

SUMMARY OF APPLICATION REQUIREMENTS

PREMISES/CLUB PREMISES/PERSONAL LICENCES

In addition to the application form supplied for you to apply for a new licence or vary your existing licence or club registration certificate and/or apply for a personal licence you should also note the following requirements.

Premises Applications

(1) Plans (not relevant for a Late Night Refreshment Licence)

The plans accompanying applications should be of 1:100 scale (unless the licensing authority has previously agreed in writing that an alternative scale plan is acceptable) and show the following:-

- (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 paragraph (b), the location of escape routes from the premises;
- (d) in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity;
- (e) in a case where an existing licensable activity relates to the supply of alcohol, the location or locations on the premises which is or are used for the consumption of alcohol;
- (f) 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;
- (g) 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;
- (h) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- (i) in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- (j) the location and type of any fire safety and any other safety equipment; and
- (k) 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.

(2) Advertisement of Application

If you are applying for a new licence or to vary your existing licence or club registration certificate your intentions are required to be advertised.

The requirements are as follows:-

Premises Notice

For a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority, by displaying a notice on the premises which is:-

- (a) of a size equal or larger than A4,
 - (b) of a pale blue colour,
 - (c) printed legibly in black ink or typed in black in a font of a size equal to or larger than 16;
- (ii) in all cases, 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 metres square, 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.

Newspaper Advertisement

You are also required to publish a notice -

- (i) in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises;
- (ii) on at least one occasion during the period of ten working days starting on the day after the day on which the application was given to the relevant licensing authority.

Information to be included in the notice:-

- brief details of the proposed application or variation (this should include the nature of the licensable activities involved and the operating times requested)
- the name of the applicant or club
- the postal address of the premises or, if there is none, a description of those premises sufficient to enable the location to be identified.
- the postal address of where the register of the relevant licensing authority is kept and when the record of the application may be inspected
- the date by which an interested party or responsible authority may make representations to the relevant licensing authority
- that representations shall be made in writing and
- that it is an offence knowingly or recklessly to make a false statement in connection with an application and for which a person is liable to be fined

Personal Licence Application

You are required to provide two photographs to accompany the application for the grant of a personal licence. The photographs shall be:-

- (a) taken against a light background so that the applicant's features are distinguishable and contrast against the background

- (b) 45 millimetres by 35 millimetres
- (c) full face uncovered and without sunglasses and, unless the applicant wears a head covering due to his religious beliefs, without a head covering
- (d) on photographic paper, and
- (e) endorsed by -
 - (i) the chief executive of the licensing justices for the relevant licensing authority,
 - (ii) a solicitor or notary
 - (iii) a person of standing in the community or
 - (iv) an individual with a professional qualification.

The fee for a personal licence is £37.

Fees

The fees set by the Government are based on the table shown below:

Property Band Non Domestic Rateable value	A	B	C	D	E
	£0 - £4,300	£4,301 to	£33,001 to	£87,000 to	£125,001

Fees relating to applications for premises licences, club premises certificates and variations to existing licences will be as shown below:

Band	A	B	C	D	E
	£100	£190	£315	£450	£635

The annual charge made against each premises will be as shown below:

Band	A	B	C	D	E
Annual Fee	£70	£180	£295	£320	£350

Contact Details

The application process requires you to forward a copy of your application and other documents to various agencies called the 'Responsible Authorities' which are listed in full below:-

The Licensing Officer
Environmental Health Section
Borough of Broxbourne
Borough Offices
Bishops College
Churchgate, Cheshunt
Herts EN8 9XQ

The Licensing Officer
Hertfordshire Constabulary
Cheshunt Police Station
101 Turners Hill
Cheshunt
Herts
EN8 9BD

Environmental Health Section
Borough of Broxbourne
Borough Offices
Bishops College
Churchgate, Cheshunt
Herts EN8 9XB

Hertfordshire County Council
Hertfordshire Safeguarding Children Board
Room 127
County Hall
Hertford
Herts
SG13 8DE

Planning Section
Borough of Broxbourne
Borough Offices
Bishops College
Churchgate, Cheshunt
Herts EN8 9XB

Hertfordshire County Council
Trading Standards
Mundells
Welwyn Garden City
Herts
AL7 1FT

Fire Protection Manager
Fire Protection
Hertfordshire County Council
Mundells MU103
Welwyn Garden City
Herts
AL7 1FT

Hertfordshire County Council
Public Health
SFAR 232
2nd Floor
Farnham House
Six Hills Way
Stevenage
Herts
SG1 2FQ

Home Office Immigration Enforcement
Alcohol Licensing Team
Lunar House
40 Wellesley Road
Croydon
CR9 2BY