



NOTES ON PREMISES LICENCE, CLUB PREMISES CERTIFICATE AND VARIATION APPLICATIONS

PLEASE READ CAREFULLY BEFORE SUBMITTING YOUR APPLICATION

NOTE 1	<p>Plans</p> <p>A copy of a plan of the premises drawn to scale 1:100 should accompany this application. The plan should clearly indicate;</p> <ul style="list-style-type: none">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 premisesb) access to and egress from the premisesc) if different from above, the location of escape routes from the premisesd) in a case where the premises is to be used for more than one licensable activity, please distinguish the area within the premises used for each activitye) 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 impedimentf) in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floorg) in a case where the premises includes any steps, stairs, elevators or lifts, the location of theseh) the location of the room or rooms containing public conveniencesi) the location and type of any fire safety and any other fire safety equipment including, if applicable, marine safety equipmentj) the location of a kitchen, if any, on the premises <p>The plan may include a legend through which the matters referred to above are illustrated by the use of symbols.</p>
NOTE 2	<p>PLEASE READ CAREFULLY BEFORE PRODUCING NOTICES</p> <p>Advertisement of application</p> <p>In the case of an application for a premises licence, for a provisional statement, to vary a premises licence, for a club premises certificate or to vary a club premises certificate, the person making the application shall advertise the application in the following ways;</p> <ul style="list-style-type: none">a) 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,<ul style="list-style-type: none">I. which is 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 16II. 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

	<p>b) by publishing a notice</p> <ol style="list-style-type: none"> 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
NOTE 3	<p>PLEASE READ CAREFULLY BEFORE PRODUCING NOTICES</p> <p>Content of advertisement</p> <p>For an application for a premises licence or club premises certificate the notice shall contain a statement of the relevant licensable activities or relevant qualifying club activities as the case may require which it is proposed will be carried on or from the premises.</p> <p>For an application for a provisional statement the notice shall state that representations are restricted after the issue of a provisional statement and where known, may state the relevant licensable activities which it is proposed will be carried on or from the premises.</p> <p>For an application to vary a premises licence or club premises certificate the notice shall briefly describe the proposed variation.</p> <p>In all cases the notice shall state;</p> <ol style="list-style-type: none"> a) the name of the applicant or club; b) the postal address of the premises or club premises. If there is no postal address 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 and, where applicable, the worldwide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected; d) the date by which an interested party or responsible authority may make representations to the licensing authority; 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. <p>Please find enclosed sample notices/newspaper adverts for new and variation applications which may assist you in this process:-</p> <ul style="list-style-type: none"> • Page 3 – Advert New Licence • Page 4 – Advert Vary Licence • Page 5 – Newspaper Advert New Licence • Page 6 – Newspaper Advert Vary Licence

**BOROUGH OF POOLE
LICENSING ACT 2003
NOTICE OF APPLICATION FOR A PREMISES LICENCE/ CLUB
PREMISES CERTIFICATE**

Premises	
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Notice is given that has applied to Borough of Poole Licensing Authority for a Premises Licence or Club Premises Certificate under the Licensing Act 2003.

The Licensable activities are:

Anyone who wishes to make representations regarding this application must give notice in writing to: The Head of Environmental and Consumer Protection Services, Borough of Poole, Unit 1, New Fields Business Park, Stinsford Road, Poole, Dorset BH17 0NF. **Representations must be received no later than** __ / __ / __

The Application Record and Register may be viewed during normal office hours at the above address or at www.boroughofpoole.com

It is an offence under Section 158 of the Licensing Act 2003, 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 is up to level 5 on the standard scale (£5000)

**BOROUGH OF POOLE
LICENSING ACT 2003
NOTICE OF APPLICATION TO VARY A PREMISES LICENCE/
CLUB PREMISES CERTIFICATE**

Premises	
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Notice is given that has applied to Borough of Poole Licensing Authority to vary a Premises Licence or Club Premises Certificate under the Licensing Act 2003.

The proposed variation is:

Anyone who wishes to make representations regarding this application must give notice in writing to: The Head of Environmental and Consumer Protection Services, Borough of Poole, Unit 1, New Fields Business Park, Stinsford Road, Poole, Dorset BH17 0NF. **Representations must be received no later than** __ / __ / __

The Application Record and Register may be viewed during normal office hours at the above address or at www.boroughofpoole.com

It is an offence under Section 158 of the Licensing Act 2003, 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 is up to level 5 on the standard scale (£5000)

**BOROUGH OF POOLE
LICENSING ACT 2003
NEWSPAPER ADVERTISEMENT**

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, a notice advertising the application must be inserted in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises.

This form may assist in this process.

Licensing Act 2003

Premises Licence or Club Premises Certificate

Notice is given that has applied to Borough of Poole Licensing Authority for a Premises Licence or Club Premises Certificate under the Licensing Act 2003 for the premises known as;

Premises name	
Address	

The proposed licensable activities are:

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Anyone who wishes to make representations regarding this application must give notice in writing to: The Head of Environmental and Consumer Protection Services, Borough of Poole, Unit 1, New Fields Business Park, Stinsford Road, Poole, Dorset BH17 0NF. **Representations must be received no later than** __ / __ / __

The application record and register may be viewed during normal office hours at the above address or at www.boroughofpoole.com

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**BOROUGH OF POOLE
LICENSING ACT 2003
NEWSPAPER ADVERTISEMENT**

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, a notice advertising the application must be inserted in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises.

This form may assist in this process.

Licensing Act 2003

Variation of a Premises Licence or Club Premises Certificate

Notice is given that has applied to Borough of Poole Licensing Authority for a variation of a Premises Licence or Club Premises Certificate under the Licensing Act 2003 for the premises known as;

Premises name	
Address	

The proposed variation is:

Briefly describe variation

Anyone who wishes to make representations regarding this application must give notice in writing to: The Head of Environmental and Consumer Protection Services, Borough of Poole, Unit 1, New Fields Business Park, Stinsford Road, Poole, Dorset BH17 0NF. **Representations must be received no later than** __ / __ / __

The application record and register may be viewed during normal office hours at the above address or at www.boroughofpoole.com

It is an offence under Section 158 of the Licensing Act 2003, 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 is up to level 5 on the standard scale (£5000)