

# Applicant Guidance

## Introduction

This document is intended to offer guidance to holders of licences or certificates or those who have given notice of temporary events. It provides the basic information for applicants to help make a successful application and general guidance to keep the operations of the business, club, organisation or event within the law.

Staffordshire Moorlands District Council has a duty to supply guidance for applicants. However, by reading the Statement of Licensing Policy, applicants should understand how Staffordshire Moorlands District Council will administer the licences and authorisations and what Staffordshire Moorlands District Council considers as important.

The new Licensing Act came into effect on 24<sup>th</sup> November 2005. Since this date the old system of public entertainment licences, cinema licences, theatre licences, late night refreshment house licences, and justices licences were replaced with the new regime. Application forms can be downloaded from [www.gov.uk](http://www.gov.uk) or are available from the Licensing Section by telephone on 0345 129 7777

## Personal Licences

A personal licence is a licence held by a particular individual to permit that person to authorise the sale of alcohol from a premises that is suitably licensed for the purposes of selling alcohol by retail.

To apply for a personal licence you must show that you have sufficient knowledge of licensing law and the social consequences to allow the sale of alcohol by successfully completing an appropriate training course. Lists of suitable courses are available from [www.gov.uk](http://www.gov.uk). You should submit a basic Disclosure check to prove that you have not been convicted of any relevant offences. This must not be more than **one month old at the date of submission**. You would also need to provide proof of your entitlement to work in the UK in the form of a birth certificate, passport, qualifying permit or other relevant document. You then simply apply for a personal licence by completing the correct form, supplying the correct fee, two endorsed passport photographs which shall be taken against a light background, full face uncovered without sunglasses or head covering (unless the applicant wears a head covering due to their religious beliefs). If you have no convictions, are suitably trained and are over 18 there is no reason why you should not qualify for a personal licence.

A personal licence has no expiry and is issued by the District Council in whose area you normally reside. You would be expected to update the information on your licence if you changed your name or address with the Council where your personal licence is held, even if you move out of the area.

A personal licence holder may give consent to become a designated premises supervisor (DPS) for a licensed premises where the activity of supply of alcohol is authorised. The DPS has a legal responsibility for authorising the sale of alcohol and control of the day to day management of those premises under the terms of the licence. Make sure that if the designated premises supervisor is not physically on the premises, there is a clear management structure with which staff are familiar.

Personal licences are not required in qualifying club situations, permitted temporary events and for premises licences that do not retail alcohol. Although, personal licence holders are not prevented from giving temporary event notices.

## **Premises Licence/Club Premises Certificate**

A Premises Licence permits licensable activities to take place on or from a defined area, a building, part of building, a vessel, vehicle or temporary structure. A premises licence application can be made by an individual, several individuals, a company or organisation, or other prescribed persons such as individuals acting as representatives for a company or individual. The application for a premises licence is normally the responsibility for the owner of the business or the committee responsible for the building.

A club premises certificate permits licensable activities to take place at the premises of a “qualifying club”. A qualifying club applying for a Club Premises Certificate does not need a personal licence holder identified as a designated premises supervisor as there is no supply of alcohol by retail taking place. Alcohol may be bought for the club by the members and the money being passed across the bar is to maintain equity between members. Please make sure that the club rule book makes clear the policy for guests. Clubs should carefully consider whether they should apply for a club premises certificate or a premises licence. As committee members in clubs change from time to time please ensure that the Staffordshire Moorlands District Council Licensing Section are kept abreast of these changes. Please be aware that it is an offence not to inform the Council when the person who fills the role of secretary changes.

You may not apply for a premises licence or a club premises certificate if you or any of your committee members are under 18 years of age. The applicant for a premises licence or club premises certificate does not need to be a personal licence holder.

When submitting an application for a premises or club premises certificate

- DO BE REALISTIC IN WHAT YOU INTEND TO DO AND TAKE INTO CONSIDERATION:
- YOUR NEIGHBOURS BOTH RESIDENTIAL AND BUSINESS
- YOUR TRACK RECORD WITH THE POLICE AND STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL ENVIRONMENTAL HEALTH SECTION, TRADING STANDARDS AND OTHER ENFORCEMENT AGENCIES

## **How to apply for a Premises Licence / Club Premises Certificate.**

Send:

- A completed application form (premises licence or club premises certificate)
- The correct fee detailed on pages 5 & 6\*
- A plan of the premises (this does not have to be submitted in a particular scale but it should be clear and legible and as it forms part of the premises licence, where possible, should be no larger than A4 or A3 size). This plan should include the following details:
  - 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 points of access to and egress from the premises
  - If different from the above point, the location of escape routes from the premises
  - In a case where the premises is used for more than one existing qualifying club activity, the area within the premises used for each activity
  - 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
  - In a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor

- In a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts
- In a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms
- The location and type of any fire safety and other safety equipment
- The location of a kitchen, if any on the premises

And:

- If the premises licence application is to include the retail of alcohol, the consent of the individual personal licence holder who is to be the Designated Premises Supervisor is required,
- If a club premises certificate application, a copy of the club rule book, and a declaration that the club is a “qualifying club”.

The original application must go to Staffordshire Moorlands District Council Licensing Section. You must submit a copy of your application to all “Responsible Authorities”, contact details of the responsible authorities in Staffordshire Moorlands District Council can be found under contact details. For your own benefit you may wish to get a receipt for the delivery of the application or send the application by registered post and keep the tickets as evidence that the applications have been sent.

## What happens next?

The applicant has a duty to advertise the application. They must display a minimum size A4 notice on pale blue paper in black ink, **font size 16**, in a prominent position at or on the premises concerned, which will detail the changes. This notice must be displayed for not less than 28 consecutive days commencing the day after the application is submitted to the Licensing Authority. If covering a large area, the notice must be displayed every 50 metres along the external perimeter of the premises abutting any highway. The applicant must also advertise their application in a local newspaper circulating in the relevant part of Staffordshire Moorlands. The newspaper notice must be circulated on at least one occasion not more than 10 working days after the giving of the application to Staffordshire Moorlands District Council Licensing Team, both the newspaper notice and the notice for the application will contain the following information:

- The relevant licensable activities proposed to carry on at the premises
- The name of the applicant
- The postal address of the premises, or if not applicable a description of the premises concerned
- Details of where the register of Staffordshire Moorlands District Council is held and where it can be inspected
- The dates between which an interested party and a responsible authority may make representations to Staffordshire Moorlands District Council Licensing Team
- A statement that all representations must be made in writing
- A statement 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

Attached hereto is a suggested format for the notice that you may wish to use.

If there are no representations within the 28 consecutive days, a complete application form has been submitted with the appropriate fees and other paperwork, and appropriate notices in the papers and on the premises, the licence will be granted.

However, if a representation(s) from any interested parties or responsible authorities have been received, the licensing team will decide whether the representation(s) are relevant. If the licensing team determine that the representation(s) are relevant they will encourage the relevant parties to arrange a mediation meeting to try to find a reasonable compromise. If this informal process is unsuccessful a hearing before the licensing committee will be arranged. All relevant parties will be notified. A decision will be made by the licensing committee or sub-committee and the details of that decision will be circulated to the parties concerned.

The applicant does have a right to appeal and this should be made to the magistrates appropriate to the location of the premises concerned. Professional advice should be sought where it is uncertain what the best course of action should be.

## Fees\*

Fees for all licensing act 2003 permissions have been set by central government. Many of the fees for the licences and certificates issued under the old regime were set by Staffordshire Moorlands District Council. The new fees are based on the non-domestic rateable value of the premises. These are divided into 5 bands:

Band	A	B	C	D	E
<b>Non-Domestic rateable value</b>	£0 - £4300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and over

Applications for premises licences, club premises certificates, variations (but not changes of name and address or changes of designated premises supervisor) and variations should be as shown below:

A	B	C	D	E
£100	£190	£315	£450	£635

Fees will be annually payable by those holding premises licences and club premises certificates as follows:

A	B	C	D	E
£70	£180	£295	£320	£350

In addition, a multiplier will be applied to town and city centre pubs (those in Bands D and E), where they are exclusively or primarily in the business of selling alcohol:

Band	D (x2)	E (x3)
City / town centre pub application fee	£900	£1905
City / town centre pub annual fee	£640	£1050

To find out how much your non-domestic rateable value of your premises is please enter your postcode into the Valuation Office's website, [www.voa.gov.uk](http://www.voa.gov.uk).

There are other occasions that fees and charges must be paid to Staffordshire Moorlands District Council:

<b>Occasion on which a fee may be payable</b>	<b>Who should be sent copies of application other than Staffordshire Moorlands Licensing Team</b>	<b>All fees are to be paid to Staffordshire Moorlands District Council</b>
Premises Licence or Club Premises Certificate	<ul style="list-style-type: none"> <li>• Staffordshire Police</li> <li>• Staffordshire Fire and Rescue</li> <li>• SMDC Planning Department</li> <li>• SMDC Health and Safety or Health and Safety Executive</li> <li>• Child Protection/Trading Standards</li> <li>• Staffordshire NHS</li> <li>• Alcohol Licensing Team (Home Office)</li> <li>• Advertise in local paper</li> </ul>	Please see above as dependent of Non-domestic Rateable Value
Personal Licence Application	<ul style="list-style-type: none"> <li>• SMDC</li> </ul>	£37
Variation of premises licence or Club Premises Certificate	<ul style="list-style-type: none"> <li>• Staffordshire Police</li> <li>• Staffordshire Fire and Rescue</li> <li>• SMDC Planning Department</li> <li>• SMDC Health and Safety or Health and Safety Executive</li> <li>• Child Protection/Trading Standards</li> <li>• Staffordshire NHS</li> <li>• Advertise in local paper</li> </ul>	Please see above as dependent of Non-domestic Rateable Value
Supply of copies of information contained in register	N/A	Set By Staffordshire Moorlands District Council
Application for copy of licence or summary on theft, loss etc of premises licence or summary	N/A	£10.50 in all cases
Notification of change of name or address (holder of premises licence)	N/A	£10.50 in all cases
Application to vary to specify individual as premises supervisor	Staffordshire Police	£23.00
Interim Authority Notice	Staffordshire Police	£23.00
Application to transfer premises licence	Staffordshire Police  *Alcohol Licensing Team (Home Office)  * In the case of individual applicants	£23.00

Application for making a provisional statement	<ul style="list-style-type: none"> <li>• Staffordshire Police</li> <li>• Staffordshire Fire and Rescue</li> <li>• SMDC Planning</li> <li>• SMDC Health and Safety – if in on council land Health and Safety Executive</li> <li>• Child Protection/Trading Standards</li> <li>• Staffordshire NHS</li> <li>• Alcohol Licensing Team (Home Office)</li> </ul>	£315.00
Application for copy of certificate or summary on theft, loss etc of certificate summary	N/A	£10.50 in all cases
Notification of change of name or alteration of club rules	N/A	£10.50 in all cases
Change of relevant registered address of club	N/A	£10.50 in all cases
Temporary Event Notices	Staffordshire Police Environmental Health	£21.00
Application for copy of notice on theft, loss etc of temporary event notice	N/A	£10.50
Application for copy of licence on theft, loss etc of personal licence	N/A	£10.50
Notification of change of name or address (personal licence)	N/A	£10.50
Notice of interest in any premises	N/A	£21.00

Exceptionally large events of a temporary nature that require premises licences are to be charged as follows:

Number of people	Additional Fees (Half of this for annual Fees)
5,000 – 9,999	£1,000
10,000 – 14,999	£2,000
15,000 – 19,999	£4,000
20,000 – 29,999	£8,000
30,000 – 39,999	£16,000
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

For premises under construction, and have not been allocated a non-domestic rateable value but will be given such a value as soon as a completion certificate is given. In these cases it is proposed to allocate such premises to band C. Subsequent annual fees will relate to the non-domestic rateable value given to the property.

Premises licences sought for community centres and some schools that permit regulated entertainment but do not permit the supply of alcohol and/or the provision of late night refreshment will not incur a fee.

## Operating Schedule

An operating schedule is a required document for all new applications for premises licences and club premises certificates or any full variation to existing premises licences or club premises certificates. It is the documentation that outlines what activities are proposed to be permitted, when the activities will take place and how the activities will be managed and the overall opening hours when the public are permitted on the premises.

It is advisable to apply for the appropriate amount of hours for any activity. The managers of community centres/village halls should give particular thought to community centres as these premises often have many different users and they change on a fairly frequent basis. It may be prudent to apply for activities that currently do not take place as hirers may request those activities in the future.

One of the most critical parts of the operating schedule is the section is where the applicant describes the steps they intend to take to promote the four licensing objectives. Careful consideration of what is entered is advised. What is written in this section may become a condition of the licence.

Applicants for a premises licence should include as part of the accompanying plan, all the areas that the public have access to including car parks, beer gardens, street cafes etc. The area to be licensed should be clearly identified on the plan. This is so that the premises licensed areas are known to the Local Authority and the Responsible Authorities and to all of the staff working at the premises.

Premises which benefit from having a Pavement Licence should only allow alcohol to be consumed in the area where the Pavement Licence extends.

## General

Signage – Good signage can operate at many levels. At the door, clear signs can clarify the premises policy regarding any age restriction policies such as “over 18s only”, “over 21s only” or “no unaccompanied children”. Whether signs repeat the law or express the policy of the premises it can act as a deterrent and as a tool for staff enforcing the law or the premises policy in a non-confrontational manner. However, it is certainly not the wish of Staffordshire Moorlands District Council to turn all licensed premises into notice boards. Signs should be used if there are specific problems, or where there is a need to demarcate certain areas for particular activities. Some examples of signs that could be used may include:

“CCTV operates in this area and lawlessness will be reported to the police”

“This premises operates a zero tolerance drugs policy”

“Proof of age for purchase of certain goods may be required”

“Supervised children are welcome in the restaurant area before 8pm”

“No drinks allowed in this area/beyond this point”

Staff training – Well trained staff are a real asset to any business. Critical areas of staff training in licensed premises should include a good knowledge of what is and is not permitted on the premises. The chain of command of a licensed premises is very important, particularly premises retailing alcohol, which must have a designated premises supervisor, to have a well defined management structure especially for when the designated premises supervisor is not physically on the premises. An example of best practise would be that the duty manager signs

in for duty in a logbook so that it is clear for everybody who is in charge of the premises at any particular time. It would also be considered best practise for all duty managers to be personal licence holders so that the required knowledge level can be assured when the designated premises supervisor is not physically present, although this is not a statutory requirement. Other key areas that should be covered include:

- What to do if they think that there is a customer behaviour problem or is likely to occur.
- What to do and any special responsibilities in case of fire or any other need to evacuate the premises.
- Where the supply of alcohol is concerned or where any age restriction is applicable training should be given and maintained as to what is acceptable proof of age identification and what is not, as the names of cards may change over time and new cards offered the PASS accreditation.
- Where applicable, staff should know what would be expected of them if an incident occurred and potentially that if a court case ensued that they may have to give evidence.
- What is the premises drug policy and what to do if drugs are found on the premises.
- What to do if they feel threatened into making an illegal sale and how best to avoid such situations

Moreover, if staff members are well trained they may feel more confident to be more proactive in keeping trouble out of the premises. The best way to arrange this is to have a document which details what the staff training consists of and documentation to show that each member of staff is familiar with the material. This document may be referred to in the operating schedule. Where agency staff are used, be sure that they have received a thorough briefing of what their role is and where possible try and re-use the same staff so that they get to know the premises and clientele.

Drinks promotions should never encourage binge drinking. Consideration of the implications on the community should be considered whenever an alcoholic drinks promotion occurs

Special consideration should be made regarding the licensing objectives when special events such as football events or other local or national events and how these events will impact the local community and what can be done to minimise the negative impact.

## **The Prevention of Crime and Disorder**

Details of any off-premises and/or on-premises CCTV and suitable signs associated with the CCTV. If installing a new CCTV system advice from the appropriate department of Staffordshire Police should be sought in case the material is needed for evidence.

Membership and regular attendance of meetings of a crime reduction group such as Pubwatch can help stop known troublemakers entering your premises. Pubwatch and the Police can share information between each other; this could include incidents such as resale of stolen goods, recent outbreaks of trouble and information of crimes against businesses. Pubwatch bans do have serious repercussions on the social lives of the people affected. They may have to travel much greater distances to frequent licensed premises and as such they cannot socialise with their friends in the same way. As such, up to date Pubwatch signage can act as a deterrent. Pubwatch membership would be considered best practise for many premises located in town centres where the supply of alcohol is an authorised activity.



Where appropriate, the operating schedule may specify details of when the use of plastic or toughened glass will be applied as defined by a risk assessment. Plastic may be preferable for use in outside areas where broken glass could be difficult to clear up or where there may be an increased level of rowdiness such as when and where national/international sporting events are televised.

Where the entrance of the premises faces onto a street affected by a bye-law restricting the public consumption of alcohol, open containers may not be taken from the premises. Signs to reinforce that only drinks purchased on the premises may be consumed on the premises could be advisable.

Records kept of any crime or disorder incidents and where sales of alcohol have been refused will help police and local authority co-operation.

Ensuring adequate staffing so that at busy times staff are regularly checking all areas of the licensed premises including toilets and other areas that are not easily visible from the bar.

## **Public Safety**

Risk assessment – this is a requirement under the Health and Safety at Work Act 1974 and where there are more than 5 employees the significant findings must be recorded in writing. It may include a fire risk assessment as required under Fire Precautions (Workplace) regulations 1997 and will apply to all non-domestic premises following the Regulatory Reform (Fire Safety) Order 2005.

Applicants should consider, as a basic requirement, areas such as electrical safety, building integrity, and heating installations as a matter of course and reassess these following any major refurbishment, repairs, and general maintenance.

Indication of capacity – This is the responsibility of the Premises Licence Holder or the Designated Premises Supervisor to do a risk assessment of the premises. Staffordshire Fire and Rescue Service recommend 0.5 m<sup>2</sup> per person standing or dancing and 1m<sup>2</sup> per person seated. Ease of exit in case of emergency may affect these numbers as does any fixed furniture and or fittings.

The nature of the business is an important factor. Do describe the style of premises; e.g. traditional public house, modern exclusive restaurant, cinema complex, etc. Do describe the nature of clientele; young people who want to dance, all age groups, family friendly, people interested in sports. Where the premises is located; amongst residential housing including adjoining properties, amongst business premises that are not operational during the evenings. Describe the geographical location; town centre, rural village or hamlet, suburban area.

Door staff – When to employ door supervisors and the number that may be required is down to risk assessment. Managers should be sensitive to local and national events such as major football events, even if your premises are not involved directly. Door supervisors can offer many benefits such as helping to keep under-18s out of businesses where the retail of alcohol for the consumption on-site is the predominant licensable activity. Please ensure that SIA licences for front line or non-front line style of work are held by the individual as this is a mandatory condition of a premises licence if door staff are utilised.

## **The prevention of public nuisance**

Closure of outside areas after a certain time is encouraged to be included in your operating schedule. It is advisable that no regulated entertainment is carried out in outside areas in the evenings without prior consultation with the licensing authority. Noise can also be contained by

keeping windows and doors shut, by installing double-glazing where appropriate and keeping ventilation equipment in good order. Using performers of regulated entertainment to remind customers to respect the premises' neighbours and leave quietly has proved successful.

## **Protection of children from harm**

Do make a statement regarding the child admission policy of the premises detailing any restrictions.

Signage can be very important in the protection of children from harm – it can be helpful to remind parents and guardians that it is illegal to be intoxicated and in charge of children under the age of 7 years of age, particularly where the sale of alcohol is for consumption on the premises. It is also important to have children supervised at all times in these types of premises. It is expected in your operating schedule if children are permitted on the premises to demarcate any areas where children are not allowed, these may be bar areas, in areas with amusements with prizes or a strong element of gambling, suitable refreshments should also be available at all times when children are permitted. Do make sure that children needing to use the toilets can get there without crossing areas within which they are not permitted.

The Responsible Authority will expect applicants for licences to demonstrate that they have ensured that all their frontline staff have received adequate training on the law with regard to age restricted sales and that this has been properly documented and training records kept. Ideally, suitable training material should be issued to all staff and their understanding of the material checked through appraisals and by means of a short written test. Group training sessions amongst all staff are to be encouraged in order to discuss compliance with the legislation. Records of the material issued, appraisal meetings and any tests taken must be kept on the premises in the employee's personnel file and must be made available for inspection by the Licensing Officer, Trading Standards or the Police if requested. Training will need to be refreshed periodically.

The Responsible Authority will expect staff training to include a basic understanding of the law and a requirement of checking identification for proof of age through a secure system. Ideally, identification should be a photo driving licence, passport or an approved Proof of Age Standards Scheme (PASS) card. Other cards must be treated with caution because some have been shown to be insecure. Trading Standards will expect that training for staff will ensure their competency to challenge purchasers. Trading Standards regularly find that some employees engaged in selling alcohol are incapable of confronting and challenging the under-18's because they lack the confidence to do so and are concerned at the prospect of a dispute. Employees who are not prepared to challenge in this way are unsuitable and should not be given the responsibility of selling alcohol.

Licensees or employees actually engaged in selling alcohol will need to have a reasonable understanding of English in order to effectively question purchasers so that they can be satisfied that the purchaser is over 18 years of age.

The Responsible Authority will actively encourage licensees to keep registers of refused sales (refusals books) where sales of alcohol and any other age-restricted goods have been refused for any reason. Keeping such records helps to demonstrate that the responsibilities for checking the ages of purchasers are being taken seriously. Refusals books should be kept on the licensed premises and be made available for inspection by the Licensing Officer, trading Standards or the Police.

Particularly in premises where alcohol is not the main product sold – for example, in food retailers and corner shops – the Trading Standards will actively encourage the use of warning messages where an electronic point of sale system (EPOS) is in use. Such a warning system

can help employees and as it prompts them to check the age of purchasers of alcohol or other age restricted products when they are presented at the check-out.

## Offences

- To carry on or attempt to carry on a licensable activity on or from any premises other than under or in accordance with the authorisation provided by a premises licence, a club premises certificate or temporary event notice meeting the required conditions.
- To knowingly allow such an activity to be carried on.
- Where an unauthorised activity has taken place, any performer or participant does not commit an offence unless they are involved in the organisation or arrangement of the unauthorised activity.
- It is an offence to expose alcohol for sale when not an authorised activity.
- To keep alcohol with the intention of selling it by retail or supplying it by or on behalf of a club or to the order of a member of a club where the sale of supply would be an unauthorised licensable activity.

Offences concerning children are as follows:

- Unaccompanied children are prohibited from certain premises such as premises at a time open for the purposes of being used for the supply of alcohol for consumption there and all relevant premises used for the supply of alcohol for the consumption there between the hours of midnight and 5am.
- Sale of alcohol by retail to an individual under the age of 18 is illegal.
- Clubs commit an offence if alcohol is supplied to a member or guest who is under the age of 18.
- It is an offence to allow the supply of alcohol to children from your premises.
- It is an offence for an individual aged under the age of 18 to buy or attempt to buy alcohol.
- It is an offence to buy or attempt to buy alcohol on behalf of an individual who is under 18.
- However, no offence is committed if a person over the age of 18 buys beer, wine or cider for an individual aged 16 or 17 if the purchase, or supply, is for consumption at a table meal on relevant premises and that the individual is accompanied at the meal by an individual aged 18 or over.
- An individual under the age of 18 commits an offence if he knowingly consumes alcohol on relevant premises.
- A person who works on relevant premises in any capacity, whether paid or unpaid commits an offence if he knowingly delivers to an individual aged under 18 alcohol sold on the premises, or alcohol supplied on the premises by or on behalf of a club to or to the order of a member of a club.
- A person commits an offence if he knowingly allows anyone else to deliver to an individual aged under 18 alcohol sold on relevant premises.

### **Responsible Authorities Contact Details:**

Consultation with all responsible authorities should be encouraged prior to the submission of the application. During the transition period Staffordshire Moorlands District Council licensing staff will offer time to assist applicants where possible

<p>The Licensing Section Staffordshire Moorlands District Council P.O. Box 136 Buxton SK17 1AQ</p> <p><a href="mailto:Licensing-1@staffsmoorlands.gov.uk">Licensing-1@staffsmoorlands.gov.uk</a></p>	<p>Police Licensing Unit Stafford Police Station Eastgate Street Stafford ST16 2DQ</p> <p>Contact: 01785 232840</p> <p><a href="mailto:licensinghq@staffordshire.police.uk">licensinghq@staffordshire.police.uk</a></p>
<p>Staffordshire County Council Trading Standards –</p> <p>Floor 1, Castle House, Barracks Road Newcastle under Lyme Staffordshire ST5 1BL Contact: <a href="mailto:licensing@staffordshire.gov.uk">licensing@staffordshire.gov.uk</a></p> <p>Children &amp; Family Services 1 Staffordshire Place Stafford ST16 2LP Contact: <a href="mailto:cscs@staffordshire.gov.uk">cscs@staffordshire.gov.uk</a></p>	<p>Staffordshire Fire &amp; Rescue Service Hanley Fire Station, Lower Bethesda Street, Hanley, Stoke-on-Trent, ST1 3RP</p> <p>Contact: <a href="mailto:nsdg.Protect@staffordshirefire.gov.uk">nsdg.Protect@staffordshirefire.gov.uk</a></p>
<p>Planning Department Staffordshire Moorlands District Council Moorlands House Stockwell Street Leek Staffordshire Moorlands ST13 6HQ</p> <p>Contact: <a href="mailto:planning@staffsmoorlands.gov.uk">planning@staffsmoorlands.gov.uk</a></p> <p>If premises/land is within the Peak Park jurisdiction: Peak District National Park Authority Aldern House Baslow Road Bakewell Derbyshire DE45 1AE</p> <p>Contact: <a href="mailto:customer.service@peakdistrict.gov.uk">customer.service@peakdistrict.gov.uk</a></p>	<p>The Environmental Health Department Staffordshire Moorlands District Council P.O. Box 136 Buxton SK17 1AQ</p> <p>Contact: <a href="mailto:envhealth@highpeak.gov.uk">envhealth@highpeak.gov.uk</a></p> <p>In the cases of local authority owned premises the Responsible Authority for Health and Safety will be:</p> <p>The Health and Safety Executive Lyme Vale Court Lyme Drive Parklands Business Park Newcastle Road Trent Vale Stoke on Trent ST4 6NW</p>
<p>Health and Care Staffordshire Wedgwood Building Tipping Street, Stafford, ST16 2DH <a href="mailto:publichealth@staffordshire.gov.uk">publichealth@staffordshire.gov.uk</a></p>	<p>Alcohol Licensing Team Lunar House 40 Wellesley Road Croydon, CR9 2BY <a href="mailto:alcohol@homeoffice.gsi.gov.uk">alcohol@homeoffice.gsi.gov.uk</a></p>

# LICENSING ACT 2003

## PUBLIC NOTICE

This is a Public Notice in respect of an application for a:  
(\* delete as appropriate)

- \* GRANT OF A PREMISES LICENCE
- \* GRANT OF A CLUB PREMISES CERTIFICATE
- \* VARIATION OF A PREMISES LICENCE
- \* VARIATION OF A CLUB PREMISES CERTIFICATE

Notice is hereby given that an application has been made to Staffordshire Moorlands District Council by:-

*(name of applicant)* .....

for:

*(premises name)* .....

*(premises address)* .....

Licensable activities applied for:-

Licensing hours applied for:-

If you are interested in this application, you can view it by appointment (Tel:01538 395400) during normal working hours at our offices at the address below or <https://www.staffsmoorlands.gov.uk/article/443/Current-licence-applications>

A responsible authority or any other person may make representations in writing to Staffordshire Moorlands District Council Licensing Team, PO Box 136, Buxton Town Hall, Buxton, SK17 1AQ on or before:-

Any representation received will be available for public inspection under the Local Government (Access to Information) Act, 1985.

**WARNING:-** It is an offence knowingly or recklessly to make a false statement in connection with this application, the maximum fine on summary conviction is unlimited.

Dated.....

# TEMPORARY EVENT NOTICES

There are now two types or **Temporary Event Notices (T.E.N.)**. There are Standard T.E.N's and Late T.E.N's. A T.E.N is intended to cater for small-scale ad hoc events and they are therefore subject to certain restrictions. These are:

- No more than 499 people (including staff/organisers/performers) attending at any one time
- An individual is limited to giving 5 T.E.Ns in a calendar year, unless they are a personal licence holder for the sale of alcohol, in which case they can give 50.
- A limit of 15 T.E.Ns may be given in respect of any particular premises in a calendar year.
- An event may last for no more than 168 hours.
- The maximum aggregate duration of the periods covered by a T.E.N at any individual premises is 21 days.

If your event does not meet the above criteria for a T.E.N, then you will probably need to apply for a Premises Licence. If in doubt please contact the Licensing Section at SMDC for advice.

## HOW TO APPLY FOR A STANDARD T.E.N

- Submit the original application form to the Licensing section at SMDC **at least 10 working days before the planned event**. Excluded from the ten day period of notice are the day of service and the day of the event, also excluded are weekends & Bank Holidays. (This is a statutory requirement)
- Include with the application the fee of £21.00 per application (cheques to be made payable to 'SMDC').
- Forward one copy of the application to: Northern Police Licensing Unit, Staffordshire Police, Smithfield One, Leonard Coates Way, Hanley, Stoke on Trent, ST1 3BN.
- Forward one copy of the application to: Environmental Health Department, Staffordshire Moorlands District Council, Moorlands House, Stockwell Street, Leek, ST13 6HQ

If there are no representations from the Police or Environmental Health your application will automatically be granted. In limited circumstances conditions may be added to a T.E.N by the Licensing Authority. The copy of the notice that you sent to SMDC will be endorsed as granted and returned to you. Please note that the T.E.N document should either be on display or available for inspection if required, during the period of the event.

## LATE T.E.N'S

- A late notice can be given not before 9 and not later than 5 working days before the event.
- The application process is the same as above, other than the day of service.
- They can only be used by premises users who are required to for reasons outside of their control, e.g. changing a venue at short notice. They are not to be used other than in exceptional circumstances.
- A non-personal licence holder may give up to two per year (that counts towards their 5) and personal licence holders may give up to ten (that counts towards their 50).
- If the Police or Environmental Health Department object then the event will not be permitted.

## POINTS TO REMEMBER

- You do not need a personal licence to sell alcohol under a T.E.N
- There is no requirement to advertise the application (only the police and Environmental Health Department may object to the application)
- You must submit the T.E.N application at least 10 working days before the event. If you miss this deadline it will not be accepted unless it fulfils the requirements of a late T.E.N.
- If your event does not comply with the T.E.N criteria as shown above, then you will probably need to apply for a premises licence or a variation to your existing licence. In which case remember to apply well in advance as the process can take up to two months.