

**Isle of Wight Council**

**LICENSING ACT  
2003**

**Guidance to Applicants**

**(Amended April 2018)**

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## 1. Introduction

This guidance is intended to help applicants wishing to carry out any of the licensable activities below, including the completion of the relevant application forms and the procedure which needs to be followed.

It also provides advice from responsible authorities as to the requirements they may expect from applicants.

The following are licensable activities within the Licensing Act 2003

- Sale by retail of alcohol
- Supply of alcohol by on or behalf of a club to, or to the order of, or a member of the club
- The provision of regulated entertainment\*
- The provision of late night refreshment

If you intend to carry on some or all of these activities you may need to apply for, or submit, one of the following:

- Premises licence
- Club premises certificate
- Temporary Event Notice

\*There are some exemptions for live and recorded music

Staff from the Licensing Team may give assistance with completing the application form if an appointment is first made. The Council may at any time charge a fee for this service. Applicants will be expected to have at least completed the first sections, i.e. name and address and details of premises, prior to seeking assistance. Licensing staff are unable to give any legal advice.

The Licensing Act 2003 focuses on the promotion of four licensing objectives. These are:

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

Each objective is of equal importance.

Applicants are expected to list the steps that will be taken to promote the licensing objectives. This is covered more fully later in this document.

## 2. Making an application

### **Premises Licence (new application)**

A premises licence authorises the use of premises for licensable activities. It can also include one-off events where more than 499 persons will be present at any one time.

Any person over the age of 18 years who is carrying on or who proposes to carry on a business which involves the use of premises for licensable activities may apply for a premises licence.

Once it is granted a premises licence is valid indefinitely unless it is surrendered, lapses, is revoked or if the licence holder wishes the licence to finish on a specific date.

Application forms are available;

- on the council's website [www.iwight.com/Council/OtherServices/Licensing/Tasks](http://www.iwight.com/Council/OtherServices/Licensing/Tasks)
- in 'Word' format on request from the Licensing Team
- in hard copy format from Isle of Wight Council Licensing Team, Jubilee Stores, The Quay, Newport, PO30 2EH (01983) 823159

### **Completing the form**

In the opening statement, insert the name of the applicant or applicants who are applying for the licence, e.g. 'John Smith' or 'Nice Pub Company Ltd'.

#### Premises details

This section asks for the address and some other details of the premises. If the premises has no postal address, for example, if the application relates to an event on open land, describe the location of the premises or give the Ordnance Survey map reference.

This section also asks for the non-domestic rateable value (NDRV) of the premises. This is not the same as the actual business rates paid, but is a value determined by the valuation office, which helps determine business rates. The NDRV will determine the fee level to be paid with the application and the annual fee thereafter. Premises that do not have a NDRV are treated as falling into Band A for licensing purposes.

#### Applicant Details

This section asks applicants to state the capacity in which they are applying, for example as an individual, a limited company, a recognised club, a charity, etc. Only one box should be ticked.

If you are applying as a person described in (a) or (b) you must also tick one of the 3 boxes at the end of this question. For the majority of applicants, the first box will apply (i.e. the applicant will be carrying on or proposing to carry on a business).

You should then give further details in either Section (A) individual applicants or Section (B) other applicants, but not both.

### Operating Schedule

State the date from which the licence is to commence. The earliest date that can be requested is the date following the end of the consultation period. A premises licence will last indefinitely, unless otherwise stated in the box provided.

### General Description of the Premises

Describe the premises, for example the type of premises it is, its general situation and layout and any other information that would be relevant to the licensing objectives. Also describe any areas that are to be provided for people to consume alcohol, e.g. outside areas such as beer gardens.

### 5000 or more people attending

This question is necessary to determine whether an additional fee for large events should apply. It is not necessary to complete this box if it is believed that less than 5,000 people will attend the premises at any one time. The figure relates to the maximum number of people on the licensed premises, including employees, at any one time – not the total number over a period of time.

For an event where there may be more than 5000 people in attendance at any one time, additional notification must be given in accordance with the Isle of Wight County Council Act 1971. Please contact the Licensing Team for information on the Isle of Wight Act notification (see contact details appendix 1).

### Licensable activities

Indicate which licensable activities are to be carried on by ticking the appropriate boxes. In considering what to put in this section, think about all the activities that will be conducted at the premises in the future and consider whether any are licensable activities within the Act. After this, complete the corresponding boxes from A to M that relates to those activities. Only complete the boxes that relate to the activities ticked.

Give timings using the 24 hour clock and only give details for days of the week when the premises will be used for the licensable activities in question. The space marked 'state any seasonal variations', gives the opportunity to include any, for example, longer hours or additional days during the summer. The space marked 'non-standard timings' gives the opportunity to record occasions when the timings will change. For example, to go on longer on Christmas Eve or weekends preceding Bank Holidays.

Except in box C (indoor sport) indicate whether the activity is taking place indoors, outdoors or both. Indoors may include a tent.

In the space marked 'please give further details here', state the type of activity to be authorised, if not already stated, and give relevant further details, e.g. whether the music will be amplified or unamplified.

Boxes A to H - Provision of regulated entertainment:

Box A – Plays

A performance of any dramatic piece in which what is done by one or more of the performers, whether by way of speech, singing or action, involves the playing of a role.

Box B – Films

Any exhibition of moving pictures, except those used to demonstrate a product, advertise goods or services or provide information, education or instruction. The use of tv and radio receivers is not licensable under the Licensing Act\*, except for the showing of pre-recorded programmes. This means that televised sporting events, if shown live, will not require a licence, but if they take place during the night and are shown later in the day, the showing of them will be licensable.

\*There may be other types of authorisation required under other legislation for the showing of films.

Box C - Indoor sporting events

Sporting events taking place inside a building, in the presence of spectators.

Box D - Boxing and wrestling

Boxing and wrestling is licensable whether held indoors or outdoors

Box E - Live Music \*

Box F - Recorded Music\*

Recorded music which is incidental to some other activity is not licensable, for example, background music in a supermarket is likely to be considered incidental.

Box G - Performances of Dance

Morris dancing or any dancing of a similar nature is not licensable, nor is the performance of unamplified live music as an integral part of such dancing.

Box H – Entertainment of a similar description to that falling within boxes E, F or G

\*The Legislative Reform (Entertainment Licensing) Order 2014, which came into force on 6 April 2015, removed the licensing requirement for live and recorded music (unless the licence has been the subject of a review) in circumstances where;

- The music is provided in premises licensed for the sale of alcohol and where the premises are open for that purpose at the same time,
- The music is amplified but there are no more than 500 persons in the audience,
- The music takes place between 8am and 11pm on the same day

The performance of live music which is incidental to some other activity is not licensable, for example, music accompanying a circus act.

There are other exemptions to the above definitions of regulated entertainment and applicants should seek advice from the Licensing Team for clarification of whether a licence is required in particular circumstances.

### Box I - Provision of late night refreshment

Provision of hot food and drinks between 23:00hrs and 05:00hrs.

### Box J - Sale of alcohol

If your premises licence application includes the sale of alcohol you must have a person nominated as the Designated Premises Supervisor (DPS). This person is responsible for the sale of alcohol and must hold a personal licence. In many cases this will be the premises licence holder but may be someone else. It is usually, but not necessarily, the person who has day to day responsibility for the premises.

The DPS must give their consent in writing to being nominated as the DPS, and the consent form must be submitted with the premises licence application form.

Box K – You should give details of anything likely to occur at the premises or ancillary to the premises which may give rise to concern in respect of children, e.g. nudity or semi nudity, films for restricted age groups of gambling. If this does not apply, you should state 'N/A' or 'none' to show this has been considered.

### Responsible Authorities

The Licensing Act 2003 requires Responsible Authorities (RAs) to be served with a copy of the application and accompanying documents. See Appendix 1 for a current list of RAs.

The Licensing Team will serve copies of applications on the RAs to ensure they all receive a copy at the same time.

### Advertising Applications

Applications must be advertised as set out in the Act and accompanying regulations. This includes displaying a notice at or outside the premises and in a locally circulating newspaper. See Appendix 2 for a template for the notice. This is also available in Word format on request from the Licensing Team.

### Signatures

The application form must be signed. An agent (e.g. a solicitor) may sign the form provided they have authority to do so. If there is more than one applicant, both must sign the form.

### **Plans**

For the requirements relating to plans, see Appendix 3

### **The Operating Schedule**

Before completing the operating schedule for a premises licence the applicant should have regard to the Isle of Wight Council's Statement of Licensing Policy which can be viewed at;

[www.iwight.com/azservices/documents/1226-Statement-of-Licensing-Policy-2014-2019-Adopted-v1.pdf](http://www.iwight.com/azservices/documents/1226-Statement-of-Licensing-Policy-2014-2019-Adopted-v1.pdf)

The operating schedule should be precise and clear about the measures that are proposed to be taken to promote each of the licensing objectives. The measures that the applicant proposes will be considered by responsible authorities and other persons in deciding whether to make representations in respect of an application.

#### The Prevention of Crime and Disorder:

It is suggested that the following measures are considered:

- Use of licensed SIA door staff (identify certain times when they may be required ie: for high risk activities).
- Using plastic or polycarbonate drinking vessels at all or at certain times or in certain parts of premises (e.g. during carnivals, special events or in beer gardens.)
- An effective CCTV system covering all entrances/exits/high risk areas such as dance floors and other open drinking areas (the Police Licensing Unit can give further details on CCTV requirements – phone 01983 538735).
- Whether open containers should be allowed to be taken from the premises, including to any outside area.
- A 'last entry/re-entry' time.
- Training of staff in alcohol awareness and their responsibilities under the Licensing Act 2003 (useful in showing due diligence).

#### Public Safety:

It is suggested that the following measures are considered:

- The displaying of notices (awareness of drink-spiking, availability of soft drinks for drivers).
- The use of plastic/polycarbonate drinking vessels where appropriate
- Adequate lighting in all areas to which the public have access.

#### The Protection of Children from Harm:

It is suggested that the following measures are considered:

- Restriction of children from the premises after a certain time
- Policy regarding the admission of unaccompanied children
- Appropriate age verification scheme (mandatory licensing condition)
- Display of appropriate posters and 'Point of Sale' material to dissuade underage purchasers and remind staff of Challenge 21/25.
- Keeping a log of 'refused sales' (useful in showing due diligence).

#### The Prevention of Public Nuisance:

It is suggested that the following measures are considered:

- For any activity which may cause a noise breakout from the premises, the applicant will be expected to take steps to prevent nuisance to local residents. Such steps could include the installation of double glazing, double lobbied entrance, self-closing doors, or the use of mechanical sound- limiting devices
- Measures to control noise from patrons leaving the premises and while in any outside area of the premises.

- The restriction of outside drinking areas after certain times to prevent noise disturbance.
- Ensuring customers leave the premises quietly so not to disturb neighbours, and how this will be achieved.
- Signage to assist with the above.

Specialist help may be required, for example, to design a sound proofing scheme or to specify new or replacement equipment. The council does not provide this service and recommends that a qualified noise consultant is employed. A list of local consultants can be obtained from the Environmental Health Department.

Once the application form has been correctly and fully completed it should be sent with the plan, DPS Consent (where alcohol is to be sold) and the relevant fee to the licensing authority. The Council will circulate the application form to the Responsible Authorities.

### **Premises Licence (Full Variation)**

A full variation application is usually necessary where a licence holder wishes to make changes to licensable activities, the operating schedule, licence conditions and/or substantially change the physical structure of existing premises.

Once the application form to vary the premises licence has been fully and correctly completed it should be sent, along with the original copy of the licence, to the licensing authority.

The procedure and the fee for full variations is the same as for a new premises licence.

### **Premises Licence (Minor Variation)**

A minor variation application is possible where certain minor changes are to be made to licensable activities, the operating schedule, licence conditions and/or change slightly the physical structure or layout of the premises.

Applicants will be expected to demonstrate that the application, as submitted, would not have an adverse impact on the licensing objectives, and should offer any conditions to be attached to the licence, as appropriate. If no additional steps are proposed and any of the responsible authorities believe that the application, if granted without additional conditions, could undermine the licensing objectives, the authority **MUST** refuse the application and a full variation would need to be submitted.

Applicants are therefore strongly advised to discuss their proposals with Environmental Health and the police prior to submitting an application as this may help to decide whether to submit a minor variation or whether a full variation would be more appropriate. The Licensing Team can also advise if an applicant is unsure whether to submit a minor variation or full variation.

Once an application has been accepted, officers will consult with relevant responsible authorities.

- The applicant must ensure that a notice must be posted at or near the premises. The notice must be of A4 size or larger and be on white paper. Lettering on the notice

must be black and the heading must be in font size 32 or larger, and the rest of the text in font 16 or larger.

Applications for a minor variation are subject to a 10 working day consultation period during which representations can be made. Notices must be displayed for 10 working days starting on the day after the application is submitted, and the final date inserted on the notice as the last day for comments.

The licensing authority has a further 5 working days after the end of the consultation period in which to determine the application.

The licensing authority will assess any representations received. If the licensing authority believes that the licensing objectives could be undermined, the application will be refused and a full variation will need to be submitted.

If the licensing authority believes that the licensing objectives will not be undermined, the variation will be granted. Where any additional steps have been proposed by the applicant, they will be attached to the licence as conditions.

### Variation of DPS

An application to vary the premises licence to specify an individual as the DPS is applicable when the DPS changes. The application must be submitted with a completed 'Consent of DPS' form signed by the proposed DPS to give their permission to take on the role and responsibility of DPS. If the change is to have immediate effect, the applicant must ensure that the relevant box is ticked on the application form. The Police have 14 days in which to object to the application if they deem it necessary.

### Transfer of Premises Licence

An application to transfer an existing licence is applicable when the licence holder changes (such as when a business changes ownership). The application must be submitted with a completed 'Consent to Transfer' form signed by the previous licence holder.

If the change is to have immediate effect, the applicant must ensure that the relevant box is ticked on the application form. The Police have 14 days in which to object to the application if they deem it necessary.

The original forms must be submitted to the Licensing Authority, who will send copies to the Police Licensing Unit for any comments.

## **3. Club Premises Certificates**

Clubs are organisations where members have joined together for particular social, sporting or political purposes and where alcohol is purchased in bulk for its members. There are technically no sales of alcohol by retail by the club at such premises except to guests making a purchase (where allowed by the club rules).

The general conditions that a club must satisfy if it is to be a qualifying club in relation to qualifying club activities:

- A person must be admitted to membership or be admitted, as candidate for membership, to any of the privileges of membership without an interval of at least two days between their nomination or application for membership and their admission.
- Under the rules of the club persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission.
- The club must be established and conducted in good faith as a club
- The club must have at least 25 members.
- Alcohol is not supplied, or intended to be supplied, to members on the premises otherwise than by or on behalf of the club.

Qualifying clubs have certain benefits. These include:

- No requirement for a Designated Premises Supervisor for the sale of alcohol.
- More limited rights of entry for the police and authorised persons because the premises are considered private and not generally open to the public.
- The club premises not being subject to police powers of instant closure on grounds of disorder and noise nuisance (except when being used under the authority of a temporary event notice or premises licence) because they operate under their codes of discipline and rules which are rigorously enforced.
- The club is not subject to potential orders of the magistrates' court for the closure of all licensed premises in an area when disorder is happening or expected.

As well as their own members and guests, qualifying clubs are able to admit associate members and their guests (i.e. members and guests from another qualifying club) to the club premises when qualifying club activities are being carried on without compromising the use of their club premises certificate.

Club operating schedules prepared by clubs, as with those for premises licences, must include the steps the club intends to take to promote the licensing objectives.

#### **4. Consultation/Determination**

Applications and full variations for premises licences or club premises certificates are subject to a 28 day consultation period during which representations or comments can be made regarding the application by responsible authorities and other persons.

The licensing authority will assess all representations received to ensure that they are relevant and not frivolous, vexatious or repetitive.

During the consultation stage if relevant representations are received by the licensing authority, negotiation will take place with an aim to satisfy all parties. If agreement cannot be reached a decision will be made by the Isle of Wight Council's Licensing Sub-Committee at a hearing within 20 working days of the end of the consultation period.

The sub-committee will hear evidence from all relevant parties to the application and decide whether or not to grant the licence. The committee has a range of options available which include;

- The grant of the licence as applied for
- The refusal of the licence
- The modification of the application
- The imposition of additional conditions to ensure that the licensing objectives will be upheld

- All parties have a right of appeal to the Magistrates' Court within 21 days if they are dissatisfied with the decision of the sub-committee.

Should there be no representations received during the consultation period the licence will be granted at the end of the required period with the mandatory conditions specified in the Licensing Act. Any steps proposed in the operating schedule will be made into enforceable conditions of the licence.

Once granted, it is a criminal offence under the Act to breach any of the licence conditions.

## 5. Temporary Event Notices

A Temporary Event Notice (TEN) authorises the sale or supply of alcohol, the provision of regulated entertainment or the provision of late night refreshment at premises which are not already authorised by a premises licence or club premises certificate. A TEN is suitable for events (including outdoor events) where licensable activities are required for a short duration or one-off event, or where an extension of hours is required for a particular occasion.

The following limits apply:

- less than 500 people will be attending the event
- the event must last no longer than 168 hours
- the event must not be within 24 hours of another temporary event at the same premises
- No more than 15 TENs in the current calendar year can be submitted for the same premises and if previous temporary events have been held and lasted more than one day, the total number of days for the calendar year must not exceed 21 days.

A TEN is not an application but is a notice that is given by an individual who is known as the relevant premises user.

Any such person must;

- Be over 18 years of age and,
- If a personal licence holder, have given no more than 50 TENs (10 of which can be Late TENs) in the current calendar year, or
- If not a personal licence holder, have given no more than 5 TENs (2 of which can be Late TENs) in the current calendar year.

### 'Standard' TEN

The person giving the TEN should serve the notice within a minimum of 10 **CLEAR** working days, this being exclusive of the day on which the notice is given and the day on which the event is to start.

If either the police or EH object to a Standard TEN, the TEN may either be modified with the agreement of both parties, or it will need to be determined by the Licensing Sub-Committee at a hearing. In the case where the TEN is to apply to premises that has a premises licence or club premises certificate, for example, for an extension of hours, the police or EH may also request that conditions from the premises licence be attached to the TEN. In this case, the matter would be dealt with by the Licensing Sub Committee at a hearing.

Where the Police and/or Environmental Health are satisfied that allowing the premises to be used in accordance with the TEN would undermine the licensing objectives, they must give an objection notice to the licensing authority and the premises user.

The licensing authority must then hold a hearing to consider the objection notice unless the premises user, the chief officer of police and the authority agree that a hearing is unnecessary.

The Licensing Sub-Committee may decide to permit the event, and in the case of premises which already has a premises licence with conditions attached, may decide to attach any or all of the conditions to the TEN as may be recommended by the Police or Environmental Health, or they may refuse to permit the TEN.

### 'Late' TEN

If less than 10 working days' notice, but more than 5 working days' notice is given, it will be treated as a Late TEN.

If a TEN is served by electronic means, the local authority will serve the police and environmental health with a copy. If either the police or EH object to a Late TEN, the licensable activities requested will NOT be authorised.

Where the Police and/or Environmental Health are satisfied that allowing the premises to be used in accordance with the TEN would undermine the licensing objectives, they must give an objection notice to the licensing authority and the premises user.

In the case of a Late TEN where an objection is received, the event will not be permitted to take place, and there is no right to a hearing.

### Service of Applications

Where a document is delivered by hand or by left at a permitted address, the document is deemed to have been served a day after it was delivered or left.

If a document is served personally after 4pm on a business day or on Saturday, Sunday or bank holiday, for the purposes of calculating any period of time after service the TEN will be deemed to have been served on the next working day.

Examples:

Day of delivery	Application deemed to be received on	First day of the 10 day notice period
Friday after 4pm	Monday	Tuesday
Saturday	Monday	Tuesday
Sunday	Monday	Tuesday
Public holiday or bank holiday	Next business day	2 <sup>nd</sup> business day after delivery
After 4pm on a normal business day	Next business day	2 <sup>nd</sup> business day after delivery

The TEN **must** be served on Isle of Wight Council either online at [www.iwight.com/licensing](http://www.iwight.com/licensing) or at the following address:

Licensing Team  
Jubilee Stores  
The Quay  
Newport  
Isle of Wight  
PO30 2EH  
TEL: (01983) 823159

The TEN must be accompanied by the prescribed fee.

The current fee for a Temporary Event Notice can be obtained by telephoning the Council's Licensing Team (01983 823159) or by visiting [www.iwight.com/home/fees.asp](http://www.iwight.com/home/fees.asp).

The TEN will only be accepted by the authority once the fee has been paid and the relevant limits have been checked. Once a notice is accepted, the relevant period of working days' notice will commence on the next business day as outlined above.

Hampshire Constabulary will also accept service of the TEN on the working days shown below either personally or by post at the following address:  
Police Licensing Unit, Newport Police Station, High Street, Newport, Isle of Wight, PO30 1SZ

Monday to Saturday	09:00 am until 18:00pm
Sunday	09:30 am until 18:00pm

The police will not accept a copy of the TEN by email or fax or at any other address.

## 6. Licence Reviews

Any person can apply for a review of the licence or club premises certificate at any time.

Any application for the review of a licence or certificate MUST relate to one or more of the licensing objectives. If the application does not relate to the licensing objectives, it will not be relevant and the licensing authority will reject the application.

The review of a licence is usually a 'last resort'. Persons who believe they are affected by the grant of a licence should first consider whether their concerns could be effectively dealt with outside of the formal review process. Such steps could include:

- Talking with the licence holder informally to establish whether there are any steps they may be willing to take to rectify the situation.
- Asking the Licensing Department to talk to the licence holder on someone's behalf.
- Asking the local MP or Councillor to speak to the licence holder on someone's behalf.
- Talking to the relevant "responsible authority" (e.g. Environmental Health in relation to noise nuisance or public safety, or the Police in relation to crime and disorder or the protection of children) to establish whether there is other action that can be taken to resolve the problem.

Should a review be deemed appropriate and an application is submitted, a 28-day consultation period will commence following which the matter will be dealt with at a hearing of the Licensing Sub-Committee.

Further advice on applying for the review of a licence and the procedure to be followed is available by contacting the Licensing Team on (01983) 823159.

## 7. Fees

The current fees for all applications under the Licensing Act 2003 are available from the Licensing Team on (01983 823159) or on the Council's website at the link below: [www.iwight.com/home/fees.asp](http://www.iwight.com/home/fees.asp).

Payment can be made by cash or credit/debit card or cheque made payable to Isle of Wight Council (cheques cannot be accepted over the counter).

## 8. Personal Licences

A personal licence enables a person to take on the role of Designated Premises Supervisor, where required.

When applying for a personal licence the applicant must be aged 18 years or over.

and must provide the following;

- an up to date (less than 28 days since issue) basic criminal record disclosure certificate.\*\*
- A Personal Licence Holder's course certificate
- 2 passport sized photographs (verified as a true likeness by a person of standing in the community)
- proof of right to work in the UK
- the relevant fee (currently £37)
- a completed Disclosure of Convictions form

\*\* After 31 January 2018 basic disclosures can be obtained from the Disclosure and Barring Service either directly or through a registered body. A list of these can be found at [www.gov.uk](http://www.gov.uk)

### Licensing Qualifications

Details of licensing qualification providers are available from: [www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/alcohol-licensing/personal-licence-providers?view=Binary](http://www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/alcohol-licensing/personal-licence-providers?view=Binary)

The following organisations provide accredited licensing qualifications on the Isle of Wight;

**Isle of Wight College**, Medina Way, Newport, Isle of Wight, PO30 5TA  
Tel: 01983 526631, Fax: 01983 521707, Email: [info@iwcollege.ac.uk](mailto:info@iwcollege.ac.uk)

**Smart Training**, Smart House, Castlehold Lane, Newport, Isle of Wight, PO30 1AJ  
Tel: 0330 088 0888, Fax: 01983 530290, Email: [info@smarttar.co.uk](mailto:info@smarttar.co.uk)

**HTP** The Old Grammar School Campus, Newport, Isle of Wight  
Tel: 01983 533926

**Etiquette Security and Training** - Tel. 01983 563337 / 07927193217  
Email [info@etiquettesecurityandtraining.co.uk](mailto:info@etiquettesecurityandtraining.co.uk)  
Website <http://www.etiquettesecurityandtraining.co.uk/security-training-isle-of-wight/>

If the Criminal Record Disclosure reveals any relevant unspent convictions, the application will be referred to the police for a decision on whether they wish to object to the grant of a personal licence.

Should the police submit a formal objection, the applicant will be notified and, should they wish to continue with an application, it will be determined at a hearing of the Licensing Sub-Committee.

The personal licence lasts indefinitely. In the case of a change of name or address or an update to a photograph, both parts of the licence will need to be returned to the local authority for amendment. There is a fee of £10.50.

## **Appendix 1: Contact Details**

### Licensing Authority

Licensing Team                      Jubilee Stores, The Quay, Newport , Isle of Wight, PO30 2EH

Tel: (01983) 823159, Fax: (01983) 823158, e-mail: [licensing@iow.gov.uk](mailto:licensing@iow.gov.uk)

### Responsible Authorities

Police Licensing Unit:              Newport Police Station, High Street, Newport, Isle of Wight, PO30 1SZ

Environmental Health:              Jubilee Stores, The Quay, Newport, Isle of Wight, PO30 2EH

Trading Standards:                 Jubilee Stores, The Quay, Newport, Isle of Wight, PO30 2EH

Fire Authority:                        Technical Fire Safety Officer, Isle of Wight Fire and Rescue Service, South Street, Newport, Isle of Wight

Planning:                                The Development Control Officer, Planning, Seaclose, Fairlee Road, Newport, Isle of Wight, PO30 2QS

Children's Services:                 Service Manager, Children's Services, Floor 5, County Hall, High Street, Newport, Isle of Wight, PO30 1UD

NHS:                                        Head of Isle of Wight Ambulance Service, Ambulance HQ, St Mary's Hospital, Newport, Isle of Wight, PO30 5TG

## Appendix 2: Notice Template

### LICENSING ACT 2003

An application for a **PREMISES LICENCE/CLUB PREMISES CERTIFICATE\*** has been submitted by **\*\*NAME OF APPLICANT OR CLUB** for premises at **\*\*ADDRESS OF PREMISES** to carry on the following licensable activities:

*\*Insert activity*

*\*Insert days*

*\*Insert Times*

Members of the public may inspect copies of the application, plan and other documents submitted between 8:30 am to 5:00pm Monday to Thursday and 8:30 am to 4:30 pm Fridays at:

Isle of Wight Council  
Licensing Section  
Jubilee Stores  
The Quay  
Newport  
Isle of Wight PO30 2EH  
[www.iwight.com/licensing](http://www.iwight.com/licensing)

Any person wishing to make representations regarding this application should do so in writing, sending all correspondence to the above address by **\*\*ADD 29 DAYS TO THE DATE YOU SUBMIT THE APPLICATION AND INSERT DATE HERE.**

Failure to meet this deadline may jeopardise the chance of any comments being taken into account.

It is an offence to 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 is £5000.

\*delete as appropriate      \*\*enter details as appropriate

### **Appendix 3: Plans**

A plan of the premises **MUST** be included with an application for a new premises licence or full variation/minor variation of a premises licence where the variation relates to the licensed area or the layout of the premises. The plan needs to meet the relevant regulations, and must show the following:

- the extent of the boundary of the building, if relevant, and any internal and external 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, the location of escape routes from the premises
- in a case where the premises is 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
- the location of any stage or raised area, and the height of each stage or raised area relative to the floor
- the location of any steps, stairs, elevators or lifts
- the location of any rooms containing public conveniences
- the location and type of any fire safety and other safety equipment
- the location of any kitchen on the premises

The plan should be drawn in 1/100 scale, unless an alternative scale plan has been agreed by the licensing authority, and should include a key of symbols to illustrate the above on the plan. There is no requirement for plans to be professionally drawn, provided they are accurate and meet the requirements referred to above.

There is no requirement to show on the plan any areas that are not part of the premises to be licensed. Any areas intended to be provided for people to consume alcohol that is sold or supplied should be included within the general description of the premises that is required at the beginning of Part 3 of the application form.

If you would like this document translated please contact us on 01983 821000

**Arabic**

إذا رغبت بالحصول على نسخة مترجمة من هذه الوثيقة يرجى الاتصال بنا على  
01983 821000

**Bengali**

এই দলিলটির অনুবাদ চাইলে, দয়া করে ফোন করুন:  
01983 821000

**Chinese**

如果你想翻譯這份文件，請與我們聯係：  
01983 821000  
如果你想翻译这份文件，请与我们联系：  
01983 821000

**French**

Si vous désirez que ce document soit traduit,  
contactez-nous s'il vous plait au : 01983 821000

**German**

Falls Sie eine Übersetzung dieses Dokuments  
wünschen, wenden Sie sich bitte unter der folgenden  
Rufnummer an uns: 01983 821000

**Hindi**

यदि आप इस दस्तावेज़ का अनुवाद चाहते हैं, तो कृपया टेलिफोन नम्बर  
01983 821000 पर सम्पर्क कीजिए।

**Italian**

Se desiderate la traduzione di questo documento,  
contattateci allo : 01983 821000

**Punjabi**

ਜੇਕਰ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਅਨੁਵਾਦ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ  
ਟੈਲੀਫੋਨ ਨੰਬਰ 01983 821000 ਤੇ ਸੰਪਰਕ ਕਰੋ।

**Spanish**

Si desea una traducción de este documento por favor  
llame al nº de teléfono: 01983 821000

**Urdu**

اگر آپ اس دستاویز کا ترجمہ حاصل کرنا چاہتے ہیں تو اس نمبر پر فون  
کریں 01983 821000

This information is available on request as an audiotape,  
in large print, in Braille and in other languages.  
For further details please contact Environmental Health on  
(01983) 821000