



North Tyneside Council

## Licensing Act 2003 Premises Licences – Information on how to apply

### The Legislation

The Licensing Act 2003 modernises the rules relating to the sale and supply of alcohol, provision of regulated entertainment and the provision of late night refreshment. Responsibility for granting licences now falls to local Councils.

All applications and decisions made under the Licensing Act 2003 must promote the four licensing objectives: prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm.

A Premises Licence will licence businesses to use the premises for one or more of the licensable activities contained in the Licensing Act 2003. This Licence has no expiry date unless one of the parties to the application has expressed a need for one, however a licence will lapse automatically where bankruptcy, insolvency, death, incapacity or right to live and work in the UK has ceased.

### How do I obtain a Premises Licence?

To apply for a Premises Licence you are required to send the Licensing Section:

- Completed application form
- Layout Plan of the premises which is drawn to a sufficient scale so that it is legible
- Consent form completed by the proposed DPS if alcohol is to be sold
- **If you are applying as an individual or a partnership (not a limited liability partnership) a photocopy or scanned copy of your UK passport is required. This needs to be the page in the passport which contains the start and expiry dates and contains a copy of your photograph. If you do not hold a UK passport (current or expired) please contact the Licensing Section who will advise you further what documents are required to prove you have a right to live and work in the UK. This is a requirement where sale or supply of alcohol or late night refreshment is one of the licensable activities listed on the application form**
- Fee

You must also send a copy of the paperwork listed above to the Responsible Authorities listed on the leaflet 'Responsible Authorities Contact Details' available from the Licensing Section. *These forms must be sent on the same day that the application is sent to the Licensing Section or it is an invalid application.*

You are required to *advertise* your application. This involves displaying a notice (for a period of no less than 28 consecutive days, on pale blue paper and size A4 or more, word size at least font 16) which is visible from the outside of the premises and publishing a notice in local newspaper within 10 working days of applying. For more information please read 'How to advertise' leaflet .

The Responsible Authorities (Police, Fire Service, Environmental Health Authority etc) and local residents and businesses have an opportunity to raise a representation regarding your application within 28 days of you making an application for a Premises Licence. Representations can be made with regard to the likely effect of the grant of the Licence on the promotion of the licensing objectives. If no representations are received the Licence will be granted.

If there is a representation made your application will be determined by the Council's Licensing Committee, an elected body of Councillors. They will listen to evidence from all parties before deciding whether to grant the Licence, grant it with conditions or reject the Licence.

### **What is a Designated Premises Supervisor?**

A Designated Premises Supervisor (DPS) is the person who has overall day to day responsibility for the premises and supervises all sales of alcohol. Only one DPS can be nominated and the DPS should be present for the majority of time that the premises are open and if that person leaves you cannot sell alcohol until a new DPS is appointed.

### **How much will I have to pay for a Premises Licence?**

The fee for a Premises Licence is based on the non-domestic rateable value of your premises. There is also an annual charge. Please see the 'Details of Fees' sheet.

### **More information**

Please contact:

Licensing Section  
The Killingworth Site  
Harvey Combe  
Killingworth  
Newcastle upon Tyne  
NE12 6QQ  
Tel: (0191) 643 2175  
e-mail: liquor.licensing@northtyneside.gov.uk