APPLICATION FOR A PREMISES LICENCE TO BE GRANTED
UNDER THE LICENSING ACT 2003

Please find enclosed the relevant forms and guidance notes for an application for a premises licence to be granted under the Licensing Act 2003. This checklist explains what is required of you.

Enclosed is a list of the responsible authorities for the Mendip area. It is a statutory requirement that you submit a copy of the application to each of these bodies at the same time that your original application and fee is submitted to the Licensing Department.

Notice of your premises licence application must also be advertised prominently at or near the premises for a period of not less than 28 days from the day after your application was given to the Licensing Department (this 28 day period is known as the objection period). Additionally an advert must be placed in a local newspaper within 10 working days giving notice of your application and the last day of the objection period. Please find enclosed a ‘template’ for the site notice (which must be on light blue paper) and a template for you to arrange for the notice to be placed in a local newspaper.

Inspections may be carried out by an officer of the Council to confirm that the notice is being displayed correctly during the 28 day consultation period. If it is found that the notice has not been displayed correctly, then this may invalidate your application and all relevant documentation may be returned to you.

If you require any further information then please refer to the Mendip District Council website www.mendip.gov.uk or contact the Licensing Department on 0300 303 8588. Further information can also be found on the Department for Culture Media and Sport (DCMS) website at www.culture.gov.uk

Documents enclosed:

- Checklist to return with your application (not a statutory requirement – but designed to assist applicants in fulfilling all statutory requirements).
- Application form for a premises licence
- Designated Premises Supervisor (DPS) consent form to be completed only if including sale of alcohol on the licence (and if the DPS is not the same person as the applicant)
- List of all responsible authorities for the Mendip area
- Fee Levels
- Advertising requirements
- Templates for site and newspaper notice of application
- Plan requirements
- Overview of noise control
- DCMS guidance
CHECKLIST FOR APPLICANTS TO COMPLETE AND RETURN TO LICENSING DEPARTMENT WITH APPLICATION FOR A PREMISES LICENCE

Please tick boxes:

1. I have enclosed a completed application form with all times written in the 24 hour clock format □
2. I have enclosed the correct fee of £________ □
3. I have enclosed evidence of my right to work in the UK □
4. I have enclosed a plan of the premises □
5. I confirm that the date for the close of objections for this application will be ___/___/20___ (28 days after application received by Mendip)
6. I confirm that I will arrange for notice of the application being made to be published in a newspaper circulating in the vicinity of the premises □ (The details of the newspaper and expected date of publication are as follows_________________________ __________________________) and by way of site notice(s) put up on the following date____/_____/20____
7. I will forward copies of both site and newspaper notices to the Licensing Authority when they are available □
8. I have submitted a copy of the application to the following Responsible Authorities:
   □ Environmental Protection □ Avon and Somerset Constabulary
   □ Public Safety □ Devon and Somerset Fire and Rescue Service
   □ Planning Enforcement □ Protection of Children from Harm (Social Services)
   □ Trading Standards □ Public Health (NHS)
   □ Home Office
9. Where the application includes the sale of alcohol I have included the DPS consent form □

Right to Work
Your right to work in the UK will be checked as part of your licence application, this could include the licensing authority checking your immigration status with the Home Office. We may otherwise share information with the Home Office. You must therefore provide a document or document combination that is stipulated as being suitable for this check. The list of documents is set out in Notes for Guidance at the end of the application form. You must provide the original document(s), such as your passport or biometric residence permit, as indicated in the published guidance, so that the check can take place. The documents(s) will be copied and the copy retained by the licensing authority. The original document will be returned to you. Your application will not be considered valid until all necessary information and original documents(s) have been produced and the relevant fee has been paid.

If there are restrictions on the length of time you may work in the UK, your licence will not be issued for any longer than this period. In such circumstances the check will be repeated each time you apply to renew or extend your licence. If, during this period, you are disqualified from holding a licence because you have not complied with the UK’s immigration laws, your licence will lapse and you must return it to the licensing authority. Failure to do so is a criminal offence.