

# Blackpool Council

## Blackpool Licensing Service

### Guidance on the Licensing Act 2003

Supply of Alcohol  
Provision of Regulated Entertainment  
Provision of Late Night Refreshment

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## **General explanatory notes**

### What is Blackpool Council's licensing policy?

The licensing policy is a document that sets out how the council will carry out licensing for a period of three years and how it proposes to uphold the four licensing objectives and other initiatives at a local level.

The policy can be viewed in full on the council website [www.blackpool.gov.uk/licensing](http://www.blackpool.gov.uk/licensing)

### What are the four licensing objectives?

The licensing objectives are:

- The prevention of crime and disorder
- The prevention of public nuisance
- The protection of public safety
- The prevention of harm to children

### What types of licences are there?

Premises which are to be used for a licensable activity must have a licence.

Licensable activities can be authorised under:

- Premises Licence
- Club Premises Certificate
- Temporary Event Notice

The Licensing Act also requires that any person authorising the sale of alcohol must hold:

- A Personal Licence (The authority to supply alcohol)

### What activities does the Licensing Act 2003 cover?

Licences are required for premises used as:

- Pubs, clubs and nightclubs
- Venues for indoor sporting events
- Off-Licences
- Restaurants that serve alcohol
- Businesses offering hot food or drink between 11.00 pm and 5.00 am
- Hotels, guesthouses and other places that sell alcohol
- Private members' clubs and social clubs
- Theatres, and amateur dramatic facilities
- Cinemas
- Venues offering regulated entertainment
- Locations for occasional or temporary entertainment events or alcohol provision

### What is a Personal Licence?

A Personal Licence authorises an individual to supply alcohol or authorise the supply of alcohol in accordance with a premises licence. Personal Licences once obtained may be used anywhere in England and Wales.

### What is a Designated Premises Supervisor?

Any premises where alcohol is supplied under a premises licence must have a nominated Designated Premises Supervisor (DPS) who must hold a Personal Licence. The DPS will be a person who is involved in the day to day management of the premises. The DPS doesn't need to be the holder of the premises licence, although they may be.

The DPS should remain contactable and is the first point of contact for the premises by the authorities should problems occur. The name of the DPS must be known to all staff. The name of the DPS and current contact details must be clearly displayed on the premises.

The DPS can be an area or regional manager and does not necessarily need to be present at the premises whenever alcohol is supplied, the only requirements being that they hold a personal licence. The DPS can be responsible for ensuring correct procedures are in place, adequate training has taken place and the licence is adhered to.

The Police may make representations about a proposed DPS in circumstances where they feel that the crime prevention objective would be undermined by the appointment. Where representations are made a Licensing Committee will hold a hearing to consider them. The application will only be refused if the Licensing Committee thinks it necessary for the promotion of the crime prevention objective.

### What if I no longer want to be the Designated Premises Supervisor at a premises?

A DPS wishing to relinquish responsibility must notify the Licensing Authority and the Premises Licence Holder in writing. Within 48 hours of notice being given to the Licensing Authority, the DPS must give a copy of that notice to the Premises Licence Holder advising them to send the Licence to the Licensing Authority for amendment or, if this is not possible, a statement of the reasons for the failure to provide the licence within 14 days of receiving the notice.

No sale of alcohol is permitted at premises where there is no DPS. This will apply if the DPS cannot be contacted, where the DPS has formally resigned to the Licensing Authority, or if their personal licence has been revoked or suspended.

### Town Centre Saturation Area & Off-Licence Saturation Policy

The Town Centre Saturation Area is covered by a policy which applies to applications including the sale or supply of alcohol on the premises and the provision of late night refreshment for new premises licences, new club premises certificates, and variations to existing licences (where the modifications are directly relevant to the issue of cumulative impact, for example, extension of trading hours or capacity).

The Off-Licence Saturation Policy covers the wards of Bloomfield, Claremont, Talbot and Victoria. This policy applies to any new licence application seeking permission to sell alcohol for consumption off the premises and any variation to an existing off-licence within these wards.

There is a rebuttable presumption that any applications listed above will be refused. The policy does not act as an absolute prohibition on the granting of such licences, however the policy will only be overridden in genuinely exceptional cases where the applicant can demonstrate that the granting of the application will not undermine the policy and the reasons for it. An application is not likely to be classed as exceptional merely on the ground that the premises have been or will be operated within the terms of its licence or that they are/will be well managed. This is to be expected of any application.

Despite the adoption of such a policy, if no representations are received, the application must be granted in terms consistent with the operating schedule. For more information, and to see the area covered, please refer to the Statement of Licensing Policy.

## Temporary Event Notices

### What is a Temporary Event Notice?

These notices relate to temporary events where the maximum number of persons present at any one time is to be limited to less than 500 and the premises user (who must be at least 18 years old) proposes to carry on a "Licensable Activity" for not more than 168 hours. Each event notice costs £21. The notice is referred to as a TEN.

### How do I submit a Temporary Event Notice (TEN)?

Submit the form by one of the following methods no later than 10 clear working days before the event starts:

1. Electronically via the Blackpool Council website
2. In writing to Blackpool Council's Licensing Service, also serving copies yourself to Lancashire Constabulary and Blackpool Council's Environmental Protection Department.

What if I have left submission later than 10 clear days before the event commences?

You can still give a "late" temporary event notice in one of the following ways:

1. Electronically via the Blackpool Council website between 5 and 9 working days before the event is due to start.
2. In writing to Blackpool Council's Licensing Service, also serving copies yourself to Lancashire Constabulary and Blackpool Council's Environmental Protection Department between 5 and 9 working days before the event is due to start.

Please note the day of submission and first day of the event do not count towards the working days.

To avoid mistakes you are strongly advised to submit Temporary Event Notices early.

### Other conditions relating to Temporary Event Notices

- A Personal Licence holder may submit up to 50 Notices per calendar year of which only 10 may be "Late" Temporary Event Notices.
- Other persons over the age of 18 may submit up to 5 Notices per calendar year of which only 2 may be "Late" Temporary Event Notices.
- No premises may be used for more than 15 events per calendar year totalling no more than 21 days.
- Each event may last no longer than 168 hours.
- There must be a gap of at least 24 hours between events at the same premises.
- Premises for which a Premises Licence is in force may also hold temporary events.

### The Notice must include

- Details of proposed licensable activities.
- The period during which it is proposed to use the premises for those activities.
- The times that the licensable activities will take place.
- The maximum number of persons to be allowed on the premises at any one time.
- Where it is intended to supply alcohol, whether such supplies are proposed on or off the premises or both; and other matters as prescribed by the Government on the form.

Will the Council acknowledge receipt of the TEN?

Blackpool Council's Licensing Service will acknowledge receipt of the notice by returning a copy of your TEN form signed and endorsed with an official stamp. If you have a copy signed by the Licensing Service and if neither the Police nor Blackpool Council's Environmental Protection Department raise objection, the event may proceed.

What if the Police or the Environmental Protection object to the Temporary Event Notice?

Where there is an objection, the Council's Licensing Committee or one of its Sub -Committees must hold a hearing, unless agreed unnecessary by the premises user, the objector and the Licensing Service. The Licensing Authority will decide whether it is necessary for the Council to issue a counter notice.

Mediation with the Police and / or Environmental Protection following objection is encouraged. Should agreement be reached, the stamped copy of the Temporary Event Notice should be amended accordingly and a copy of that revised notice will be issued so that the event may proceed with the amended authorised notice present. Conditions from a current premises licence can also be added onto a TEN.

**If a counter notice is issued then the event must not take place.**

**If an objection is received to a 'Late TEN' there is no right to a hearing and the event cannot proceed.**

## Personal Licence

This licence authorises a specified person to supply alcohol or allow the supply of alcohol, in accordance with any Premises Licence. Once granted, Personal Licences are valid indefinitely unless revoked, suspended or forfeited and are 'portable' between premises.

### Where do I apply for a Personal Licence?

Personal licence applications must be sent to the licensing authority in whose area you reside. If, for example, your business premises are in Blackpool, but you live in Fleetwood, you would send your Premises Licence application to Blackpool Council and your application for a Personal Licence to Wyre Borough Council.

Blackpool Council is under a duty to protect public funds it administers, and to this end may use the information you provide for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. This may include other Local Authorities, The Department for Work and Pensions, and The Audit Commission. For more information on how we handle your data follow the link <http://www.blackpool.gov.uk/Your-Council/Transparency-and-open-data/Data-protection/How-we-handle-your-data.aspx>

### To be eligible to apply applicants must comply with the following:

- They must be 18 years of age or older.
- They must have passed an approved licence qualification (See page 9).
- They must not have forfeited a Personal Licence in the previous 5 years.

### Making an application for a Personal Licence

When making an application, the applicant must provide:

- The application for a Personal Licence and Disclosure of Convictions Declaration form.
- 2 passport size photographs, endorsed as a true likeness of the applicant (see page 8).
- A criminal conviction certificate (see page 9).
- The certificate of an awarded approved licensing qualification (see page 9)
- The fee in the sum of £37.
- Proof that they are entitled to work in the UK (see guidance notes on the back of the application form for ways in which to demonstrate your "Right to Work" status).

### Who can object to my Personal Licence application?

The Police and / or Home Office (Immigration Enforcement) can object to any application for a Personal Licence if the person has relevant convictions / immigration offences as defined in the Licensing Act 2003.

In such a case, unless the Council, the applicant and the Police / Home Office agree otherwise, the Council's Licensing Sub-Committee will hold a hearing and a decision will be made to either reject or grant the application.

Personal Licences can be revoked, suspended for up to 6 months, or forfeited.

**PLEASE NOTE: You must inform the Licensing Service immediately if you are convicted of a relevant offence during the period in which your application is being processed. Failure to do so is an offence and may prejudice your application.**

## Photographs for Personal Licence Applications

Applications for a personal licence must include two photographs of the applicant.

The Regulations specify the following:

1. The photographs must be size 45mm x 35mm.
2. The applicant must be viewed 'full face'.
3. Do not wear sunglasses.
4. Do not wear a hat / head covering (including face covering) unless for religious reasons.
5. The photographs must be on photographic paper.
6. The photographs must be against a light background so that the applicant's facial features are distinguishable and contrast against the background.

One of the photographs must be endorsed as a true likeness of the applicant, by:

- The Chief Executive of the Licensing Justices,
- A Solicitor or notary,
- A person of standing in the community, (e.g. a bank or building society official, a police officer, a civil servant or a minister of religion etc)
- An individual with a professional qualification (e.g. a Doctor, Teacher/Lecturer, Health Professional, Social Worker etc)

Suitable wording to endorse the photograph is:

*'I certify that this is a true likeness of (Mr, Mrs, Miss, Ms or other title followed by your full name)'. The endorsement should then be signed and dated by the signatory.*

### **PLEASE NOTE: The Licensing Authority recommends applicants to have regard to the following advice to ensure that the photographs are acceptable:**

1. The two photographs should be as near as possible identical.
2. The two photographs should be as recent as possible (i.e. taken within the past six months).
3. Close up of the head and shoulders so that your face covers 70 – 80% of the photograph.
4. The light background required by the regulations is best achieved by using a plain white, cream or light grey.
5. No-one else should be visible in the photograph.
6. The photograph should be in sharp focus and be clear.
7. Digital or scanned photos should be acceptable if printed at 1200dpi resolution or better.
8. Photographs should be free of shadows.
9. Adopt a neutral expression with eyes open.
10. The eyes of spectacle wearers should be visible. Photographs with reflection from spectacles may not be adequate.

### Criminal conviction certificate

The regulations require that an applicant for a Personal Licence must submit one of the following:

- A Criminal Conviction Certificate issued under section 112 Police Act 1997.
- A criminal record check issued under section 113A Police Act 1997.
- The results of a subject access search under the Data Protection Act 1998 of the Police National Computer by the National Identification Service.

**All such certificates MUST have been issued no earlier than one calendar month before the application for a personal licence was made. Please ensure you apply in your FULL name (including any middle names).**

A basic criminal record check can be obtained from the Disclosure and Barring Service:

[www.gov.uk/request-copy-criminal-record](http://www.gov.uk/request-copy-criminal-record)

**In addition the applicant must also sign the Disclosure of Convictions Declaration contained in the application pack.**

### What Licensing Qualifications are acceptable?

The regulations require that an applicant for a Personal Licence must be the holder of an approved licence qualification. Photocopies of certificates cannot be accepted – It must be the original or a certified copy.

The following qualifications have been approved by the Home Office:

- 1) BIIAB (QCF Recognition number RN5118) Level 2 Award for Personal Licence Holders  
Qualification accreditation number 501/1494/3.  
Website: [www.bii.org](http://www.bii.org), Email: [qualifications@bii.org](mailto:qualifications@bii.org), Telephone: 01276 684 449  
Address: BIIAB, Wessex House, 80 Park Street, Camberley, Surrey, GU15 3PT
- 2) CIEH (QFC recognition number RN5238) Level 2 Award for Personal Licence Holders  
Qualification accreditation number 601/2104/X.  
Website: [www.cieh.org](http://www.cieh.org) Email: [customerservices@cieh.org](mailto:customerservices@cieh.org) Telephone: 0207 827 5800  
Address: Chartered Institute of Environmental Health, Chadwick Ct, 15 Hatfields, London, SE1 8DJ
- 3) HABC (QCF Recognition number RN5219) Level 2 Award for Personal Licence Holders  
Qualification accreditation number 500/9974/7  
Website: [www.highfieldabc.com](http://www.highfieldabc.com), Email: [info@highfieldabc.com](mailto:info@highfieldabc.com), Telephone: 0845 226 0350  
Address: Highfield Awarding Body for Compliance Ltd, Highfield House, Sidings Court, Lakeside, Doncaster, DN4 5NL.
- 4) IQ (QCF Recognition number RN5330) Level 2 Award for Personal Licence Holders  
Qualification accreditation number 601/4980/2  
Website: [www.industryqualifications.org.uk/](http://www.industryqualifications.org.uk/), E-mail: [info@industryqualifications.org.uk](mailto:info@industryqualifications.org.uk)  
Telephone 01952 457452  
Address: Industries Qualifications, Head Office, Coppice House, Halesfield 7, Telford, TF7 4NA
- 5) LASER (QCF Recognition number RN5326) Level 2 Award for Personal Licence Holders. Qualification accreditation number 600/6446/8  
Website: [www.laser-awards.org.uk](http://www.laser-awards.org.uk) Telephone: 01932 569894

Email: [enquiries@laser-awards.org.uk](mailto:enquiries@laser-awards.org.uk)

Address: Phoenix House, Pyrford Road, West Byfleet, Surrey KT14 6RA

- 6) Pearson Education Ltd (QCF Recognition number RN5133) Level 2 Award for Personal Licence Holders. Qualification accreditation number: 601/3483/5  
Website: <http://qualifications.pearson.com> Telephone: 0844 576 0045  
Email: [wblcustomerservices@pearson.com](mailto:wblcustomerservices@pearson.com)  
Address: Pearson Education Ltd, 80 Strand, London, WC2R 0RL
- 7) QNUK (RQF Recognition number RN5159) Level 2 Award for Personal Licence Holders.  
Qualification accreditation number 603/1021/2  
Telephone: 020 8366 5049. Email: [CentreSupport@Qualifications-Network.co.uk](mailto:CentreSupport@Qualifications-Network.co.uk)  
Address: Qualifications Network, Suite 23, East Lodge Business village, Botany Bay, Middlesex E2 8AS.
- 8) SQA (QCF Recognition number RN5167) Level 2 Award for Personal Licence Holders  
Qualification accreditation number 600/1269/9  
Website: [www.sqa.org.uk](http://www.sqa.org.uk), E-mail: [customer@sqa.org.uk](mailto:customer@sqa.org.uk), Telephone 0845 279 1000  
Address: The Optima Building, 58 Robertson Street Glasgow G2 8DQ.
- 9) Training Qualifications UK (QCF Recognition number RN5355) Level 2 Award for Personal Licence Holders. Qualification accreditation number 601/6508/X  
Website: [www.tquk.org](http://www.tquk.org) Telephone: 033333 583344  
Email: [account.managers@tquk.org](mailto:account.managers@tquk.org)  
Address: 84 Liverpool Road, Cadishead, Manchester, M44 5AN

Please contact these bodies directly for information on courses, costs and availability.

The following courses were formerly accredited and are acceptable as long as they were passed between the dates shown:

- BIIAB Level 2 National Certificate for Personal Licence Holders. QCA Accreditation Number: 100/4866/2. From 1 Feb 2005 to 31 March 2011.
- EDI Level 2 National Certificate for Personal Licence Holders. QCA Accreditation Number: 100/4865/0. From 1 Feb 2005 to 30 April 2011.
- EDI Level 2 Award for Personal Licence Holders. QCF Accreditation number 500/9146/3. From April 2011 to January 2015.
- GQAL Level 2 National Certificate for Personal Licence Holders. QCA Accreditation Number: 100/5040/1. From 1 May 2005 to 30 April 2010.
- HABC Level 2 Award for Personal Licence Holders. QCA Accreditation Number: 500/7383/7. From 1 Sept 2009 to 30 April 2011.
- SQA Level 2 Award for Personal Licence Holders QCA Accreditation Number: 500/8025/8. From 1 Dec 2009 to 30 April 2011.
- NCFE Level 2 National Certificate for Personal Licence Holders QCA Accreditation Number: 500/4228/2. From 1 Sept 2008 to 30 April 2011.
- NCFE Level 2 Award for Personal Licence Holders (QCF Recognition number RN5156) Qualification accreditation number 600/1323/0. From 22 March 2011 to 30 June 2016.

## Premises Licences

### **Application for a new Premises Licence or for major variation to an existing Premises Licence**

Applications for a Premises Licence must include the following documents:

- The application form (which includes a detailed operating schedule, describing the steps or additional steps the applicant will take to promote the licensing objectives and will name a designated premises supervisor if alcohol is to be supplied)
- A plan of the premises (strictly as described on Page 15 unless the Licensing Service have previously authorised otherwise in writing)
- The correct fee for the premises application (as detailed on page 22)
- For new applications where alcohol is to be supplied, a consent form signed by the named Designated Premises Supervisor
- For new applications, where the applicant is an individual, proof that they are entitled to work in the UK (see guidance notes on the back of the application form for ways in which to demonstrate your "Right to Work" status).
- For an application to vary a Premises Licence, the existing Premises Licence (and laminated summary) must be returned with the application, or an acceptable written statement explaining why it cannot be provided.

**PLEASE NOTE: If the application does not include all the required information, on the correct forms, the application may be returned to you as unacceptable.**

Applications may be submitted online or in writing.

### **Application for Minor Variation**

Minor Variations deal with minor changes such as to the structure or layout of a premises, small adjustments to licensing hours, the removal of irrelevant / unenforceable conditions and the addition of volunteered conditions, and the addition of certain licensable activities.

**The Minor Variation process cannot be used to extend the hours during which alcohol may be supplied.**

Please refer to our separate guidance notes in relation to Minor Variations.

Applications may be submitted online or in writing.

### **Application to transfer a Premises Licence to another party**

An application can be made to transfer the holder of an existing Premises Licence to another individual or company. The application must include:

- The transfer application form.
- A consent form signed by the current licence holder (or a statement as to why this was not enclosed). Please contact us for more advice if you are unable to obtain consent.
- The fee in the sum of £23.
- Where the applicant is an individual, proof that they are entitled to work in the UK (see guidance notes on the back of the application form for ways in which to demonstrate your "Right to Work" status).
- The original premises licence and laminated summary (or a statement as to why this has not been enclosed).

A copy of the application must be sent to the Police and Home Office (Immigration Enforcement) on the same day it is submitted to the Licensing Service. The Police / Home Office may make representations with regard to the transfer of the licence. You do not need to send copies to other responsible authorities.

Applications may be submitted online or in writing.

### **Application to vary the Designated Premises Supervisor (DPS)**

An application can be made to vary the DPS at the premises to another individual. If the named DPS leaves the premises, he or she must formally resign by notifying the licensing authority and the licence holder in writing. No supply of alcohol is permitted until an application is made to appoint a new DPS.

The application must include:

- Application to vary DPS form (completed by the Premises Licence holder, not the DPS).
- Consent form signed by the new DPS.
- The fee in the sum of £23
- The original premises licence and laminated summary (or a statement as to why this has not been enclosed)

The premises licence holder must check that any person they employ as DPS has the entitlement to work in the UK and records should be kept of any documents checked as proof of this.

A copy of the application must be sent to the Police on the same day it is submitted to the Licensing Service. You do not need to send copies to other responsible authorities. The police may make representations with regard to the proposed DPS.

Applications may be submitted online or in writing.

## Club Premises Certificate

Under the Licensing Act 2003 clubs must be licensed with a "Club Premises Certificate" issued by the Council.

A club must be used for 'qualifying club activities', established and conducted in good faith.

### Qualifying Club Activities

- Persons must not be admitted to membership or be admitted as candidates to membership without an interval of 2 days between nomination / application and admission.
- Where there is no nomination or application procedure the rules must require a two-day interval between becoming a member and being admitted.
- The club must be established and conducted in good faith as a club.
- The club must have at least 25 members.
- Alcohol must not be supplied to members on the premises otherwise than by or on behalf of the club.

The Licensing Authority will determine that the club is established and conducted in good faith and in doing so the following matters will be taken into account:

- Any arrangements restricting the club's freedom of purchase of alcohol.
- Any provision in the rules or arrangements under which money, profit or gain from the club is used other than for the benefit of the club or for charitable, benevolent or political purposes.
- The arrangements for giving members information about the finances of the club.
- That books, accounts and other records are kept to ensure the accuracy of the information given to members.
- The nature of the premises occupied by the club.

The following additional conditions will apply if a qualifying club is to supply alcohol to members or guests:

- The purchase of alcohol for the club must be managed by a committee whose members are over 18 years of age, are members of the club and are elected by the club's membership.
- No person must receive at the expense of the club any commission, percentage or similar payment arising from the purchasing of alcohol by the club.
- No person shall directly or indirectly derive any primary benefit from the supply of alcohol. (This condition does not apply to benefit accruing to the club as a whole or indirect benefit arising from any general gain by the club).

**PLEASE NOTE: If the Licensing Authority does not believe the club is established and conducted in good faith as a club the Licensing Authority must give notice of their decision and their reason for the decision. Applicants may appeal to a Magistrates Court against the decision or may choose to amend their operations to satisfy the Licensing Authority's concerns.**

## **Application for a new Club Premises Certificate or for major variation to an existing Club Premises Certificate**

These are the documents which must be included for a Club Premises Certificate application:

- The application form (which includes a detailed operating schedule and describes the steps or additional steps the applicant will take to promote the licensing objectives)
- For new Club Premises Certificates a Declaration is required, which details the relevant rules of the club which qualify it as a club
- A plan of the premises (strictly as described on Page 15 unless the Licensing Service has previously authorised otherwise in writing)
- The correct fee for the premises application (as detailed on page 22)
- Additionally for an application to vary an existing Club Premises Certificate, the existing Club Premises Certificate (and laminated summary) must be included with the application, or an acceptable written statement explaining why it cannot be provided.

**PLEASE NOTE: If the application does not include all the required information, on the correct forms, the application may be returned to you as unacceptable.**

Applications may be submitted online or in writing.

### **Application for Minor Variation**

Minor Variations deal with minor changes to the structure or layout, small adjustments to licensed hours, the removal of irrelevant / unenforceable conditions and the addition of volunteered conditions, and the addition of certain licensable activities. The Minor Variation process cannot be used to extend the hours during which alcohol may be supplied.

Please refer to our separate guidance notes in relation to Minor Variations.

Applications may be submitted online or in writing.

## **General**

Regulations specify the minimum style and content for plans accompanying applications. If symbols are used to describe any of the items listed below, the plan must include a 'key' to identify those symbols.

Where the application includes a variation of the layout of the premises, it is essential that plans of the existing premises and the proposed premises be provided.

## **Scale**

Ideally plans should be drawn at a scale of 1:100 millimetres with metric annotation. Unless your plan/s are legible and clearly depict all the required information the application may be rejected or paused to allow a specific time for correction before rejection.

## **Content**

The Regulations require that the plans shall at least show the following:

1. The extent of the building boundary and the perimeter of the 'premises' if different. *Remember it is a licence for the 'premises' you are applying for. If not specifically identified on the plan it will be assumed that the whole building and outside areas shown on the plan(s) comprises the 'premises' you are applying for.*
2. The position of any external and internal walls. *It will assist if you include a description or use for each room.*
3. The location of all exits to and from the premises. *All escape routes from the premises must also be shown.*
4. Where the premises is to be used for more than one licensable activity, the area within the premises which will be used for each licensable activity. *For the supply of alcohol the position and extent of the bar should be included. The area of consumption is not required unless you wish to volunteer a consumption area to reduce the impact of the application.*
5. The position of any fixed structures, or fixed furniture, or similar objects which are temporarily in a fixed position which may impede use of the exits or escape routes.
6. Where the premises includes a stage or any raised area indicate the location and height of each stage or raised area relative to the adjacent floor.
7. The location of any steps, stairs, elevators or lifts.
8. The location of any room/s containing public conveniences.
9. The location and type of any fire safety, or other safety equipment, making sure a clear key is included to any symbols used.
10. The location of the kitchen/s (if any) upon the premises.

## **Changes to submitted plans**

Once you have submitted a plan you must notify the Licensing Service of further proposed changes to the premises before carrying out such changes. Small alterations may be made by a minor variation application. In other cases a full variation to the licence will be required. No alterations may be made prior to obtaining consent from the Licensing Office.

*Please remember your premises can be inspected at any time.*

## Advertising applications

The Act requires applications to be made to the Licensing Authority and that the applicant sends copies to other named responsible authorities. Application for a new premises licence / club premises certificate or major variation to an existing premises licence / club premises certificate must be made to the Licensing Service and copies sent the same day to the following responsible authorities:

Police  
Environmental Protection  
Planning

Fire & Rescue Service  
Weights & Measures  
Public Health

Health & Safety  
Social Services  
Home Office

**PLEASE NOTE: Applications that have not been sent to the Responsible Authorities at the correct time may be rejected.**

The application must also be advertised in the Blackpool Gazette and a public notice posted outside the premises itself.

## Advertisement in the Blackpool Gazette

A notice must be placed in the Gazette by the applicant to appear at least once within ten working days of the application being submitted to the Licensing Service. Such notices usually appear in the "Public Notices" section towards the back of the paper.

The newspaper advert must contain the information shown opposite. It does not need to appear in a box, and there is no minimum size (as long as it is legible).

**You must provide proof that this advert was correctly published to the Licensing Service** before the application can be determined. A cutting from the newspaper would be the most appropriate form of proof.

The Blackpool Gazette can be contacted on (01253) 400800.

Alternatively you can use an advertising agency to place your advert for you – please contact us for further information.

### **Licensing Act 2003**

#### **Notice of application for [Variation / New Grant] of a Premises Licence / Club Premises Certificate**

*[Name of applicant] is applying for the [variation / new grant] of a Premises Licence / Club Premises Certificate for [Full name and address of premises].*

If granted the application will allow *[insert details of all new licensable activities].*

Any person wishing to make representations in relation to this application must do so in writing, including their address & telephone number by *[insert the date 28 calendar days from the day after the Licensing Authority will have received the full application]* to Licensing Service, Blackpool Council, Municipal Buildings, PO Box 4, Blackpool, FY1 1NA. Tel. 01253 478572.

It is an offence knowingly or recklessly to make a false statement in connection with an application, a person doing so may be liable to a fine on conviction of up to £5,000.

*[Date this notice published]*

## Advertising the application on the premises

The application must be advertised at the premises by displaying a notice on pale blue paper containing details as shown overleaf:

**LICENSING ACT 2003 PUBLIC NOTICE**

..... (Name)

is applying for the new grant / provisional statement / variation\* of a  
Premises Licence / Club Premises Certificate\* for:

.....  
.....  
.....(Address of premises)

If granted the application will allow the following licensable activity / activities to take  
place:

.....  
.....  
.....

(List all activities applied for)

The intention to make any variation to the Premises Licence / Club Premises  
Certificate\* is to:

.....  
.....  
.....(describe the nature of any proposed variation)

Any person wishing to make representations in relation to this application may do so in  
writing to:

Post: Licensing Service, Blackpool Council, Municipal Buildings, PO Box 4, Blackpool,  
FY1 1NA. Fax: 01253 478372. Email: [licensing.la2003@blackpool.gov.uk](mailto:licensing.la2003@blackpool.gov.uk)

Representations may be made for 28 consecutive days from the date of this notice.  
(Representations made after the grant of a provisional statement and before the grant  
of corresponding premises licence or club premises certificate may not be made if a  
person could have made the same representation or substantially the same  
representations but failed to do so without reasonable excuse; and there had been no  
material change in circumstances relating to the premises or area since the provisional  
statement was made).

A copy of the application for this licence is kept by the Licensing Authority at the above  
address, and can be viewed by appointment on Monday to Friday, tel: 01253 478572

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO  
MAKE A FALSE STATEMENT IN CONNECTION WITH THIS APPLICATION.**

Date notice first displayed.....

*\*delete as appropriate*

The notice must include:

- The name of the applicant
- The address of the premises
- The name and address of the Licensing Authority
- The period during which representations may be made
- The date the notice was first displayed
- Reminders that representations must be in writing and that making a false statement is an offence.

The notice must be on pale blue paper and minimum size A4, printed legibly in black ink or typed in black in a font size equal to, or larger than size 16.

**PLEASE NOTE: The notice must be displayed in a prominent position on the boundary of the premises where it can conveniently be read by the public 24 hours a day where they would normally walk.**

It must remain in place and be clearly legible for not less than 28 consecutive days starting on the day after which the application was submitted to the Licensing Service. Where the premises covers an area of more than 50 metres square, further notices in the same format must be placed every 50 metres along the external perimeter of the premises adjacent to the highway.

It is an essential part of the application process that residents and businesses in the vicinity of the premises are given adequate opportunity to make representations should they wish to do so. Blackpool Council is very strict about the correct display of notices.

**Site Notices will be checked and photographed to ensure the correct information and dates are displayed in the required format. If, on any day, details are found to be incorrect or notices inappropriately positioned or displayed, the Licensing Service may decide to extend the representation period, or terminate the application without refund.**

I have applied and advertised. What happens next?

When the application has been submitted to the Licensing Service and to all the responsible authorities 28 days will pass during which representations about the application can be sent to the Licensing Service. During this period the on site advertisement must be maintained and the press advertisement placed.

Representations can be made by any of the Responsible Authorities with regard to the likely effect of the grant of the licence on the promotion of the 4 licensing objectives and/or with regard to the identity of the Designated Premises Supervisor. Representations may also be made by a member of the public, unless the Council considers them to be frivolous, vexatious or repetitious.

What if valid representations are received by the Licensing Service?

If, at the end of the 28 days representation period, valid objections have been accepted by the Licensing Service, a "Licensing Committee" will hold a hearing to consider those representations and may decide to refuse the licence or to grant all or part of the application with or without conditions. This hearing must take place unless the applicant and each person who made representations agree that a hearing is unnecessary. The Licensing Committee, made up of between 10-15 elected Councillors, or one of its Sub-Committees consisting of three Councillors, will determine the outcome of the application.

Discussion and mediation is encouraged throughout the 28-day advertisement period and during available time up to the hearing. Any agreements reached however must be registered in writing with the Licensing Service before the hearing will be cancelled and the licence

granted with agreed amendments or conditions. The applicant and objectors will be advised of the date and time of the hearing and provided with further information and guidance in relation to it.

What if no valid representations have been received by the Licensing Service?

If, at the end of the 28 days, no valid representations have been received by the Licensing Service the licence will be granted and issued to the applicant shortly thereafter.

All amendments / conditions agreed by the applicant with objectors or responsible authorities will be included in the licence issued.

## Submission and contact details

### Proof of Postage

We advise you to acquire and retain proof of posting for all copies of applications made including copies sent to responsible authorities or when posting documents which if lost would be difficult to replace such as certificates or photographs. Other than serving an application by hand at our office, an applicant may choose to use Recorded Delivery, or First Class mail having obtained a certificate of posting.

### Personal Licence Applications

The application only needs to be sent to the Licensing Authority, not to any of the Responsible Authorities by the applicant. Applications cannot be made online.

### Premises Licence / Club Premises Certificate applications

Applications must be sent by the applicant to the Licensing Authority and copies sent by the applicant to the responsible authorities named below. All copies must be served on the same day the submission is made to the Licensing Service.

**Police  
Environmental Protection  
Public Health**

**Fire & Rescue Service  
Weights & Measures  
Planning**

**Health & Safety  
Social Services  
Home Office**

The contact and address details for the Licensing Service and Responsible Authorities are as follows:

### The Licensing Service:

Licensing Service  
Blackpool Council  
Municipal Buildings  
PO Box 4  
Blackpool  
FY1 1NA

Tel: 01253 47 8572 / 8589  
Fax: 01253 478372

E-Mail: [licensing.la2003@blackpool.gov.uk](mailto:licensing.la2003@blackpool.gov.uk)

Should you wish to submit your application for a premises licence digitally, you should use the online application system via our website. **Applications must not be faxed or emailed.** Other correspondence by email is encouraged. When emailing, please include your name, address and a contact telephone number/s.

## The Responsible Authorities

<b>Police</b>	Lancashire Constabulary Licensing Unit Bispham Police Station Red Bank Road Blackpool FY2 0HJ	Tel No: 01253 604073 Email: westlicensing@lancashire.pnn.police.uk
<b>Health &amp; Safety</b>	Health & Safety Enforcement Public Protection Blackpool Council PO Box 4 Blackpool FY1 1NA	Tel No: 01253 478349 Email: hs.enforcement@blackpool.gov.uk
<b>Environmental Protection</b>	Environmental Protection Blackpool Council PO Box 4 Blackpool FY1 1NA	Tel No: 01253 478345 Email: env.protection@blackpool.gov.uk
<b>Weights and Measures</b>	Weights & Measures Public Protection Blackpool Council PO Box 4 Blackpool FY1 1NA	Tel No: 01253 478383 Email: ts.enforcement@blackpool.gov.uk
<b>Fire Safety</b>	Lancashire Fire and Rescue Service 62 Forest Gate Blackpool FY3 9RA	Tel No: 01253 302522 Email: blackpoolfiresafety@lancsfireandrescue.org.uk
<b>Social Services</b>	Child Protection Licensing Officer Children's Services Safeguarding Quality & Review Blackpool Council 125 Albert Road Blackpool FY1 4BA	Tel No 01253 477538 Email louise.scales@blackpool.gov.uk
<b>Planning</b>	Business and Customer Service Manager Planning & Transportation Division PO Box 17 Town Hall Blackpool FY1 1LZ	Tel No: 01253 477477 Email: planning.transportation@blackpool.gov.uk
<b>Public Health</b>	Public Health Blackpool Council PO Box 4 Blackpool FY1 1NA	Tel. no. 01253 476366 Email: licensinghealth@blackpool.gov.uk
<b>Home Office</b>	Home Office (Immigration Enforcement) Alcohol Licensing Team Lunar House 40 Wellesley Road Croydon CR9 2BY	Email: alcohol@homeoffice.gsi.gov.uk

Have you informed other persons having a legal interest in the premises as a freeholder or leaseholder, occupier or mortgagee?

Freeholders etc have a right to be notified of licensing matters and the Licensing Authority is required when requested to keep a record of such interest in a register. It is prudent to ensure that such parties are aware of your proposals and have had the opportunity to discuss your plans with you in advance of a notification from the Licensing Authority.

**Fees and methods of payment**

Payment can be made by cash, credit/debit card, cheque or postal order (made payable to Blackpool Council).

Premises Licence fees are related to the Non Domestic Rateable Value of the premises and consist of an application fee and an annual renewal fee. The panel below shows the charges:

Non Domestic Rateable Values (£)	Band	Application Fee (£) (New and Variation)	Annual Renewal Fee (£)
<b>0 - 4300</b>	<b>A</b>	<b>100</b>	<b>70</b>
<b>4301 – 33000</b>	<b>B</b>	<b>190</b>	<b>180</b>
<b>33001 – 87000</b>	<b>C</b>	<b>315</b>	<b>295</b>
<b>87001 – 125000</b>	<b>D</b>	<b>450</b>	<b>320</b>
<b>125001 and over</b>	<b>E</b>	<b>635</b>	<b>350</b>

\* Where the premises is in band D or E, and the premises is primarily or exclusively used for the supply of alcohol for consumption on the premises the fees will be as below

Band	Application Fee (£)	Renewal Charge (£)
<b>D</b>	<b>900</b>	<b>640</b>
<b>E</b>	<b>1905</b>	<b>1050</b>

Personal Licence fee:        £37

Other associated Fees and Charges:

<b>Occasion on which fee may be payable</b>	<b>Fee (£)</b>
Supply of copies of information contained in register	Set by relevant local authority
Minor Variation	<b>89.00</b>
Application for copy of licence or summary on theft, loss etc of premises licence or summary	<b>10.50</b> in all cases
Notification of change of name or address (holder of premises licence)	<b>10.50</b> in all cases
Application to vary to specify individual as premises supervisor	<b>23.00</b>
Application to transfer premises licence	<b>23.00</b>
Interim authority notice	<b>23.00</b>
Application for making of a provisional statement	<b>315.00</b>
Application for copy of certificate or summary on theft, loss or certificate or summary	<b>10.50</b> in all cases
Notification of change of name or alteration of club rules	<b>10.50</b> in all cases
Change of relevant registered address of club	<b>10.50</b> in all cases
Temporary event notices	<b>21.00</b>
Application for copy of notice on theft, loss etc of temporary event notice	<b>10.50</b>
Application for copy of licence on theft, loss etc of personal licence	<b>10.50</b>
Notification of change of name or address (personal licence)	<b>10.50</b>
Notice of interest in any premises	<b>21.00</b>