescribed information (*Note: see the enclosure **Guidance for Submission of Plans***);
- Complete the operating schedule
- Advertise the proposed variation by means of a Public Notice on the Premises, for 28 days from the day after you make the application.
- Publish a notice in a local newspaper within 10 days of submitting your complete application.
*Use the **NOTICE** forms enclosed in the pack. Please **CHECK** that your application is **COMPLETE AND VALID** before placing your advertisement, as otherwise you may need to re-advertise at a later date.*

***Please refer to the separate enclosures in this pack for further information ***

LICENSING ACT 2003 - LICENSABLE ACTIVITIES

This leaflet gives advice on what is a licensable activity under the Licensing Act. Broadly it falls into three parts, **alcohol** or **entertainment** or **late night refreshment** (or any combination of these).

ALCOHOL

- Any retail sale of alcohol requires a licence (selling liqueur chocolates does not require a licence although they may not be sold to under 16s.)
- The supply of alcohol by a club or to a member of a club requires that the club must have a Club Registration Certificate. Only qualifying clubs that are suitably constituted, such as working men's clubs, can make use of such certificates. (*Note: see enclosure on **Qualifying Clubs***)
- If you include alcohol as part of a ticket price (e.g. cheese and wine), this is still a retail sale.

ENTERTAINMENT

What is "**Regulated Entertainment**"? – the provision of either Entertainment or Entertainment facilities

Entertainment may include any of the following:

the performance of a play (this means any piece where a dramatic role is acted out);

an exhibition of a film (this means any display of moving pictures);

an indoor sporting event;

boxing or wrestling entertainment;

a performance of live music;

any playing of recorded music;

a performance of dance;

or entertainment of a similar description to live music, recorded music or dance.

(Note: The entertainment must take place in the presence of an audience - however small).

Entertainment for an audience and/or for profit

For the entertainment or the entertainment facilities to be regulated they must be provided for the public or members of a club (*and their guests*) or for consideration and with a view to profit. This means that the provision of music or the performance of a play to either the public, members of a qualifying club (e.g. Working Mens Club etc.), or members of an association, (e.g. a Parent Teacher Association) where an entrance fee is paid to raise funds, are all licensable activities.

(Note: *The provision of dance lessons is not be considered licensable, but a demonstration of students abilities to the public or to members of a qualifying club would be considered licensable*)

LATE NIGHT REFRESHMENT:

The provision of late night refreshment means the supply of hot food or drink, between 11.00pm and 5.00am to members of the public either on or from any premises for consumption either on or off the premises. Hot means that it has been heated to above ambient temperature or that, after it has been sold, it can be heated on the premises. This means that any restaurant, pub, snack bar, chip shop, 24 hour supermarket, etc supplying hot food after 11.00 pm needs a Premises Licence.

Exemptions:

- Where hot food or drink is supplied to members of recognized clubs;
- Someone staying at a hotel or guest house etc; by an employer to employees; or guests of the above.
- Drinks (not food) from vending machines; free food or drink; food or drink supplied by registered charities.

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Exemptions:

- **Films** shown in museums or art galleries as part of an exhibit, or for the purposes of advertisement or education;
- **music**, provided it is **incidental** to a non-licensable activity e.g. a fashion show;
- showing live **television programmes**;
- entertainment, such as music or a play as part of a **religious meeting** or service or at a place of public religious worship (e.g. nativity plays during a service anywhere, choral works or a play in a church even where not part of a service);
- **garden fetes**;
- **Morris dancing** (or similar) or a performance of unamplified live music as an integral part of such dancing; or
- regulated entertainment provided on **vehicles in motion** (e.g. Carnivals).

Supplementary Information:

Church halls, community halls and similar will require a licence for regulated entertainment but there will be an exemption from having to pay the fee unless the supply of alcohol or late night refreshment is involved.

*Where the public are not invited to an entertainment but a charge is made to a **private audience** (like family and friends) just to cover costs – and not to make a profit - then a licence will not be required. The same would apply where anyone invited to a private performance was not charged for attending the event but was free to make a voluntary donation to a charity.*

*The playing of **recorded music that is incidental** to other activities that are not themselves the provision of regulated entertainment will be exempt. A jukebox in a pub will not necessarily have to be authorised unless, for instance, a dance floor is also provided or it is not incidental. A Disc Jockey playing to a public audience would amount to regulated entertainment and would therefore need to be authorised.*

***Games commonly played in pubs** like pool or darts would not necessarily need to be authorised under the licence as they are not generally played for the entertainment of spectators. However, if a darts exhibition match or championship were staged for spectators, that would be regulated entertainment.*

***Schools and sixth form colleges** will require a licence to stage regulated entertainment to which the public is invited or where a fee is charged with a view to profit. However, they will be exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college*

*If a **circus or pleasure fair** provides regulated entertainment a premises licence or a temporary event notice will be required.*

Guidance On Designated Premises Supervisor

- A Designated Premises Supervisor (DPS) is the person identified on the premises licence as the person who supervises the premises.
- Any premises where alcohol is supplied under a premises licence **must** have a DPS.
- The DPS **must** be a personal licence holder
- There may only be one DPS named for any premise licence.
- The DPS will be named in the premises licence, a summary of which must be displayed on the premises.
- The DPS will not necessarily be the premises licence holder, although this may often be the case. They will be the point of contact for the premises at all times for the Licensing Authority and for all Responsible Authorities.
- Any application for a Premises Licence must also include a form of consent given by the individual Personal Licence holder whom the applicant wishes to have specified as the DPS.

Does the Designated Premises Supervisor (DPS) have to be on the premises at all times when alcohol is being sold?

No. In some cases this may not be physically possible. However, it will be expected that the DPS will spend a significant amount of time on the premises and it is essential that the DPS is able to be contactable at all times. This is particularly important when problems arise on the premises.

Can an objection be made to the person specified as the DPS?

Yes, but only from the Chief Officer of Police, where it might be that the crime prevention objective could be undermined by the appointment of the person specified.

What happens when a DPS leaves his/her employment?

- The DPS **must** give notice to the relevant Licensing Authority that they wish to be removed from the Premises Licence.
- Within 48 hours of the notice to the Licensing Authority, the DPS must provide a copy of this notice to the Premises Licence holder.

The DPS is also required to send a notice to the Premises Licence holder directing that the Premises Licence must be sent to the relevant Licensing Authority within 14 days of receipt of the notice.

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LICENSING ACT 2003 -CONTACT DETAILS FOR RESPONSIBLE AUTHORITIES

RESPONSIBLE AUTHORITY	ADDRESS
1. Chief Officer of Police	Chief Officer of Police Licensing Officer Suffolk Constabulary Princes Street Ipswich IP1 1QJ policealcohollicensing@suffolk.pnn.police.uk
2. Chief Fire Officer	Suffolk Fire & Rescue Service Endeavour House Russell Road Ipswich IP1 2BX fire.businesssupport@suffolk.gov.uk
<p>3. The enforcing authority under the Health & Safety at Work Act 1974.</p> <p>Note: Send a copy of your application to only one of these addresses depending on the type of premises.</p> <p>For the majority, such as pubs, clubs, restaurants, off licences and village halls, this will be the District Council. If the premises are a school or hospital it will be the Health and Safety Executive.</p> <p>If you are not sure which address to send a copy of your application please contact your local council for advice.</p>	<p>Head of Public Protection Ipswich Borough Council Grafton House 15-17 Russell Road Ipswich IP1 2DE environmental.health@ipswich.gov.uk</p> <hr/> <p>Health & Safety Executive Wren House Hedgerows Business Park Colchester Road Chelmsford Essex CM2 5PF</p>
4. The Local Authority exercising Statutory functions to minimise or prevent risk of pollution of the environment.	<p>Head of Public Protection Ipswich Borough Council environmental.health@ipswich.gov.uk</p> <p><i>The contact details for the responsible authority at the Council for this purpose are the same as that in 3. above. You need only serve one copy of the relevant documents on Environmental Protection.</i></p>

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5. The Local Planning Authority	The Chief Planning Officer Ipswich Borough Council Grafton House 15-17 Russell Road Ipswich IP1 2DE developmentmanagement@ipswich.gov.uk
6. Area Child Protection Committee <i>(Body responsible for protection of children from harm)</i>	Chief Officer of Police FAO The Ipswich Licensing Unit Suffolk Constabulary <i>This body has delegated its function to Suffolk Constabulary – you need only send one copy of your application form to Suffolk Constabulary.</i>
7. Suffolk Trading Standards <i>(Body responsible for weights and measures)</i>	Suffolk Trading Standards Landmark House 4 Egerton Road Ipswich IP1 5PF tradingstandards@suffolk.gov.uk
8. Public Health	Public Health Suffolk Suffolk County Council 8 Russell Road Ipswich IP1 2BX PH.licensing@suffolk.gov.uk
9. Home Office (Immigration Enforcement)	Home Office (Immigration Enforcement) IE Licensing Compliance Team (IELCT) 2 Ruskin Square (floor 6) Dingwall Road Croydon CR0 2WF IE.licensing.applications@homeoffice.gov.uk
9. The Licensing Authority	You do not have to serve an additional copy of your application on the council as Licensing Authority. Your original application documents will be used for this purpose.

PLEASE RETURN YOUR APPLICATION FORM AND SUPPORTING DOCUMENTS TO THE LICENSING AUTHORITY:

Licensing Team, Ipswich Borough Council, Grafton House, 15-17 Russell Road, Ipswich IP1 2DE or email: licensing@ipswich.gov.uk

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Guidance for Submission of Plans

Plans are required by statute and regulations and they enable the Responsible Authorities (and sub-committees) to understand clearly the proposals being made. In order to achieve a consistent scale and standard of drawing, are asked to submit plans in accordance with the following guidance, which addresses the specific requirements of the regulations.

1. Size and Scale – Plans should be drawn in ink on durable paper to a scale of 1:100, on paper not less than A4 and not more than A3. The plan should indicate each area of the premises which is required to be licensed. This includes all areas which may be accessed by the public during a licensed event.

2. To comply with the regulations, each plan should be schematic, indicating the positions of:
 - The boundary of the building or premises, and any external and internal walls;
 - The location of exits from the premises;
 - The location of escape routes from the premises (if different from exits);
 - The location of each licensable activity for which the premises is to be used (the licensable activities and a sample legend are attached for information);
 - Where alcohol is to be served on the premises, the location(s) on the premises which are to be used for the consumption of alcohol (include any outside areas);
 - Fixed structures (including furniture) or similar objects temporarily in a fixed location (for example, stage lighting towers, herras fencing, generators, portaloos dance platforms and poles) which may impede the use of exits or escape routes;
 - The location and height of any stage or raised area relative to the floor;
 - The location of any kitchen on the premises; and
 - The location and type of any fire safety and other safety equipment, which may include, but is not limited to:
 - Fire exit doors;
 - Manual fire alarm call point;
 - Fire alarm sounders (and automatic fire detection equipment if appropriate);
 - Fire Exit signs appropriate to premises layout;
 - Emergency lighting units (including internally illuminated Fire Exit signs);
 - Portable fire fighting equipment (fire extinguishers/blankets appropriate to risk);
 - Panic bolts/push bar fastenings;
 - Fire escape keep clear notice;
 - Fire alarm control panel;
 - Self closing device and fire door keep shut notice;
 - Fire resisting construction and fire doors.

3. Further information, which will assist Responsible Authorities in assessing your application, but which is not required under the regulations, is set out below:
 - Site maps – These are not required as a matter of course. Where applicants consider that it would be beneficial to produce one, they should apply a scale and distance that is appropriate to the application and the area concerned.
 - The plan could be accompanied by relevant risk assessments to supplement the details shown.
 - An indication of any fire resisting walls which form part of the internal structure of the building.
 - An indication of any temporary seating arrangements, indicating their position in relation to the fire exits and escape routes (you may wish to submit a number of alternative arrangements).

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Licensable Activities

The regulations also require applicants to show, where the application relates to the sale of alcohol, the proposed location for any consumption of alcohol. You must include any beer garden or pavement area. Any licence granted will only allow you to operate within the areas specified on the plans you submit.

Please use this sample legend to outline the areas that you propose to use for each of the licensable activities. This will assist Responsible Authorities in assessing your application.

Sample legend:

Red:

1. Sale or Supply of Alcohol
2. Consumption of alcohol



Blue:

3. Performance of a play
4. Exhibition of a film
5. Performance of Dance
6. Performance of live music
7. Playing of recorded music



Green:

8. Indoor Sporting Event
9. Boxing or Wrestling entertainment



Orange:

10. Entertainment of a similar description to that falling within 6, 7 or 8



Purple:

11. Late night refreshment



LICENSING ACT 2003

New Applications and Post-Transition Fees

PREMISES AND CLUB PREMISES CERTIFICATES

Rateable Value	Band	Fee	Variation Fee	Annual Charge (on the anniversary of the grant of the licence)	The use of the premises exclusively or primarily for the supply of alcohol for consumption on the premises
No Rateable Value to £4,300	A	£100	£100	£70	
£4,300 - £33,000	B	£190	£190	£180	
£33,001 - £87,000	C	£315	£315	£295	
£87,001 - £125,000	D	£450	£450	£320	X 2 of fee
£125,001 and above	E	£635	£635	£350	X 3 of fee

1. In all other cases, the premises shall be in Band A (*ie where NNDR does not apply*) except where the premises is under construction, in which case it shall be in Band C.
2. If the premises forms only part of the property in the local non-domestic rating list, the premises shall be treated as having a rateable value equal to the property of which it forms part (*i.e. you can not split a club house off from the land that surrounds it to reduce the fee*).
3. If a premises comprises two or more properties which have separate rateable values in the local non-domestic rating list, the premises shall be treated as having a rateable value equal to the value for the property with the highest rateable value.
4. If the maximum number of persons a licensee may allow on a premises is 5,000 or more, then an additional fee is payable (*Please ask your Council*).

Exemptions

1. Where an application for a premises licence or club premises certificate is restricted to regulated entertainment only, then no fee shall be payable for the following:
 - (a) For an educational institution, that is a school or a college and the entertainment is carried on by the institution for and on behalf of the institution; or
 - (b) The application is for a premises which is, or forms part of a church hall, chapel hall or similar building or a village hall, parish hall, community hall or other similar building.

LICENSING ACT 2003**PERMITTED TEMPORARY ACTIVITIES, PERSONAL LICENCES
AND MISCELLANEOUS FEES**

Application or Notice	Fee
<u>Premises Licences</u>	
section 25 (theft, loss, etc. of premises licence or summary)	£10.50
section 29 (application for a provisional statement where premises being built, etc.)	£315.00
section 33 (notification of change of name or address of premises licence holder)	£10.50
section 37 (application to vary premises licence to specify individual as premises supervisor)	£23.00
section 42 (application for transfer of premises licence to another person)	£23.00
section 47 (interim authority notice following death etc. of licence holder)	£23.00
section 79 (theft, loss etc. of premises certificate or summary)	£10.50
<u>Private Members Clubs</u>	
section 82 (notification of change of name or alteration of rules of club)	£10.50
section 83(1) or (2) (change of relevant registered address of club)	£10.50
<u>Temporary Events</u>	
section 100 (temporary event notice)	£21.00
section 110 (theft, loss etc. of temporary event notice)	£10.50
<u>Personal Licences</u>	
section 117 (application for a grant or renewal of personal licence)	£37.00
section 126 (theft, loss etc. of personal licence)	£10.50
section 127 (duty to notify change of name or address of personal licence holder)	£10.50
<u>Miscellaneous</u>	
section 178 (right of freeholder etc. to be notified of licensing matters)	£21.00

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a
 statutory function or
 a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		<input type="checkbox"/> Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth			I am 18 years old or over	<input type="checkbox"/>	Please tick yes
Nationality					
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number:
E-mail address:

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)
- i) Provision of late night refreshment (if ticking yes, fill in box I)
- j) Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)					
Mon								
Tue								
Wed						<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur								
Fri						<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat								
Sun								

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur								
Fri						<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat								
Sun								

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)	
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				
			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)	
			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)	
Sun				

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Thur								
Fri						<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat								
Sun								

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur								
Fri						<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat								
Sun								

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		

J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun			<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	
Date of birth	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	
Mon			<p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)</p>
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12).
If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none">• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to
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	work, if appropriate (please see note 15)
Signature	
Date	
Capacity	

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number			
E-mail address			

Notes for Guidance

- Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
- In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one

or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.

- Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review

pending on an immigration decision, such as an appeal or administrative review reference number.

- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of [permanent residence in the UK](#) or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Press Notice

IPSWICH
BOROUGH COUNCIL

Application for a Premises Licence/Club Premises Certificate

Name of Applicant
Name of Premises

Postal Address of Premises (or description of premises)

This application may be viewed at:
Ipswich Borough Council, Grafton House, 15-17 Russell Road,
Ipswich, IP1 2DE

The Proposed Relevant Licensable Activities are:

Dates between which representations may be made to the
Licensing Authority:

Start Date:

Closing Date:

Representations must be made in writing to the attention of the
Licensing & Systems Officer, Ipswich Borough Council (the
Licensing Authority) at the above address, or by e-mail to
licensing@ipswich.gov.uk

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.

NB: This must be published in a local newspaper circulating in the vicinity of the premises, on at least one occasion, not more than 10 working days after giving the application to the licensing authority, starting on the day following the day the application was given to the licensing authority.

Public Notice



IPSWICH
BOROUGH COUNCIL

Premises Licence/Club Premises Certificate

Name of Applicant

Name of Premises

Postal Address of Premises (or description of premises)

.....
.....
.....

This application may be viewed at:

**Ipswich Borough Council,
Grafton House, 15 –17 Russell Road, Ipswich, IP1 2DE**

Proposed Licensable Activities:

.....
.....
.....

Dates between which representations may be made to the
Licensing Authority:

Start Date:

Closing Date:

Representations must be made in writing to the attention of the
Licensing & Systems Officer, Licensing, Ipswich Borough Council
(the Licensing Authority) at the above address, or by e-mail to
licensing@ipswich.gov.uk

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 is £5000.

NB: This notice must be printed on pale blue. This must be posted for a continuous period of not less than 28 consecutive days starting on the day following the day on which the application was given to the relevant licensing authority.

Ipswich Borough Council

CONSENT OF INDIVIDUAL TO BEING SPECIFIED AS PREMISES SUPERVISOR

I.....(*full name of prospective premises supervisor*) Of

.....(*home address of prospective premises supervisor*) hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

.....(*type of application*)

by.....(*name of applicant*)

relating to a premises licence.....(*number of existing licence, if any*)

for.....

.....(*name & address of premises to which the application relates*)

and any premises licence to be granted or varied in respect of this application made by

.....(*name of applicant*)

concerning the supply of alcohol

.....(*name & address of premises to which the application relates*)

I also confirm that I am applying for, intend to apply for, or currently hold a personal licence, details of which I set out below.

Personal licence number.....(*insert personal licence number, if any*)

Personal licence issuing authority.....

.....(*insert name and address and telephone number of personal licence issuing authority, if any*)

Signed.....

Name.....

Date.....

IMPORTANT – PLEASE READ AND COMPLETE

GUIDANCE ON SERVING APPLICATIONS TO THE LICENSING AUTHORITY

In accordance with Regulation 25 of the Licensing Act 2003 relating to the advertisement of applications, you must allow 28 days for consultation on your application, and display the Public Notice at your premises during that time.

The 28-day consultation period will commence **from the day after the day you give the application to us**. In accordance with s.184 this means that the consultation period will commence from the day after you put the application in the post, or if it was delivered by hand, the day after you delivered it to us.

If you do not adhere to these requirements, then the application will be deemed invalid and the process will have to be commenced again. Please note that if the application has been sent to us by post, it will only be considered effectively served on us providing it has been correctly addressed and the full postage paid. We would recommend obtaining Proof of Posting in the event that the application is delayed in the postal system.

To ensure that we calculate the same dates for your consultation period as you have done, please ensure that you complete the Certificate of Service overleaf and return this to us in your application. You must enter the date you sent the application to us, and then calculate the start and end dates of the consultation period **from the day after the day you sent your application to the authorities. You must also enter the same dates on the Public and Press Notices.**

Example:

Application posted on: Thursday 11th October



Start date of consultation (day 1): Friday 12th October



End date of consultation (day 28): Thursday 8th November

Ipswich Borough Council

Certificate of Service:

I, [name]

of

can confirm that on this day, namely [date], served all relevant responsible authorities by first class post in connection with the application relating to[premises]

Signed

Dated

Responsible Authority	Tick as served	Responsible Authority	Tick as served
Suffolk Constabulary		Health and Safety Executive <i>(where applicable)</i>	
Suffolk Fire and Rescue Service		Suffolk Trading Standards	
Environmental Services (for Health & Safety and Pollution)		Body responsible for Protection of Children from Harm <i>(where applicable)</i>	
The Local Planning Authority		Licensing Authority	
Primary Care Trust		Home Office (Immigration Enforcement)	

Start date of consultation (day 1) :.....

[ie. day after it was posted/hand delivered to the Licensing Authority]

End date of consultation (day 28) :.....

[28th day after the start date]

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION