Plans

23.—(1) An application for a premises licence under section 17, or a club premises certificate under section 71, shall be accompanied by a plan of the premises to which the application relates and which shall comply with the following paragraphs of this regulation.

(2) Unless the relevant licensing authority has previously agreed in writing with the applicant following a request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn in that alternative scale, the plan shall be drawn in standard scale.

(3) The plan shall 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 sub-paragraph (3)(b), the location of escape routes from the premises;

(d) in a case where the premises is to be used for more than one 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 the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;

(i) 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.

(4) The plan may include a legend through which the matters mentioned or referred to in paragraph (3) are sufficiently illustrated by the use of symbols on the plan.

- **Variation of existing licence/ New Licence**
  These will have to be advertised in the local press and a Notice attached to the premises for 28 days. There are specific requirements as set out in regulations (25 and 26) issued by central government that must be met for the Application to be accepted as a valid application. It is important that you comply with these requirements.

  Notice on or at Premises
  For a period of **no less than 28 consecutive days,** starting on the day after the day on which the application was given to the relevant licensing authority a **Notice must be displayed** which is: -
  - Of a size **equal or larger than A4**
  - Of a **pale blue colour**
  - Printed **legibly in black ink** or **typed** in font of a size **equal to or larger than 16**

  Notices in the correct format are available from the Licensing Act 2003 Project Team on telephone number 01482 396291

  And in ALL CASES prominently **at or on the premises** to which the application relates where it can be conveniently read from the exterior of the premises. In the case of a premises covering an area of **more than 50 metres square**, a **further notice** in the same form and subject to the same requirements **every 50 metres** along the external perimeter of the premises abutting the highway

  Notice In Newspapers
  A notice should be published in a **local newspaper,** or, if there is none, in a **local newsletter, circular o**r similar document, **circulating in the vicinity of the premises** on at **least one occasion,** during the **period of 10 working days** starting **the day after the day on which the application was given to the licensing authority.** It may be worth waiting until your application has been accepted as a **valid application** by the licensing authority before advertising your application. Applications will be validated within 1 working day following date of receipt by the licensing authority.

  IMPORTANT
  In the case of a **new premises licence** or **new club premises certificate** the Notices referred to above should include a **statement of the relevant licensable activities** or **relevant qualifying club activities** which it is proposed will be carried on or from the premises.

  In the case of a **variation application** to a **premises licence** or a **club premises certificate** the notices shall **briefly describe the proposed variation**.

  IN ALL CASES (New/Variation) the Notices referred to above shall state: -

  - **The name of the Applicant or club**
  - **The Postal address of the premises or club premises, if any, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises to be identified**
  - **The postal address and website address where the register of the licensing authority is kept and where the record of the application may be inspected. This will be website address** www.eastriding.gov.uk **and the licensing authority address will be:-**

Licensing Act 2003 Project Team
East Riding of Yorkshire Council
County Hall
Beverley
HU17 9BA

- **The date by which an interested party or responsible authority may make representations to the licensing authority -28 concurrent days following the day the application was given to the licensing authority.**

- **That representations must be made in writing and sent to the :-**
  Licensing Act 2003 Project Team
  East Riding of Yorkshire Council
  County Hall
  Beverley
  HU17 9BA

- **That it is an offence under Section 158 of the Licensing Act 2003, to knowingly or recklessly make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is up to level 5 on the standard scale (£5000)**

LICENSING ACT 2003 - PUBLIC NOTICE OF APPLICATION IN A LOCAL NEWSPAPER

APPLICATION FOR A PREMISES LICENCE / CLUB PREMISES CERTIFICATE *
(Sections 17 or 71 of the Act)
*** delete as appropriate**

Name of Applicant or Club Postal address of premises or club premises including Post Code (where possible) or a description to enable the location to be identified.	
Statement of Relevant Licensable Activities or Relevant Qualifying Club Activities, which it is proposed, will be carried on, on or from the premises.	

The Licensing Register may be inspected at the Licensing Authority, East Riding of Yorkshire Council, Public Protection Department, County Hall, Beverley, East Riding of Yorkshire, HU17 9BA between 9.00 am and 5.00 p.m.- Monday to Thursday (4.30p.m on Fridays) except public holidays. Web site access to view this application is available at **www.eastriding.gov.uk.**

Any representations by a **Responsible Authority** or **Interested Party must be made in writing to**

Licensing Act 2003 Project Team
East Riding of Yorkshire Council
County Hall
Beverley
HU17 9BA
By …

It is an offence knowingly or recklessly to make a false statement in connection with an application punishable on summary conviction by a maximum fine of £5,000.

Notes:

This Notice must be published in a LOCAL NEWSPAPER circulating IN THE VICINITY OF THE PREMISES.

IF THERE IS NO LOCAL NEWSPAPER, the Notice may be published in a CIRCULAR OR SIMILAR DOCUMENT circulating IN THE VICINITY OF THE PREMISES.

The Notice must be published on AT LEAST ONE OCCASION during the period of TEN WORKING DAYS starting on the day after the day on which the application was given to the Licensing Authority (East Riding Of Yorkshire Council)

It is for the applicant to decide in which local newspaper to publish this Notice, but the Licensing Authority believes that a reasonable interpretation of 'a local newspaper' in the relevant Regulation would include publication in the Hull Daily Mail or a local free press paper. Applicants are advised to contact the Licensing Authority for clarification.

Representations by a Responsible Authority or an Interested Party must be made during a period of 28 consecutive days starting on the day after the day on which the application is given to the Licensing Authority.

LICENSING ACT 2003 - PUBLIC NOTICE OF APPLICATION

APPLICATION FOR A PREMISES LICENCE / CLUB PREMISES CERTIFICATE * (under Sections 17 or 71 of the Act)

Name of Applicant or Club Postal address of premises or club premises including Post Code (where possible) or a description to enable the location to be identified.	
Statement of Relevant Licensable Activities or Relevant Qualifying Club Activities, which it is proposed, will be carried on, on or from the premises.	

The **Licensing Register** may be inspected at the Licensing Authority, East Riding of Yorkshire Council, Public Protection Department, County Hall, Beverley, East Riding of Yorkshire, HU17 9BA between 9.00 am and 5.00 p.m. -Monday to Thursday, (4.30p.m on Friday) except public holidays. Web site access to view this application is available at **www.eastriding.gov.uk.**

Any representations by a **Responsible Authority** or **Interested Party must be made in writing to**: -

Licensing Act 2003 Project Team
East Riding of Yorkshire Council
County Hall
Beverley
HU17 9BA BY…….

It is an offence knowingly or recklessly to make a false statement in connection with an application punishable on summary conviction by a maximum fine of £5,000.

Notes:

This Notice must be of a size EQUAL TO OR LARGER THAN A4 paper and must be on PALE BLUE coloured paper. It must be PRINTED IN BLACK INK or TYPED IN BLACK in a FONT SIZE EQUAL TO OR LARGER THAN 16.

It must be displayed PROMINENTLY at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises.

In the case of premises covering an area of more than 50 METRES SQUARE, a further Notice in the same form must be displayed EVERY 50 METRES along the exterior of the premises abutting any highway.

The Notice must be displayed for a period of NO LESS THAN 28 CONSECUTIVE DAYS starting on the day after the day on which the application was given to the Licensing Authority (East Riding Of Yorkshire Council).

Representations by a Responsible Authority or an Interested Party must be made in writing during a period of 28 consecutive days starting on the day after the day on which the application is given to the Licensing Authority.