

## 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](http://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](http://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: <a href="http://www.gedling.gov.uk">www.gedling.gov.uk</a> )	£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 <a href="http://www.gov.uk">www.gov.uk</a> for the criteria for a minor variation	£89
Application for a provisional statement where premises being built, etc.	£195.00

Please make a payment at: <https://apps.gedling.gov.uk/payments/> or by calling Customer Services on Tel: 0115 901 3971. Please indicate on your application form if you have made payment.

### EXEMPTIONS TO THE FEES

Exemptions to the fees for regulated entertainment only	<ul style="list-style-type: none"><li>❑ Schools or colleges when entertainment is for the purposes of the school or college</li><li>❑ Church hall, chapel hall or a village, parish hall or community hall</li></ul>
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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 shall be drawn in standard scale (unless the relevant licensing authority has previously agreed in writing with the applicant following a request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn in that alternative scale).

The information contained in the plan must be clear and legible in all material respects.

The plan shall show—

- 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;
- the location of points of access to and egress from the premises;
- if different from sub-paragraph (3)(b), the location of escape routes from the premises;
- 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;
- 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;
- 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;
- in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- in the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment; and
- 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](mailto:licensing@gedling.gov.uk)

## APPLICATION FORM

You can download the application forms from the Council's website at: [www.gedling.gov.uk](http://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](http://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](mailto: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: [county.licensing@notts.police.uk](mailto:county.licensing@notts.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](mailto: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: [info.nscp@nottsc.gov.uk](mailto:info.nscp@nottsc.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@nottsc.gov.uk](mailto:trading.standards@nottsc.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@nottsc.gov.uk](mailto:licen.sing@nottsc.gov.uk)

**Home Office**

Immigration Enforcement Licensing Compliance Team

Home Office (Immigration Enforcement)

IE Licensing Compliance Team (IELCT)

2 Ruskin Square (Floor 6)

Dingwall Road

Croydon

CR0 2WF

Email: [IE.licensing.applications@homeoffice.gov.uk](mailto:IE.licensing.applications@homeoffice.gov.uk)