

**Application for a New Premises Licence**

**Procedure Notes**

* Fill the application form and other enclosures in and send to the Licensing Team (address detailed below).
* Application form
* Public site notice
* Fee (see table of fees, dependent on the non-domestic rateable value)
* Consent form signed by the proposed Designated Premises Supervisor
* Plan of the premises (licensable area to be outlined in red)
* Proof of entitlement to work in the UK (see Guidance Note 15 on form)
* An acknowledgement letter will be sent to you advising that the application has been received by the Licensing Team and providing the start date for the application
* A site notice on blue paper needs to be displayed on the premises in a place visible to members of the public advising them of the application and giving them details on the 28 day consultation period
* A notice also needs to be placed in the local newspaper advertising the application and giving details of the 28 day consultation period. This needs to be done within 10 working days of the start date of the application

**Please note, if you are not using the public notice template provided in this application pack, the site notice and newspaper advert must make it clear that details of the application may be viewed on the Council’s website at** [**www.shropshire.gov.uk/licensing**](http://www.shropshire.gov.uk/licensing)**. Representations must be made in writing to Licensing, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND or by email to** [**licensing@shropshire.gov.uk**](mailto:licensing@shropshire.gov.uk) **and that they cannot be made through the Council’s website.**

* Copies of the application also have to be sent to all responsible authorities, please see attached list.
* If no representation are made a premises licence will be granted, however if some are made the Licensing Team will contact you to organise a hearing.

**Please note: the consultation period starts the day after the application is received by the Licensing Team.**

|  |
| --- |
| **Licensing Office Address** |
| **Licensing Team**  **Public Protection**  **Shropshire Council**  **Shirehall**  **Abbey Foregate**  **Shrewsbury**  **Shropshire**  **SY2 6ND** |

**Responsible Authorities**

|  |  |
| --- | --- |
| **Copies of your application should be sent to the following responsible authorities:** | |
| Licensing Department Shropshire Council Shirehall  Abbey Foregate Shrewsbury SY2 6ND | Licensing  West Mercia Police Shrewsbury Police Station Clive Road  Monkmoor Shrewsbury SY2 5RW |
| Planning Shropshire Council Shirehall  Abbey Foregate Shrewsbury SY2 6ND | Fire Officer  Shropshire Fire & Rescue HQ St Michael’s Street Shrewsbury SY1 1HJ |
| Environmental Health Shropshire Council Shirehall  Abbey Foregate  Shrewsbury SY2 6ND  (Also responsible for Health & Safety) | Trading Standards Shropshire Council Shirehall  Abbey Foregate  Shrewsbury SY2 6ND |
| Case Management Team (Children) Shropshire Council  Mount McKinley  Anchorage Avenue Shrewsbury Business Park Shrewsbury SY2 6FG | Director of Public Health for Shropshire  Shirehall  Abbey Foregate Shrewsbury SY2 6ND |
| Home Office (Immigration Enforcement) Alcohol Licence Team  Lunar House  40 Wellesley Road  Croydon  CR9 2BY |  |
| **If your application is for a vessel on a waterway your application should also be sent to the following responsible authority:** | |
| Maritime & Coastguard Agency Liverpool Marine Office  Hall Road  West Crosby Liverpool L23 8SY |  |



**Licensing Act 2003 Fees**

##### Premises Licence

The fees payable for applying for a premises licence are based on non-domestic rateable value (NDRV). There will also be an annual fee to cover inspections and enforcements – payable one year after the granting of the licence. Each band attracts a different level of annual fee.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Band** | **A** | **B** | **C** | **D** | **E** |
| **NDRV** | £0 - £4300 | £4301-  £33000 | £33001-  £87000 | £87001-  £125000 | £125000 and over |
| **Initial Application Fee** | £100 | £190 | £315 | £450 | £635 |
| **Annual Charge** | £70 | £180 | £295 | £320 | £350 |

**Premises in Bands D and E**

A multiplier is applied to premises in bands D and E where they are exclusively or primarily in the business of selling alcohol.

|  |  |  |
| --- | --- | --- |
| **Band** | **D (x 2)** | **E (x 3)** |
| **City/Town Centre Pub Application Fee** | 900 | 1905 |
| **City Town Centre Pub Annual Charge** | 640 | 1050 |

1. **Club Registration Certificate**

The fees payable for applying for a club premises certificate are based on non-domestic rateable value (NDRV). There will also be an annual fee to cover inspections and enforcements – payable one year after the granting of the licence. Each band attracts a different level of annual fee.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Band** | **A** | **B** | **C** | **D** | **E** |
| **NDRV** | £0 - £4300 | £4301-  £33000 | £33001-  £87000 | £87001-  £125000 | £125000 and over |
| **Initial Application Fee** | £100 | £190 | £315 | £450 | £635 |
| **Annual Charge** | £70 | £180 | £295 | £320 | £350 |

1. **Personal Licence**

Grant or renewal £37

1. **Temporary Event Notice (TEN)**

Temporary Event Notice £21

1. **Additional Premises Fee for Exceptionally Large** **Events**

|  |  |
| --- | --- |
| **Number in attendance at any one time** | **Additional fee** |
| 5,000 to 9,999 | £1,000 |
| 10,000 to 14,999 | £2,000 |
| 15,000 to 19,000 | £4,000 |
| 20,000 to 29,000 | £8,000 |
| 30,000 to 39,999 | £16,000 |
| 40,000 to 49,999 | £24,000 |
| 50,000 to 59,999 | £32,000 |
| 60,000 to 69,999 | £40,000 |
| 70,000 to 79,999 | £48,000 |
| 80,000 to 89,999 | £56,000 |
| 90,000 and over | £64,000 |

1. **Other Relevant Fees**

|  |  |
| --- | --- |
| **Premises** | |
| Theft, loss, etc of premises licence or summary | £10.50 |
| Application for a provisional statement where premises being built, etc | £195.00 |
| Notification of change of name or address | £10.50 |
| Application to vary licence to specify individual as premises supervisor | £23.00 |
| Application for transfer of premises licence | £23.00 |
| Interim authority notice following death etc of licence holder | £23.00 |
| **Clubs** | |
| Theft, loss etc of certificate or summary | £10.50 |
| Notification of change of name or alteration of rules of club | £10.50 |
| Change of relevant registered address of club | £10.50 |
| **Temporary Events** | |
| Theft, loss etc of temporary event notice | £10.50 |
| **Personal** | |
| Theft, loss etc of personal licence | £10.50 |
| Duty to notify change of name or address | £10.50 |
| **Other** |  |
| Right of freeholder etc to be notified of licensing matters | £21.00 |



Licensing Team

Public Protection

Shropshire Council

Shirehall

Abbey Foregate

Shrewsbury

SY2 6ND

[www.shropshire.gov.uk](http://www.shropshire.gov.uk)

0345 678 9026

**Application for a premises licence to be granted under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

|  |  |
| --- | --- |
| **I/We** |  |

*(Insert name(s) of applicant)*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

**Part 1 – Premises details**

|  |  |  |  |
| --- | --- | --- | --- |
| Postal address of premises or, if none, ordnance survey map reference or description | | | |
| **Post town** |  | Postcode |  |

|  |  |
| --- | --- |
| Telephone number at premises (if any) |  |
| Non-domestic rateable value of premises | **£** |

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as Please tick as appropriate

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| a) | an individual or individuals \* | |  | please complete section (A) |
| b) | a person other than an individual \* | |  |  |
|  | i | as a limited company/limited liability partnership |  | please complete section (B) |
|  | ii | as a partnership (other than limited liability) |  | please complete section (B) |
|  | iii | as an unincorporated association or |  | please complete section (B) |
|  | iv | other (for example a statutory corporation) |  | please complete section (B) |
| c) | a recognised club | |  | please complete section (B) |
| d) | a charity | |  | please complete section (B) |
| e) | the proprietor of an educational establishment | |  | please complete section (B) |
| f) | a health service body | |  | please complete section (B) |
| g)  ga) | a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  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)  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 |  | | |  |  | | --- | --- | | Mrs |  | | | | |  |  | | --- | --- | | Miss |  | | | |  |  | | --- | --- | | Ms |  | | | Other Title (for example, Rev) | | | | |  | | --- | |  | | |
| **Surname** | | | | | | | **First names** | | | | | | |
| **Date of birth** I am 18 years old or over | | | | | | | | | |  | Please tick yes | | |
| **Nationality** | | | | | | | | | |  |  | | |
| Current residential address if different from premises address | | | |  | | | | | | | | | |
| Post town | |  | | | | | | | Postcode | | | |  |
| **Daytime contact telephone number** | | | | |  | | | | | | | | |
| **E-mail address (optional)** | | |  | | | | | | | | | | |

**SECOND INDIVIDUAL APPLICANT** (if applicable)

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

**(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 (if any) |
| E-mail address (optional) |

**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) | |  |
|  | | | |
|  |  | |  |
| **Provision of late night refreshment** (if ticking yes, fill in box I) | | |  |
| **Supply of alcohol** (if ticking yes, fill in box J) | | |  |

**In all cases complete boxes K, L and MA**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Plays**  Standard days and timings (please read guidance note 7) | | | **Will the performance of a play take place indoors or outdoors or both – please tick** (please read guidance note 3) | Indoors |  |
| Outdoors |  |
| Day | Start | Finish | Both |  |
| Mon |  |  | **Please give further details here** (please read guidance note 4) | | |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **State any seasonal variations for performing plays** (please read guidance note 5) | | |
|  |  |
| Thur |  |  |
|  |  |
| Fri |  |  | **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** (please read guidance note 6) | | |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

**B**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Films**  Standard days and timings (please read guidance note 7) | | | **Will the exhibition of films take place indoors or outdoors or both – please tick** (please read guidance note 3) | Indoors |  |
| Outdoors |  |
| Day | Start | Finish | Both |  |
| Mon |  |  | **Please give further details here** (please read guidance note 4) | | |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **State any seasonal variations for the exhibition of films** (please read guidance note 5) | | |
|  |  |
| Thur |  |  |
|  |  |
| Fri |  |  | **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** (please read guidance note 6) | | |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

C

|  |  |  |  |
| --- | --- | --- | --- |
| **Indoor sporting events**  Standard days and timings (please read guidance note 7) | | | **Please give further details** (please read guidance note 4) |
|
| Day | Start | Finish |
| Mon |  |  |
|  |  |
| Tue |  |  | **State any seasonal variations for indoor sporting events** (please read guidance note 5) |
|  |  |
| Wed |  |  |
|  |  |
| Thur |  |  | **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** (please read guidance note 6) |
|  |  |
| Fri |  |  |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

**D**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Boxing or wrestling entertainments**  Standard days and timings (please read guidance note 7) | | | **Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick** (please read guidance note 3) | Indoors |  |
| Outdoors |  |
| Day | Start | Finish | Both |  |
| Mon |  |  | **Please give further details here** (please read guidance note 4) | | |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **State any seasonal variations for boxing or wrestling entertainment** (please read guidance note 5) | | |
|  |  |
| Thur |  |  |
|  |  |
| Fri |  |  | **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** (please read guidance note 6) | | |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

**E**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Live music**  Standard days and timings (please read guidance note 7) | | | **Will the performance of live music take place indoors or outdoors or both – please tick** (please read guidance note 3) | Indoors |  |
| Outdoors |  |
| Day | Start | Finish | Both |  |
| Mon |  |  | **Please give further details here** (please read guidance note 4) | | |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **State any seasonal variations for the performance of live music** (please read guidance note 5) | | |
|  |  |
| Thur |  |  |
|  |  |
| Fri |  |  | **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** (please read guidance note 6) | | |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

**F**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Recorded music**  Standard days and timings (please read guidance note 7) | | | **Will the playing of recorded music take place indoors or outdoors or both – please tick** (please read guidance note 3) | Indoors |  |
| Outdoors |  |
| Day | Start | Finish | Both |  |
| Mon |  |  | **Please give further details here** (please read guidance note 4) | | |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **State any seasonal variations for the playing of recorded music** (please read guidance note 5) | | |
|  |  |
| Thur |  |  |
|  |  |
| Fri |  |  | **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** (please read guidance note 6) | | |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

**G**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performances of dance**  Standard days and timings (please read guidance note 7) | | | **Will the performance of dance take place indoors or outdoors or both – please tick** (please read guidance note 3) | Indoors |  |
| Outdoors |  |
| Day | Start | Finish | Both |  |
| Mon |  |  | **Please give further details here** (please read guidance note 4) | | |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **State any seasonal variations for the performance of dance** (please read guidance note 5) | | |
|  |  |
| Thur |  |  |
|  |  |
| Fri |  |  | **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** (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 | **Will this entertainment take place indoors or outdoors or both – please tick** (please read guidance note 3) | Indoors |  |
| Mon |  |  | Outdoors |  |
|  |  | Both |  |
| Tue |  |  | **Please give further details here** (please read guidance note 4) | | |
|  |  |
| Wed |  |  |
|  |  |
| Thur |  |  | **State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)** (please read guidance note 5) | | |
|  |  |
| Fri |  |  |
|  |  |
| Sat |  |  | **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** (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 |  |
| Outdoors |  |
| Day | Start | Finish | Both |  |
| Mon |  |  | **Please give further details here** (please read guidance note 4) | | |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **State any seasonal variations for the provision of late night refreshment** (please read guidance note 5) | | |
|  |  |
| Thur |  |  |
|  |  |
| Fri |  |  | **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** (please read guidance note 6) | | |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

**J**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supply of alcohol**  Standard days and timings (please read guidance note 7) | | | **Will the supply of alcohol be for consumption – please tick** (please read guidance note 8) | On the premises |  |
| Off the premises |  |
| Day | Start | Finish | Both |  |
| Mon |  |  | **State any seasonal variations for the supply of alcohol** (please read guidance note 5) | | |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  |
|  |  |
| Thur |  |  | **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** (please read guidance note 6) | | |
|  |  |
| Fri |  |  |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

**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) | | | **State any seasonal variations** (please read guidance note 5) |
|
| Day | Start | Finish |
| Mon |  |  |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  |
|  |  | **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** (please read guidance note 6) |
| 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**

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|  |

**e) The protection of children from harm**

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|  |

**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** | * [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 licesable activity) and I have seen a copy of his or her proof of entitlement to 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 (if any) | |  | | |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional) | | | | |

**Notes for Guidance**

1. 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.
2. 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.

1. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
2. 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.
3. For example (but not exclusively), where the activity will occur on additional days during the summer months.
4. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
5. 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.
6. 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’.
7. 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.
8. Please list here steps you will take to promote all four licensing objectives together.
9. The application form must be signed.
10. An applicant’s agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
11. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
12. 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](#_Residence_cards_(biometric) 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.



Licensing Team

Public Protection

Shropshire Council

Shirehall

Abbey Foregate

Shrewsbury

SY2 6ND

[www.shropshire.gov.uk](http://www.shropshire.gov.uk)

0345 678 9026

**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 and 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 at

|  |
| --- |
|  |

*[name and address of premises to which application relates]*

I also confirm that I am entitled to work in the United Kingdom and 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 (please print)

|  |
| --- |
|  |

Date

**Licensing Act 2003**

**Public Site Notice**

**Notice is Hereby Given** that I/We

#### of

have made an application for a **premises licence/club premises certificate** held at:

#### For the following days/hours:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Licensable Activities | | Opening Hours | |
|  | From: | To: | From: | To: |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wed |  |  |  |  |
| Thurs |  |  |  |  |
| Friday |  |  |  |  |
| Sat |  |  |  |  |
| Sun |  |  |  |  |

Or alterations to conditions, site plans as follows:

Any persons wishing to make comments must do so in writing to the Licensing Team, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND or [licensing@shropshire.gov.uk](mailto:licensing@shropshire.gov.uk) **within 28 days** from the date of this notice. Applications can be viewed during normal office hours at the above address and [www.shropshire.gov.uk](http://www.shropshire.gov.uk)).

Dated:

It is an offence under Section 158 of the Licensing Act 2003, 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 £5,000.