

GENERAL INFORMATION FOR PREMISES LICENSING

Fees - are set by the Secretary of State.

Applications for premises licences, club premises certificates and variations have being banded using five bands as shown below:

A	B	C	D	E
£100	£190	£315	£450	£635

Annual charges payable by those holding premises licences and club premises certificates:

A	B	C	D	E
£70	£180	£295	£320	£350

For premises that fall into Bands D and E, that are exclusively or primarily used for carrying on the supply of alcohol for consumption of the premise, the amount of the fee will be, in the case of premises in Band D, two times the amount shown above. In the case of premises in Band E, three times the amount shown above.

Various non-domestic rateable values have been allocated to bands as follows:

Band	A	B	C	D	E
Non-Domestic rateable value	£0 -£4300	£4301 - £33000	£33001 - £87000	£87001 - £125000	£125001 – and over

In respect of applications made by church/chapel/village/parish/community halls or other similar buildings where are used for the provision of regulated entertainment only, no fee shall be payable.

In respect of educational institutions that are schools or colleges, and where the provision of regulated entertainment on the premise is carried on by the educational institution for and on behalf of the purposes of the educational institution, no fee shall be payable.

Other fees and charges that must be paid by the applicants and those giving notice under the Licensing Act:

Occasions on which fees are payable	Fee
Personal Licence	£37.00
Supply of copies of information contained in register.	Set by LA
Application for Copy of licence or summary on theft, loss etc of premises licence or summary.	£10.50
Notification of change of name or address (holder of premises licence).	£10.50
Application to Vary to specify individual as Premises Supervisor.	£23.00
Application to Transfer premises licence.	£23.00
Interim authority notice.	£23.00
Application for making of a provisional statement.	£315.00
Application for Copy of certificates or summary on theft, loss etc of certificate or summary.	£10.50
Notification of change of name or alteration of club rules.	£10.50

Temporary Event Notice.	£21.00
Application for Copy of notice on theft, loss etc of temporary event notice.	£10.50
Application for Copy of licence on theft, loss etc of personal licence.	£10.50
Notification of change of name or address (personal licence).	£10.50
Notice of Interest in any premises.	£21.00

Plan Requirements

Unless the Licensing Section has previously agreed in writing that an alternative scale plan is acceptable, the plan should be drawn to the standard scale of 1:100.

The plan shall show –

- 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;
- The location of access and egress points from the premises;
- If different from above, the location of escape routes from the premises;
- Where the premises is used for more than one existing licensable activity, the areas within the premises used for each activity;
- Where an existing licensable activity relates to the supply of alcohol, the location or locations on the premises which is or are used for consumption of alcohol;
- Fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impede individuals exiting or escaping the premises;
- The location of any stage or raised area indicating height in relation to the floor;
- The location of any steps, stairs, elevators or lifts;
- The location of any public toilets;
- The location and type of any fire safety and any other safety equipment; and
- The location of any kitchen.

Advertising of Applications

In the case of an application:

- for a Premises Licence under section 17
- for a provisional statement under section 29
- to vary a premises licence under section 34
- for a club premises certificate under section 71
- to vary a club premises certificate under section 84

the person making the application shall advertise the application.

Form of Advertisement

Notice displayed outside the Premises:

A notice must be displayed for no less than 28 consecutive days from the day of application in the following format;

- of a size equal or larger than A4;
- of a pale blue colour;
- printed legibly, or typed in a font of a size equal to or larger than 16, in black;
- in the case of premises covering an area of more than 50 metres square, a further notice in the same form and subject to the same requirements must be displayed every fifty metres along the external perimeter of the premises abutting any highway.

The notice should be prominently displayed on the premises to be clearly visible.

Advertisement in Local Newspaper

A notice should also be published in a local newspaper at least once during ten working days beginning the day after application is made and include the same information as the main notice.

Grant for a Premises Licence or Club Premises Certificate

In the case of applications for the grant of a premises licence or a club premises certificate, the notices should contain a statement of the relevant licensable activities or relevant qualifying club activities which will be carried on or from the premises.

Provisional Statement

In the case of an application for a provisional statement, the notices should:

- state that representations are restricted after the issue of a provisional statement; and
- if known, the relevant licensable activities it is proposed will be carried on or from the premises.

Variation of a Premises Licence or a Club Premises Certificate

In the case of a variation application, the notices should briefly describe the proposed variation.

Notices

Notices should state:

- the name of the applicant or club;
- the postal address of the premises or club premises, if any, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises to be identified;
- the postal address and, where applicable, the website address where the licensing authority register is kept;
- the date by which a responsible authority or any other person may make representations to the relevant licensing authority;
- that representations shall be made in writing;
- that it is an offence to knowingly or recklessly provide false information in regards to an application and that a person guilty of such an offence will be liable to a fine not exceeding level 5 on the standard scale.

Please supply adequate information on the notice relating to your application as this will aid people reading the notice to understand your application. This may prevent representations (objections) being made against your application.

For example when detailing the proposed licensable activity for a grant application also include the proposed days and hours applied for. In the case of a variation application please supply as much information as to the changes proposed possible.

How long will it take to receive the licence?

You will hear from us at the end of the 28 day representation period.

Will Tacit Consent Apply?

Tacit consent applies if no relevant representations are made during the 28 day notice period. The application will be deemed granted after the last date for representation. If relevant representation is made within the notice period tacit consent does not apply, a public hearing of the Licensing Sub-Committee must be held to determine the application. The hearing will be held within 20 working days after the last date for representation. The hearing date may be extended if it is considered to be in the public interest to do so.

Responsible Authorities

It is the applicant's responsibility to serve a copy of the application on each of the responsible authorities for grants and variations of premises licences and club premises certificates:

Please note where agencies have supplied email addresses they are happy to receive submission either by post or email

- North Yorkshire Police Headquarters, The Licensing Section, Fulford Road, York, YO10 4BY; Email: NYPLicensing@northyorkshire.pnn.police.uk
- North Yorkshire Fire and Rescue Service, The Area Fire Safety Office, York Fire Station, Kent Street, York, YO10 4AH
Email: electronicconsultation@northyorksfire.gov.uk
- The local enforcement agency for the Health and Safety at Work Act 1974 which will be the City of York Council Health and Safety Section, Hazel Court EcoDepot, James Street, York, YO10 3DS in most circumstances.
- Email: public.protection@york.gov.uk
- For Council owned properties only, the relevant agency will be Health and Safety Executive, Marshall's Mill, Marshall Street, Leeds, LS11 9YJ.
- City of York Council Public Protection Unit, Hazel Court EcoDepot, James Street, York, YO10 3DS; (Environmental Protection Unit, CYC Health & Safety, Trading Standards) Email: public.protection@york.gov.uk

NB For Council owned properties only, the relevant agency will be Health and Safety Executive, Marshall's Mill, Marshall Street, Leeds, LS11 9YJ

- City of York Council Development Control, West Offices, Station Rise, York, YO1 6GA; Email: planning.submissions@york.gov.uk
- Children's Services, City of York Council, West Offices, Station Rise, York, YO1 6GA
- Director of Public Health and Well-being, City of York Council, West Offices, Station Rise, York, YO1 6GA.
- Home Office (Immigration Enforcement) – Alcohol Licensing Team, Lunar House, 40 Wellesley Road, Croydon, CR9 2BY

In relation to vessels, but no other premises, responsible authorities also include –

- *Navigation Authorities within the meaning of section 221(1) of the Water Resources Act 1991 that have statutory functions in relation to the waters where the vessel is usually moored or berthed or any waters where it is proposed to be navigated at a time when it is used for licensable activities;*

- *Environment Agency, Rivers House, 21 Park Square South, Leeds, LS1 2QG;*
- *British Waterways Board, Fearn's Wharf, Neptune Street, Leeds, LS9 8PB; and*
- *Maritime and Coastguard Agency (Secretary of State for Transport), Hull Marine Office, Crosskill House, Mill Lane, Beverley, HU17 9JB.*