



Premises Licence Applications – Additional Information

Plans

All applications must be accompanied by a plan of the premises. The plan must be drawn to a scale of 1 centimetre representing 100 centimetres (1:100) and must show:

- the extent of the boundary of the building and any external and internal walls
- the location of access to and egress from the premises
- the location of escape routes, if different to the above
- in a case where the premises is to be used for more than one licensable activity, the area within the premises used for each activity
- the location of any fixed structures which may affect the ability of individuals on the premises to use exits or escape routes
- the location of any stage or raised area and the height of each stage or area relative to the floor
- the location of any steps, stairs, elevators or lifts
- the location of any rooms containing public conveniences
- the location of any fire safety and other safety equipment
- the location of any kitchen.

The full list of requirements is set out in The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005

Consent of Designated Premises Supervisor

If permission is being sought for the sale of alcohol, the consent form must be completed by the person named in the application form as designated premises supervisor giving their permission to be named on the licence. If not attached to the application form, additional copies of this consent form can be obtained from the Licensing Team at the Council Offices, Desford Road, Narborough, Leicestershire, LE19 2EP or from the website at www.blaby.gov.uk.

The Fee

The application must be accompanied by the fee. The level of fee is based on the rateable value of the premises at the time the application is made. If you do not know the rateable value of the premises it can be found from the Valuation Office Agency website: <http://www.voa.gov.uk/index.htm>.

The appropriate fee is shown in the table below:

Band	A	B	C	D	E
Non-domestic rateable value	£0 - £4300	£4,301 - £33,000	£33,001- £87,000	£87,001- £125,000	£125,001 and over
Fee	£100	£190	£315	£450	£635

There are certain exemptions to the payment of fees for applications in respect of premises that 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; or school or college (Regulated Entertainment only).

If sending your application by post payment should be made by cheque payable to Blaby District Council. If you are delivering your application in person to the Council Offices in Narborough then payment may be made by either a debit or credit card

Advertising your Application

If you are applying for a **variation** to an existing licence or you are applying for a NEW licence then you are required to advertise your application in two ways as follows:

- By displaying a notice prominently on the premises where it can be conveniently read by the public (if premises cover an area over fifty metres square, a further notice in the same form every fifty metres along the external perimeter of the premises abutting any highway):
 - Of size A4 or greater
 - On pale blue paper
 - In black ink or type in a font size equal to or larger than 16
 - For 28 consecutive days starting on the day after the day the application was received by the Licensing Authority.
- By publishing a notice in a local newspaper
 - At least once, during the period of ten working days from the day after the day on which the application was received by the Licensing Authority.

Both notices must contain the following information:

- The name of the applicant or club
- The address of the premises
- A statement of the licensable activities that you propose to carry on at the premises
- The location of the licensing authority's register (This can be given as Blaby District Council, Council Offices, Desford Road, Narborough, Leicestershire, LE19 2EP)
- The date between which representations about the application can be made (This is 28 consecutive days starting on the day after the day on which the application was submitted to the Licensing Authority)
- State that representations must be made to the Licensing Authority in writing
- A statement that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.

Submitting your Application Form

To ensure that your application is valid you must ensure that you serve copies of your application form and all of the accompanying documents on the appropriate authorities.

Additional Service Requirements

If you are applying for a licence for a Council owned building, or for a vessel, there are additional service requirements. Please contact the Licensing Authority for advice.

Service Details

- **Licensing Authority by post or in person to:**

The Licensing Team
Blaby District Council,
Council Offices,
Desford Road,
Narborough,
Leicestershire
LE19 2EP

- **Pollution Control and Health & Safety**

The Environmental Health Services Division
Blaby District Council,
Council Offices,
Desford Road,
Narborough,
Leicestershire
LE19 2EP

- **Local Planning Authority**

The Planning Division
Blaby District Council,
Council Offices,
Desford Road,
Narborough,
Leicestershire
LE19 2EP

- **Leicestershire Constabulary**

The Chief Officer of Police
The Licensing Section,
Mansfield House,
74 Belgrave Gate,
Leicester
LE1 3GG

List continues

- **Leicester Area Child Protection Committee**
This authority has nominated the Leicestershire Constabulary to act as its agent in relation to the Licensing Act. Service is achieved by serving on the Constabulary. Only one copy of the documents needs to be sent.
- **Leicestershire Fire and Rescue Service**
The Chief Fire Officer
Risk Management
Leicestershire Fire & Rescue Service
Headquarters
12 Geoff Monk Way
Birstall
Leicester
LE4 3BU
- **Local Weights & Measures Service**
Leicestershire County Council
Regulatory Services
Trading Standards Service
Business Services
County Hall
Glenfield, Leicestershire
LE3 8RN
- **Local Health Authority**
Public Health Department
Leicestershire County Council
County Hall
Glenfield
Leicestershire
LE3 8RA
- **Home Office (Immigration Enforcement)**
Alcohol Licensing Team
40 Wellesley Road
Croydon
CE9 2BY