



# Premises Licence Application Process (Guidance Document)

## Introduction

This document sets out the process for applying for a Premises Licence under the Licensing Act 2003. It is intended to guide applicants through each stage of the application, from preparation to determination.

## Part 1: Completing the Application

The Premises Licence application form must be completed in full.

- The application form can be accessed by emailing [licensing@rossendalebc.gov.uk](mailto:licensing@rossendalebc.gov.uk)
- Each section of the form includes guidance notes to assist completion.
- Applicants should ensure all relevant sections are completed accurately before submission.

## Part 2: Designated Premises Supervisor (DPS)

If the application includes the sale of alcohol, a Designated Premises Supervisor (DPS) must be appointed.

- The DPS must hold a valid Personal Licence.
- The written consent of the DPS must be submitted with the application.
- Failure to include DPS consent may result in the application being rejected as invalid.

## Part 3: Plans of the Premises

A plan of the premises must be submitted with the application and shared with all Responsible Authorities.

### Required plan standards

Plans must comply with the Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005.

The plan must clearly show:

1. The boundary of the building (where applicable) and external/internal walls

2. Entry and exit points
3. Escape routes
4. Areas used for each licensable activity (if more than one)
5. Fixed or temporary structures that may affect exit routes
6. Stages or raised areas, including height relative to floor level
7. Steps, stairs, lifts, or escalators
8. Public toilet locations
9. Fire safety and other safety equipment
10. Kitchen location (if applicable)

#### **Scale requirements**

- Plans must be drawn to a standard scale of **\*\*1:100** (1mm = 100mm) **\*\*** unless otherwise agreed in writing with the Licensing Authority.
- A key may be included but is not mandatory.

#### **Part 4: Payment of Fees**

Application fees are set by the Licensing Act 2003 (Fees) Regulations 2005.

#### **Fee determination**

Fees depend on the premises' Non-Domestic Rateable Value (NNDR):

- Band A: Includes premises exempt from NNDR
- Band C: Includes premises under construction (no NNDR assigned)

#### **Payment methods**

- Cheque payable to Rossendale Borough Council
- Debit or credit card via telephone: 01706 217777

#### **Part 5: Responsible Authorities**

A copy of the full application must be sent to all Responsible Authorities on the same day it is submitted to the Licensing Authority. If you submit your application by email to [licensing@rossendalebc.gov.uk](mailto:licensing@rossendalebc.gov.uk), we will forward it to all Responsible Authorities on your behalf.

#### **Responsible Authorities include:**

- Chief Officer of Police
- Fire and Rescue Authority
- Primary Care Trust / Local Health Board
- Health and Safety Authority

- Local Planning Authority
- Environmental Health Authority
- Child Protection Body
- Trading Standards (Weights and Measures)
- Home Office Immigration Enforcement

**All contact details are available from the Licensing Authority.**

## **Part 6: Advertising the Application**

Applicants must advertise the application in two ways:

### **1. Site Notice**

- Displayed at the premises on **\*\*pale blue paper\*\***
- Must be clearly visible to the public
- Must be displayed the day after the application is submitted to Responsible Authorities
- Must remain in place for the full 28-day consultation period

### **2. Newspaper Advertisement**

- Must be published in a local newspaper
- Must appear at least once within 10 working days of submission

## **Part 7: Representation Period**

The consultation period lasts 28 days from the date the application is validly submitted.

### **During this period:**

- Interested parties may submit representations
- Responsible Authorities may also submit representations
- All representations must relate to the Licensing Objectives:
  - Prevention of Crime and Disorder
  - Public Safety
  - Prevention of Public Nuisance
  - Protection of Children from Harm

### **Outcome:**

- No valid representations: Licence is deemed granted
- Valid representations received: Application is referred to the Licensing Committee for determination.