

Licensing Act 2003

Guidance notes for applying for a premises licence or club premises certificate or varying a premises licence or club premises certificate to carryout licensable activities as follows:

- Sale of alcohol
- Regulated entertainment (some entertainment has been deregulated following the Deregulation Act 2015. Please see www.gov.uk for further information).
- Late Night Refreshment (providing hot food and drink after 11pm up until 5am)

FEES

Firstly, determine the rateable value band your premises fall within -

RATEABLE VALUE	BAND
No rateable value to £4,300	A
£4,301 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

You can check the **business rateable value** of your premises at: www.gov.uk

The fee payable will be -

Type of Application	Band A	Band B	Band C	Band D	Band E
New Premises licence or club premises certificate	£100	£190	£315	£450	£635
Varying a premises licence or club premises certificate	£100	£190	£315	£450	£635

ANNUAL FEES

Each band attracts a different level of **annual fee**. This is payable on the anniversary of the date of grant of the licence. Once a licence is granted an invoice will be sent to you every year for you to pay this fee. **Failure to pay the annual fee will result in your licence being suspended and until payment is made you will not be able to carry out any licensable activities.**

BAND	FEE
A	£70
B	£180
C	£295
D	£320
E	£350

OTHER FEES FOR INFORMATION

Personal Licences, Temporary Events and other Fees

Application for the grant of a personal licence (please see the separate guidance for applying for a Personal licence on the Council's website at: www.gedling.gov.uk)	£37
Temporary Event Notice	£21
Theft, loss, etc. of premises licence or summary or personal licence	£10.50
Notification of change of name or address	£10.50
Application to vary licence to specify individual as premises supervisor	£23
Application for transfer of premises licence	£23
Interim authority notice following death etc. of licence holder	£23
Notification of change of name or alteration of rules of club	£10.50
Change of relevant registered address of club	£10.50
Right of freeholder etc. to be notified of licensing matters	£21
Minor Variation – please see the guidance at www.gov.uk for the criteria for a minor variation	£89
Application for a provisional statement where premises being built, etc.	£195.00

Please make cheques payable to 'Gedling Borough Council' or you can make a payment by debit card with Customer Services on Tel: 0115 901 3971. Please indicate on your application form if you have made payment by debit card.

EXEMPTIONS TO THE FEES

Exemptions to the fees for regulated entertainment only	<ul style="list-style-type: none">❑ Schools or colleges when entertainment is for the purposes of the school or college❑ Church hall, chapel hall or a village, parish hall or community hall
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PLANS

Plan to accompany the Application

As part of the application process you have to submit a plan of the premises with the application form. The plan needs to be drawn to standard scale – 1 millimetre represents 100 millimetres. The Authority will only agree to accept plans on any other scale in exceptional circumstances and such agreement must be given before the application is lodged. Applications filed with plans on any other scale without the express agreement of the Authority will not comply with the requirements of the legislation and may be invalid.

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 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 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 (*including fire extinguishers, fire doors, fire alarms and other similar equipment*); and
- (k) the location of a kitchen, if any, on the premises.

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

ADVERTISEMENT OF APPLICATIONS

Once you have submitted your application you must advertise it as follows:

1. For a period of no less than 28 consecutive days starting on the day after the day on which the application is given to the Borough Council as Licensing Authority, **a notice must be displayed on the premises** which is –
 - (i) Of a size equal or larger than A4,

Of a pale blue colour,

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; and
2. Within 10 working days of the application being submitted **notice of the application must be published** as follows:
 - (i) in a local newspaper 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 is given to the Council as licensing authority.

The notices must briefly describe the proposed variation and should state –

- (a) the name of the applicant or club;
- (b) the postal address of the premises or club 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 or club premises to be identified;
- (c) the postal address where the register of the Borough Council as licensing authority is kept and that the record of the application may be inspected during office hours:

Gedling Borough Council
Civic Centre
Arnot Hill Park
Arnold
Nottingham NG5 6LU

- (d) the date by which an interested party or responsible authority may make representations to the Borough Council as licensing authority (28 days);
- (e) that representations shall be made in writing; and
- (f) 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 - £5,000.

You can contact the Licensing Section and request a **template notice** to assist you if necessary by emailing: licensing@gedling.gov.uk

APPLICATION FORM

You can download the application forms from the Council's website at: www.gedling.gov.uk or make the application online through the website.

Please ensure that you complete all the relevant parts of the application form. Failure to do this could result in your application being rejected. If you are applying to sell alcohol please obtain a signed form of consent from the proposed designated premises supervisor (DPS) and submit this with your application. The DPS needs to hold a Personal Licence. (Please see the information on the Council's website on applying for a Personal Licence at www.gedling.gov.uk)

Once the form is completed you need to submit the original to the Council with the plan, consent of the DPS and the fee and send a photocopy of the full application to all the Responsible Authorities on the attached list. If you make the application online through the website then the Council will distribute the application to the Responsible Authorities. Please make sure that all the correct documents are uploaded and the fee paid (debit card only accepted). Failure to submit a fully completed application whatever the method will result in the application being rejected.



Licensing Act 2003 - Responsible Authorities Addresses

Licensing Section

Public Protection Service
Gedling Borough Council
Civic Centre
Arnot Hill Park
Arnold
Nottingham
NG5 6LU
Telephone: (0115) 9013971
Email: see below

Food/Health & Safety

Public Protection Service
Gedling Borough Council
Civic Centre
Arnot Hill Park
Arnold
Nottingham
NG5 6LU
Telephone: (0115) 9013971
Email: see below

Environmental Protection

Public Protection Service
Gedling Borough Council
Civic Centre
Arnot Hill Park
Arnold
Nottingham
NG5 6LU
Telephone: (0115) 9013971
Email: see below

Planning

Development Control Section
Planning and Environment Department
Gedling Borough Council
Civic Centre
Arnot Hill Park
Arnold
Nottingham NG5 6LU
Telephone: (0115) 9013720
Email: see below

The email address for the above four responsible authorities is:

enquiries@gedling.gov.uk and please mark the email for the attention of the 'Licensing Section'

Police

The Chief Constable of Nottinghamshire
Nottinghamshire Police HQ(CJ) Liquor Licensing
Mansfield Police Station
Great Central Road
Mansfield, Notts
NG18 2HQ
Tel: (01623) 483927
Email: liquor.licensing@nottinghamshire.pnn.police.uk

Fire

Fire Protection South Group
Highfields Fire Station
Hassocks Lane
Beeston
Nottingham
NG9 2GQ
Tel: (0115) 9575200
Email: fireprotectionadmin@notts-fire.gov.uk

Social Services

Safeguarding Children Manager
Children and Young Peoples Services
County Hall
West Bridgford
Nottingham
NG2 7QP
Tel: (0115) 0115 9773863
Email: jane.halls@nottscs.gov.uk

Trading Standards

The Assistant Director
Community Protection
Nottinghamshire County Council
Trading Standards
100 Chesterfield Road South
Mansfield
Nottingham
NG19 7AQ
Tel: 01623 452005
Email: trading.standards@nottscc.gov.uk

Health Authority

Public Health
Dr Chris Kenny
NHS Nottinghamshire County
Public Health Directorate
County Hall
Nottingham
NG2 7QP
Tel: (0115) 9772373
Email: licen.sing@nottscc.gov.uk

Home Office

Alcohol Licensing Team
Lunar House
40 Wellesby Road
Croydon
CR9 2BY
Email: alcohol@homeoffice.gsi.gov.uk