



# BASILDON DISTRICT COUNCIL

**LICENSING AUTHORITY**

The Basildon Centre, St Martin's Square  
Basildon, Essex, SS14 1DL

**TELEPHONE: (01268) 294280**

## Application for a premises licence to be granted under the Licensing Act 2003

I/We  (insert names(s) of applicant)  
apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

### Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description.

No/Name	<input type="text"/>
Street:	<input type="text"/>
Town:	<input type="text"/>
County:	<input type="text"/>
Postcode:	<input type="text"/>
Ordnance Survey Map Ref	<input type="text"/>
Description	<input type="text"/>
Telephone no at premises (if any)	<input type="text"/>
Non domestic rateable value of premises	<input type="text"/>

Cont/...

## Part 2 – Applicant Details

Please state whether you are applying for a Premises Licence as

- |  | <b>Please tick the appropriate box <input checked="" type="checkbox"/></b> |
|--|--|
| a) an individual or individual*  | <input type="checkbox"/> Please complete section (A)                       |
| b) a person other than an individual   | <input type="checkbox"/> Please complete section (B)                       |
| i. as a limited  | <input type="checkbox"/> Please complete section (B)                       |
| ii. as a partnership   | <input type="checkbox"/> Please complete section (B)                       |
| iii. as an unincorporated association or   | <input type="checkbox"/> Please complete section (B)                       |
| iv. other (for example a statutory corporation)  | <input type="checkbox"/> Please complete section (B)                       |
| c) a recognised club   | <input type="checkbox"/> Please complete section (B)                       |
| d) a charity   | <input type="checkbox"/> Please complete section (B)                       |
| e) the proprietor of an educational establishment  | <input type="checkbox"/> Please complete section (B)                       |
| f) a health service body   | <input type="checkbox"/> Please complete section (B)                       |
| g) a person who is registered under part 2 of the Care Standards Act 2000 (c14 in respect of an independent hospital | <input type="checkbox"/> Please complete section (B)                       |
| h) the chief officer of police of a police force in England and Wales  | <input type="checkbox"/> Please complete section (B)                       |

\* If you are applying as a person described in (a) or (b) please confirm

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

I am making the application pursuant to a

- Statutory function or   
A function discharged by virtue of Her Majesty prerogative.

### (A) Individual Application (fill in as applicable)

Title	<input type="text"/>	Other	<input type="text"/>
First Name	<input type="text"/>		
Surname	<input type="text"/>		
I am 18 years old or over	<input type="checkbox"/>		
Postal Address (if different from premises address)	<input type="text"/>		
Number/House name	<input type="text"/>		
Street	<input type="text"/>		
Postal Town	<input type="text"/>		
County	<input type="text"/>		
Postcode	<input type="text"/>		
Daytime telephone no	<input type="text"/>		
Mobile no	<input type="text"/>		
Email	<input type="text"/>		

**Second Individual Applicant (if applicable)**

Title		Other	
First Name			
Surname			
I am 18 years old or over			
Postal Address (if different from premises address)			
Number/House name			
Street			
Postal Town			
County			
Postcode			
Daytime telephone no			
Mobile no			
Email			

**(B) Other Applicants**

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	
Address	
Number/House name	
Street	
Postal Town	
County	
Postcode	
Registered no. (where applicable)	

Description of applicant (for example, partnership, company unincorporated association etc).

--

Tel no. (if any)	
Email	

### Part 3 – Operating Schedule

When do you want the premises licence to start.

If you wish the licence to be valid only for a limited period, when do you want it to end?

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected

Please give a general description of the premises (See guidance note 1)

What licensable activities do you intend to carry on from the premises? (Please see sections 1 and 14 Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

- |   | Please tick              |
|---|--------------------------|
| a) Plays (if ticked yes, fill in box A)   | <input type="checkbox"/> |
| b) Films (if ticked yes, fill in box B)   | <input type="checkbox"/> |
| c) Indoor sporting events (if ticked yes, fill in box C)  | <input type="checkbox"/> |
| d) Boxing or wrestling entertainment (if ticked yes, fill in box D)                                       | <input type="checkbox"/> |
| e) Live Music (if ticked yes, fill in box E)  | <input type="checkbox"/> |
| f) Recorded Music (if ticked yes, fill in box F)  | <input type="checkbox"/> |
| g) Performance of dance (if ticked yes, fill in box G)  | <input type="checkbox"/> |
| h) Anything of a similar description to that falling within (e) (f) or (g) (if ticked yes, fill in box H) | <input type="checkbox"/> |

#### Provision of entertainment facilities

- |  |                          |
|--|--------------------------|
| i) Making music (if ticked yes, fill in box I)   | <input type="checkbox"/> |
| j) Dancing (if ticked yes, fill in box J)  | <input type="checkbox"/> |
| k) Entertainment of a similar description to that falling within (i) or (j) (if ticked yes, fill in box K) | <input type="checkbox"/> |
| Provision of late night refreshment (if ticked, fill in box L)   | <input type="checkbox"/> |
| Sale by retail of alcohol (if ticked, fill in box M)   | <input type="checkbox"/> |
| In all cases complete boxes N, O and P   | <input type="checkbox"/> |

# Box A

## Plays

### Standard days and times (See guidance note 6)

Day		Start	Finish
Monday	am		
	pm		
Tuesday	am		
	pm		
Wednesday	am		
	pm		
Thursday	am		
	pm		
Friday	am		
	pm		
Saturday	am		
	pm		
Sunday	am		
	pm		

Will the performance of a play take place indoors, outdoors or both?

Please give further details here (See guidance note 3)

State any seasonal variation for performing plays (See guidance note 4)

Non-standard timings. Where you intend to use the premises for the performance of plays at different times to those listed above. Please list. (See guidance note 5)

## Box B Films

**Standard days and times** (See guidance note 6)

Day		Start	Finish
Monday	am		
	pm		
Tuesday	am		
	pm		
Wednesday	am		
	pm		
Thursday	am		
	pm		
Friday	am		
	pm		
Saturday	am		
	pm		
Sunday	am		
	pm		

Please give further details here (See guidance note 3)

State any seasonal variation for the exhibition of films (See guidance note 4)

Non-standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed above. Please list. (See guidance note 5)

## Box C Indoor Sporting Events

### Standard days and times (See guidance note 6)

		Start	Finish
Monday	am		
	pm		
Tuesday	am		
	pm		
Wednesday	am		
	pm		
Thursday	am		
	pm		
Friday	am		
	pm		
Saturday	am		
	pm		
Sunday	am		
	pm		

Please give further details here (See guidance note 3)

State any seasonal variation for indoor sporting events (See guidance note 4)

Non-standard timings. Where you intend to use the premises for the indoor sporting events at different times to those listed above. Please list. (See guidance note 5)

# Box D

## Boxing or Wrestling Entertainment

**Standard days and times (See guidance note 6)**

		Start	Finish
Monday	am		
	pm		
Tuesday	am		
	pm		
Wednesday	am		
	pm		
Thursday	am		
	pm		
Friday	am		
	pm		
Saturday	am		
	pm		
Sunday	am		
	pm		

Will the boxing or wrestling entertainment take place indoors, outdoors or both?

Please give further details here (See guidance note 3)

State any seasonal variation for the boxing or wrestling entertainment (See guidance note 4)

Non-standard timings. Where you intend to use the premises for the boxing or wrestling entertainment at different times to those listed above. Please list. (See guidance note 5)

## Box E Live Music

### Standard days and times (See guidance note 6)

		Start	Finish
Monday	am		
	pm		
Tuesday	am		
	pm		
Wednesday	am		
	pm		
Thursday	am		
	pm		
Friday	am		
	pm		
Saturday	am		
	pm		
Sunday	am		
	pm		

Will the performance of live music take place indoors, outdoors or both?

Please give further details here (See guidance note 3)

State any seasonal variation for performance of live music (See guidance note 4)

Non-standard timings. Where you intend to use the premises for the performance of live music at different times to those listed above. Please list. (See guidance note 5)

## Box F Recorded Music

**Standard days and times (See guidance note 6)**

		Start	Finish
Monday	am		
	pm		
Tuesday	am		
	pm		
Wednesday	am		
	pm		
Thursday	am		
	pm		
Friday	am		
	pm		
Saturday	am		
	pm		
Sunday	am		
	pm		

Will the playing of a recorded music take place indoors, outdoors or both?

Please give further details here (See guidance note 3)

State any seasonal variation for playing recorded music (See guidance note 4)

Non-standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed above. Please list. (See guidance note 5)

# Box G

## Dance

Standard days and times (See guidance note 6)

		Start	Finish
Monday	am		
	pm		
Tuesday	am		
	pm		
Wednesday	am		
	pm		
Thursday	am		
	pm		
Friday	am		
	pm		
Saturday	am		
	pm		
Sunday	am		
	pm		

Will the performance of dance take place indoors, outdoors or both?

Please give further details here (See guidance note 3)

State any seasonal variation for the dance (See guidance note 4)

Non-standard timings. Where you intend to use the premises for the performance of the dance at different times to those listed above. Please list. (See guidance note 5)

## Box H

Anything of a similar description to that falling within (e) (f) or (g).

Standard days and times (See guidance note 6)

		Start	Finish
Monday	am		
	pm		
Tuesday	am		
	pm		
Wednesday	am		
	pm		
Thursday	am		
	pm		
Friday	am		
	pm		
Saturday	am		
	pm		
Sunday	am		
	pm		

Please give a description of the type of entertainment you will be providing

Will this entertainment take place indoors, outdoors or both?

Please give further details here (See guidance note 3)

State any seasonal variation for the entertainment of a similar description to that falling within (e), (f) or (g) (See guidance note 4)

Non-standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed above. Please list. (See guidance note 5)

# Box I

## Provision of facilities for making music.

Standard days and times (See guidance note 6)

		Start	Finish
Monday	am		
	pm		
Tuesday	am		
	pm		
Wednesday	am		
	pm		
Thursday	am		
	pm		
Friday	am		
	pm		
Saturday	am		
	pm		
Sunday	am		
	pm		

Please give a description of the facilities for making music you will be providing

Will the facilities for making music take place indoors, outdoors or both?

Please give further details here (See guidance note 3)

State any seasonal variation for the facilities for making music (See guidance note 4)

Non-standard timings. Where you intend to use the premises for the facilities for making music at different times to those listed above. Please list. (See guidance note 5)

## Box J Provision of facilities for dancing.

### Standard days and times (See guidance note 6)

		Start	Finish
Monday	am		
	pm		
Tuesday	am		
	pm		
Wednesday	am		
	pm		
Thursday	am		
	pm		
Friday	am		
	pm		
Saturday	am		
	pm		
Sunday	am		
	pm		

Will the facilities dancing take place indoors, outdoors or both?

Please give further details here (See guidance note 3)

State any seasonal variation for the facilities for dancing (See guidance note 4)

Non-standard timings. Where you intend to use the premises for the facilities for dancing at different times to those listed above. Please list. (See guidance note 5)

## Box K

### Provision of facilities for entertainment of a similar description to that falling within (i) or (j)

Standard days and times (See guidance note 6)

		Start	Finish
Monday	am		
	pm		
Tuesday	am		
	pm		
Wednesday	am		
	pm		
Thursday	am		
	pm		
Friday	am		
	pm		
Saturday	am		
	pm		
Sunday	am		
	pm		

Please give a description of the type of entertainment facility you will be providing

Will entertainment facility take place indoors, outdoors or both?

Please give further details here (See guidance note 3)

State any seasonal variation for the facilities for entertainment of a similar description to that falling within (i) or (j) (See guidance note 4)

Non-standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within (i) or (j) at different times to those listed above. Please list. (See guidance note 5)

## Box L

### Late night refreshment

**Standard days and times (See guidance note 6)**

		Start	Finish
Monday	am		
	pm		
Tuesday	am		
	pm		
Wednesday	am		
	pm		
Thursday	am		
	pm		
Friday	am		
	pm		
Saturday	am		
	pm		
Sunday	am		
	pm		

Will the provision of late night refreshment take place indoors, outdoors or both?

Please give further details here (See guidance note 3)

State any seasonal variation for the provision of late night refreshment (See guidance note 4)

Non-standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed above. Please list. (See guidance note 5)

## Box M Sale of Alcohol

### Standard days and times (See guidance note 6)

		Start	Finish
Monday	am		
	pm		
Tuesday	am		
	pm		
Wednesday	am		
	pm		
Thursday	am		
	pm		
Friday	am		
	pm		
Saturday	am		
	pm		
Sunday	am		
	pm		

Will the sale of alcohol be for consumption on or off the premises or both? (See guidance note 7)

State any seasonal variation for sale of alcohol. (See guidance note 4)

Non-standard timings. Where you intend to use the premises for the sale of alcohol at different times to those listed above. Please list. (See guidance note 5)

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name	
Address	
Number/House name	
Street	
Postal Town	
County	
Postcode	
Personal licence no. (if known)	
Issuing licence authority (if known)	

## Box N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (see guidance note 8)

## Box L Late night refreshment

### Standard days and times (See guidance note 6)

		Start	Finish
Monday	am		
	pm		
Tuesday	am		
	pm		
Wednesday	am		
	pm		
Thursday	am		
	pm		
Friday	am		
	pm		
Saturday	am		
	pm		
Sunday	am		
	pm		

Will the provision of late night refreshment take place indoors, outdoors or both?

Please give further details here (See guidance note 3)

State any seasonal variation for the provision of late night refreshment (See guidance note 4)

Non-standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed above. Please list. (See guidance note 5)

# Box O

## Hours premises are open to the public

### Standard days and times (See guidance note 6)

		Start	Finish
Monday	am		
	pm		
Tuesday	am		
	pm		
Wednesday	am		
	pm		
Thursday	am		
	pm		
Friday	am		
	pm		
Saturday	am		
	pm		
Sunday	am		
	pm		

State any seasonal variation (See guidance note 4)

Non-standard timings. Where you intend to open the premises to the public at different times from those listed above. Please list. (See guidance note 5)

## Box P

**Describe the steps you intend to take to promote the four licensing objectives.**

a) General – all four licensing objectives (b, c, d, e) (See guidance note 9)

b) The prevention of crime and disorder

c) Public Safety

d) The prevention of public nuisance

e) The protection of children from harm.



## Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information, which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and provide a place for consumptions of these of supplies, you must include a description of where the place is and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timing 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.
7. If you wish people to be able to consume alcohol on the premises, please select "on the premises". If you wish people to be able to purchase alcohol to consume away from the premises, please select "away from the premises". If you wish both, please select "both on and away from the premises"
8. 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 the 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.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, either applicants or their respective agents must sign the application form.
13. This is the address, which we shall use to correspond with you about this application.

# Licensing Act 2003 – Fees

The following is a summary of fees taken from The Licensing Act 2003 (Fees) Regulations 2005 and The Licensing Act 2003 (Transitional conversion fees) Order 2005.

**Personal Licence** - £37.00 for the initial grant, valid for 10 years.

**Premises Licence** – The licence fee payable for Premises Licence and Club Premises Certificates are based upon the rateable value of the premises as set out in the local non domestic rating list, at the time the application is made.

In addition to the initial conversion fees, an annual charge is also payable.

Rateable Values and Bands	
Column 1	Column 2.
Rateable Value	Band
No rateable value to £4,300	A
£4,300 to £33,000	B
£33,001 to £87,000	C
£87,001 to 125,000	D
£125,000 and above.	E

Note

- Where premises are in the course of construction a fee in band C is payable
- Premises without a non-domestic rating, such as floating vessels, burger vans, public areas, parks etc., shall be in band A.
- When the premises forms part only of a hereditament in the local non-domestic rating list for the purposes of Part III of the Local Government Finance Act 1988, the premises shall be treated as having a rateable value equal to the rateable value for the hereditament of which it forms a part.
- Where premises comprise two or more hereditaments in the local rating list, the premises shall be treated as having a rateable value equal to the rateable value for the hereditament with the highest rateable value.
- A multiplier is to be applied to premises in band D and E where they are used exclusively or primarily for the carrying on, on the premises the supply of alcohol for consumption on the premises.

Band	D (x2)	E (x2)
Licence or Club Premises Certificate fee	£900	£1905
Variation application fee	£1,000	£2,025
Annual Fee	£640	£1050

## Exemptions.

These exemptions apply both during the transitional period and there after.

- No fee is payable where regulated entertainment is provided
  - On premises that form part of a school or college and the entertainment is for or on behalf of the school or college
  - In respect of premises that are or form a part of a church hall, chapel, hall or other similar building or a village hall, parish hall or community hall, or other similar building.

If alcohol is sold or supplied from the above-mentioned exempted premises then the normal fee will have to be paid.

## PAYMENT OF FEES

An application for a licence is not properly made until the full correct fee has been paid.

### FEES FOR APPLICATIONS FOR GRANT OR VARIATION OF PREMISES LICENCES AND CLUB CERTIFICATES. (After the transitional period and for premises not currently holding a licence.)

Column 1	Column 2
BAND	FEE
A	£100
B	£190
C	£315
D	£450
E	£635

### ANNUAL FEE

This fee is payable on the anniversary of the date of the grant of the premises licence.

Column 1	Column 2
BAND	FEE
A	£170
B	£180
C	£2956
D	£320
E	£350

### PERMITTED TEMPORARY ACTIVITIES, PERSONAL LICENCES AND OTHER MISCELLANEOUS.

Application or notice	Fee
Sec 25 (theft, loss, etc. of premises or summary)	£10.50
Sec 29 (application for a provisional statement where premises being built etc)	£315.00
Sec 33 (notification of change of name or address (holder of premises licence))	£10.50
Sec 37 (application to vary to specify individual as premises supervisor)	£23.00
Sec 42 (application to transfer premises licence)	£23.00
Sec 47 (Interim authority notice following death of a licence holder)	£23.00
Sec 79 (theft, loss etc of certificate or summary)	£10.50
Sec 82 (Change of name or alteration of club rules)	£10.50
Sect 83 (1) or (2) (change of registered address of club)	£10.50
Sec 100 (temporary event notice)	£21.00
Sec 110 (theft, loss etc of temporary event notice)	£10.50
Sec 118 (application for a grant or renewal of personal licence)	£37.00
Sec 126 (theft, loss etc of personal licence)	£10.50
Sec 127 (duty to notify change of name or address (personal licence))	£10.50
Sec 179 (right of freeholder etc. to be notified of licensing matters)	£21.00

Finally, there will be additional fees for exceptionally large capacity venues that will require a premises licence as follows.

<b>Number of People</b>	<b>Additional Fee</b>
5,000 – 9,999	£1,000
10,000 – 14,999	£2,000
15,000 – 19,999	£4,000
20,000 – 29,999	£16,000
30,000 - 39,999	£20,000
40,000 - 49,999	£24,000
50,000 - 59,999	£32,000
60,000 - 69,999	£40,000
70,000 - 79,999	£48,000
80,000 - 89,999	£56,000
90,000 and over	£64,000

## Contact Details of Relevant Responsible Authorities

### Essex Police

Basildon Police Licensing Unit  
14 London Road,  
Wickford  
Essex  
SS12 0AN

Telephone  
Fax  
Email  
Website

01268 244035  
01268 244088  
[bdlicensing@essex.police.uk](mailto:bdlicensing@essex.police.uk)  
[www.essex.police.uk](http://www.essex.police.uk)

### Essex County Fire and Rescue

Basildon and Castle Point  
Community Command Team  
9 Argent Court  
Silvern Way  
Southfields Business Park  
Basildon  
Essex  
SS15 6TH

Telephone  
Fax  
Email  
website

01268 548804  
01268 548351  
[Bbc.command@essexfire.gov.uk](mailto:Bbc.command@essexfire.gov.uk)  
[www.essexfire.gov.uk](http://www.essexfire.gov.uk)

### The Manager of Planning Services

The Basildon Centre  
St. Martins Square  
Basildon  
Essex  
SS14 1DL

Telephone  
Fax  
Email  
website

01268 294155  
01268 294162  
[planning@basildon.gov.uk](mailto:planning@basildon.gov.uk)  
[www.basildondistrict.com](http://www.basildondistrict.com)

### Manager (Pollution) of Environmental Health

The Basildon Centre  
St. Martins Square  
Basildon  
Essex  
SS14 1DL

Telephone  
Fax  
Email  
website

01268 294155  
01268 294162  
[ehs@basildon.gov.uk](mailto:ehs@basildon.gov.uk)  
[www.basildondistrict.com](http://www.basildondistrict.com)

### Manager of (Health & Safety) Environmental Health

The Basildon Centre  
St. Martins Square  
Basildon  
Essex  
SS14 1DL

Telephone  
Fax  
website

01268 294155  
01268 294162  
[www.basildondistrict.com](http://www.basildondistrict.com)

<b>The Health and Safety Executive</b>		Health and Safety Executive Wren House Hedgerows Business Park Colchester Essex CM2 5PF
	Telephone	01245 706200
	Fax	01245 706227
	website	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
<b>The Body Responsible for the Protection of Children From Harm.</b>		Head of Child Protection (Licensing Applications) Essex Country Council PO Box 297 Chelmsford Essex CM1 1YS
<b>Essex Trading Standards (Weights and Measures)</b>		Information Business Support Team Essex Trading Standards New Dukes Way Office, 2 Beaufort Road, Dukes Park Industrial Estate Chelmsford Essex CM2 6PS

## Advice note no. 12 - Advertising Application

### Advertisement of Application.

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 84, the person making the application shall advertise the application, in both cases in a prescribed format and contain the appropriate information. The format of advertisement and information to be included is:-

- (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.
  - (i) Which is
    - a) Of a size equal or larger than A4
    - b) Of a pale blue colour
    - c) Printed legibly in black, in a font of a size equal to or larger than 16
  - (ii) 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, covering an area exceeding 50m square, a further notice in the same form and subjected to the same requirements, every 50m along the external perimeter to the premises abutting any highway; and
- (B) By publishing a notice:
  - (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.

In the case of an application for a Premises Licence – Section 17, or a Club Premises Certificate – Section 71, the notices shall contain a statement of the relevant licensable activities or relevant qualifying club activities, as the case may require, which is proposed will be carried on or from the premises.

- (i) In the case of an application for a Provisional Statement, the necessary notice:
  - a) Shall state that representatives are restricted after the issue of a Provisional Statement and
  - b) Where known, may state the relevant licensable activities which it is proposed will be carried out on or from the premises.
- (ii) In the case of an application to vary a Premises Licence or a Club Premises Certificate, the required notices shall briefly describe the proposed variation.
- (iii) In all cases the required notices shall state
  - a) The name of the applicant or club
  - b) The postal address of the premises or club premises, if any; or if there is not postal address for the premises, a description of those premises sufficient to enable the location and extent of the premises to be identified;
  - c) The postal address and, where applicable, the worldwide web address where the registered of the 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 representation shall be made in writing
  - 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 (level 5 on the standard scale).

# LICENSING ACT 2003

## NOTICE OF APPLICATION FOR A PREMISES LICENCE

I/We ..... hereby make application for a

Premises Licence in respect of .....

The proposed licensable activity is .....

Interested parties and responsible authorities may make representations to the Licensing Authority (Basildon District Council). All such representation shall be made in writing within 28 days from the date below

Representation should be sent to: -

The Licensing Authority  
Basildon District Council  
The Basildon Centre  
St. Martins Square  
Basildon  
Essex SS14 1DL

A record of the application and the statutory register of the Licensing Authority, may be inspected at the Council's office address given above, between 9:00 a.m. and 5:00 p.m. Monday to Friday (except Public Holidays)

It is an offence knowingly or reckless to make a false statement in connection with an application; and the maximum fine for which a person is liable on summary conviction is level 5 of the standard scale (currently £5,000.00)

Dated .....

## **ADVICE NOTE NO 18**

### **Plans to Accompany Applicants**

#### **SCALES**

All plans shall be drawn in scale of 1 millimetre to 100 millimetres, unless following a request from an applicant, written permission is received from the licensing authority that an alternative scale is acceptable.

#### **FIRE AND OTHER SAFETY EQUIPMENT**

Includes fire extinguishers, fire doors, fire alarms and other similar equipment.

#### **PLANS**

Plans for applications for a new Premises Licence or Club Premises Certificate and variations to premises must include the following details: -

- 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 the points of access to and egress from the premises
- c. if different from (b), the location of escape routes from the premises
- d. in a case where the premises is used for more than one existing licensable activity, the area within the premises is used for more than one existing 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 any steps, stairs, elevators or lifts, the location of the steps, stairs elevators or lifts;
- 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 a case where the premises include 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; and
- j. the location of a kitchen, if any on the premises.

The plan may include a legend through which the matter mentioned or referred to above are sufficiently illustrated by the use of symbols on the plan.



# BASILDON DISTRICT COUNCIL

**LICENSING AUTHORITY**

The Basildon Centre, St Martin's Square  
Basildon, Essex, SS14 1DL

**TELEPHONE: (01268) 294280**

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## Consent of individual to being specified as premises supervisor under the Licensing Act 2003

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I \_\_\_\_\_ *(full name of prospective premises supervisor)*

of \_\_\_\_\_

\_\_\_\_\_ *(home address of prospective premises supervisor)*

Hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to  
the application for \_\_\_\_\_ *(type of application)*

by \_\_\_\_\_ *(name of applicant)*

relating to a premises licence \_\_\_\_\_ *(number of existing licence, if any)*

for \_\_\_\_\_

\_\_\_\_\_ *(name and address of premises to which application relates)*

and any premises licence to be granted or varied in respect of this application made by \_\_\_\_\_

\_\_\_\_\_ *(name of applicant)*

concerning the supply of alcohol at \_\_\_\_\_

\_\_\_\_\_ *(name and address of premises to which application relates)*

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set  
out below \_\_\_\_\_

Personal Licence number \_\_\_\_\_ *(insert personal licence no., if any)*

Personal licence issuing authority \_\_\_\_\_

\_\_\_\_\_ *(insert name and address and telephone number of personal licence issuing authority, if any)*

Signed \_\_\_\_\_

Name (please print) \_\_\_\_\_ Dated \_\_\_\_\_