



**Guidance to applicants for:
Premises Licences,
Club Premises Certificates
and Personal Licences**

Licensing Act 2003

Licensing
West Lindsey District Council
Guildhall
Marshall's Yard
Gainsborough
Lincolnshire
DN21 2NA

licensing@west-lindsey.gov.uk

01427 676676

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Section 1

The purpose of this guidance

This guidance is aimed at individuals or businesses who may need to apply for licences granted under the [Licensing Act 2003](#) such as premises licences or club premises certificates, to authorise specific licensable activities (see section 2.1) and personal licences which allow the holder to authorise sales of alcohol.

The guidance explains what licences can be applied for, what those licences authorise, how to make an application, what fees are involved and where applications must be sent.

Section 2

The Licensing Act 2003

2.1 Licensable activities

Under the Licensing Act 2003 (the Act) West Lindsey District Council is the Licensing Authority for the district. The Licensing Authority issues premises licences which allow many types of business to carry out certain licensable activities:

- sale or supply by retail of alcohol
- the provision of regulated entertainment
- the provision of late night refreshment (between 11pm and 5am)

This affects pubs, clubs, bars, restaurants, supermarkets, off licences, cinemas theatres, community premises and late night takeaways to name just a few.

Regulated entertainment includes the following activities:

- a) a performance of a play
- b) an exhibition of a film
- c) an indoor sporting event
- d) boxing or wrestling entertainment
- e) a performance of live music
- f) any playing of recorded music
- g) a performance of dance
- h) entertainment of a similar description to e), f) or g)

The above list gives a quick overview of what the Act defines as regulated entertainment. There is further guidance contained in the Act which explains in more detail how the above areas are defined. The [Deregulation Act 2015](#) removed the requirement for a licence for some activities, if multiple criteria are met. [Section 182 guidance](#) can provide more information about how this affects regulated entertainment.

If you are unsure if an activity is licensable please speak to a Licensing officer for further advice (contact details on the front page).

2.2 The licensing objectives

Under the Act the Licensing Authority must publish a statement of licensing policy showing how it will promote the licensing objectives of:

- Prevention of crime and disorder
- Protection of children from harm
- Public safety
- Prevention of public nuisance

This document is available on the West Lindsey District Council website at <https://www.west-lindsey.gov.uk/my-business/licensing/licensing-and-gambling-policies/licensing-policy/> or you can request a paper copy from the Licensing team.

The licensing objectives have equal weight and form the entire basis of how the Act works. When you make an application, particularly for a premises licence, you must show how your proposed activities will not have an adverse effect on the licensing objectives. Likewise if individuals or businesses wish to object to your application they can only do so on the grounds of one or more of the four licensing objectives.

Responsible Authorities (see section 2.3), who must receive a copy of your application, can also only object on the grounds of one or more of the four licensing objectives.

2.3 Responsible Authorities

If you submit your application for a premises licence by post you will need to send entire copies of your application to the Responsible Authorities. These are agencies which the Government has given specific powers under the Act, to promote the four licensing objectives. Contact details are provided for all the responsible authorities at section 8 of this document.

2.4 Cumulative impact

'Cumulative impact assessments' were introduced in the Licensing Act 2003 by the Policing and Crime Act 2017, with effect from 6 April 2018. Cumulative impact is the potential impact on the promotion of the licensing objectives of a number of licensed premises concentrated in one area.

In some areas where the number, type or density of licensed premises, such as those selling alcohol or providing late night refreshment, is high or exceptional, serious problems of nuisance and disorder may arise outside or some distance from those premises. New and variation applications for premises licences or club premises certificates within a 'cumulative impact zone' may be subject to extra conditions or have their application refused.

West Lindsey District Council has not carried out a cumulative impact assessment and, as such, there are currently no cumulative impact zones in the district.

2.5 Public Space Protection Order (PSPO)

From October 2014 the Designated Public Place Order has been replaced by the Public Space Protection Order (PSPO). PSPOs can be used to restrict the drinking of alcohol in a public space where this has or is likely to have a detrimental effect on the quality of life on those in the locality, be persistent or continuing in nature, and unreasonable. Before making a PSPO, the local authority must consult with police.

Details of existing PSPOs can be found at <https://www.west-lindsey.gov.uk/my-services/my-community/community-safety/public-space-protection-orders-pspos/>

Section 3

Applying for a new premises licence or club premises certificate

3.1 Overview of the application process

To apply for a premises licence or club premises certificate you need to complete all the stages listed at section 3.3. Before applying you need to consider what licensable activities you want your licence/certificate to authorise and complete the appropriate form. Do not worry if large sections of the form are left blank. The form is designed for many business types so complete the sections which relate to the activities you wish to apply for.

If you intend to apply for a premises licence allowing the sale and supply of alcohol then there are other matters which you will need to address.

- 1) You will need a personal licence holder to authorise the supply of alcohol in line with your premises licence (not applicable for registered clubs).
- 2) You will need to nominate a designated premises supervisor (DPS) on your premises licence application. The DPS must be a personal licence holder (not applicable for registered clubs).

Section 4 explains more about personal licences and the role of the designated premises supervisor.

On the application form you need to describe what steps you will take to promote the licensing objectives. When copies of your application are sent to the Responsible Authorities they will look at this section to check whether you have taken sufficient steps to promote the licensing objectives. If any Responsible Authority is not satisfied with the content of this section they may submit a representation to the Licensing Authority against your application.

Suggestion: We advise all applicants speak to the licensing team at Lincolnshire Police before submitting their application – to ensure that they are satisfied with the steps you are proposing to take in order to promote the licensing objectives. Contact countylicensing@lincs.police.uk or ring 101 → Lincolnshire Police → Alcohol Licensing

When you submit your application to the Licensing Authority the Responsible Authorities must also get a copy. If you submit your application by paper it is your responsibility to post a copy to the addresses listed in section 8 but if you apply electronically (online via gov.uk portal or by email) the Licensing Authority will send a copy to the Responsible Authorities on your behalf. A 28 day notice period starts the day after you submit your application. This is a period of time when your application is advertised (see section 3.4) and when Responsible Authorities and Other Persons (e.g. Councillors and members of the public) can make representations about your application to the Licensing Authority.

If the Licensing Authority has received no representations within the 28 days then your new premises licence or club premises certificate will be granted as applied for, subject only to the conditions you volunteered on your application form.

If representations are received during the notice period then your application will go to a hearing (see section 3.5).

Your new premises licence or club premises certificate will remain in force from the date of issue and last indefinitely. There will be an annual fee for your licence/certificate which is payable on the anniversary of the date your application was granted.

3.2 Right to work/immigration status

A licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Please note: any licence issued will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this in one of two ways:

- i) by providing with this application copies or scanned copies of the documents which an applicant may provide to demonstrate their entitlement to work in the UK (which do not need to be certified) that are published on GOV.UK, in [guidance issued under section 182 of the Licensing Act 2003](#) and listed below.
- ii) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

i) Documents which demonstrate entitlement to work in the UK

List A

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.

2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer. *Definition includes a full birth certificate issued by a UK diplomatic mission (British Embassy or British High Commission)*
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 1

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. *This includes a current passport endorsed with a stamp showing an individual has been granted leave to enter and there are no work-related conditions attached. If, under the conditions of the individual's leave, work was restricted or prohibited the endorsement placed in the individual's passport would explicitly set that out as a condition*
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 2

A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.

1. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

ii) Home Office online right to work checking service

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code, provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work> which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

3.3 How to apply for a new premises licence or club premises certificate

1. Download the relevant application form from either the WLDC website or gov.uk portal.

- Premises licence (WLDC) - <https://www.west-lindsey.gov.uk/my-business/licensing/business-licences/premises-licence/>
- Premises licence (gov.uk) - <https://www.gov.uk/apply-for-a-licence/premises-licence/west-lindsey/apply-1>
- Club premises certificate (WLDC) - <https://www.west-lindsey.gov.uk/my-business/licensing/business-licences/club-premises-certificate/>
- Club premises certificate (gov.uk) - <https://www.gov.uk/apply-for-a-licence/club-licensing/west-lindsey/apply-1>

2. Speak to Lincolnshire Police's licensing team about your proposals and/or send them a draft copy of your application form (see paragraph marked 'suggestion' at section 3.1)

3. Complete your application form (amending if required, following feedback from the police).

If your application is for a premises licence and includes sale/supply of alcohol, you must nominate a personal licence holder to be DPS (designated premises supervisor). There is a consent form for them to complete (see section 4.1 for more information about this).

4. Prepare the following to accompany your application form:

- a plan of your premises (see section 3.4)
- the correct fee (see section 6)
- a photocopy of your 'right to work' ID (if applicable, see section 3.2)
- a declaration of Club eligibility and a copy of the club's rules (if applicable)

5. Submit your completed application and supporting documents to Licensing at West Lindsey District Council.

If you submit your application by paper it is your responsibility to post a copy **on the same day** to the Responsible Authorities listed in section 8, but if you apply electronically (online via gov.uk portal or by email) the Licensing Authority will send a copy to the Responsible Authorities on your behalf.

6. Once formally submitted you will need to advertise your application (see section 3.5)

3.4 Plan specifications

A red line must be placed on your plan to show the licensed area (where licensable activities are to take place). Please consider whether any outside space should be included in the red line as this will be classed as 'on the premises'.

The plan should be in scale 1:100 (unless otherwise agreed), providing sufficient detail for the authorities. It does not need to be professionally drawn but needs to show:

- the boundary of the building with any external or internal walls; entrances and exits to the building
- escape routes from the building
- locations of different licensable activities in the building (if relevant); and where alcohol will be consumed at the premises (red line)
- fixed or temporary structures which may block entrances or exits to the building
- the location and height of any stages in the premises; any steps, stairs, elevators or lifts in the premises
- the location of any public toilets in the building
- the location of a kitchen
- fire safety equipment or any other safety equipment such as
 - location of fire alarm; type of sounder e.g. siren or bell
 - whether it is a heat or smoke detector
 - location of emergency lighting
 - location of illuminated exit signs
 - location of fire extinguishers and ID type
 - position of any fire doors
 - location of fire blanket

3.5 Advertising your application

When applying for a new premises licence or club premises certificate, the Act requires you to advertise your application. The rules on advertising are strict and should be followed carefully.

3.51 Advertising your application at the premises

You must display a notice about your application at or on the premises you are licensing. The notice must be displayed for 28 days. The 28 days run from the day after you submitted your application to the Licensing Authority. A sample notice is provided in section 8 and you can request a template (word document) from Licensing.

The notice must be on pale blue A4 paper, or larger, with black lettering. The lettering must be in at least size 16 font (if typed) or large, legible handwriting. Do not obscure the notice in any way or make it difficult to read. Others must be able to read the notice from outside your premises at any time of day.

If your premises is more than 50 metres square you must place a notice, identical to the one described above, every 50 metres along the external perimeter of your premises where it touches the highway.

An officer from the Licensing Authority will visit during the 28 days to check the 'blue notice' is displayed and contains the correct information.

When preparing your notice, please ensure it contains all of the prescribed information:

- Applicant name
- Address of the premises
- A description of the licensable activities or qualifying club activities which will be taking place at the premises
- The relevant Licensing Authority
- The date by which any written representations must reach the Licensing Authority by
- That making a false objection is a criminal offence

3.52 Advertising your application in a local publication

You must also advertise a notice about your premises licence/club premises certificate application in a local publication. This will usually be a local newspaper, which covers the area where the premises is located. The notice should appear within 10 working days of your application being submitted. It must contain the same information as the notice placed on your premises but does not need to have the same lettering, dimensions, font size or colouring.

Please wait until you have received confirmation from the Licensing Authority that the application includes all the required information before advertising the notice in a local newspaper.

A copy of the published notice should be sent to the Licensing Authority.

3.6 Hearings

If any representations (objections) are received, your application may be sent to a Licensing Sub-Committee hearing. The Licensing Sub-Committee will be made up of three Councillors.

You will be notified not more than ten days before the date of the hearing. You will be sent a report containing the representations that have been received in respect of your application and guidance explaining the format of the hearing. You will need to send back the form stating whether you will be attending the hearing or whether you will be sending a representative.

During the hearing you will be able to put your case forward to the Licensing Sub-Committee, as will any other persons or Responsible Authorities who have made representations. After this all parties are asked to leave the room while the Sub-Committee deliberate. You will then be invited back into the room and will be told whether your application has been accepted, accepted with conditions or rejected.

Section 4

Personal licences and premises supervisors *NOT required for a registered club*

4.1 Designated Premises Supervisor

If you intend to apply for a premises licence authorising the sale/supply of alcohol you must nominate a person who is responsible for the premises. This person is known as the Designated Premises Supervisor (DPS) and must also be a personal licence holder (see 4.2 below). You will need to ask this person to give their consent to be named on the premises licence and they will need to complete the DPS consent form.

The named DPS will be responsible for the premises on a day-to-day basis. This could be the premises licence holder or an employee. Only one supervisor is required to be named on the licence, but there is no restriction as to how many personal licence holders a premises may have.

4.2 Personal licences

A personal licence is granted to an individual and allows that person to sell or authorise the sale of alcohol in accordance with a premises licence. Personal licences are issued by the local authority of where the applicant lives, cost £37 and (where the person has leave to remain in the UK) last indefinitely unless revoked or surrendered.

4.3 Personal licence qualification

Before you can apply for a personal licence you must first attend a course and pass, receiving a certificate of qualification. There is a list of accredited qualification providers listed online, which a local training provider will then usually deliver -

<https://www.gov.uk/government/publications/accredited-personal-licence-qualification-providers>

4.4 How to apply for a new personal licence

1. Download the application form from the WLDC website <https://www.west-lindsey.gov.uk/my-business/licensing/business-licences/personal-licence/> and complete

2. Prepare the following to accompany your application form:

- qualification certificate (original or certified copy)
- basic DBS certificate/share code or results from a subject access request to ACRO (original or certified copy within 1 month old when submitted)
- Right to work ID (copy) as listed in section 3.2
- two passport-sized, colour photographs of yourself - one needs endorsing 'as a true likeness' of yourself by a solicitor, notary, teacher or other professional. The endorsement should be dated and show the capacity of the signatory.
- fee of £37 (see application form for payment methods)

3. Submit your completed application and supporting documents to Licensing at West Lindsey District Council.

Section 5

Temporary Event Notices (TENs)

If you wish to hold an occasional event at your premises or continue licensable activities beyond the current authorisation of a premises licence/club premises certificate, you will need to notify the Licensing Authority beforehand.

You will be required to give the Licensing Authority a formal document called a Temporary Event Notice and the fee of £21.

- Temporary Event Notice (WLDC) - <https://www.west-lindsey.gov.uk/my-business/licensing/business-licences/temporary-event-notices-tens/>
- Temporary Event Notice (gov.uk) - <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/west-lindsey/apply-1>

If you submit the TEN by paper it is your responsibility to post a copy **on the same day** to Lincolnshire Police's alcohol licensing team and West Lindsey District Council's environmental protection team (addresses listed on the application form and in section 8) but if you apply electronically (online via gov.uk portal or by email) the Licensing Authority will send a copy to the Responsible Authorities on your behalf.

We request at least 20 days' notice.

The Licensing Act 2003 clearly states that the application must be received by the Licensing Authority 10 clear working days prior to the event. When counting the 10 working days the following are not included – the day the TEN was submitted, any weekends or bank holidays and the day of the event/first day of the event.

There is provision to give a Late TEN (no later than 5 clear working days but no earlier than 9 clear working days before the event) but the number that can be submitted in any year is limited.

Any applications received without the prescribed notice will not be accepted and the notice giver informed. The licensable activity/ies requested will not be able to go ahead.

Only the Police and Environmental Protection teams can object to a TEN - to prevent your event going ahead or to modify the arrangements. If this happens there may be a hearing to consider your proposed event. If the objection is to a Late TEN then the event simply can't go ahead. The Licensing Authority will only intervene if your notice goes beyond the limitations set for TENs. These limitations are:

- Not more than 15 temporary event notices may be given in the same calendar year in respect of the same premises.
- The number of days covered by the 15 events must not exceed 21 days in the same calendar year.
- The period during which the premises are to be used for each temporary event must not exceed 168 hours (7 consecutive days) and there must be a break of at least 24 hours between TENs.

- The number of times that any person may give a temporary event notice in a calendar year is 50 in the case of a personal licence holder or 5 for any other person.
- The number of times a person may give a late temporary event notice is 10 times per year for a personal licence holder and 2 times per year for any other person.
- The maximum number of persons on the premises at any time during the event must be less than 500.

If you cannot carry out your activities within these provisions (e.g. because you need more than 15 permissions in one year) you may need to apply for a premises licence/club premises certificate.

Section 6

The Operating Schedule

The operating schedule forms part of the application form required for all new applications for premises licences and club premises certificates. It is the documentation that outlines what activities are proposed to be permitted, when and where these activities will take place, the overall opening hours when the public are permitted on the premises and how the activities will be managed - particularly in respect of the licensing objectives.

It is advisable to apply for a realistic number of hours for any activity. You should consider the effect of your hours not only on the residents and businesses in the vicinity but also the other service industries such as street cleaning, transport etc. The police will look at their ability to provide resources and will make representations should it be felt that they are unable to make their limited resources available to suit your hours. Therefore early discussion with the police is essential.

Particular thought should be given to community-type premises as these premises often have many different users and uses that change on a frequent basis. It may be useful to apply for activities that currently do not take place as hirers may request those activities in the future.

One of the most critical parts of the operating schedule is section M on the premises licence application form, or section L on the club premises certificate application form where the applicant describes the steps they will take in order to promote the four licensing objectives. Before making an application you should carry out your own risk assessment as to how the proposed licensable activities may impact the local area. This will help you to identify the risks posed to the licensing objectives so you can detail appropriate steps to mitigate the risks and promote the licensing objectives.

Careful consideration is advised. What is written in section M on the premises licence application form, or section L on the club premises certificate application form will become conditions on the licence or certificate. As a guide, WLDC's Licensing Policy <https://www.west-lindsey.gov.uk/my-business/licensing/licensing-and-gambling-policies/licensing-policy/> should be used to see what is expected to be addressed in the

operating schedule. The list is not exhaustive and not all suggestions are appropriate to all premises.

The operating schedule will be examined by the Responsible Authorities to ensure they are satisfied that the risks to the licensing objectives have been addressed by the steps you intend to take, and that the steps you intend to take do not put the objectives at risk. You can expect a representation from Responsible Authorities or other persons if the operating schedule is not specific, sufficiently detailed and robust enough to address relevant issues. Therefore you may wish to liaise with the Responsible Authorities and local other persons for their views and feedback before the application is submitted to the Licensing Authority.

When preparing operating schedules, there are several publications that applicants should be aware of and refer to which offer good guidance and best practice. These include:

- Local crime and disorder initiatives (Lincolnshire Police)
<https://www.lincs.police.uk/news-campaigns/campaigns/>
- The Government's Alcohol Strategy (gov.uk)
<https://www.gov.uk/government/publications/alcohol-strategy>
- LESP event organisers handbook (Lincolnshire County Council)
<https://www.lincolnshire.gov.uk/downloads/download/36/lincolnshire-event-safety-partnership>
- Managing Crowds Safely (Health and Safety Executive)
<https://www.hse.gov.uk/pubns/indg142.htm>
- Crowded places guidance (NaCTSO via Lincolnshire County Council)
<https://www.lincolnshire.gov.uk/downloads/download/36/lincolnshire-event-safety-partnership>
- Managing risks and risk assessment at work (Health and Safety Executive)
<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>
- Guide to safety at sports grounds 'green guide' (Sports Ground Safety Authority)
<https://sgsa.org.uk/greenguide/>

Therefore, the steps that should be taken before submitting your application are:

- initially consult with Lincolnshire Police's licensing team and other persons in the vicinity
- draw up your risk assessment in relation to the proposed licensable activities
- complete the application form, which includes the operating schedule
- submit your application and supporting documents with the relevant fee

Below are examples of steps (which would become conditions) you may wish to volunteer on your application, to minimise any risks identified.

General

There are a number of steps that can be taken which satisfy more than one of the licensing objectives.

- Signage – good signage can operate at many levels. At the door, clear signs can clarify the premises' policy regarding any age restriction such as “over 18s only”, “over 21s only” or “no unaccompanied children”. Whether signs repeat the law or express the policy of the premises, it can act as a deterrent and as a tool for staff enforcing the law or the premises policy in a non-confrontational manner. However, it is certainly not the wish of the Licensing Authority to turn all licensed premises into notice boards. Signs should be used if there are specific problems, or where there is a need to define certain areas for particular activities. Some examples of signs that could be used may include:
 - “CCTV operates in this area and all incidents will be reported to the police”
 - “These premises operate a zero tolerance drugs policy”
 - “Proof of age for purchase of certain goods may be required”
 - “Supervised children are welcome in the restaurant area until 8pm”
 - “No drinks allowed in this area/beyond this point”
- Staff training – well trained staff are a real asset to any business. Critical areas of staff training in licensed premises should include a good knowledge of what is and is not permitted on the premises. The chain of command of a licensed premise is very important and there should be a well-defined management structure in place, especially for when the DPS is not physically on the premises. An example of best practice would be that the duty manager signs in for duty in a logbook so that it is clear for everybody who is in charge of the premises at any particular time. It would also be considered best practice for all duty managers to be personal licence holders so that the required knowledge level can be assured when the DPS is not physically present. Other key areas that should be covered include:
 - what to do if they think that there is a customer behaviour problem or one is likely to occur
 - who to report any safeguarding concerns to
 - what to do and any special responsibilities in case of fire or any other emergency likely to lead to the evacuation of the premises
 - where the supply of alcohol is concerned or where any age restriction is applicable, training should be given and maintained
 - what is acceptable proof of age identification and what is not, as the names of cards may change or new cards may be introduced (having gained the PASS accreditation)
 - staff should know what would be expected of them if an incident occurred and potentially that if a court case ensued that they may have to give evidence
 - what the drug policy is and what to do if drug are found on the premises
 - what to do if they feel threatened or feel they are at risk and how best to deal with such situations

If staff members are well trained they may feel more confident to be more proactive in keeping trouble out of the premises. Information about various training courses and qualifications can be found online for the hospitality, leisure and entertainment industry.

Free safeguarding e-learning courses are available via Lincolnshire County Council - <https://www.lincolnshire.gov.uk/safeguarding/lscp/3>

Additionally, to have a document which details what the staff training consists of and documentation to show that each member of staff is familiar with the material is an essential managerial tool. The training to be given to staff and documentation may be referred to in the operating schedule. Where temporary staff are used, they should receive a thorough briefing and where possible try and obtain the same temporary staff so that they become familiar with the premises and its operation.

Drinks promotions should never encourage excessive or binge drinking. Consideration of the implications on the licensing objectives and the community should be considered whenever an alcoholic drinks promotion occurs. A statement to clarify the drinks promotion policy of the premises (or separate risk assessment if drinks promotions are to be available) is advisable if requesting the activity of sale/supply of alcohol. Extra consideration should be made regarding the licensing objectives when special events such as football matches or other local or national events are being staged and how these events will impact the local community and what can be done to eliminate the negative impact.

The Prevention of Crime and Disorder

Examples of steps the Licensing Authority may expect applicants to consider and address include:

- Membership of the appropriate Pubwatch Scheme. Membership and regular attendance of meetings of a crime reduction group such as Pubwatch can help stop known troublemakers entering your premises. As Pubwatch and the police can share information between each other, incidents such as resale of stolen goods, recent outbreaks of trouble and information of crimes against businesses. Pubwatch bans do have serious repercussions on the social lives of the people affected. They may have to travel much greater distances to frequent licensed premises and as such they cannot socialise with their friends in the same way. Therefore up to date Pubwatch signage can act as a deterrent. Pubwatch membership would be considered best practice for many premises located in the town centres where the supply of alcohol is an authorised activity.
- Physical security features should be considered e.g. use of toughened or plastic drinking glasses. Where appropriate, the operating schedule may specify details of when the use of plastic or toughened glass will be applied as defined by a risk assessment. Plastic may be very preferable for use in outside areas where broken glass could be difficult to clear up or where there may be an increased level of rowdiness such as when and where national sporting events are televised.
- Procedure for risk assessment of alcohol promotions such as 'happy hours' or procedure for risk assessment and drinks policy in respect of alcohol promotions. Please see the 'General' heading above for further details.
- Whenever security operatives are employed at licensed premises to carry out any security function they must be licensed by the Security Industry Authority (SIA). Competent and professional door supervisors are key to public safety at

licensed premises and the provision of door supervisors is an action point for the leisure industry to consider in The Government's Alcohol Strategy (link within 'The Operating Schedule' heading above). If a licensee directly employs security operatives he/she will need to be licensed by the SIA as a supervisor / manager. Licensees should seriously consider recruiting SIA licensed door supervisors from a company with SIA Approved Contractor Status. Licensees must also consider what measures will be taken and what procedures will be put into place for checking the SIA Register of licensed door supervisors, to ensure that their premises and customers are protected only by door supervisors with an SIA licence. For more information on the SIA please visit their website at <https://www.gov.uk/government/organisations/security-industry-authority>. The decision when to employ door supervisors and in what number depends on a risk assessment. Managers should be sensitive to local and national events such as major football events, even if the premises are not involved directly.

- The amount of seating to be provided to reduce high volume vertical drinking.
- Training given to staff in crime prevention and drug awareness measures. Please see the 'General' heading above for further details.
- Measures agreed with the police to reduce crime and disorder. The development of good relations with local police officers is beneficial in preventing incidents occurring on your premises. If customers become accustomed to police officers being frequent visitors, problem behaviour can be discouraged. Additionally, records kept of any crime or disorder incidents and where sales of alcohol have been refused will help the police and local authority monitoring.
- Measures to prevent the use or supply of illegal drugs. Ensuring adequate staffing at busy times so that staff members are regularly checking all areas of the licensed premises including toilets and other areas that are not easily visible from the bar.
- Search procedures. Effective searching not only prevents certain crimes by removing prohibited articles but also serves as a deterrent.
- Provision of CCTV in and around the premises. Details of any CCTV system and suitable signs associated with it. If installing a new CCTV system advice from the licensing team at Lincolnshire Police should be sought.
- Formulation of a dispersal policy. You should ensure that when customers leave the premises, they do so in an orderly manner. A music and lighting policy which encourages a calming effect on customers before they leave can help. It may be that a transportation policy is required to get customers home after leaving the premises when there is no viable alternative.
- Measures to prevent glasses and bottles being taken away from the licensed premises. Open containers should not be taken from the premises. Signs to reinforce that only drinks purchased on the premises may be consumed on the premises could be advisable.

Public Safety

Examples of steps the Licensing Authority may expect applicants to consider and address include:

- Suggested occupancy figures (including staff and performers). This can be based on a recent assessment completed by a fire officer or building control officer where 'permitted capacity' is given. Not only does the size and number of emergency exits affect the occupancy figure, so does the floor area, ease of exit and the density and type of furniture and fittings. Please note that sanitary accommodation can affect occupancy figures.
If there is no existing 'permitted capacity' and you want to take advantage of the special provisions set out in section 177 of the Act, you should conduct their own risk assessment as to the appropriate capacity of the premises. **It is the responsibility of the licence holder to do a risk assessment of the business and expert advice may be required.**
- Use of equipment and effects. You should be able to demonstrate that equipment (whether fixed or temporary) is safe and in working order such as the electrical, fire alarm and emergency lighting systems and fire-fighting equipment. There are, however, types of equipment and effects which require specific risk assessment and advice from experts.
- Levels of door supervision - please see 'The Prevention of Crime and Disorder' header above. When assessing the numbers of door staff you should consider their safety and employ them in sufficient numbers to ensure that they are able to deal with all emergencies and evacuations, not just crime and disorder.
- Measures to prevent the supply and use of illegal drugs - please see the 'General' and 'The Prevention of Crime and Disorder' headings above.
- Physical safety features e.g. use of toughened glass and plastic containers. Please see above in Crime and Disorder.
- Fire safety, training and evacuation procedures
- Provision of CCTV

The Prevention of Public Nuisance

Examples of steps the Licensing Authority may expect applicants to consider and address include:

- The location of premises and proximity to residential and other noise sensitive premises, such as hospitals, hospices and places of worship and the proximity of other sensitive areas such as schools, war memorials etc
- The hours of opening, particularly between 23:00 and 07:00

- The nature of the activities to be provided, including whether those activities are of a temporary or permanent nature and whether they are to be held inside or outside the premises
- The design and layout of the premises and in particular the presence of noise limiting features
- The occupancy capacity of the premises
- The availability of public transport
- The availability of parking in residential areas
- 'Wind down period' between the end of the licensable activities and the closure of the premises
- Having a dispersal policy
- Last admission time
- The upkeep of the area immediately surrounding the premises such as litter collection

Closure of outside areas after a certain time is encouraged to be included in your operating schedule. Noise can also be contained by keeping windows and doors shut, by installing double-glazing where appropriate and keeping ventilation equipment in good order. Using the performers of regulated entertainment to remind customers to respect the premises' neighbours and leave quietly has proved successful.

Protection of Children from Harm

Do make a statement regarding the child admission policy of the premises detailing any restrictions. Good management and staff training are essential in dealing with this objective. Signage can be very important in the protection of children from harm. It is important that signage makes clear the restrictions on access to the premises or part of the premises by children. It is also important to have children supervised at all times in these types of premises.

It is expected that, if children are permitted on the premises, any areas where children are not allowed are defined in your operating schedule – these may be bar areas, areas with AWP (amusements with prizes) or areas with a strong element of gambling. Suitable refreshments should also be available at all times when children are permitted. Make sure wherever possible that children needing to use the toilets can get there without crossing areas in which they are not permitted.

When considering access by children, you may wish to consider the following:

- Limiting the hours when children may be present

- Excluding the presence of children under certain ages when particular specified activities are taking place
- Limiting the parts of premises to which children might be given access
- Age limitations (below 18)
- Requirements for accompanying adults (e.g. children under a particular age must be accompanied by an adult)
- Full exclusion of under 18s from the premises when any licensable activities are taking place

Free safeguarding e-learning courses are available via Lincolnshire County Council - <https://www.lincolnshire.gov.uk/safeguarding/lscp/3>

It should be noted that it is an offence to:

- permit children under the age of 16 unaccompanied by an adult (a person aged 18 or over) to be present on premises open for the supply of alcohol for consumption there and being used exclusively or primarily for the supply of alcohol for consumption on those premises under the authorisation of a premises licence, club premises certificate or Temporary Event Notice.
- permit the presence of children under 16 who are not accompanied by an adult (a person aged 18 or over) between midnight and 5am to be on premises supplying alcohol for consumption on the premises under the authorisation of any premises licence, club premises certificate or Temporary Event Notice.

The offences may be committed by a premises licence holder, designated premises supervisor or any person who works at licensed premises, whether paid or unpaid, in a capacity which authorises him or her to request an unaccompanied child under 16 to leave the premises. It may also be committed by any member or officer of a club, which holds a club premises certificate, who is present on the premises in a capacity which enables him to make such a request or a premises user in relation to premises being used under the authorisation of a Temporary Event Notice.

The Licensing Authority will therefore expect licensed premises to have adequate controls in place to prevent under-age sales of alcohol and other age restricted products to children and young persons. Licensees can contact Trading Standards by emailing tradingstandards@lincolnshire.gov.uk to obtain guidance on preventative control systems including staff training, record keeping and proof of age cards. Trading Standards, in partnership with Lincolnshire Police, conducts covert test purchasing exercises in response to complaints and information received, to check compliance with the law.

Section 7

Application fees

Licensing Act 2003 - Fee Levels

Band	A	B	C	D *	E *
Non-domestic rateable value	£0 - £4300	£4301 - £33,000	£33,001 - £87,000	£87,001 – £125,000	£125,001 and over
Fees payable for: Licence (but not changes of name and address or changes of designated premises supervisor)	£100	£190	£315	£450	£635
Annual fee	£70	£180	£295	£320 **	£350 **
Personal Licence	£37				

*If a town or city centre pub in Band D or E is exclusively and primarily in the business of selling alcohol, Band D is multiplied x 2, and Band E is multiplied x 3.

**Annual charge, multiplied as above, namely x 2 for Band D and x 3 for Band E.

To find out how much your non-domestic rateable value of your premises is please enter your postcode into the Valuation Office Agency's website - <https://www.gov.uk/correct-your-business-rates>

Payment can be made by credit/debit card over the phone with customer services (01427 676676) or in person at the address on the front page. If paying by cheque please make it payable to 'WLDC'. To pay by bank transfer please e-mail us to request the details licensing@west-lindsey.gov.uk

Section 8

Address list of where to send applications, when submitting by post

Responsible Authorities	
Licensing Authority: Licensing West Lindsey District Council Guildhall Marshall's Yard Gainsborough Lincolnshire DN21 2NA	Environmental Services: Food/Health and Safety West Lindsey District Council Guildhall Marshall's Yard Gainsborough Lincolnshire DN21 2NA
Environmental Services: Environmental Protection West Lindsey District Council Guildhall Marshall's Yard Gainsborough Lincolnshire DN21 2NA	Planning: Planning West Lindsey District Council Guildhall Marshall's Yard Gainsborough Lincolnshire DN21 2NA
Police: Alcohol Licensing Team Lincolnshire Police Deepdale Lane Nettleham Lincoln LN2 2LT	Fire: Fire Safety Administration Lincolnshire Fire and Rescue Harlaxton Road Grantham Lincolnshire NG31 7SG
Trading Standards: Lincolnshire Trading Standards Lincolnshire County Council County Offices Newland Lincoln Lincolnshire LN1 1YL	Protection of Children: Lincolnshire Safeguarding Children's Partnership 3 rd Floor Orchard House Orchard Street Lincoln Lincolnshire LN1 1BA

Continued on page 25

Public Health: Public Health Lincolnshire County Council Room 3.31, 3 rd Floor Orchard House Orchard Street Lincoln Lincolnshire LN1 1BA	Home Office: Alcohol Licensing Team Home Office Lunar House 40 Wellesley Road Croydon CR9 2BY
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LICENSING ACT 2003

**APPLICATION FOR A PREMISES LICENCE*/CLUB PREMISES
CERTIFICATE***

NOTICE IS HEREBY GIVEN that an application for a Premises
Licence*/Club Premises Certificate* under the above-mentioned
legislation has been made by:

.....
to West Lindsey District Council in respect of premises known as:

.....
which are situated at:

.....
The proposed licensable activity/ies to be carried on at the premises
is/are as follows:

.....
A redacted copy of the application may be inspected at the offices of
Licensing, West Lindsey District Council, Guildhall, Marshall's Yard,
Gainsborough, Lincolnshire DN21 2NA during normal office hours (*by
appointment only*).

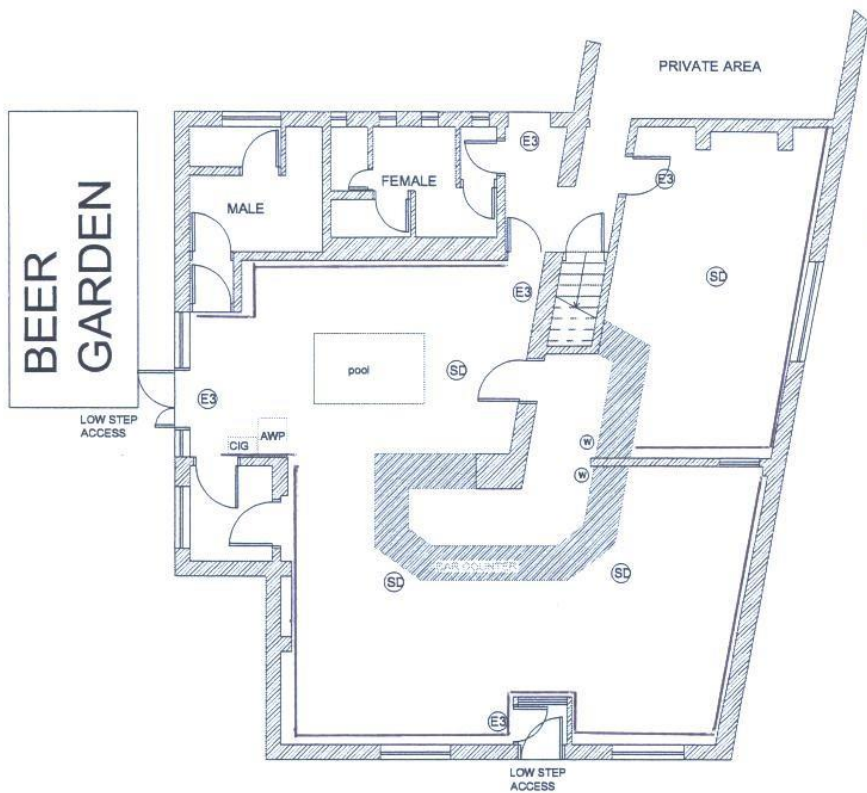
Any representations by other persons or responsible authorities
regarding the application must be made in writing to Licensing at the
above address by *insert correct date (this must be 28 days after the
day on which the application was submitted to the Council)*

.....
It is an offence, liable on summary conviction to a fine up to Level 5
(£5000) on the standard scale, knowingly or recklessly make a false
statement in connection with the application.

**Delete as appropriate*

**NOTE: This notice is to be displayed and remain on the premises
for 28 consecutive days**

Example Plan - "Name of Pub".

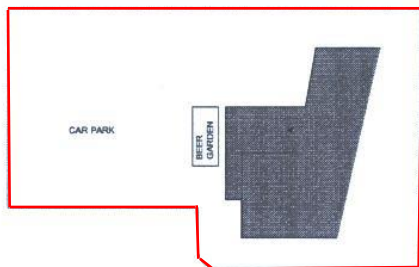


EXISTING GROUND FLOOR PLAN

KEY

- Ⓢ SMOKE DETECTOR
- ⓔ ILLUMINATED 'EXIT' SIGN WITH DIRECTIONAL ARROW
- CIG CIGARETTE VENDING MACHINE
- AWP FRUIT MACHINE
- W WATER FIRE EXTINGUISHER

— Area for consumption /
Regulated Entertainment.



KEY PLAN
SC: 1:100