



## **Information on how to complete your premises licence application form**

### ***Please note:***

- You must include the full payment, cheques must be made payable to Torfaen CBC
- You must complete all sections of the form fully and in black ink.
- You must send a full copy to the responsible authorities.
- You must include a scale plan of the premises.
- You must advertise your application in a publication circulated in the vicinity.
- You must display a notice outside of the premises.
- If you do not the application form will be rejected.
- Full information on each of these is given in this booklet.

***If you are having difficulty you may have to seek professional help.***

**Notes on how to complete certain sections of the form.**  
**Also see the references on the last page of the form**

- Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
- Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
- For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
- For example (but not exclusively), where the activity will occur on additional days during the summer months.
- For example (but not exclusively), where you wish the activity to go on longer on a particular day i.e. Christmas Eve.
- Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
- If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
- Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
- Please list here steps you will take to promote all four licensing objectives together. See the annexes to our police which is at the end of this booklet
- The application form must be signed.
- A applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- Where there is more than one applicant, both applicants and their respective agents must sign the application form.
- This is the address which we shall use to correspond with you about this application.

**Example of wording for the notice and advertisement .....**

**Notice .....**

- *The notice must be on pale blue paper and not less than A4 size.*
- *It must be printed in black and not less than 14 font times new roman.*
- *\*.../... \* select as appropriate*
- *\*\* Insert the closing date for representations, which is 28 consecutive days after the date on which the application is lodged with the licensing authority*

**Advertisement.....**

The advertisement must be placed in a publication circulated in the vicinity of the premises within 10 days of the date the application was lodged with the Licensing Authority. The wording must be the same as the notice, the layout and font does not.

**Example notice.....**

**Notice of application for a**

**\*Licence/Variation to a licence/provisional statement/club premises certificate\***  
**under The Licensing Act 2003.**

**Name of applicant:** .....

**Address of premises:** .....

.....

**It is proposed to** *\*licence these premises /vary the premises licence\**

.....

.....

*(Briefly describe the activities that you have applied for on the operating schedule in your application, including opening times. Or the variation to the existing licensed activities)*

.....

.....

**The full application can be inspected by contacting Torfaen Licensing Authority or visiting their web site: [www.torfaen.gov.uk](http://www.torfaen.gov.uk).**

**Representations must be made before ... insert Date.\*\***

**IN WRITING to:**

**The Licensing Officer**

**Licensing**

**Tŷ Blaen Torfaen, Panteg Way**

**New Inn, Pontypool NP4 0LS**

**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 is not exceeding £5,000.**

**Plans of premises, Regulation 23 SI 2005 No 42**

When you make an application for a premises licence, including conversion from a justices' licence you have to include a plan of the premises. The plan has to be to a specific scale and include detail that is specified by the Regulations to the Licensing Act. The authority will accept plans in electronic format.

Regulation 23 is reproduced below:-

- (1) An application for a premises licence under section 17, or a club premises certificate under section 71, shall be accompanied by a plan of the premises to which the application relates and which shall comply with the following paragraphs of this regulation.
- (2) 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 plan shall be drawn in standard scale, which is: **1 mm represents 100 mm.**
- (3) 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 sub-paragraph (3)(b), the location of escape routes from the premises;
  - (d) 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;
  - (e) 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;
  - (f) 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;
  - (g) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
  - (h) in the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
  - (i) the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment; and
  - (j) the location of a kitchen, if any, on the premises.
- (4) The plan may include a legend through which the matters mentioned or referred to in paragraph (3) are sufficiently illustrated by the use of symbols on the plan.



LICENSING ACT 2003  
LIST OF CONSULTEES FOR THE  
APPLICATION

*Consultees to be notified in all cases*

The Chief Officer of Police  
FAO. The Licensing Dept.  
Ystrad Mynach Police Station  
C/o Blackwood Police Station  
Blackwood Road  
Blackwood  
NP12 2XA

Chief Fire Officer  
South Wales Fire and Rescue Service  
Forest View Business Park  
Llantrisant, Pontyclun  
CF72 8LX

Community Safety Manager  
C/o Torfaen County Borough Council  
Civic Centre  
Pontypool NP4 6YB

Director of Social Services  
C/o Torfaen County Borough Council  
Civic Centre  
Pontypool NP4 6YB

Public Health Team,  
Tŷ Blaen Torfaen  
Panteg Way  
New Inn  
Pontypool NP4 0LS

Food Health and Safety Team,  
Tŷ Blaen Torfaen  
Panteg Way  
New Inn  
Pontypool NP4 0LS

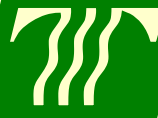
Planning  
Tŷ Blaen Torfaen  
Panteg Way  
New Inn  
Pontypool NP4 0LS

Trading Standards;  
Tŷ Blaen Torfaen  
Panteg Way  
New Inn  
Pontypool NP4 0LS

*Dr G Richardson*  
*Executive Director of Public Health – Alcohol*  
*Licensing Lead*  
*Aneurin Bevan Gwent Public Health Team*  
*Victoria House*  
*136-140 Corporation Road*  
*Newport*  
*NP19 0BH*

**For HSE enforced and Council owned premises only**

Health and Safety  
Director of Wales  
Government Buildings  
Phase 1, Ty Glas  
Llanishen  
Cardiff CF14 5SH



# ***The 2003 Licensing Act Guidance notes for Operating Schedules***

## **General**

Below is guidance on how to complete the operating schedule on your application form for a premises licence. When completing the section you will need to consider the four licensing objectives:

- **The Prevention of Crime and Disorder**
- **Public Safety**
- **The Prevention of Public Nuisance**
- **The Protection of Children from Harm**

To help you our Licensing Policy should be consulted. You can see a copy of this policy on our website, at The Civic Centre Pontypool or County Hall Cwmbran and at Libraries. Full copies can be sent to you at a cost of £5.00 per copy. To assist you a copy of the annexes to the policy are attached, these will give you a good guide as to what you need to consider.

When you have decided what licensable activities ([see separate leaflet](#)) you want to do and when you want to do it, you must put full details of them on the application form. There must be sufficient information to allow the authority and our partner consultees, e.g. Police, Social Services and Fire, to make an assessment of the application and enable them to decide whether they wish to make representations on your application.

## **New Applications**

If you are applying for a new premises licence to conduct licensable activities you will need to complete a full application with a detailed operating schedule and details of how you intend to comply with the licensing objectives. You must consider the licensing objectives and detail what measures you are going to use to ensure that you promote those objectives (see above).

It may be that you decide that no customers will be admitted after 10:30 pm and that you will employ registered door supervisors. That you will use noise reduction measures to ensure there is no disturbance to residents, e.g. double/triple glazing/sound proofing and keeping doors and windows closed whilst the entertainment is taking place. Ensuring there is sufficient public transport to get customers away swiftly at closing time. You must specify the measures on the application form, and they will have to be complied with when the premises are conducting the activity.

Part 3 of the form is where you must list the licensable activities that you intend or wish to carry out on your premises. E.g. if you wish to hold regular live music events in your pub you will go to box 'E' for live music, and box 'M' for the sale of alcohol.

Each of the boxes allows you to enter

what you want to do under the headings of each of the licensable activities. There you will see a weekly event guide in which you can specify what days and times (24 hr clock) that you wish to hold regular events. Alongside are boxes for further information;

1. The first box is where you specify the type of entertainment; you need to give a brief description of the activity, e.g. live music in the bar for customers consisting of singer and backing music or bands.
2. The second box is where you can make seasonal variations, e.g. where you intend to operate later in the summer to cater for the holiday makers attending events in the locality.
3. The third box is where you can specify special events which are not regular weekly events, e.g. where you hold a fete or garden party for only one date every year, or certain special occasions, such as wedding anniversaries or birthdays or occasions such as Halloween, where you wish to hold a party.

The more detail you put in this part of the application the better. If there is a lack of information it has more chance of being challenged by the consultees and other

persons who have a right to make representations about your proposals. See the example below.

**Variation to existing licences**

If you wish to apply for additional activities e.g. extra opening hours, you will need to apply for a variation. You will have to specify what hours and days you intend or wish to trade, what activities you wish to conduct on your premises. E.g. you may wish to open until Midnight on Friday and Saturdays only for live music and dancing, you can do this.

You will need to consider the licensing objectives (see page 1) and detail what measures you are going to use to ensure that you promote those objectives

The details required in the application are the same as detailed above for new applications. The more detail you put in this part of the application the better. If there is a lack of information it has more chance of being challenged by the consultees and other persons who have a right to make representations about your proposals.

Playing of recorded music Standard timings (please read guidance note 1)			Will the playing of recorded music take place indoors or outdoors or both – please tick [√] (please read guidance note 2).	Indoors	√
Day	Start	Finish		Outdoors	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3) <i>On Friday and Saturdays to have a discothèque in the bar area of the premises for the entertainment of customers who are using the premises.</i>		
Tue					
Wed			<b><u>State any seasonal variations for playing recorded music</u></b> (please see guidance note 4) <i>In the summer months from May 1<sup>st</sup> to August 31<sup>st</sup> to extend the times for the discothèque to 0100 hrs on Saturday nights.</i>		
Thur					
Fri	2100	0100	<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list</u></b> <i>On Sundays prior to public holidays, Halloween, bonfire night. On my birthday 4<sup>th</sup> October, and my wedding anniversary 18<sup>th</sup> October. To have a discothèque between 2000 hrs and 2400 hrs. In the bar area for the entertainment of customers who are using the premises.</i>		
Sat	2000	2400			
Sun					

### Licensing Act 2003 Fees

Premises and club application and annual fees – each premises that is licensable will be allocated to a fee band according to rateable value

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

**Premises fees:** Each band attracts a different level of application fee

Rateable value bands	A	B	C	D	E
Main Application Fee	100	190	315	450	635
Main Annual Charge	70	180	295	320	350

A multiplier applied to premises in bands D and E where they are exclusively or primarily in the business of selling alcohol (mainly large town and city centre pubs).

Band	D (x 2)	E (x 3)
City / town centre pub application Fee	900	1905
City / town centre pub annual charge	640	1050

**Annual fee:** Each band attracts a different level of annual fee – payable one year after the grant of the licence.

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



### Exceptionally Large Events

The Licensing Authorities will also be able to charge an additional premises fee for exceptionally large events:

<b>Number in attendance at any one time</b>	<b>Additional fee</b>
5,000 to 9,999	£1,000
10,000 to 14,999	£2,000
15,000 to 19,999	£4,000
20,000 to 29,999	£8,000
30,000 to 39,999	£16,000
40,000 to 49,999	£24,000
50,000 to 59,999	£32,000
60,000 to 69,999	£40,000
70,000 to 79,999	£48,000
80,000 to 89,999	£56,000
90,000 and over	£64,000

### **Personal Licences, Temporary Events and Other Fees**

The Licensing Authorities will also be able to charge other fees in relation to their duties, most notably for temporary events and personal licences

Application for a grant or renewal of personal licence	£37
Temporary event notice	£21
Theft, loss, etc. of premises licence or summary	£10.50
Application for a provisional statement where premises being built, etc.	£315.00
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
Theft, loss etc. of certificate or summary	£10.50
Notification of change of name or alteration of rules of club	£10.50
Change of relevant registered address of club	£10.50
Theft, loss etc. of temporary event notice	£10.50
Theft, loss etc. of personal licence	£10.50
Duty to notify change of name or address	£10.50
Right of freeholder etc. to be notified of licensing matters	£21