



# Elmbridge Borough Council

... bridging the communities ...

Environmental Services  
Civic Centre, High Street  
Esher, Surrey KT10 9SD  
Telephone: 01372 474750  
DX: 36302 Esher

Email: [envhealth@elmbridge.gov.uk](mailto:envhealth@elmbridge.gov.uk)  
Website: [www.elmbridge.gov.uk](http://www.elmbridge.gov.uk)

## Licensing Act 2003

### Guidance for making an application for a new Premises Licence

#### Before you start

The form must be filled in using black ink only.

- If you are filling the form in by hand use BLOCK CAPITALS, writing only in the boxes.
- Improperly completed forms may be returned as invalid.
- This guidance should be used in conjunction with the guidance on the back of the application form.
- If you make a mistake, further copies of the form are available from our website at [www.elmbridge.gov.uk/licensing](http://www.elmbridge.gov.uk/licensing).
- You cannot submit your application online, you must complete the form and send it to us.
- If you are planning a large-scale event (e.g. a pop concert) we would ask that you provide very early notice to both the Licensing Authority and the Responsible Authorities **before** you submit an application for a premises licence. Further information on large-scale events is contained in the Home Office guidance under section 182 the Licensing Act 2003.  
<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

**These notes are intended for guidance only and are not authoritative. No responsibility is accepted for errors or omissions. You may wish to seek specialist legal advice before making an application.**

#### Completing the form

1. **I/We.....apply.** Insert your full name.

#### Part 1 - Premises Details.

2. **Postal Address.** Insert the full postal address of the premises. Do not insert an Ordnance Survey grid reference unless the premises has no postal address at all (which is very unlikely), Please ensure you enter the full postcode.
3. **Telephone number of the premises.** If there is a telephone number at the premises please fill in the number. If there is no telephone number please write **“none”**.

4. **Non-Domestic rateable value.** Insert the rateable value of the property in the box. Please note this is not the rates that you pay but the rateable value of the premises. You can obtain this information from your rates bill or from the Valuation Office Agency website: <https://www.gov.uk/correct-your-business-rates>
5. **Part 2 - Applicant details.** Read this section through first and decide which of the descriptions in a) to h) applies to you and then complete the relevant section A (Individual Applicants) or B (Other Applicants) as indicated next to the box you have ticked. Then complete the basis on which you are making the application. Most people will be carrying on a business and will tick the first box.
6. **(A) Individual Applicants**
  - (a) Fill in your details in these boxes if you ticked a box in Part A2 that referred you to box A. You must tick the box stating that you are 18 years or over. If you are not yet 18 you cannot apply. All questions must be answered apart from email address.
  - (b) If there is more than one applicant enter the second set of details in box B
  - (c) If there are more than two applicants, we can supply additional copies of page 2 or you may provide details of additional applicants on plain paper.
7. **(B) Other Applicants.** Please fill in the applicant's details. Registered number refers to Charity Registration number if the applicant is a charity or Company Registration number etc. All questions must be answered apart from email address which is optional. If there are more than two applicants, we can supply additional copies of page 3 or you may provide details of additional applicants on plain paper.

### **Part 3 – Operating Schedule**

8. **Start date.** Please fill in the date you want the licence to start. If you leave the box blank the licence will automatically start at the end of the application period.
9. **Limited Period.** This is usually completed only if the licence is for a short duration function where a Temporary Event Notice is not sufficient.
10. **General Description.** Please see Note 1 at the end of the application form. Enter here a general description of your premises and of the activities that take place on the premises now, **not** what you want for the future. (that will come later on in this form).
11. **5,000 people or more** If the premises will not hold more than 5,000 people put n/a in this box.
12. **Provision of regulated entertainment.** Tick the appropriate boxes a) to h), Activities are exempt from regulation in certain circumstances (for example, live music does not need a licence in a pub with on sales where there are less than 500 people and it only takes place at a time between 08:00-23:00. Please access further information on relevant activities contained in Home Office guidance: <https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>
13. **Provision of late night refreshment.** This applies if you intend providing hot food after 11.00 p.m. at night.

14. **Sale of alcohol.** Tick this box if you intend supplying or selling alcohol
15. **Boxes A to J.** (Page 5 and following). Please note that you must use the twenty-four hour clock system e.g. 00.00-24.00. If you have ticked any of the boxes above you must now complete the appropriate box with the details of times etc. A box for each appropriate section ticked must be completed. Do not forget to include any seasonal variations, special occasions that occur each year such as St Georges Day and public holidays when you may wish to carry on activities later. It is not expected that a licensed premises should need to apply for a Temporary Event Notice for public holidays etc in the future as this should be taken into consideration at this point of the application process. Unexpected temporary requirements might be covered by the use of a Temporary Event Notice.
16. **State name and details of person who is to be the Premises Supervisor.** Enter the name and address of the person who is to be the Designated Premises Supervisor (DPS). The person designated as the DPS does not have to have a Personal Licence at the time this application is made, but before alcohol can be sold he/she must have obtained one. Include their Personal Licence Number if it is known at the time of applying. The proposed DPS must also complete a consent form to be nominated. This is available on the Council's website.
17. **Box K. You must complete this box. Activities that may give rise to concern in respect of children** Information should be given here on any activities taking place on the premises that may give rise to concern in respect of children such as nudity, semi nudity or gaming machines. If there is nothing to highlight, please write "**none**".
18. **Box L. You must complete this box. Hours that the premises are open to the public** The hours you apply for in this section will determine the latest time you may be open to the public after sales of alcohol have ceased and will become a condition of the licence. You may wish to consider adding at least half an hour to the times you have specified in box M to allow for drinking up time. On the other hand you may wish to open at 07.00 a.m. for the serving of breakfasts but not sell alcohol until 10.00 a.m.
19. **Box M** The next five boxes must be completed with any additional steps you intend to take in order to promote the listed licensing objectives (shown at a) to e) below), such as provision of CCTV, door supervisors, flood lighting in car park areas, notices to customers requesting them to consider neighbours and leave quietly, no children to allowed on the premises after 7.00 p.m. etc. In completing this you should have regard to this Council's Licensing Policy which gives information as to this Council's expectations on these topics. This is also available on our website.
20. **Check list** You must tick the next five boxes, by doing so you acknowledge that you are enclosing all of the appropriate forms and that you are serving the forms on the responsible authorities a list of which is at the end of this guidance.

**Fee.** Enclose the correct fee (see separate fees information on the Council's website). We will accept payment by credit/debit card (over the phone or in person) or by cheque payable to 'Elmbridge Borough Council'. Applications not containing the correct fee will be returned in their entirety.

**Plans.** Don't forget that you must enclose a plan of the premises, usually on a scale of 1cm to 100cm. The plans must contain the following information:

- 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 (3)(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 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.

Please mark a red line around the area/s within the premises that you intend for licensable activities to take place.

Don't forget that you must send a complete copy of the application including plan(s) to a number of other authorities in addition to the Licensing Authority (Elmbridge Borough Council).

Enclose the consent form completed by the proposed Designated Premises Supervisor.

Don't forget that you must advertise the application both by displaying public notices at the premises to be licensed and by putting a public notice in a local newspaper. This public notice must appear in the newspaper within the 10 day period starting with the day after this application is received by us. Separate guidance is available on the Council's website.

If you don't comply with these requirements your application will be invalid, we will return it and you will need to start the process again. We may retain your fee.

21. **Part 4** Sign and date the form here. If there is a second applicant where the licence is jointly held they must also sign. Your solicitor or agent can sign for you providing that they have the authority to do so.

22. **Capacity.** Please enter in what capacity you are signing this application e.g. Applicant's Agent, Company Secretary, Chief Executive of a particular body etc.

23. **Contact details.** Complete this section if you want the any correspondence and the final licence relating to this application sent to another address. Please include the postcode.

## **Who to send your application to**

Your application for a Premises Licences must be sent to the Licensing Authority. Please enclose the relevant fee by way of a cheque or mark the application in the top right hand corner that you wish to pay over the telephone by credit or debit card (credit card fees apply). A member of the Licensing Team will telephone you on receipt to take payment. This must be made within 24 hrs. The date of service on us will be the date when we receive the written application. A complete copy including plan(s) must also be sent to all the bodies ('Responsible Authorities') other than the Licensing Authority listed on our webpages at: <http://www.elmbridge.gov.uk/licensing/beer-and-entertainment-licences/> These must all arrive at those authorities on the same day as the application is given to the Licensing Authority. Whilst not a legal requirement, we recommend that if you are posting copies of the application you send them through recorded post and retain proof of postage.

**If you have any questions about the application process please contact the Licensing Officer on 01372 474750**