

## **GUIDANCE NOTES FOR APPLICANTS APPLYING FOR A NEW PREMISE LICENCE LICENSING ACT 2003**

An application made in the prescribed form, called Schedule 2, Regulation 10, and accompanied by;

1. The fee.
2. A plan of the premises showing where the proposed licensable activities, drawn in standard scale (1:100).

If you wish to submit a plan in an alternative scale, approval must be obtained from the Local Authority before the application be submitted.

The plan shall show

- (a) the extent of the boundary of the building, if relevant, 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 (b) the location of escape routes from the premises;
- (d) in the 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 objects temporarily in a fixed location which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
- (f) in the case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- (g) the location of steps, stairs, elevators or lifts;
- (h) the location of public conveniences;
- (i) the location and type of any fire safety equipment.

The plan may include a legend through which shows a to I by use of symbols.

3. Surrey Police and all other responsible authorities (see attached sheet) must be served a copy of the application within 48 hours of the application being made to the Grants and Licensing Team, (otherwise the application will be deemed invalid).
4. A Proposed Designated Premises Supervisor form (Schedule 11, Article 24) if relevant. If the Designated Premises Supervisor is not the applicant then this Schedule must be completed and submitted with the application.

If the application requires the sale by retail of alcohol then the Designated Premises Supervisor must be a personal licence holder.

5. The day after the application has been submitted to the Local Authority an advertisement of application must be displayed prominently for a period of no less than 28 consecutive days at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises. If the premise covers an area of more than fifty metres square, a further notice in the same form and subject to the same requirements every fifty metres along the external perimeter of the premises abutting any highway; and

6. By publishing a notice in the local newspaper, circulating in the vicinity of the premises, 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.

The Applicant must be aged 18 or over.

Provided your application is not subject to any valid representations your licence would be granted. If your application is subject to valid representations, it may necessitate a referral to the Licensing Sub Committee for determination, and you will be notified within the time specified within the Regulations.