

**Premises Licence Guidance** (additional information is available in the notes at the back of the application pack):

**You need a premises licence if you intend to:**

- Sell alcohol
- Provide public entertainment: plays; films; indoor sporting events; boxing or wrestling; live and/or recorded music; performances of dance; provide facilities for making music or dancing.
- Provide late night refreshment (hot food and/or drink) between 23.00 and 05.00 hours.

**Submitting an application:**

**Fee:**

The section asks for the non-domestic rateable value (NDRV) of the premises. This is not the same as the actual business rates which you pay, but is a value determined by the Valuation Office, which helps determine business rates. The NDRV, rather than your business rates bill, will determine the fee level to be paid with the licence application and the annual fee thereafter. The NDRV of any premises can be checked on the Valuation Office Agency (VOA) website: [www.voa.gov.uk](http://www.voa.gov.uk). NDRV is revalued every 5 years. A new valuation came into force on 1 April 2005. Premises that do not have a non domestic rateable value are treated as falling into Band A for licensing fee purposes.

Band	A	B	C	D	E
Non domestic rateable value	None to £4,300	£4,301 to £33,000	£33,001 to £87,000	£87,001 to £125,000	£125,001 plus
Premises licences*					
New application and variation	£100	£190	£315	£450	£635
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D & E only)	N/A	N/A	N/A	X2 (£900)	X3 (£1,905)
Annual charge*	£70	£180	£295	£320	£350
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D&E only)	N/A	N/A	N/A	X2 (£640)	X3 (£1,050)

\*Annual charge is payable on the anniversary of the grant of the licence.

For premises which hold more than 5,000 including staff, the additional fee is payable:

Number	Additional fee
5,000 to 9,999	£500
10,000 to 14,999	£1,000
15,000 to £19,999	£2,000

20,000 to £29,999	£4,000
30,000 to £39,999	£8,000
40,000 to £49,999	£12,000
50,000 to £59,999	£16,000
60,000 to £69,999	£20,000
70,000 to £79,999	£24,000
80,000 to £89,999	£28,000
90,000 and over	£32,000

**Are there any exemptions to the payment of the fees?** There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. **If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required for those activities.**

Schools and sixth form colleges are also exempt from the fees associated with the authorisation of regulated entertainment **only**, where the entertainment is provided by and at the school or college and for the purposes of the school or college.

#### Application forms:

- Submit the original application to the licensing authority: Licensing Authority, St Albans City and District Council, St Peters Street, St Albans, Herts AL1 3JE
- Submit copies of the application to the 8 responsible authorities:

Regulatory Services Manager St Albans City and District Council Civic Centre St Peters Street St Albans Herts AL1 3JE Tel: 01727 819436 Fax: 01727 819433 Email: <a href="mailto:environmental@stalbans.gov.uk">environmental@stalbans.gov.uk</a> Website: <a href="http://stalbans.gov.uk">stalbans.gov.uk</a>	Licensing Officer Community Safety Unit St Albans Police Civic Centre St Peters Street St Albans Herts AL1 3JE Tel: 01727 796007 Email: <a href="mailto:Mark.Banczyk-Gee3@Herts.pnn.police.uk">Mark.Banczyk-Gee3@Herts.pnn.police.uk</a>
HSCB Business Manager Hertfordshire Safeguarding Children Board Room 127 County Hall Pegs Lane Hertford SG13 8DE Tel:01992 588757 Email: <a href="mailto:admin.lscb@hertfordshire.gov.uk">admin.lscb@hertfordshire.gov.uk</a>	Fire Protection Manager Fire Protection Mundells MU103 Welwyn Garden City AL7 1FT Tel: 01707 292310 Email: <a href="mailto:administration.cfs@hertfordshire.gov.uk">administration.cfs@hertfordshire.gov.uk</a>

<p>Chief Trading Standards Officer Hertfordshire Trading Standards Mundells Welwyn Garden City Hertfordshire AL7 1FT Tel: 01707 292429 Fax: 01727 813877 Email: <a href="mailto:hcc.tradstad@hertfordshire.gov.uk">hcc.tradstad@hertfordshire.gov.uk</a></p>	<p>Planning Enforcement Officer St Albans City and District Council Civic Centre St Peters Street St Albans Herts AL1 3JE Tel: 01727 866100 ext 2346 <a href="mailto:planning@stalbans.gov.uk">Email: planning@stalbans.gov.uk</a></p>
<p>Public Health postal point SFAR 232 Hertfordshire County Council Farnham House Six Hills Way Stevenage SG1 2ST Email: <a href="mailto:publichealth@hertfordshire.gov.uk">publichealth@hertfordshire.gov.uk</a></p>	<p>Alcohol Licensing Team, Lunar House, 40 Wellesley Road, Croydon, CR9 2BY Email: <a href="mailto:Alcohol@homeoffice.gsi.gov.uk">Alcohol@homeoffice.gsi.gov.uk</a></p>

**Advertise the application:**

- The person making the application must display a pale blue A4 (or larger) notice, printed legibly in black ink or typed in black, in a size equal (or larger) to 16 font, prominently at or on the premises to which the application relates. Where the premises covers an area of more than 50 metre squared, the same notice must be placed every 50 metres along the external perimeter of the premises. The notice must be displayed for 28 consecutive days, starting the day after the application is given to the relevant licensing authority.

In addition to this, they publish a notice in a local newspaper (or if there is none, in a local newsletter, circular or similar document) circulating in the vicinity of the premises, at least once during the 10 working days after the application is given to the relevant licensing authority.

Suggested wording for the advert/public notice:

*Notice of an application under the Licensing Act 2003*

*Notice is hereby given that **[applicant]** in respect of premises known as **[premises name and address]** applied to St Albans City and District Council for a **[grant/variation]** of a premises licence.*

*The proposed application is: **[brief description i.e. Days and hours]**.*

*Any representation by an interested party or responsible authority regarding the above mentioned application must be received in writing by Licensing Section, St Albans City and District Council, Civic Centre, St Peters Street, St Albans, Herts AL1 3JE no later than **[date representations must be received by]** stating the grounds for objection.*

*The register of St Albans City and District Council and the record of the application may be inspected at the address of the Council, given above, Mondays-Thursdays 8.45am-5.00pm and Fridays 8.45am-4.30pm. Alternatively it can be viewed on the internet [www.stalbans.gov.uk](http://www.stalbans.gov.uk).*

*It is an offence knowingly or recklessly to make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for the offence is £5,000.*

**Plan:**

- Include a plan of the premises (with a red line showing where the licensable activities will be taking place) which must comply with the following:
  - (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 points of access to and egress from the premises;
  - (c) if different from paragraph (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 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 a stage or raised area, the location and height of each stage or area relative to the floor;
  - (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 includes 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, including if applicable, marine safety equipment; and
  - (j) the location of a kitchen, if any, on the premises.

Unless you have previously agreed with the relevant licensing authority in writing that an alternative scale plan is acceptable to it, the plan should be drawn in standard scale, where 1 millimetre represents 100 millimetres. The plan may include a key of symbols to illustrate the above on the plan, but there is no requirement to do so.

**What happens after I have submitted the application?**

- A 28 day consultation takes place where people can object to the application.
- If an objection is received a hearing will be convened within 20 working days of the closing date of the consultation to determine the application. Applicants can mediate with objectors. If mediation is successful the hearing will be cancelled (both parties must write to the Council confirming what has been agreed). You must keep the Council informed if you are attempting to mediate.
- If no objections are received the licence is deemed granted.

**Rights of appeal:**

- If the application does go before the Licensing Sub Committee for determination, the applicant and the person/s who made the objection/s to the application have the right to appeal the decision to the Magistrates Court.

**What to be aware of when completing the application (basic errors to be avoided):**

Though the Licensing Officers at the Council have to remain impartial with regard to what an applicant may apply for we are happy to look at application forms prior to submission (and before an advert has been placed in the paper) to see whether any basic errors have been made in completing it.

- **Errors made in previous applications are as follows:**

- The writing is illegible
- Not used a 24 hour clock to indicate times
- Not allowed a dispersal time for the closure of the premises following the end of the activities i.e. close the premises 30 minutes after all activities have ended.
- The opening times of the premises must show when the premises is open for any activity, not just licensable activities. We have had parks stating that they are only open between x and y when in fact they are open all the time, and restaurants that state they don't open until 11.00hrs when they in fact open at 07.00 hrs to serve breakfast.
- **Operating schedules:**
  - All matters put in the operating schedule become a condition of the licence.  
Breaching these conditions might mean the premises is prosecuted.
  - When deciding what to put in the operating schedule you need to consider whether any of the licensing objectives may be breached by the activities applied for and what steps you are going to take to prevent them i.e. if you are going to play music will this cause a noise nuisance? If so, you might consider putting the following in the operating schedule under 'The Prevention of Public Nuisance': windows and doors to be shut during live music entertainment except for ingress and egress. If you put this in the operating schedule what will you would do if the weather is hot? Have you got air conditioning for instance? Will this condition mean that live music cannot be played during the summer?
  - The operating schedule must be relevant and achievable.
  - Avoid words like: might, endeavour, try etc.
  - You can leave this section blank if you believe there are no steps/conditions required to meet the licensing objectives.