

## **The Licensing Act 2003 - Explanatory notes for applicants.**

In addition to the 'Notes for Guidance' on the application forms, further explanation of terms used and requirements are contained on this section.

### **Premises Licence or Club Premises Certificate – Application / Variation**

#### **Plans**

A scale plan of 1mm to 100mm scale is required. This is 'standard scale'.

The plan may include a legend through which the following are sufficiently illustrated by the use of symbols on the plan.

The plan shall show:

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 and egress from the premises,

If different from (b) above, the location of escape routes from the premises;

In a case where a premises is to be used for more than one licensable 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 of the 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 any other safety equipment including, if applicable, marine safety equipment; and

The location of a kitchen, if any on the premises.

#### **Premises Licence / Variation Or New Application Notice**

This applies to any application for a premises licence or club premises certificate. It also applies to any variation to an existing premises licence or club premises certificate.

Variation includes changes to the times of operation, licensable activities on the premises, removal of existing conditions or significant alterations to the structure of the premises.

These applications are subject to the full consultation process and require the following:-

For a period of no less than 28 consecutive days starting on the day after the day the application was given to the licensing authority, display a notice, which is:

Of a size equal or larger than A4

Of a pale blue colour

Printed legibly in black ink or typed in black in a font of a size equal to or larger than 16;

In all cases, prominently displayed at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises. (Large premises covering an area more than 50 sq.m. a further notice (same dimensions) every 50 metres along the external perimeter abutting any highway.

#### **Advertisement**

In addition to the notice above, the applicant must publish a notice in a local newspaper on at least one occasion during the period of 10 working days starting the day after the day on which the application was given to the licensing authority.

## **Information**

The notice & advertisement shall state:

A brief description of the application / proposed variation(s);

The name of the applicant or club;

The postal address of the premises or club premises;

The postal address including the www, where the licensing authority register is kept & where the record of the application may be inspected;

Hastings Borough Council, Environment & Safety Directorate:

Aquila House, Breeds Place, Hastings, East Sussex TN34 3UY

[www.hastings.gov.uk](http://www.hastings.gov.uk)

The date by which an interested party or responsible authority may make representations to the licensing authority;

That representations shall be made in writing; and

That it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine of £5000 (level 5) for which a person is liable on summary conviction for the offence.

## **Representations**

An interested party or responsible authority may make representations in writing to the licensing authority, at any time during the period of 28 consecutive days starting on the day after the day on which the application was given to the licensing authority.

(February 2006)