

## GUIDANCE NOTES APPLICATION OF A PREMISES LICENCE

**A Premises Licence needs to be held for anywhere that conducts any of the following licensable activities:**

- |                          |  |
|--------------------------|--|
| - Retail sale of alcohol | - Provision of regulated entertainment |
| - Exhibition of films    | - Provision of late night refreshment  |

### How to apply for a Premises Licence

1. Complete the **application form** and **privacy statement** in accordance with the guidance notes at the end of the form.
2. If your premises requires a **Designated Premises Supervisor (DPS)** to be named. The DPS **MUST** be a Personal Licence holder and if the DPS is different to the applicant, the DPS must complete and sign a consent form.
3. A **plan of the premises** is required to be submitted – see plan guidance document. The application will not be accepted unless a plan is drawn up in accordance with this guidance.
4. **Right to work documentation** - If the applicant is an individual, proof that they have right to work in this country must also be supplied with the application or the 9-digit 'share code' for the Home Office online right to work checking service. More information on this can be found at the end of the application guidance notes at point 15.
5. The completed application and plan must be circulated to the **Responsible Authorities** listed on a separate document. Please ensure you keep a completed copy for yourself for your own records and to refer to.
6. The completed **original application** documents must be submitted to the Licensing Authority (Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD) with the plans and payment of the appropriate **fee** (see fee guidance document to determine your fee).
7. The application must be **advertised** in the local press in accordance with the guidelines within 10 days of submitting your completed application to the Licensing Authority. A **blue notice** must also be placed in the window of your premises in accordance with the guidelines (notice template provided). Please provide confirmation of newspaper submission with your application and copy of the newspaper notice as soon as possible.

**If you require any help with the completion of your form, you are advised to seek your own legal advice.**

Licensing Service  
Block C, Staniforth Road Depot  
Staniforth Road  
Sheffield, S9 3HD

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