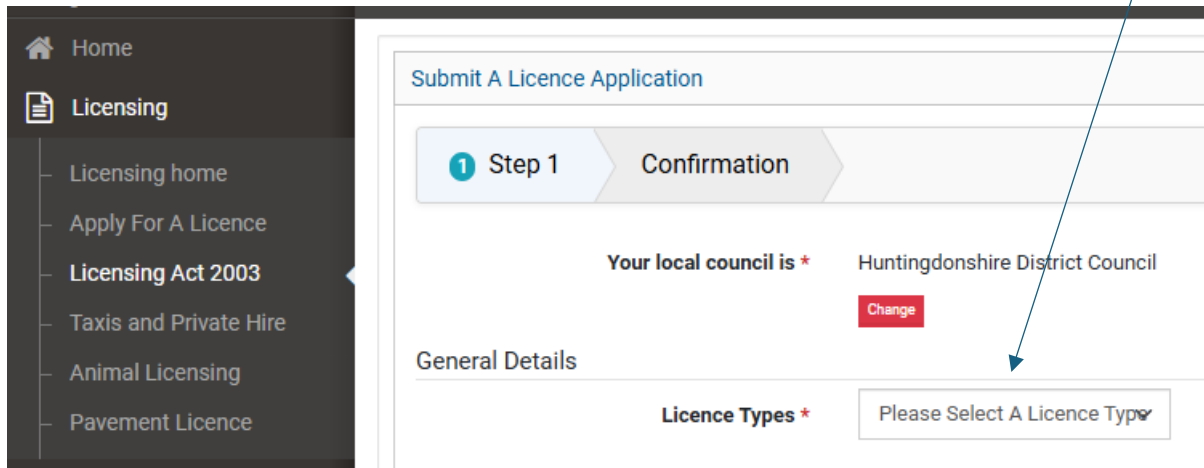


Guidance Notes – Applying for a New Premises Licence

You will first need to create a Portal account – read the [guidance notes](#) on how to do this.

Choose Licensing Act 2003 and then select the Licence Type from the drop down



Next select the Application Type from the second drop down. This will take you to the application form to complete as follows.

Step 1

General details

- Licence Types – Premises licence
- Application Types - Click on the dropdown to select “Premises Licence – New”



- Select ‘Yes’ for “I have read and approve of the guidance notes”

**I Have Read And
Approved The Guidance
Notes ***



Rateable Value *

Band B £4,301 to £33,000

Licence Capacity *

0 to 4,999

Total Fee

£190.00

Rateable Value: Select the Rateable Value of the Premises. If you do not know this, you can look it up using this Valuation Office Agency link: [Find a business rates valuation - GOV.UK](#)

Line Capacity: Unless this is a large event, choose 0 – 4,999.

Contact Details

You can Click to [Copy from your profile](#) or add this manually. Complete the information

as requested. To amend you can click on

[Change address](#)

- Add the **Premises to be licensed** and **Trading Name**
- Click the circle to indicate if you are the **Proposed Licence holder** or the **Agent**
- This will reveal additional boxes to be completed for your name and other personal details.
- Select the correct dropdown to show if you are applying as an individual or as a company, or as a charity.
- If you are a **Company**, please click the correct circle to indicate this. This allows the page to open to add further information.
- Please enter the relevant contact information.

- ☒ Company **

☐ Charity **

☐ Individual **

Company Name*

Company Number *

Position Held

- Click

[Next →](#)

Step 2

Proposed licence holder's Entitlement to work in the UK.

- Please select yes to confirm that you have read and understood the notes regarding entitlement to work in the UK.

A passport or Birth Certificate will need to be provided if you are applying as an individual. You do not need to add a Share Code. Documents can be uploaded in Step 12.

- Add details of yours and any other named applicant's nationality.
- Click

[Next →](#)

Step 3

Premises further details

- Add your contact telephone number without any gaps.

Application details

- Please select how you are applying e.g. a limited company
- Please select how you intend to use the business

Application details

In what capacity are you applying for the premises licence? *

A limited company / limited liability partnership

Confirm one of the following

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities

Only complete this if you have selected an option above marked with **

- Click

Next →

Step 4

Operating Schedule

- Select the date you want your premises to start.
- If the licence is only for a time-specific event, then add an end date.
- Premises Description – eg cafe, off-licence.

- Click

Next →

Step 5

Provision of regulated entertainment

Please read the guidance and click to confirm you have read the notes.

Please confirm you have read the notes above on regulated entertainment *

Yes

The types of regulated entertainment are listed.


- Select your chosen activities and add the timings for each day using the 24-hour clock. For example, if you are selecting 11:00 in the evening this needs to be added as 23:00 and midnight as 00:00
- State if each activity is to take place indoors or outdoors or both? Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

- Click

Next →

Step 6

Late-night refreshment

- Read the Additional information
- If you have clicked **Yes**, the timings will open for you to add using the 24-hour clock. **For example, if you are selecting 11:00 in the evening this needs to be added as 23:00 and midnight as 00:00**
- State any seasonal variations for the supply of late night refreshments. For example (but not exclusively) where the activity will occur on additional days during summer months.
- List any non-standard timings, where the premises will be used for the supply of late night refreshments at different times from those listed above. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- State if the provision of late night refreshment take place indoors or outdoors or both? Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.
- State 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.
- Click 

Step 7

Supply of Alcohol.

- Read the Additional information
- If you have clicked Yes, the timings will open for you to add.
- State if sale of alcohol be for consumption on the premises, off the premises or on and off the premises?
- State any seasonal variations for the supply of alcohol. For example (but not exclusively) where the activity will occur on additional days during summer months.
- List any non-standard timings, where the premises will be used for the supply of alcohol at different times from those listed above. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Designated Supervisor

- Read the Additional information
- If you have clicked Yes, “Add row” will appear as below.

Add Row

Add

(You must submit a minimum of 1 rows)

- Click add to open the form and complete this to provide the DPS details.
- Click to confirm the details to allow you to move to the next Step.

Please confirm that these details are
for the proposed designated premises
supervisor

Yes ☐

- Click

Next →

Step 8

Adult Entertainment

- Read the Additional information
- Concerns in respect of Children – Enter **N/A** if no information to give.
- Click

Next →

Step 9

Hours premises are open to the public

- Read the Additional information
- Enter the opening hours and make sure this match with any activities you have applied for.
- State any seasonal variations where you intend to use the premises to be open to the members and guests. For example (but not exclusively) where the activity will occur on additional days during summer months.
- List any non-standard timings, where you intend to use the premises to be open to the members and guests at different times from those listed above. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Step 10 – Additional Time Bands

- Please read the additional information provided and add additional rows if applicable.
- Click next to continue.

Step 11 – Licensing Objectives

- Please read the additional information provided and provide details of how you intend to promote the licensing objectives within your proposed business.

Step 12 – Declaration

- Please read the additional information provided and confirm that you have read and understood this.
- Please enter your name and position (agent name and position applying on behalf of the applicant if applicable).

File Uploads

Please ensure to upload the following documentation and refer to the website for further information, there are also detailed notes on what is required on each of the documents.

- Plan of the premises
- Right to Work if applying as an individual
- Consent form of DPS is applying for alcohol sales

Confirmation

- Please check that the details you have submitted in your application is correct
- If you wish to add any further comments in regards to your application, there is a customer comments box at the bottom of the page.
- Please read and approve the disclaimer before proceeding.
- Please wait for the page to refresh to take you to the payment page. The application will not be processed until the fee has been paid.
- You will be contacted by us to confirm that the application has been validated, and you will then receive a request to provide evidence of the notice along with confirmation of the consultation dates.

Checklist

- Application summary
- Consent of DPS to be completed if applicable
- Right to Work if applicable

- Payment
- Plan