

LICENSING ACT 2003 - GRANT OF A PREMISES LICENCE GUIDANCE FOR COMPLETION OF APPLICATION FORMS

These guidance notes are intended to provide further information to applicants to enable them to submit an application which complies with the provisions of the Licensing Act 2003 (“the Act”) and the associated regulations. However, these notes do not constitute a full statement of the law and in cases of doubt applicants should seek further advice from their own legal advisor.

What is a premises licence?

A premises licence is required either on a permanent basis or for a time limited period which authorises the premises to be used for one or more licensable activities. Premises will also include a vehicle, vessel or moveable structure or any place (including in the open air) or part of a premises.

What are the licensable activities?

There are four licensable activities contained within the Act (Section 1) which are:

- The sale of alcohol by retail;
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- The provision of regulated entertainment;
- The provision of late night refreshment.

What is regulated entertainment?

Subject to conditions and exemptions, the definitions of regulated entertainment are contained within Schedule 1 of the Act and are:

- A performance of a play;
- An exhibition of a film;
- An indoor sporting event;
- A boxing or wrestling entertainment (indoors or outdoors);
- A performance of live music (subject to future statutory change);
- Any playing of recorded music;
- A performance of a dance;
- Entertainment of a similar description to that falling within the performance of live music, any playing of recorded music and the performance of dance.

Providing that the entertainment takes place in the presence of an audience and is provided for the purpose, or for purposes which include the purpose of entertaining that audience. Reference to an audience will also include “spectators”.

Regulated entertainment will also include the provision of “entertainment facilities” to enable persons to take part in entertainment outlined above for the

purpose, or for purposes which include the purpose, of being entertained. The descriptions of entertainment are:

- Making music;
- Dancing;
- Entertainment of a similar description to making music or dancing.

What is late night refreshment?

Late night refreshment, subject to certain exemptions, is defined in Schedule 2 of the Act and is broadly the supply of hot food or hot drink to members of the public for consumption on or off the premises between the hours of 23:00 and 05:00.

Who may apply for a premises licence?

An application may be made by various categories of persons or bodies. This list is contained within Section 16 of the Act. In most cases, applications will be made by a person who carries on, or who proposes to carry on, a business which involves the use of the premises for the licensable activities applied for. An application can be submitted by a company as well as an individual and an application can be made in the name of more than one person.

However, in the case of an individual making an application, the Act prescribes that the individual must be aged 18 or over.

Where can I get the application form?

Copies of the application form and other notices required to be submitted with the application can be obtained from:

- The Licensing Authority (contact details below);
- Portsmouth City Council Website: www.portsmouth.gov.uk;
- Home Office.

How can I contact the Licensing Authority?

The contact details are provided in Table 1 below.

Table 1 - Contact details for the Licensing Authority:	
Portsmouth City Council Licensing Section Legal, Licensing and Registrars Civic Offices Guildhall Square Portsmouth Hants PO1 2AL	Direct Dial No: 023 9283 4607 or 023 9268 8367 Fax No: 023 9283 4811 Answerphone: 023 9283 4811 Email: Licensing@portsmouthcc.gov.uk DX No: 2244 Portsmouth

What information must I provide when making an application?

The applicant must submit the following information to the Licensing Authority:

1. The prescribed application form;
2. The prescribed fee (see Table 2 on pages 7 & 8);
3. An up-to-date scale plan of the premises (see Table 3 on page 9 for details of the prescribed scale to be used and information to be shown on the plan);
4. Where an application relates to the supply of alcohol, a form of consent in the prescribed form¹ from the individual who the applicant wishes to have specified in the licence as the designated premises supervisor (DPS);

Note: A person commits an offence if he/she knowingly or recklessly makes a false statement in or in connection with an application.

How do I complete the application form and what details should I provide?

The application form sets out the information required to be provided by an applicant which is necessary to enable any responsible authority or interested party to identify the type and extent of licensable activities intended to be provided at the premises and to assess whether the steps identified by the applicant to be taken to promote the licensing objectives are satisfactory.

Appendix A of these guidance notes gives more detailed assistance in completing the prescribed application form.

Do I have to send a copy of this application to any responsible authority?

An applicant **MUST** give notice of the application to each responsible authority by giving to each authority copies of the application and accompanying documents on the same day as the day on which the application is given to the Licensing Authority.

A list of all the contact details for the relevant responsible authorities have been enclosed with all the necessary forms and information connected with this application or alternatively is available from the Licensing Section, contact details of which are provided in Table 1 on page 2.

What happens if I have filled in the form incorrectly or have not submitted all the documentation?

Licensing staff will check the application when it is received to ensure that all the paperwork and associated documentation is correct and complete. If there are any

¹ As set out in Part A of Schedule 11 of SI 2005/42 (Regulation 24).

errors or omissions, the application and documents will be sent back to the applicant for corrections and/or additional documentation and the applicant will have to submit the application again.

Do I have to publicly advertise my application?

When an application is made for the grant of a premises licence, the applicant must advertise the application in the following ways:

- (a) for a period of no less than 28 consecutive days starting on the day after the application was given to the Licensing Authority, display of a notice which is -
 - (i) of a size equal or larger than A4,
 - (ii) of a pale blue colour,
 - (iii) printed legibly in black ink or typed in black in a font size equal to or larger than 16.

The notice must be displayed prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises and in the case of a premises covering an area of more than fifty square metres, a further notice in the same form and subject to the same requirements every fifty metres along the external perimeter of the premises abutting any highway; and

- (b) by publishing a notice -
 - (i) in a local newspaper²;
 - (ii) on at least one occasion during the period of 10 working days starting on the day after the application was given to the Licensing Authority.

What information does the notice have to contain?

The regulations prescribe that in respect of an application for the grant of a premises licence, the notice shall contain the following information -

- (a) a statement of the relevant licensable activities which it is proposed will be carried on or from the premises;
- (b) the name of the applicant;
- (c) the postal address of the premises, if any, or if there is no postal address for the premises, a description of those premises sufficient to enable the location and extent of the premises to be identified;

² For the purposes of applications which need to be published in a local newspaper, we would wish notices to be published in "The News". Contact details are: The News, The News Centre, Hilsea, Portsmouth, PO2 9SX; Tel: 01142 766666, Website: publicnotices@ipress.co.uk

- (d) the postal address and, where applicable, the web site address where the register of the Licensing Authority is kept and where and when the application may be inspected;
- (e) the date by which an interested party or responsible authority may make representations to the Licensing Authority; ***[Please note that applicants must insert the appropriate date calculating 28 days forward from the day after the day on which the application was made to the licensing authority]***
- (f) that representations shall be made in writing; and
- (g) that it is an offence knowingly or recklessly to make a false statement in connection with an application and a person guilty of an offence is liable on summary conviction to a fine not exceeding level 5 on the standard scale (currently £5,000).

Note: The Licensing Section have prepared such notices as referred to above and will be sent to applicants as part of the “application pack” or alternatively can be sent on request.

Can I send my application by Email or Fax?

The regulations made under the Act prescribe that an application shall be given in writing. However, they do permit the receipt of applications by electronic means and providing the recipient has agreed in advance to the receipt of such applications by these methods, subject to the following criteria that the application:

- (a) is capable of being accessed by the recipient;
- (b) is legible in all material respects;
- (c) is capable of being read and reproduced in legible form and used for subsequent reference;
- (d) **is also given to the recipient in writing**, following the sending of the application by electronic means.

Note for applicants: When the text for this particular application is sent by electronic means, the application shall not be deemed to be given until the fee and accompanying documents have been received by the Licensing Authority.

How long will it take for my application to be processed?

Once we have received all the necessary information required for us to consider your application, a statutory period of 28 consecutive days, starting on the day after the application was submitted to the Licensing Authority, is provided for in order for responsible authorities and interested parties to consider your application and make representations if necessary. Any such representations **MUST** be made within this 28 day period and if received after this time will **NOT** be able to be taken into account.

Who can make representations about my application?

- (a) Representations can be made by any of the responsible authorities in respect of the proposed application if they consider that the proposal undermines any of the licensing objectives. In addition, “other persons” are entitled to make representations to the Licensing Authority.

If there are no representations, will my licence be granted with any conditions?

If no representations are received within the time limits prescribed by the Act, the Licensing Authority must grant the application subject only to such conditions as are consistent with the operating schedule (which forms part of the application form) and any mandatory conditions prescribed by the Act.

The Act requires that mandatory conditions are imposed on premises licence in respect of:

- (a) the supply of alcohol (and other ancillary matters);
- (b) exhibition of films; and
- (c) door supervision.

What happens if representations are made in respect of my application?

Where relevant representations are made, the Licensing Authority must hold a hearing to consider them, unless the Licensing Authority, the applicant and each person who has made such representations agree that a hearing is unnecessary or the representations are subsequently withdrawn.

The Licensing Authority, having regard to the representations may take the following steps (if any) as it considers necessary for the promotion of the licensing objectives:

- (a) to grant the licence subject to the conditions outlined in the operating schedule, modified to such extent as the Licensing Authority considers necessary for the promotion of the licensing objectives and such mandatory conditions prescribed by the Act;
- (b) to exclude any licensable activities from the premises licence;
- (c) to refuse to specify a person in the licence as the designated premises supervisor;
- (d) to reject the application.

Where an application is granted after a hearing, the Licensing Authority must give the applicant, any person who made relevant representations in respect of an application and the Police a notice to that effect stating the authority’s reasons for its decision.

Where an application is rejected after a hearing, the Licensing Authority must give a notice to that effect stating its reasons for rejecting the application to the applicant, any person who made relevant representations and the Police.

What happens if my application is rejected?

Where a Licensing Authority rejects an application, imposes any condition, excludes a licensable activity or refuses to specify a person as a premises supervisor, an applicant may appeal against that decision to the Magistrates Court within 21 days beginning with the day on which the applicant was notified of the decision by the Licensing Authority.

In addition, where a person who made relevant representations in relation to the application wishes to contend that the licence ought not to have been granted or that on granting the licence, the Licensing Authority ought to have imposed different or additional conditions or should have excluded a licensable activity or refused to specify a person as a premises supervisor, that person may also appeal against that decision within the same time period as that provided to the applicant.

When will the Licence take effect?

The new licence will have effect from when the licence is granted.

Table 2 - Prescribed Fees for Premises Licences:					
The prescribed fees payable in respect of premises licences are based upon the non-domestic rateable value of the premises concerned. For certain types of premises not specified with a non-domestic rateable value, the fee shall be calculated in accordance with band A. The bands and fees are as follows:					
Rateable Value Bands	A 0 - £4,300	B £4,300 - £33,000	C £33,001 - £87,000	D £87,000 - £125,000	E £125,001 & above
Main Application Fee	£100	£190	£315	£450	£635
Main Annual Charge	£70	£180	£295	£320	£350
In cases where an application relates to a premises in band D or band E and the use of the premises is exclusively or primarily for the supply of alcohol for consumption on the premises; the fees shall be multiplied as shown:					
Rateable Value Bands	D (x2)			E (x3)	
Main Application Fee	£900			£1,905	

Main Annual Charge	£640	£1,050
<p>In relation to an application for a premises licence mainly in respect of open air sites; where the maximum number of persons permitted on the premises at the same time is 5,000 or more, an additional fee must accompany the main fee. The range of fees is dependent upon the permitted maximum number of persons as follows:</p>		
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 19,999	£4,000	
20,000 to 29,999	£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	
Miscellaneous Exemptions:		
<p>No fee shall be payable in respect of an application for a premises licence which relates to the provision of regulated entertainment only subject to the following conditions:</p>		
<p>(a) in a case of an application by a proprietor of an educational institution in respect of premises that are or form part of the educational institution -</p>		
<p>(i) that the educational institution is a school or a college; and</p>		
<p>(ii) the provision of regulated entertainment on the premises is carried on by the educational institution for and on behalf of the purposes of the educational institution; or</p>		
<p>(b) that the application is in respect of premises that are or form part of a church hall, chapel hall or other similar building or a village hall, parish hall or community hall or other similar building.</p>		

Table 3 - Information to be shown on scale plan:
<p>Unless the Licensing Authority has previously agreed in writing with the applicant, following a request by the applicant that an alternative scale plan is acceptable, in which case the plan shall be drawn to that alternative scale, the plan shall be drawn in standard scale 1:100 (1mm represents 100mm).</p>

The plan shall show:

- (a) the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;
- (b) the location of points of access to and egress from the premises;
- (c) if different from (b) above, the location of escape routes from the premises;
- (d) in a case where the premises is used for more than one licensable activity, the area within the premises used for each activity;
- (e) fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
- (f) in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- (g) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- (h) in a case where the premises includes any room or rooms containing toilet facilities, the location of the room or rooms;
- (i) the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment; and
- (j) the location of a kitchen, if any, on the premises.

The plan may include a legend through which the matters mentioned or referred to above are sufficiently illustrated by the use of symbols on the plan.

COMPLETION OF THE PRESCRIBED APPLICATION FORM

This Guidance is intended to help applicants complete the application form. In addition to assistance from the Licensing Section, further information about the Licensing Act 2003 and other sources of help can be found on the Home Office website. You may also wish to consider other sources of advice such as a relevant trade body, or by engaging professional assistance, such as legal advice.

These guidance notes have been produced having been based on the guidance issued to applicants by the Home Office.

COMPLETING THE FORM

In the opening statement, you should insert the name of the applicant or applicants who are applying for the licence e.g. 'John Smith' or 'Nice Pub Company'.

PART 1 - Premises Details

This section asks for the postal address and telephone number of the premises. If the premises has no postal address, for example, if the application relates to an event on open land, you should describe the location of the premises or give the Ordnance Survey map reference.

The section also asks for the non-domestic rateable value (NDRV) of the premises. This is not the same as the actual business rates that you pay, but is a value determined by the Valuation Office which helps determine business rates. The NDRV, rather than your business rates bill, will determine the fee level to be paid with the licence application and the annual fee. The NDRV of any premises can be checked on the Valuation Office Agency (VOA) website www.voa.gov.uk. NDRV is re-valued every 5 years. A new valuation came into force on 1 April 2005 and business rate payers should have received details of the new value. Premises which do not have a non domestic rateable value are treated as falling into Band A for licensing fee purposes.

Part 2 - Applicant Details

This section asks you to state the capacity in which you are applying, such as an individual, a limited company, a recognised club, a charity etc. You can only apply in one of these capacities so should only tick one box. You should then give further details in either section (A) **INDIVIDUAL APPLICANTS** or section (B) **OTHER APPLICANTS**, but not both.

Part 3 - Operating Schedule

You should state the date from which you would like the premises licence to start.

Alternatively, if you wish the licence to be valid only for a limited period, you should state when you want it to end.

5,000 or more people attending

The question on the number of people attending the premises at any one time is necessary to determine whether an additional fee for large events should apply. It is not necessary to complete this box if you think that less than 5,000 people will attend the premises at any one time. The figure relates to the maximum number of people on the licensed premises, including employees, at any one time - not the total number over a period of time. It is important to note that the attendance figure relates to the 'licensed premises' (i.e. the licensed area identified in the plan) and not areas that are outside the 'licensed premises'. If you decide that the number will not exceed 5,000, you will be responsible for ensuring that the numbers at any one time do not exceed this figure. If you do exceed it, you could be engaging in an unlicensed activity which is a criminal offence.

General description of the premises

You are then asked to give a general description of the premises. For example the type of premises it is, its general situation and layout and any other information that would be relevant to the licensing objectives. You should also describe any external areas that you intend to provide for people to consume alcohol that you sell or supply such as beer gardens.

Licensable activities intended to be carried on from the premises

You should tick the appropriate list in relation to the activities you wish to provide and then complete the subsequent relevant boxes from A to M which relate to that particular activity. For example, if you wish to provide live music and supply alcohol, you would tick live music then go on to complete the details in box E, and would also tick the sale of alcohol and complete the details in box M.

Only complete the boxes that relate to the activities you have ticked in the first part of Part 3.

In considering what to write in this section, you should think about all the activities you may want to conduct at the premises in the future and consider whether any are licensable activities under the Act.

You should give timings using the 24 hour clock and only give details for days of the week when you intend the premises to be used for the licensable activities in question. The space marked 'state any seasonal variations', gives you the opportunity to include any, for example, longer hours or additional days during the summer. The space marked 'non standard timings', gives you the opportunity to record occasions when the timings will change. For example, you may wish the activity to go on longer on Christmas Eve, New Year's Eve or weekends preceding bank holidays.

For boxes A - L (except box C - indoor sport) you are asked to indicate whether the activity is taking place indoors, outdoors or both. Indoors may include a tent.

In the space marked 'Please give further details here', please state 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.

In completing boxes A-K you should consider Schedule 1 of the 2003 Act which contains provisions on regulated entertainment and consider carefully how the activities you are proposing relate to this Schedule. If in doubt, you should contact the Licensing Section or your legal advisor for further advice.

BOXES A - H (Provision of regulated entertainment)

BOX A: Plays

A performance of any dramatic piece, (including rehearsal), whether involving improvisation or not, which is wholly or in part by one or more persons present and performing in which the whole or a major proportion of what is done by the person(s) performing, whether by way of speech, singing or action, involves the playing of a role.

BOX B: Films

Any exhibition of moving pictures except where its sole or main purpose is to demonstrate a product, advertise goods or services or provide information, education or instruction, if it consists or forms part of an exhibit put on show for any purposes of a museum or art gallery. The use of television or radio receivers is not licensable, except for the showing of pre-recorded programmes.

BOX C: Indoor sporting event

A sporting event is defined in the Act as any contest, exhibition or display in which physical skill is the predominant factor, and any form of physical recreation which is also engaged in for purposes of competition or display which takes place wholly inside a building, and at which the spectators are accommodated inside that building. This includes any roofed structure and includes a vehicle, vessel or moveable structure.

A venue with a roof that opens and closes is regarded under the Act as being an outdoor event and sporting activities in such venues are not licensable under the 2003 Act. But note that other activities at such venues (such as the sale of alcohol or live music) are licensable.

BOX D: Boxing or wrestling entertainment

Unlike other sports, boxing and wrestling is licensable whether held indoors or outdoors.

BOX E: Live music

Music includes vocal or instrumental music or any combination of the two. The performance of live music, if it is incidental to some other activity which is not itself regulated entertainment, is not licensable.

BOX F: Recorded music

Your licence does not have to cover the playing of recorded music if it is incidental to some other activity which is not itself regulated entertainment as this is exempt. For example, background music in a supermarket is likely to be considered to be incidental. If you have a juke box or a DJ at your premises you

need to think whether, in your case, this is incidental music or whether it is a licensable activity. If in doubt, discuss this with licensing staff.

BOX G: Performances of dance

Morris dancing or any dancing of a similar nature is not licensable, nor is the performance of unamplified live music as an integral part of such dancing.

BOX H: Entertainment of a similar description to that falling within (e) live music, (f) recorded music or (g) performance of dance

BOXES I, J & K (the provision of entertainment facilities)

This refers to facilities provided for allowing people to take part in making music, in dancing and in similar activities. Where a public hall committee hires out a hall for use as a dance venue (an “entertainment facility”) to the host and organiser of a private wedding the event may not be licensable unless the public hall committee are also managing or organising the provision of the entertainment for those attending (see Schedule 1, paragraphs 1(2) and (4) of the Licensing Act 2003).

BOX I: Provisions of facilities for making music

BOX J: Provision of facilities for dancing

BOX K: Provision of facilities for entertainment of a similar description to that falling within (i) provision of facilities for dancing or (j) performance of dance

BOX L (the provision of late night refreshment)

This covers the supply of hot food or drink between 23:00 and 05:00 hours, although there are several exemptions. Hot drinks consisting of, or containing alcohol, should be authorised under the supply of alcohol, rather than late night refreshment.

A hot drink from a vending machine where the payment is inserted into the machine by the customer and the drink supplied directly by the machine is not licensable, but will be if a member of staff takes the money or serves the drink.

Free hot food or hot drink is not licensable, nor is that supplied by supplied a registered charity or by a person authorised by a registered charity.

Hot food or hot drink supplied on a vehicle, which is not permanently or temporarily parked at the time is also exempt.

There are also exemptions that apply to hotel guests, certain employees or particular trades or professions. Supplies of hot food or hot drink on or from premises already licensed under certain other Acts - for example, those used as "near beer" premises in London. If in doubt, you should contact licensing staff.

BOX M: (sale by retail of alcohol)

This box should be completed if you wish your premises to be licensed for the sale of alcohol.

If you wish people to be able to consume alcohol on the premises, please tick 'on'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off'. If you wish people to be able to do both, please tick 'both'.

Premises Supervisor

Where you are wishing to supply alcohol you must give details of the name, address, personal licence number and issuing licensing authority (if known) of the individual whom you wish to specify on the licence as the premises supervisor. If your application does not concern the sale of alcohol you do not need to complete these details.

In all cases, boxes N, O and P must be completed.

BOX N

This asks you to give information about anything to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or gambling. You do not need to give details here of AWP machines. If this section does not apply to your premises you should not leave it blank but instead write 'none' or 'N/A' to be clear that you have considered this, rather than simply forgotten to complete the box.

BOX O: Hours premises are open to the public.

While this may include times where no licensable activities take place, it is important for responsible authorities, interested parties and the Licensing Authority to know how long your premises is open in addition to the times where licensable activities will take place. For example, it might be necessary and proportionate to ensure that licensable activities finish in good time before the premises closes to the public to allow orderly departure. This may be where an applicant wishes to indicate a period during which alcohol may be consumed after the sale of alcohol has ceased ("drinking up time").

Box P: Steps intended to be taken to promote the four licensing objectives.

You should give careful consideration to the information intended to be submitted in respect of the steps which are proposed to be taken to promote the licensing objectives. You should make yourself aware of the expectations of the Licensing Authority and the responsible authorities about the steps that are necessary for the promotion of the licensing objectives and seek further advice from those authorities (such as the Police, Fire, Public Protection Service) on draft proposals you may have formulated before formally submitting an application. By an applicant adopting such an approach it could minimise any disputes and formal

representations being made on receipt of an application and prevent any unnecessary formal hearings.

Anything information you provide in Box P will become a condition of your licence. Failure to meet those conditions would mean committing an offence under the Act. You should therefore think carefully about adding conditions to ensure that they are achievable, realistic, necessary, appropriate, proportionate and within your control. Base your response on a proper, common sense consideration of the risks and what you can realistically do to mitigate them.

Applicants should also have regard to the Statement of Licensing Policy published by the Licensing Authority.

Examples of possible conditions in relation to the four licensing objectives are included in the Guidance which the Secretary of State has issued to licensing authorities and a copy of the Pool of Model Conditions should have been provided with these guidance notes. Further copies are available from the Portsmouth City Council website [www.portsmouth.gov.uk]. These are simply given as a pool of potential conditions which might be helpful for people to consider. In no way should be seen as standard conditions that will be applied to everyone.

Guidance has been produced by various responsible authorities, copies of which have been supplied with these guidance notes in order to assist applicants when compiling their operating schedules in respect of the promotion of the licensing objectives.

In the 'General Box', list the steps you will take to promote all four licensing objectives together.

Checklist and declaration

By ticking this list, you are making a declaration that you have carried out the listed actions. If you tick the boxes and do not carry out these actions, you may be making a false statement in relation to the application which is an offence which, on conviction, is liable to a fine of up to £5,000.

You should check that you have included all the required documentation and the correct fee. If your application relates to the sale of alcohol, this should include a consent form signed by the proposed DPS.

You should copy all of the application to the responsible authorities.

Part 4 - Signatures

The application form must be signed.

An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

Where there is more than one applicant, both applicants or their respective agents must sign the application form.

Contact name (where not previously given) for correspondence

Where the contact name and postal address for correspondence associated with your application is different to that previously given, you must complete the details of who you wish the Licensing Authority to contact as regards your application.

If you wish all correspondence to be directed to yourself as applicant, then leave this section blank.

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