

Premises Licence checklist

Please note your application will not be complete until the check list is fully completed (validated)

- a completed application form (PDF or eform)
- the relevant fee (dependant on rateable value of premises) payable by cheque or by telephone once application has been received

Payments can also be taken online

<https://ip.epaycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=218&languageCode=EN&source=AIP>

however you must **include** the receipt with applications

- an operating schedule
- a plan of the premises
- if alcohol is being supplied, a signed consent form from the designated premises supervisor
- copies of the application must be sent to all the responsible authorities (see application page 20)

You will also need to advertise your application on the premises (Printed on pale blue paper, for 28 consecutive days starting the day after the day on which the application was given to the council) and in a local newspaper, on one occasion within 10 days of application

Providing there are no relevant objections within the 28 days consultation, the licence will be granted as soon as possible, but no later than 28 days following the closure of the consultation period. If a licence is refused appeal may be made to the magistrates' court.

Gaming Machines - Alcohol licensed premises automatic entitlement

- allows certain alcohol licensed premises, such as pubs and bars, to provide two gaming machines (Type C or D) without a permit.

The licensing authority must be notified that you wish to use the automatic entitlement

There will be a one off fee of **£50** when you submit your notification see **PERMITS** under **GAMBLING LICENCES** for the notification form.