

## Application for a Premises Licence

Please read this guidance carefully and use it to help you complete the application form. The information below relates directly to the questions you will be asked on the form.

### **Applicant**

The applicant is the person or organisation who wants to be the premises licence holder. If you are applying on their behalf as their representative, **you are not the applicant**.

### **Capacity**

This is the capacity of the applicant/the person the licence is for (not the agent), for example – individual, limited company, charity

### **Applicant confirmation**

Here you need to tick which statement relates to you. This is usually “**I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities**”.

### **Applicant phone number**

This is the phone number of the applicant/the person the licence is for (not the agent)

### **Applicant address**

This is the address of the applicant/the person the licence is for (the pnot the agent)

### **Date of birth**

This is the date of birth of the applicant/the person the licence is for (not the agent)

### **Citizenship**

Please give details of the applicant’s right to work in the UK. Either upload documents proving this or provide a right to work share code.

### **Additional applicant**

Add details here if there is more than one individual applicant.

### **Premises address**

Add details of the premises address using the postcode or enter manually.

### **Premises phone number**

This is for any phone number for people to contact the premises.

### **Description of premises**

Give details of the type of premises here like supermarket, pub, restaurant and include any other details you feel are relevant.

### **Non-domestic rateable value**

Premises Licence Fees are determined by the non-domestic rateable value of the premises. To find out a premises non-domestic rateable value go to the Valuation Office Agency website.

### **When do you want the premises licence to start?**

If you want the licence to start on a specific date such as for an event, add the date here. If you want the licence to start as soon as possible, leave this blank.

### **Limited period licence**

If you want the licence to be for a specific period such as for an event, add the dates here. If not, leave this blank.

### **Attendance**

If you expect more than 5,000 or more people to be in attendance at the premises at any time, please provide the number here.

### **Hours premises are open to the public**

Add the hours you want to open here. The four boxes relate to times before and after midnight. For example, if you want to open from 10:00am until 01:00am on Friday, you will complete the boxes like this:

Friday

10:00 – 23:59 → 00:00 – 01:00

If you don't want to open after midnight, you only need to complete the first two boxes for each day. For example, if you wanted to open from 10:00am until 10:00pm on Friday, you would complete the box like this:

Friday

10:00 – 22:00

### **Seasonal variations**

These are changes to usual hours that would only take place at different times of the year, for example if you wanted to open on additional days during the summer months.

### **Non-standard Timings**

These are changes to the usual hours that would only take place on specific dates, for example if you wanted to open later on Fridays before a bank holiday or at Christmas or New Year.

### **Provision of activities**

This section is for entertainment you want to have on the licence. Tick the boxes here for each activity you want.

The form will ask about activities taking place between 23:00 and 08:00 and whether 500 people will be attending -tick the relevant boxes to get to the pages where you will insert the times you want.

### **Hours and timings for entertainment**

For each activity you ticked, you will have a separate page for timings. On those pages, the four boxes relate to times before and after midnight.

For example, if you want to open from 10:00am until 01:00am on Friday, you will complete the boxes like this:

**Friday**

10:00 – 23:59 → 00:00 – 01:00

If you don't want to open after midnight, you only need to complete the first two boxes for each day. For example, if you wanted to open from 10:00am until 10:00pm on Friday, you would complete the box like this:

**Friday**

10:00 – 22:00

**Indoors or Outdoors**

Tick whether late night refreshment will take place indoors, outdoors or both.

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**Additional details**

Please provide any additional information you feel is relevant.

**Late night refreshment**

Late night refreshment is the sale of hot food or hot drinks between 11pm and 5am (23:00 and 05:00). If you want to sell hot food or drinks outside these times, you do not need late night refreshment. Tick whether you want this on the licence.

If you tick yes, another timings page will come up so complete this like the other examples above.

**Indoors or Outdoors**

Tick whether late night refreshment will take place indoors, outdoors or both.

**Seasonal variations**

These are changes to usual hours that would only take place at different times of the year, for example if you wanted to on additional days during the summer months.

**Non-standard Timings**

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**Additional details**

Please provide any additional information you feel is relevant.

**Supply of Alcohol**

Will you be selling alcohol? Tick yes or no.

If you tick yes, another timings page will come up so complete this like the other examples above.

On or Off sales

Tick whether you want alcohol to be sold for consumption on the premises, off the premise or both.

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These are changes to usual hours that would only take place at different times of the year, for example if you wanted to on additional days during the summer months.

### **Non-standard Timings**

These are changes to the usual hours that would only take place on specific dates, for example if you wanted to open later on Fridays before a bank holiday or on Christmas or New Year.

### **Adult Entertainment**

Give details of any relevant entertainment here such as nudity or semi-nudity, films for restricted age groups or gambling.

### **Designated Premises Supervisor**

This relates to the responsible person, for example the day-to-day manager of the premises. You only need to complete their personal licence number and provide their consent forms if you are selling alcohol.

If you are not selling alcohol, tick that the DPS will provide their consent separately to get past this page.

If you are selling alcohol, tick whichever option you wish to submit the DPS consent form.

Licensing objectives

You are asked to describe the steps you intend to take to promote the four licensing objectives which are:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

Please complete each section either using your own conditions or using the Licensing Act 2003 Model Conditions you can find on the Manchester City Council website.

Premises Plan upload

Please upload the plan of the premises. The plan must show the:

- location of the extent of the boundary of the building, including external and internal walls of the building and, if different, the perimeter of the premises;
- location of points of access to and egress from the premises;
- location of escape routes from the premises;

- area(s) within the premises used for each activity;
- fixed structures;
- where there is a stage or raised area, the location and height of each stage or area relative to the floor;
- location of any steps, stairs, elevators or lifts;
- location of the toilets;
- location and type of any fire safety and other safety equipment;
- location of any kitchens.

The plan may include a legend through which the points referred to above are sufficiently illustrated by the use of symbols on the plan.

## **Declaration**

Read the declaration carefully, tick and sign your name.

Once submitted, you will be directed to the payment page.