



**WARRINGTON**  
Borough Council

# **Premises Licence**

## **Guidance to help you complete your application**

*Licensing Act 2003*

Licensing Section  
Town Hall  
Sankey Street  
Warrington  
WA1 1UH

Tel: 01925 442517  
[www.warrington.gov.uk](http://www.warrington.gov.uk)

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## **Licensing Act 2003 – Premises Licence Guidance**

Please read all the guidance notes and the application form(s) carefully before completing and submitting your application. Incorrect or incomplete applications cannot be accepted and will be returned to you for amendment and resubmission.

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### **IMPORTANT INFORMATION**

**Please note it is your responsibility to check with the Planning Department whether planning permission is in place for the type business and hours of trading you propose to carry on at the premises. As the Licensing and Planning regimes are separate, the grant of a Premises Licence will not give you any authorisation under planning legislation. If you are unsure of the terms of the planning permission currently in place for the premises you are strongly recommended to obtain this information from the Planning Department.**

**You may contact the Planning Department on 01925442819 or [planningenforcement@warrington.gov.uk](mailto:planningenforcement@warrington.gov.uk).**

# **PREMISES LICENCE**

## **Guidelines for Completing Application Form**

This guide is designed to help you understand the application process. Please read it before completing the application form

<b>New Application</b>
<b>4 steps to submitting your application</b>
<ul style="list-style-type: none"><li>• <b>Complete &amp; sign application form</b></li><li>• <b>Enclose correct fee – see section 3</b></li><li>• <b>Attach Plan – The Plan must meet the specifications listed in section 2.</b></li><li>• <b>Prepare Advert and Notice – see section 5</b></li></ul>
<p><b>Check through the application form making sure you have filled in all the relevant sections &amp; ensure you have enclosed all of the necessary documents</b></p> <p><b>Incorrect or incomplete applications cannot be accepted and will be returned to you for amendment and resubmission.</b></p>
<p><b>Submit the application to:</b></p> <p><b>Licensing Section Town Hall Sankey Street Warrington WA1 1UH</b></p> <p><b>OR</b></p> <p><b>Online at <a href="https://www.warrington.gov.uk/premises-licence">https://www.warrington.gov.uk/premises-licence</a></b></p>
<p><b>Serve copies of completed application form with premises plans on the Responsible Authorities – see section 4. (If you submit your application online you will not be required to send copies to Responsible Authorities.)</b></p>

## SALE AND SUPPLY OF ALCOHOL

**Do you sell or supply alcohol to the general public?**

<b>Yes</b>	<b>No</b>
<p><b>You must have a named Designated Premises Supervisor on your Premises Licence application form.</b></p> <p><b>The Designated Premises Supervisor must hold a Personal Licence.</b></p>	<p><b>You do not need a Designated Premises Supervisor or any Personal Licence holders.</b></p>
<b>Complete Premises Licence Application Form</b>	<b>Complete Premises Licence Application Form</b>

**Are you to be the Designated Premises Supervisor?**

<b>Yes</b>	<b>No</b>
<p><b>You must hold or apply for a Personal Licence.</b></p> <p><b>You must be named on the Premises Licence Application form and complete the consent form.</b></p>	<p><b>The proposed Designated Premises Supervisor must fill out a consent form.</b></p> <p><b>That person must be named on the Premises Licence Application form.</b></p> <p><b>That person must hold or apply for a Personal Licence.</b></p>
<p><b>For guidance on the requirements to hold a Personal Licence and the relevant application form see <a href="https://www.warrington.gov.uk/APLH">https://www.warrington.gov.uk/APLH</a></b></p> <p><b>NOTE: You must submit your Personal Licence application to the Local Authority where you live.</b></p>	

## APPLICATION FORM

**This Guidance is intended to help applicants complete the application form. Further information about the Licensing Act 2003 and other sources of help can be found on the Home Office website [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk). You may also wish to consider other sources of advice such as a relevant trade body, or by engaging professional assistance, such as legal advice.**

### **When to use the form**

This guidance relates to application forms for premises licences under the Licensing Act 2003 (“the Act”).

Broadly speaking, a premises licence can authorise the following activities:

- the sale or supply of alcohol
- the provision of regulated entertainment
- the provision of late night refreshment (hot food and drink served between the hours of 11pm and 5am, for consumption on or off the premises, including mobile food vans).

Further information about what activities are licensable is given later in this guidance.

Applications for premises licences must be made to the licensing authority within whose area your premises is situated.

### **COMPLETING THE FORM**

In the opening statement, you should insert the name of the applicant or applicants who are applying for a licence e.g. ‘John Smith’ or ‘Nice Pub Company’.

#### **PART 1: 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, you should describe the location of the area or give the Ordnance Survey map reference.

The section also asks for the non-domestic rateable value (NDRV) of the premises. This is not the same as any business rates 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. Premises that do not have a non-domestic rateable value will fall under Band A for licensing fee purposes. **(See section 3 of the guidance notes for full list of fees)**

## **PART 2 – Applicant Details**

This section asks you to state the capacity in which you are applying, for example as an individual, a limited company, a recognised club, a charity etc. You can only apply in one of these capacities so should only tick one box.

If you are applying as a person described in (a) or (b) you must also tick one of the three 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). An application pursuant to a 'statutory function' might be an application made by an agency of the Government (e.g. the Passport Agency) and an application pursuant to a 'function discharged by virtue of her majesty's prerogative' might be an application made by the Government (e.g. by a Secretary of State).

You should then give further details in either section (A) INDIVIDUAL APPLICANTS or section (B) OTHER APPLICANTS, but not both.

## **Part 3 – Operating Schedule**

You should state the date you would like the licence to start. A premises licence will last indefinitely, unless otherwise stated in the box provided.

**Please note:** The consultation period for a Premises Licence application is 28 consecutive days from the day after the application is received by the Licensing Authority. If relevant representations are received to the application that cannot be resolved, then the application will be referred to the Licensing Sub Committee for determination. The Licensing Authority is required under the Licensing Act 2003 to arrange a hearing within 20 working days from the day after the deadline for making representations. If no representations are received, the Licensing Authority is required to issue the licence after the deadline for making representations.

## General description of the premises

You are asked to 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. Please note; there are four licensing objectives under the Licensing Act 2003. These are:

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

You should also describe any areas that you intend to provide for people to consume alcohol that you sell or supply such as outside areas e.g. beer gardens.

### **5,000 or more people attending**

The question concerning the number of people attending the premises at any one time is necessary to determine whether an additional fee for large events should apply. (Please refer to the fees section under section 3 of the guidance notes). It is not necessary to complete this box if you think 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. It is important to note that the attendance figure relates to the ‘licensed premises’ (i.e. the licensed area identified in the plan) and not areas that are outside the ‘licensed premises’. If you decide that the number will not exceed 5,000, you will be responsible for ensuring that the numbers at any one time do not exceed this figure. If you do exceed it, you could be engaging in an unlicensed activity, which is a criminal offence.

### **Do I have to issue everyone a ticket to prove the numbers on the premises?**

It is for you to decide when putting your application together whether you need arrangements for counting the numbers coming in or out. However, it is an offence to make a false declaration in the application, which could lead to a £5,000, fine.

### **I run a country show which has a beer tent. Do I have to put the total number of people at the show in this section?**

It depends whether you are licensing the whole premises. As most of the events

at such a show are not licensable activities, it should be possible to simply license the beer tent. In this case the capacity of the beer tent is what counts and this may be unlikely to trigger the additional fee for large events.

### **Should I include my beer garden on my premises licence?**

That is for you to decide. In doing so, you will want to consider whether you might want to use the garden at some point in the future to sell alcohol – perhaps an outdoor bar at a barbeque or possibly through waited drinks service. Also, if you do not include the garden as part of the licensed premises, drinks that are bought to be consumed there will count as off supplies and any conditions that relate to off sales would apply. You must also ensure that you indicate the licensed area on the plan (Please see section 2 of the guidance notes)

## **Licensable activities**

### **What are licensable activities for the purpose of applying for a Premises Licence?**

There are three licensable activities contained within the legislation for the purpose of a Premises Licence. They are:

- The sale of alcohol by retail
- The provision of regulated entertainment to the public, or to club members or their guests
- The provision of late night refreshments (i.e. the supply of hot food or drink between the hours of 11pm and 5am, for consumption on or off the premises. This will include mobile food vans).

You should indicate which licensable activities you wish to carry on by ticking the appropriate boxes. In considering what to put in this section, you should think about all the activities you may want to conduct at the premises in the future and consider whether any are licensable activities under the Act. After this, you should complete the corresponding boxes from A to M that relate to those activities. Only complete the boxes that relate to the activities you have ticked.

You should give timings using the 24-hour clock and only give details for days of the week when you intend the premises to be used for the licensable activities in question. The space marked 'state any seasonal variations', gives you the opportunity to include any longer hours or additional days; for example, during the summer. The space marked 'non-

standard timings', gives you the opportunity to record occasions when the timings will change. For example, you may wish the activity to go on longer over Christmas/New Year or weekends preceding bank holidays.

**Under 'non-standard timings' can I say that I will open late to cover Rugby World Cups, Australian Rules Football, or sporting events overseas that are broadcast late at night or early morning in the UK?**

You can include activities as above, however you should consider how these additional hours could impact your ability to promote the licensing objectives. You may wish to consult your licensing authority and relevant responsible authorities before submitting your application as additional conditions may need to be offered in your operating schedule.

Except in box C (indoor sport) you are asked to 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', please state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

## **BOXES A – H (Provision of regulated entertainment)**

### **What is Regulated Entertainment?**

Subject to qualifying conditions, and exemptions, the definitions are contained within Schedule 1 of the Licensing Act 2003 and are:

- A performance of a play
- An exhibition of a film
- An indoor sporting event
- A boxing or wrestling entertainment (indoors or outdoors)
- A performance of live music
- Any playing of recorded music
- A performance of a dance
- Entertainment of similar description to that falling within the performance of live music, any playing of recorded music and the performance of dance.

## Recent changes to Regulated Entertainment

The Legislative Reform (Entertainment Licensing) Order 2014 and Deregulation Act 2015 has deregulated some of the regulated activities under the Licensing Act 2003 and came into force on 6 April 2015.

### **The activities which may no longer require a licence are as follows**

#### **Plays**

No licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.

#### **Dance**

No licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.

#### **Films**

No licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.

#### **Indoor sporting events**

No licence is required for an event between 08.00 and 23.00 on any day, provided that those present do not exceed 1000.

#### **Boxing or Wrestling entertainment**

No licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.

#### **Live music: no licence permission is required for:**

- A performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
- A performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises at a time when the premises are open for the purposes of being used for the supply of alcohol for consumption on the premises, provided that the audience does not exceed 500.
- A performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
- A performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell

alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

- A performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.

**Recorded Music: no licence permission is required for:**

- Any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises at a time when the premises are open for the purposes of being used for the supply of alcohol for consumption on the premises, provided that the audience does not exceed 500.
- Any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- Any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

**Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:**

- Any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
- Any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
- Any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
- Any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

## **BOX A: Plays**

A performance of any dramatic piece, (including rehearsal), whether involving improvisation or not, which is given wholly or in part by one or more persons present and performing in which the whole or a major proportion of what is done by the person(s) performing, whether by way of speech, singing or action, involves the playing of a role. ***(Please refer above for activities that may not require a licence).***

## **BOX B: Films**

Any exhibition of moving pictures except where its sole or main purpose is to demonstrate a product, advertise goods or services or provide information, education or instruction, or if it consists or forms part of an exhibit put on show for any purposes of a museum or art gallery. The use of television or radio receivers is not licensable, except for the showing of pre-recorded programmes. ***(Please refer above for activities that may not require a licence).***

## **BOX C: Indoor sporting event**

A sporting event is defined in the Act as any contest, exhibition or display of any sport in which physical skill is the predominant factor, and any form of physical recreation which is also engaged in for purposes of competition or display which takes place wholly inside a building, and at which the spectators are accommodated inside that building. This includes any roofed structure and could be a vehicle, vessel or moveable structure.

A venue with a roof that opens and closes is regarded under the Act as being an outdoor event and sporting activities in such venues are not licensable under the Act. But note that other activities at such venues (such as the sale of alcohol or live music) are licensable.

## **BOX D: Boxing or wrestling entertainment**

Unlike other sports, boxing and wrestling is licensable whether held indoors or outdoors.

## **BOX E: Live music**

This includes **amplified** and **unamplified** music. ***(Please refer above for activities that may not require a licence).***

## **BOX F: Recorded music**

Your licence does not have to cover the playing of recorded music if it is incidental to some other activity which is not itself regulated entertainment, as this would be exempt. For example, background music in a supermarket is likely to be considered to be incidental. If you have a jukebox or a disc

jockey at your premises you need to consider whether, in your particular case, this is incidental music or whether it is a licensable activity. ***(Please refer above for activities that may not require a licence)***. If in doubt, discuss this with your licensing authority.

### **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 (e) live music, (f) recorded music or (g) performance of dance**

### **BOX I (the provision of late night refreshment)**

***You should refer to section 1 and Schedule 2 to the Act or contact your local licensing authority for full details of the definitions of late night refreshment.***

This covers the supply of hot food or drink between 11:00pm and 5:00am, although there are several exemptions. Hot drinks consisting of, or containing alcohol, should be authorised under the supply of alcohol, rather than late night refreshment.

A hot drink from a vending machine where the customer inserts the payment into the machine and the drink is supplied directly by the machine is not licensable, but would be if a member of staff takes the money or serves the drink.

Free hot food or hot drink is not licensable, nor is that supplied by a registered charity or by a person authorised by a registered charity.

Hot food or hot drink supplied on a vehicle, which is not permanently or temporarily parked at the time is also exempt.

There are also exemptions that apply to hotel guests, certain employees or particular trades or professions. Supplies of hot food or hot drink on or from premises already licensed under certain other Acts – for example, those used as "near beer" premises in London. If in doubt, you should contact the licensing authority.

### **BOX J: (sale by retail of alcohol)**

If you wish people to be able to consume alcohol on the premises, please tick 'on'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off'. If you wish people to be able to do both, please tick 'both'.

### **Designated Premises Supervisor**

If you intend to sell alcohol, you should give details of the person who you wish to be the designated premises supervisor (DPS) under the new

licence. The DPS will need to hold a valid personal licence. In many cases, this will be the premises licence holder, but you can choose to name someone else. There is only one DPS for each premises (but any number of personal licence holders) and it is usually, but not necessarily, the person who has day to day responsibility for the premises. You will also need to submit a 'DPS consent form' signed by the person you wish to be your DPS (you need to do this even if this is the same person who is applying for the premises licence) to confirm that they are happy to take on this role. The form is prescribed, and can be found on our website or download from the Business Link or Home Office websites. The form should be included with your application (see checklist).

**For more information about Personal Licences:** <https://www.gov.uk/guidance/alcohol-licensing#personal-licence> or visit the Council's website, [www.warrington.gov.uk](http://www.warrington.gov.uk)

### **BOX K**

This asks you to give information about anything to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or gambling. You do not need to give details here of AWP machines. You do not complete this section if it does not apply to your premises, but rather than leave blank, it would be better to write 'none' or 'N/A' to be clear that you have considered this, rather than simply forgotten to complete the box.

### **BOX L: Hours premises are open to the public.**

While this may include times where no licensable activities take place, it is important for responsible authorities, any other persons and the licensing authority to know how long your premises is open in addition to the times where licensable activities will take place. For example, it might be necessary and proportionate to ensure that licensable activities finish in good time before the premises closes to the public to allow orderly departure.

You should indicate whether any of the 'seasonal variations' to and 'non-standard timings' for licensable activities, would affect the hours the premises are open to the public, in the spaces provided. You may also wish to consider whether there will be any seasonal variations or non-standard timings when the premises will be open to the public at different times for non-licensable activities - for example, opening early to provide breakfasts during the Summer holidays.

## **M – Steps to promote the licensing objectives**

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

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

Don't forget that you should already be abiding by relevant legislation in other areas. Your starting point should be compliance with these requirements. If you feel there is nothing more you need to do, then you might wish to write 'N/A' or something like 'nothing beyond existing Health and Safety/Fire Safety etc. requirements'. This shows you have considered the objectives and come to a decision that you have nothing additional to do and not that you have forgotten to write anything in this section. Of course, if a responsible authority for one of the licensing objectives considers that you need to do more, they will be able to make representations. If you have concerns, you may find it useful to talk to the relevant responsible authority before completing the form.

**Further information on responsible authorities is available from the Home Office website [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) (Please see the full list of responsible authorities at Warrington Borough Council, in section 4 of the guidance notes)**

If you do intend to take additional measures, you should consider carefully what to include. Anything you put down here is likely to become a condition of your licence. Failure to meet those conditions would constitute an offence under the Act. You should therefore think carefully about adding conditions to ensure that they are achievable, realistic, appropriate, proportionate and within your control. Base your response on a proper, common sense consideration of the risks and what you can realistically do to mitigate them.

In the 'General Box', list the steps you will take to promote all four licensing objectives together, for example, employing additional staff.

### **Checklist and declaration**

By ticking this list, you are making a declaration that you have carried out the listed actions. If you tick the boxes and do not carry out these actions, you may be making a false statement in relation to the application, which is an offence, which on conviction may make you liable to a fine of up to £5,000.

You should check that you have included all the required documentation. This includes a plan of the premises and where necessary, the DPS consent form.

## **Plans**

The plan of the premises should be included with the application, and copied to the responsible authorities as part of the application. The plan of the premises needs to meet the requirements set out in the Act and the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005, SI 2005/42. ***(See plan specification in section 2 of the guidance notes)***

### **Do I have to have plans professionally drawn?**

There is no requirement to have plans professionally drawn. What is important is that they are accurate and meet the requirements referred to above.

### **Do I need to show a consumption area, such as a beer garden, on the plan?**

There is no requirement to show on the plan any areas that are not part of the premises you are licensing. You should, however, describe any areas that you intend to provide for people to consume alcohol that you sell or supply under the general description of the premises that you are required to give at the beginning of Part 3 of the application form.

## **Responsible Authorities**

- The chief officer of police
- The fire and rescue authority
- The Primary Care Trust (or Local Health Board in Wales)
- The health and safety authority
- The local planning authority
- The environmental health authority
- The body recognised as being responsible for protection of children from harm
- Inspectors of Weights and Measures (trading standards officers)
- Licensing Authority

With regard to a vessel, this list also includes the relevant navigation authority, the Environment Agency, British Waterways Board or the Secretary of State

***(See details of the responsible authorities for Warrington in section 4 of the guidance notes)***

## **Advertising your application**

Applications must be advertised as set out in the Act and the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005. This includes displaying a sign at or outside the premises and an advertisement in a locally circulating newspaper. ***(See further details in section 5 of the guidance notes)***

## **DO NOT FORGET TO ENCLOSE THE CORRECT FEE**

Details on fees can be found in the relevant guidance note: <http://www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/alcohol-licensing/fee-levels>. ***(See full list of fees in section 3 of the guidance notes)***

## **Part 4 – Signatures**

The application form must be signed. An applicant's agent (for example a solicitor) may sign the form on their behalf provided that they have actual authority to do so. Where there is more than one applicant, either both applicants or their respective agents must sign the application form.

## PREMISES PLANS

The plan for the premises should be included with the application, and copied to the responsible authorities as part of the application. The plan of the premises needs to meet the requirements set out in the Act and the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005, SI 2005/42 to show the following: The plan does not need to be to scale but must be legible and easy to understand and show:

- (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;
- (h) 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.

The plan may include a legend (Key) through which the matters mentioned above are sufficiently illustrated by the use of symbols on the plan.

There is no requirement to have plans professionally drawn. What is important is that 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 you are licensing. You should, however, describe any areas that you intend to provide for people to consume alcohol that you sell or supply under the general description of the premises that you are required to give at the beginning of Part 3 of the application form.

## HOW MUCH DO I PAY?

The fee to accompany your application is based on the non-domestic rateable value of your premises.

The Valuation Office Agency has compiled a list of rateable values, which can be found on their website [www.voa.gov.uk](http://www.voa.gov.uk). All you have to do is enter the billing authority, Warrington, and then the address of your premises to find the valuation. Alternatively you can call their help line on 03000 501501.

Each premise is allocated a fee band according to rateable value, not unlike the domestic tax system.

Once you have the valuation you can use the charts below to determine which band, and therefore what fee your premises will attract.

**Please make all cheques payable to Warrington Borough Council.**

### Rateable Values and Bands

RATEABLE VALUE	BAND
No rateable value to £4,300	A
£4,301 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

### Fee to accompany your application

BAND	FEE
A	£100
B	£190
C	£315
D	£450
E	£635

### Annual Fee – Payable one year after the grant of the Licence

BAND	FEE
A	£70
B	£180
C	£295
D	£320
E	£350

A multiplier will be applied to premises in bands D and E where they are exclusively or primarily in the business of selling alcohol:

<b>BAND</b>	<b>D (x 2)</b>	<b>E (x 3)</b>
<b>Application Fee</b>	<b>900</b>	<b>1905</b>
<b>Annual Fee</b>	<b>640</b>	<b>1050</b>

#### Other Fees

<b>Application for a grant or renewal of personal licence</b>	<b>£37</b>
<b>Application for a Minor Variation</b>	<b>£89</b>
<b>Temporary event notice</b>	<b>£21</b>
<b>Theft, loss, etc. of Temporary Event Notice</b>	<b>£10.50</b>
<b>Theft, loss, etc. of premises licence or summary</b>	<b>£10.50</b>
<b>Application for a provisional statement where premises being built, etc.</b>	<b>£315.00</b>
<b>Notification of change of name or address</b>	<b>£10.50</b>
<b>Application to vary licence to specify individual as premises supervisor</b>	<b>£23</b>
<b>Application for transfer of premises licence</b>	<b>£23</b>
<b>Interim authority notice following death etc. of licence holder</b>	<b>£23</b>
<b>Theft, loss etc. of certificate or summary</b>	<b>£10.50</b>
<b>Notification of change of name or alteration of rules of club</b>	<b>£10.50</b>
<b>Change of relevant registered address of club</b>	<b>£10.50</b>
<b>Theft, loss etc. of temporary event notice</b>	<b>£10.50</b>
<b>Theft, loss etc. of personal licence</b>	<b>£10.50</b>
<b>Duty to notify change of name or address</b>	<b>£10.50</b>
<b>Right of freeholder etc. to be notified of licensing matters</b>	<b>£21</b>

#### Exceptionally Large Events

The Licensing Authority is also able to charge an additional premises fee for exceptionally large events:

<b>Number in attendance at any one time</b>	<b>Additional fee</b>
<b>5,000 to 9,999</b>	<b>£1,000</b>
<b>10,000 to 14,999</b>	<b>£2,000</b>
<b>15,000 to 19,999</b>	<b>£4,000</b>
<b>20,000 to 29,999</b>	<b>£8,000</b>
<b>30,000 to 39,999</b>	<b>£16,000</b>
<b>40,000 to 49,999</b>	<b>£24,000</b>
<b>50,000 to 59,999</b>	<b>£32,000</b>
<b>60,000 to 69,999</b>	<b>£40,000</b>
<b>70,000 to 79,999</b>	<b>£48,000</b>
<b>80,000 to 89,999</b>	<b>£56,000</b>
<b>90,000 and over</b>	<b>£64,000</b>



## **LICENSING ACT 2003-RESPONSIBLE AUTHORITIES**

### **Regulation and Protection**

Warrington Borough Council  
Town Hall  
Sankey Street  
Warrington  
WA1 1UH  
[cexlicensing@warrington.gov.uk](mailto:cexlicensing@warrington.gov.uk)

### **Force Licensing Department Cheshire Constabulary Headquarters**

Clemonds Hey  
Oakmere Road  
Winsford  
CW7 2UA  
[warrington.licensing@cheshire.pnn.police.uk](mailto:warrington.licensing@cheshire.pnn.police.uk)

### **The Divisional Commander Cheshire Fire Authority**

Fire Station  
Winwick Road  
Warrington  
WA2 8HH  
[Fireadvice01@cheshirefire.gov.uk](mailto:Fireadvice01@cheshirefire.gov.uk)

### **Business Compliance Manager**

Warrington Borough Council  
Economic Regeneration, Growth & Environment Directorate  
Regulation & Protection  
Town Hall  
Sankey Street  
Warrington  
WA1 1UH  
[Environmental.Health@warrington.gov.uk](mailto:Environmental.Health@warrington.gov.uk)

### **Planning Enforcement**

Warrington Borough Council  
Economic Regeneration, Growth & Environment Directorate  
Regulation & Protection  
Town Hall  
Sankey Street  
Warrington  
WA1 1UH  
[planningenforcement@warrington.gov.uk](mailto:planningenforcement@warrington.gov.uk)

**Environmental Protection Manager**

Warrington Borough Council  
Economic Regeneration, Growth & Environment Directorate  
Regulation & Protection  
Town Hall  
Sankey Street  
Warrington  
WA1 1UH  
**Environmental.Health@warrington.gov.uk**

**Families and Wellbeing**

**Children's Services**

Warrington Borough Council  
Families & Wellbeing Directorate  
Conference & Review Unit  
Town Hall  
Sankey Street  
Warrington  
WA1 1UH  
[fcowan@warrington.gov.uk](mailto:fcowan@warrington.gov.uk)

**Alcohol Harm Reduction Officer**

Warrington Borough Council  
Economic Regeneration, Growth & Environment Directorate  
Regulation & Protection  
Town Hall  
Sankey Street  
Warrington  
WA1 1UH  
**dshaughnessy@warrington.gov.uk**

**Simon Lyon**

**Alcohol Strategic Manager**

Families & Wellbeing Directorate  
Drug & Alcohol Action Team (DAAT)  
Town Hall  
Sankey Street  
Warrington  
WA1 1UH  
**slyon@warrington.gov.uk**

## ADVERTISEMENTS/NOTICES

### Guidelines for Exhibiting Public Notices

These following guidelines are in accordance with the Licensing Act 2003. The template of the notice is for guidance purposes to which you may compile your own notice subject to the guidance below.

- A public notice must be published in a local newspaper circulating in the vicinity of the premises (**Warrington Guardian (Published Weekly) or Cheshire Times (Published Monthly)**) within 10 working days, starting the day after the application is made to the Licensing Authority. (Ensure that the application has been accepted by the Licensing Section prior to publishing in a newspaper)
- The notice must also be exhibited on the premises for a period of no less than 28 consecutive days starting on the day after the application was submitted to the Licensing Authority. It must be displayed prominently on the premises to which the application relates, where it can be conveniently read from the exterior of the premises. (Please check with the Authority that the notice is in order prior to displaying. You are advised to send a copy of the notice with the application.)
- If your premises covers an area of more than fifty metres square, a further notice in the same form, and subject to the same requirements, must be displayed every fifty metres along the external perimeter of the premises.
- The notice must comply with the following specification:

**Be a size equal or larger than A4**

**Be 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**

- Attached is a draft notice for your necessary action.
- The following list refers to the Licensable Activities:

Sale of Alcohol by Retail  
Supply of Alcohol in Club Premises  
Provision of Regulated Entertainment  
Late Night Refreshments

