



## **Licensing Act 2003 Information Pack**

# **Applying for a New Premises Licence Within the City and County of Swansea**

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You will need a premises licence from the City and County of Swansea Council Licensing Division if you intend to carry out one or more of the licensable activities within the City and County of Swansea area. The licensable activities are defined as the sale of alcohol, regulated entertainment and the sale of hot food or drink between 23.00 hours and 05.00 hours.

This pack contains all the information you should need to apply for a new premises licence within the City and County of Swansea.

What is included:

- Explanation of the process of applying for a licence
  - Guidance notes
  - Application forms
    - Check List



## Explanation of the process for applying for a new premises license

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In order to apply for a new premise licence you will need to:

1. Fully complete the application form (Pages 1-23 included). Please make sure that you read the Guidance Notes fully before completing the form.
2. If you wish to sell alcohol you will also need to provide the name and details of a Designated Premises Supervisor who will have to hold Personal Licence the Consent of Designated Premises Supervisor (DPS) will have to be completed by the DPS at Appendix C.
3. Complete a plan of the premises (guidance at appendix A). This plan must be returned with the completed application form.
4. We advise you to contact the Licensing Authority **before** completing and sending in your application to discuss as it will benefit **you** and save you time in making your application. We will then advise you if you require speaking to any of the other responsible authorities.
5. After contacting the Responsible Authorities to discuss your application submit the application form together with:
  - a plan of the premises
  - if you are planning to sell alcohol a Designated Premises Supervisor Form
  - Appropriate payment for the application (see table of costs, Appendix B).

You can submit your application either by post to:

The Licensing Division  
Environment Department  
City and County of Swansea  
Civic Centre  
Oystermouth Road  
Swansea  
SA1 3SN

Cheques to be made payable to "The City and County of Swansea"

Or in person at the City and County of Swansea Contact Centre

Civic Centre  
Oystermouth Road  
Swansea  
SA1 3SN

At the Contact Centre payment can be made either by cheque, cash payment or with a debit/credit card.

6. On the **same day** as you submit your application to the Licensing Authority you must also send a copy of all the documentation to the "Responsible Authorities" listed at appendix D.

7. The **day after** you have submitted the application to the Licensing Authority you are required to advertise the application. This must be done in 2 ways:
  - by way of notice on the premise (see Appendix E for guidance and template)
  - in a newspaper notice circulating in the area (see Appendix E).
  - Your application will also be advertised by the Licensing Authority on the Council's website.
8. Once the Licensing Authority has received your completed application, together with the required additional information and payment it will then start the consultation period of 28 days. During these 28 days relevant representations can be made to the Licensing Authority by any of the responsible authorities or an interested party.

If no relevant representations are received by the end of the consultation period the Licensing Authority will write to you to notify you that you have been granted the licence. This "Notice of Determination" will be sent to you within 10 working days after the 28 days has elapsed. This notice allows you to operate under a new premises licence. You will receive your full licence in the post within a further 6 weeks.

If representations have been received your application will have to be heard at a Licensing Committee Hearing, you will receive a notice of hearing via the post. This will then provide you with the date and time of your hearing, (all parties who make representations are invited to the hearing). You will be required to reply to the Notice of hearing to confirm your attendance at the hearing. Once you have confirmed attendance or a representative on your behalf, you or your representative will then receive the Committee report, with the complete application, and any representations attached, you will need to bring this to the hearing.

9. The Council has adopted a special policy on cumulative impact, details of which can be found on the following link:

<http://www.swansea.gov.uk/article/4280/Statement-of-licensing-policy> Policy with maps

If the premises intended to be licensed is within the areas defined on the maps, then consideration must also be given to this special policy.

The effect of the Special Policy is that in respect of premises located in this area, there is a presumption against granting any application for a premises licence, club premises certificate or a variation that is likely to add to the existing cumulative impact. This presumption is only relevant to applications which trigger a relevant representation from a Responsible Authority or Other Person referring to one or more of the licensing objectives which gave rise to the Special Policy being introduced. If there are no such representations the Authority **MUST** grant the application in terms that are consistent with the operating schedule submitted.

If such representations are made, a Licensing Sub Committee of the Authority will hear those representations and conclude whether or not the presumption against granting should apply or if the application should be subject to certain limitations. Refusal will normally be the case UNLESS the applicant can demonstrate in their operating schedule that the application will not add to the cumulative impact on one or more of the licensing objectives and that the Authority would therefore be justified in departing from the Special Policy in the light of the individual circumstances of the case.

The Council based the adoption of a special policy from reports made to Cabinet on 1<sup>st</sup> November 2012 and Council on 30<sup>th</sup> July 2013. Links to these reports are listed below:

[Cabinet 1<sup>st</sup> November 2012 Statistical report for cumulative impact](#)

[Council 30<sup>th</sup> July 2013 adoption of policy with special policy on cumulative impact - reviewed 26<sup>th</sup> January 2017](#)

## Plan of the Premises

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When submitting your application you will also need to submit a plan of your premises which must be on a scale of 1:100, this can be a hand drawn plan, or computer generated.

### **The plan MUST show -**

The plan will need to show all of the following:

- 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;
- the location of points of access to and egress from the premises;
- the location of escape routes from the premises;
- in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity;
- the position of fixed structures (including furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
- 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;
- in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- the location and type of any fire safety and any other safety equipment; and
- the location of a kitchen, if any, on the premises.

Please ensure that if symbols are used to identify items on a plan that they are described in an appropriate key/legend.

## Cost of Licence

All the following rates apply to the financial year 2010 – 2011

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

Application	Non Domestic Rateable Value Bands				
	A	B	C	D	E
	None - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and above
New Premises Licence	£100	£190	£315	£450	£635
For premises that fall into either bands D or E <b>and</b> are used exclusively or primarily for the supply of alcohol for consumption on the premises, the following fee applies				D x 2 = £900	E x 3 = £1905

**For premises in the course of construction – Band C applies,  
For all other premises (i.e. not yet rated) – Band A applies,**

If you require clarification on your non-domestic rateable value, you can visit the Governments Valuation Office website on [www.voa.gov.uk](http://www.voa.gov.uk)  
Alternatively, you can contact the City and County of Swansea's Business Rates Division on (01792) 635937.

### Annual Fees

Premises licences, if granted, will also be the subject to an annual fee based on their rateable value. This annual fee does **NOT** have to be submitted with your application, but **MUST** be **PAID** each year on the anniversary of the date your licence was granted. **Non payment of your annual fee on the date due will result in a suspension notice being issued. The premises licence will then be suspended until payment of the annual fee is made.**

Band	A	B	C	D	E
New Premises Licence	£70	£180	£295	£320	£350
For premises that fall into either bands D or E <b>and</b> are used exclusively or primarily for the supply of alcohol for consumption on the premises				£640	£1050

There are **additional fees** for premises licences that are used for exceptionally large events (5000+ persons).

<b>Number in attendance at any one time</b>	<b>Additional Premises licence fee</b>	<b>Additional annual fee payable if applicable</b>
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£1000
15,000 to 19,999	£4,000	£2,000
20,000 to 29,999	£8,000	£4,000
30,000 to 39,999	£16,000	£8,000
40,000 to 49,999	£24,000	£12,000
50,000 to 59,999	£32,000	£16,000
60,000 to 69,999	£40,000	£20,000
70,000 to 79,999	£48,000	£24,000
80,000 to 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

For further information please refer to Regulation 4(4) and 4(5) of the Licensing Act 2003 (fees) Regulations 2005, available from the DCMS website, [www.dcms.gov.uk](http://www.dcms.gov.uk).

### **How long will a Premises Licence last?**

A premises licence will usually be granted for the 'life of the business', and as such will only be subject to one application fee. There will also be the 'annual fee' as indicated previously

If there is to be a material change in the business, which could not be dealt with reasonably by a variation, then a new licence would have to be applied for.

A premises licence may also be granted for a specified period of time. This would be the case, perhaps for a large outdoor event lasting a certain number of days or even weeks.

Small scale, short term events may be covered by a 'Temporary Events Notice' (TEN) – see Council guidance on TEN's for more information available on <http://www.swansea.gov.uk/ten>



## **Additional Requirements for Premises Wishing to Sell Alcohol**

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Where a Premises Licence is to authorise the sale of alcohol, then the person making the sale must be authorised to do so by a 'Personal Licence' holder.

Not every person making the sale has to have a personal licence, but every sale must be authorised by someone who has. It does not have to be a written authorisation, but for accountability purposes, it is advisable to take this option.

For more information, please refer to the Council's guidance document on personal licences included in this pack, or available on [www.swansea.gov.uk](http://www.swansea.gov.uk)

Where a Premises Licence authorises the sale of alcohol, the application form must specify one individual who will have the responsibility of the day to day running of the premises. This person is called the 'Designated Premises Supervisor' (DPS), and they must hold a Personal Licence.

Whoever is nominated as the DPS must give their written consent on the appropriate consent form (which is contained in this appendix) **and this must be included with the Premises Licence application.**

## Consent of individual to being specified as premises supervisor

I  
*[full name of prospective premises supervisor]*

of

*[home address of prospective premises supervisor]*

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

*[type of application]*

by

*[name of applicant]*

relating to a premises licence number  
*[number of existing licence, if any]*

for

*[name and address of premises to which the application relates]*

and any premises licence to be granted or varied in respect of this application made by

*[name of applicant]*

concerning the supply of alcohol at

*[name and address of premises to which application relates]*

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

*[insert personal licence number, if any]*

Personal licence issuing authority

*[insert name and address and telephone number of personal licence issuing authority, if any]*

Signed

Name (please print)

Date

Swansea Council is the data controller for the personal information you provide on this form. We are collecting this information as part of our obligation under **Licensing Act 2003**. Your information will be used to help us fulfil our legal obligation and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for compliance with a legal obligation. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate **privacy notice** on our website ([www.swansea.gov.uk/privacynotice](http://www.swansea.gov.uk/privacynotice)).

## Responsible Authorities

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### Notification to 'Responsible Authorities'

This is a **vital** part of your application, and any application made without proper notification to these other Authorities will deem the application **invalid**, and it will be returned to you.

We advise you to contact the Licensing Authority **before** completing and sending in your application to discuss as it will benefit **you** and save you time in making your application. We will then advise you if you require speaking to any of the other responsible authorities.

A copy of your application, including copies of plans, form of consent of the designated premises supervisor (where applicable) must be served on these authorities **on the same day** as on the Licensing Authority itself.

### Applications must be sent to all of the following Responsible Authorities-

#### **1.The Chief Officer of Police:**

South Wales Police  
C/O Licensing Department  
Swansea Central Police Station  
Grove Place  
Swansea SA1 5EA  
Tel: (01792) 562707

#### **2.Fire Authority:**

Licensing Officer  
Swansea Command  
Mid & West Wales Fire Authority  
Sway Road  
Morrison  
Swansea SA6 6JA  
Tel: 0870 6060699

#### **3.Local Planning Authority:**

Enforcement Section  
Planning Services  
Directorate of Place  
Civic Centre  
Oystermouth Road  
Swansea SA1 3SN  
Tel: 01792 635692

#### **4.Enforcement of Pollution & Statutory Health:**

Pollution Control Division  
Directorate of Place  
City & County of Swansea  
The Guildhall  
Swansea  
SA1 4PE  
Tel: 01792 635600

#### **5.Child Protection**

Principal Officer for Safeguarding, Performance and Quality  
Safeguarding, Performance and Quality  
PO Box 685  
Swansea  
SA1 4PE  
Tel: 01792 636000

#### **6.Trading Standards**

Trading Standards Division  
Directorate of Place  
City & County of Swansea  
The Guildhall  
Swansea  
SA1 4PE  
Tel: 01792 635600

#### **7.Health & Safety**

**For premises controlled by the Council – (if you have any queries on who controls your premises then contact the Food and Safety Division below for confirmation before submitting your application)**

#### **Either**

Food & Safety Division  
Directorate of Place  
City & County of Swansea  
The Guildhall  
Swansea  
SA1 4PE  
Tel: 01792 635600

**or**

#### **For premises controlled by the Health & Safety Executive –**

Health & Safety Executive  
Government Building  
Phase1  
Ty Glas  
Llanishen  
Cardiff  
CF14 5SH  
Tel: 02920 263000

**8. Primary Care Trust/Local Health Board**

Abertawe Bro Morgannwg University Local Health Board  
Primary & Community Services Delivery Unit  
Beacon Centre  
2<sup>nd</sup> Floor  
Langdon Road,  
Swansea  
SA1 8QU

**9. Immigration Enforcement**

Alcohol Licensing Team  
Lunar House  
40 Wellesley Road,  
Croydon,  
CR9 2BY

## **Duty to Advertise the Application**

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When applying for a Premises Licence, there is a requirement for the **APPLICANT** to advertise the application in 2 ways;

1. By way of a notice on the premises,
2. In a newspaper notice circulated in the area.

Please see details below:

### **1. Notice on the premises to be licensed**

The notice 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, for a period of no less than 28 consecutive days starting on the day following the day on which the application was submitted.

The notice itself should be:

- Of a size equal to, or larger than A4;
- of a pale blue colour;
- Printed legibly in black ink or typed in black in a font equal to or larger than size 16;

In the case of a premises covering an area of more than fifty metres square, a further notice in the same form and subject to the same requirements must be placed every fifty metres along the external perimeter of the premises abutting any highway.

### **2. Notice in a newspaper**

You must also advertise by publishing a notice:

- in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises;
- for at least one occasion during the period of ten working days following the submission of the application.

**In both cases, the notice must state –**

- the name of the applicant(s);

- the postal address of the 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, where applicable, the worldwide web address where the register of the licensing authority is kept and where and when the record of the application may be inspected;
- the date by which an interested party or responsible authority may make representations to the relevant licensing authority; (28 days following submission of the application.)
- that representations shall be made in writing; and
- that it is an offence knowingly or recklessly to 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.

Both notices should also briefly describe the proposed application.

A brief explanation of the application and where it can be viewed is also to be included in welsh on your advertisement, A template for this notice with the welsh paragraph is attached, and is also available at [www.swansea.gov.uk](http://www.swansea.gov.uk)



# NOTICE OF APPLICATION FOR A PREMISES LICENCE UNDER SECTION 17 OF THE LICENSING ACT 2003

## APPLICANT:

(enter full details of names of applicant and full name and address of the premises for which the application relates to)

## THE PROPOSED LICENSABLE ACTIVITIES ARE:

(describe in full the details of the proposed licensable activities i.e. proposed hours, types of regulated entertainment, provision of late night refreshment, etc)

Full details of the application can be inspected at the address below during normal business hours:

CITY AND COUNTY OF SWANSEA  
LICENSING DIVISION  
ENVIRONMENT DEPARTMENT  
CIVIC CENTRE  
OYSTERMOUTH ROAD  
SWANSEA  
SA1 3SN

[evh.licensing@swansea.gov.uk](mailto:evh.licensing@swansea.gov.uk)

Any representations must be made in writing, clearly stating the grounds upon which the representation is made, relevant to the licensing objectives, to the above **by** .

Representations should be sent to the City and County of Swansea Licensing Division at the address above.

IT IS AN OFFENCE KNOWINGLY OR RECKLESSLY TO MAKE  
A FALSE STATEMENT IN CONNECTION WITH AN  
APPLICATION PUNISHABLE ON SUMMARY OF  
CONVICTION BY AN UNLIMITED FINE

Gellir archwilio manylion llawn y cais yn y cyfeiriad isod yn ystod oriau busnes arferol Dinas a Sir Abertawe Yr Is-adran drwyddedu, Adran yr Amgylchedd Canolfan Ddinesig, Heol Ystumllwynarth Abertawe SA1 3SN.

**N.B. NOTICES MUST BE COMPLETED ON PALE BLUE PAPER NOT LESS THAN SIZE A4 WITH PRINTING NOT LESS THAN FONT 16**

## **Completing the Application Form**

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At the end of this pack you will find the application form and a guidance note. Please read these notes before you complete the application form as they will help you with any queries that you may have.

### **Operating Schedule**

You will find your operating schedule on section P of your application form.

### **What is an operating schedule?**

An operating schedule is a document which clearly spells out to the Licensing Authority the type and nature of the business the applicant plans to operate under their premises licence, including the steps they will take to ensure the licensing objectives are promoted. It should include the following:

- Style and character of the business: (i.e – restaurant, Nightclub, Bar, Take away)
- Relevant licensable activities and the times they are provided;
- Other times the public will be admitted;
- Any limited period for which the licence is to exist;
- Designated Premises Supervisor details (where alcohol is to be sold);
- Whether alcohol is to be sold for consumption on or off the premises, or both; and
- How the 4 'licensing objectives' will be promoted. There's are explained in more detail below

You will find that your operating schedule has 5 Sections, one for each of the 4 Licensing Objectives, and a general section, it is advisable to complete the for objectives firstly, and then return, to put the most important factors into your general section.

## **Mandatory Conditions**

The following are mandatory conditions that may be attached to your premises licence. Whether they are attached or not will depend on the activities you intend to provide.

### **1. Mandatory conditions where a licence authorises the supply of alcohol.**

1. No supply of alcohol may be made under the Premises Licence –

i) At a time when there is no Designated Premises Supervisor in respect of the Premises Licence or;

ii) At a time when the Designated Premises Supervisor does not hold a Personal Licence or their Personal Licence is suspended.

2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

### **2. Mandatory Condition: Exhibition of films.**

Where a Premises Licence authorises the exhibition of films, the following condition applies:

1. The admission of children under the age of 18 to film exhibitions permitted under the terms of this licence shall be restricted in accordance with any recommendations made:

(i) By the British Board of Film Classification (BBFC), where the film has been classified by that Board, or;

(ii) By the Licensing Authority where no classification certificate has been granted by the BBFC, or, where the Licensing Authority has notified the licence holder that section 20 (3) (b) (74 (3)(b) for clubs) of the Licensing Act 2003 applies to the film.

### **3. Mandatory Condition: Door Supervisors.**

(1) Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must

(a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or

(b) be entitled to carry out that activity by virtue of section 4 of that Act.”

(2) But nothing in subsection (1) requires such a condition to be imposed—

(a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c. 12) (premises with premises licences authorising plays or films), or

(b) in respect of premises in relation to—

(i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or

(ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).

(3) For the purposes of this section—

(a) “security activity” means an activity to which paragraph 2(1)(a) of that Schedule applies, and which is licensable conduct for the purposes of that Act (see section 3(2) of that Act) ”.

(b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

#### **4. Mandatory conditions where a licence authorises the sale or supply of alcohol for consumption on the premises.**

1.(1) The responsible person shall take all reasonable steps to ensure that staff on the premises do not carry out, arrange, or participate in any irresponsible promotions in relation to the premises.

(2) An irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk to leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children-

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to-

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(c) Provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) Provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on –

(i) the outcome of a race, competition or other event or process, or

(ii) the likelihood of anything occurring or not occurring;

(e) Selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone,

encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without the assistance by reason of a disability).

3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

4. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

5.. The responsible person shall ensure that–

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures–

(i) beer or cider: 1/2 pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures

#### **5. Mandatory conditions where a licence authorises the sale or supply of alcohol for consumption off the premises.**

(1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

#### **6. Mandatory condition re minimum pricing**

(1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

(2) For the purposes of the condition set out in paragraph 1 –

(a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979

(b) “permitted price” is the price found by applying the formula –  $P = D + (D \times V)$   
Where –

(i) P is the permitted price

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence –

(i) The holder of the premises licence

(ii) The designated premises supervisor (if any) in respect of such a licence, or

(iii) The personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.

(3) Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from the paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

(4) (i) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.

(ii) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

The following steps to promote the licensing objectives have been included to assist you in completing your operating schedule. They have been divided into the 4 categories and relate to the four licensing objectives. The list is not exhaustive and you may wish to include steps that are not included in the list below but are relevant to your premises and operation. Please note that not all the steps detailed below will be relevant to your application. Where items have been left blank i.e. numbers and times, it is for you to fill in.

You will find that there are two conditions relating to CCTV – for larger premises (i.e. pub’s/nightclubs/restaurants) we suggest using the condition coded C&D1, for smaller premises, (i.e. Small off licence’s and Late Night refreshment Venue’s) the condition coded C&D30 may be more suitable.

## Licensing Objective - Prevention of Crime and Disorder

CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition. Cameras shall encompass all ingress and egress to the premises, fire exits all areas where the public have access and any external drinking area's. Equipment must be maintained in good working order, the system must continually record whilst the premises is open for licensable activities and during all times when customers remain at the premises. Recordings must be correctly timed and date stamped, recordings must be kept in date order, numbered sequentially and kept for a period of 31 days and handed to a Police Officer/Local Authority Officer on demand. The Premises Licence Holder must ensure that at all times a Designated Premises Supervisor (DPS) or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format either disc or VHS to a Police Officer/Local Authority Officer on demand. The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual. An operational daily log report must be maintained, endorsed by signature, indicating the system has been checked and is compliant. In the event of any failings the actions taken are to be recorded. In the event of technical failure of the CCTV equipment, the Premises Licence holder/DPS must report the failure to the Police/Local Authority.

There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.

No drinks shall be served in glass containers at any time.

Suitable non glass receptacles only to be used at premises on days considered to be major event days in the area. Such days to be notified to designed premises supervisor in writing at least 14 days prior to event, or with agreement of Pub and Club Watch.

Other than for off sales in sealed containers no glassware or glass bottles to be taken outside the building by patrons of the premises.

Door staff to be employed when regulated entertainment is provided at a ratio of \_\_\_\_ supervisor per 100 customers

A minimum of (\_\_\_\_) SIA licensed door supervisors shall be on duty at the premises at all times whilst it is open for business.

At least (\_\_\_\_) SIA licensed door supervisors shall be on duty at the entrance of the premises at all times whilst it is open for business.

*(Please note that the number of door supervisors should be dependant on the type of business you run, the crowd profile, and certain events that you run as a premises.)*

SIA registered door staff shall be employed on occasions when a requirement is identified by the licence holders written risk assessment. Consideration will be given to public holidays and days considered to be major event days in the city centre. If a written risk assessment identifies that door staff are required the following number will be adhered to:

<u>Members of the Public Present</u>		<u>Number of door Supervisors</u>
1	- 100	2
100	- 250	3
250	- 500	4
500	- 750	5
750	- 1,000	6
1,000	- 1,250	9
1,250	- 1,500	10
1,500	- 2,000	12

**In excess of 2,000 - at least 12 and such other stewards as may be required either by the Chief Fire Officer or the Council.**

A detailed bound numerical register of door supervisors to be maintained at all times at the premises. Such register to include the name, registration number, contact details of the member of door staff along with the date, time on duty and time off duty. Full details of the agency supplying the staff to be endorsed and the register to be available for inspection on request by an Authorised officer.

No patrons shall be admitted or re-admitted to the premises after \_\_. \_\_

All persons entering or re-entering the premises shall be searched by an SIA trained member of staff.

Signs to be prominently displayed at the entrance to the premises, within the toilet facilities and at key strategic points within public access areas. Signs to state that drug use is unacceptable and that the venue operates a drug search policy as a condition of entry reserving the right to search customers under this provision.

Premises to actively participate in regular initiatives to target drug misuse at the venue to include full co-operation with South Wales Police led drug itemiser and drug search operations.

A drug safe to be present in the premises.

Managers/supervisors of premises to attend and fully participate in the City Centre Pub and Club Watch scheme.

Premises to actively participate in the city centre Nitenet radio communication scheme. Participation to specifically include a member of staff responsible for signing on the system, monitoring, responding to transmissions, making transmissions when incidents arise to alert other premises using the system and signing off. This participation to take place at all times the premises is open to customers and trading.



Premises to actively participate in the city centre exclusion order scheme.
Premises to give at least 7 days notification to the Police Licensing Department supplying an operating plan of any changes in or of any new drinks offers and promotions in writing.
All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high visibility jackets or vests.
The designated queuing area shall be enclosed within appropriate barriers to ensure that the footway is kept clear.
An attendant shall be on duty in the cloakroom during the whole time that it is in use.
An incident recording book, bound in numerical order, shall be maintained at the premises showing details of the date and time of all assaults, injuries, accidents or ejections, as well as details of the members of staff involved, the nature of the incident and the action/outcome. The book must be kept available for inspection by the Police and authorised officers of the Licensing Authority.
The consumption of soft or alcoholic drinks is prohibited on the highway outside the premises
A 30 minute drinking up time on top of the last permitted sale of alcohol to allow customers to use the toilet facilities and disperse from the premises.
Other than for off sales in sealed containers no drinks are permitted to leave the licensed area as shown on the deposited plans
No consumption of alcohol or other refreshments to be permitted after 23:00 hours in the external drinking area.
All unmixed spirits will be displayed behind the counter and supplied on a counter service provision only.
All alcohol will be displayed behind the counter and supplied on a counter service provision only.
A Comprehensive recordable CCTV system will be installed and maintained covering the trade areas whilst encompassing all ingress and egress to the premises. The system must continually record whilst the premises is open for licensable activities and during all times when customers remain at the premises. The system must be capable of providing pictures of evidential quality, in particular facial recognition. All recordings must be stored for a minimum period of 31 days with date and time. Recordings must be made available immediately upon the request of a Police or Authorised Officer.
A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member shall be able to show Police or authorised officer recent data or footage with the absolute minimum of delay when requested.

The premises shall actively participate in a Bottle Watch scheme, or any similar scheme as run by South Wales Police.

### **Licensing Objective - Public safety**

The premises shall have an adequate system of counting persons in and out when utilising door staff to ensure that the customer levels in all areas do not exceed the limit endorsed in the venue risk assessment.

The number of persons permitted in the premises at any one time (including staff) shall not exceed \_\_\_\_ persons.

Any special effects or mechanical installations shall be arranged and stored so as to minimise any risk to the safety of those using the premises. The following special effects will only be used where 10 days prior notice has been given to the Licensing Authority where consent has not previously been given.

- dry ice and cryogenic fog
- smoke machines and fog generators
- pyrotechnics including fire works
- firearms
- lasers
- explosives and highly flammable substances.
- real flame.
- strobe lighting.

No person shall give at the premises any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any other person any form of induced sleep or trance in which susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased.  
NOTE: (1) This rule does not apply to exhibitions given under the provisions of Section 2(1A) and 5 of the Hypnotism Act 1952.

If necessary, at least one suitably trained first-aider shall be on duty when the public are present; and if more than one suitably trained first-aider that their respective duties are clearly defined.

### **Licensing Objective - Prevention of Public Nuisance**

The supply of alcohol at the premises shall only be to a person seated taking a table meal there and for consumption by such a person as ancillary to their meal.

The supply of alcohol shall be by waiter or waitress service only.

<p>Substantial food and non-intoxicating beverages, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises.</p>
<p>Prior to the beneficial use of the premises a sound insulation scheme designated by a competent acoustic consultant to contain noise within the cartilage of the premises shall be submitted for approval by the Pollution Control Division of the Environment Department, City &amp; County of Swansea. Once approved, in writing, the sound insulation scheme shall be installed and properly maintained.</p>
<p>A sound limiting device located in a separate and remote lockable cabinet from the volume control shall be fitted to any musical amplification system and set at a level determined by and to the satisfaction of an authorised officer of the public protection service's Pollution Control Division to ensure that no noise nuisance is caused to local residents. The operational panel of the noise limiter shall then be secured to the satisfaction of officer from the Environmental Health Service. The keys securing the noise limiter cabinet shall be held by the licence holder or authorised manager only, and shall not be accessed by any other person. The limiter shall not be altered without prior agreement with the Public Protection Service.</p>
<p>Loudspeakers shall not be located in the entrance lobby or outside the premises building.</p>
<p>All windows and external doors shall be kept closed after __:__ hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.</p>
<p>There shall be no admittance or re-admittance to the premises after __.__. </p>
<p>Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.</p>
<p>Patrons permitted to temporarily leave and then re-enter the premises shall be limited to (___) persons at any one time.</p>
<p>Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.</p>
<p>The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway.</p>
<p>A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents in the vicinity.</p>
<p>There shall be no sales of alcohol for consumption off the premises.</p>
<p>All sales of alcohol for consumption off the premises shall be in sealed containers only, and shall not be consumed on the premises.</p>

Alcohol consumed outside the premises building shall only be consumed by patrons seated at tables.
Outside tables and chairs shall not be used by patrons after __. __ each day.
All tables and chairs shall be removed from the outside area by __. __ each day.
No consumption of soft or alcoholic drinks to be permitted in any area outside the premises.
External drinking area to be cleared of all customers by 23:00 hours.
External area to be regularly supervised by staff from premises when in use.
There shall be no outside drinking at the premises other than by customers seated within an area covered by a pavement café licence. All such areas to utilise non glass receptacles only.
The external drinking area when utilised to be constantly supervised by a dedicated member of staff who is solely responsible for this duty
Outside of the hours authorised for the sale of alcohol, all alcohol within the trading area is to be secured behind locked grills/screens or secured behind locked cabinet doors.
No super-strength beer, lagers or ciders of 5.5% ABV (alcohol by volume) or above shall be sold at the premises.
No single cans or bottles of beer or cider shall be sold at the premises.
There shall be no self service of unmixed spirits on the premises.
Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed so as to be visible before entering the premises, where alcohol is on public display, and at the point of sale.
Sales of alcohol for consumption off the premises shall only be supplied with, and ancillary to, a take-away meal.
No entertainment, performance, service, or exhibition involving nudity or sexual stimulation which would fall within the definition of a sex establishment in Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009), shall be provided.
There shall be no striptease or nudity.
No authorised advertisements of any kind (including placard, poster, sticker, flyer, picture, letter, sign or other mark) is inscribed or affixed upon the surface of the highway, or upon any building, structure, works, street furniture, tree, or any other property, or is distributed to the public, that advertises or promotes the establishment, its premises, or any of its events, facilities, goods or services.

All waste shall be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.
No rubbish, including bottles, shall be moved, removed or placed in outside areas between 2300 hours and 0800 hours.
The pavement from the building line to the kerb edge immediately outside the premises, including gutter/channel at its junction with the kerb edge, shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements.
Admission to the <i>specified function room</i> shall be through a designated entrance.
In relation to the <i>specified function room</i> there shall be no admission after __: __ other than to (1) residents of the hotel and their bona fide guests, or (2) persons attending the pre-booked function
All functions in the <i>specified function room</i> shall be pre-booked or ticketed events
With the exception of residents and their bona fide guests, no alcohol shall be consumed more than 30 minutes after the permitted hour for the supply of alcohol

<b>Licensing Objective - Protection of children from harm</b>
A Challenge 25 proof of age scheme, shall be operated at the premises where the only acceptable forms of identification shall bear their photograph, date of birth and a holographic mark.
A Challenge 21 proof of age scheme, shall be operated at the premises where the only acceptable forms of identification shall bear their photograph, date of birth and a holographic mark.
A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises are open.
Premises to keep up to date records available for inspection of staff training in respect of age related sales.
Other than for specific youth events agreed in writing with the Police Licensing Officer, no persons under the age of 18 years to be permitted at the premises.
No access to the premises by persons under the age of 18 years.

Notices shall be clearly displayed in the premises to emphasis to customers the prohibition on providing sales of alcohol to persons under the age of eighteen years.

*For further guidance on the implications of the operating schedule refer the City & County of Swansea Statement of Licensing Policy, which can be found at [www.swansea.gov.uk](http://www.swansea.gov.uk)*

*If, after having read all the guidance notes, you still have query please email [evh.licensing@swansea.gov.uk](mailto:evh.licensing@swansea.gov.uk) or call 01792 635600. All application forms and guidance notes can be obtained via the Council's official website: [www.swansea.gov.uk](http://www.swansea.gov.uk) These notes and the information contained therein are intended for guidance purposes only and are subject to change.*

Swansea Council is the data controller for the personal information you provide on this form. We are collecting this information as part of our obligation under **Licensing Act 2003**. Your information will be used to help us fulfil our legal obligation and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for compliance with a legal obligation. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate **privacy notice** on our website ([www.swansea.gov.uk/privacynotice](http://www.swansea.gov.uk/privacynotice)).

**Application for a premises licence to be granted  
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

**I/We** \_\_\_\_\_

*(Insert name(s) of applicant)*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description			
<b>Post town</b>		<b>Postcode</b>	

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as appropriate Please tick as

- |  |                          |                             |
|--|--------------------------|-----------------------------|
| a) an individual or individuals *                    | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual *               |                          |                             |
| i as a limited company/limited liability partnership | <input type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability)   | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or              | <input type="checkbox"/> | please complete section (B) |

- iv other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a statutory function or

a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work)					



checking service), the 9 digit 'share code' provided to the applicant by that service (please see note 15 for information)

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
<b>Nationality</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9 digit 'share code' provided to the applicant by that service (please see note 15 for information)					
Current postal address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(B) OTHER APPLICANTS**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

Name
Address
Registered number (where applicable)

Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give a general description of the premises (please read guidance note 1)

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)

- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g)  
(if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
Tue					
			<b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Wed					
Thur					
Fri					
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)		
Tue					
			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Wed					
Thur					
Fri					
Sat					
Sun					

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Wed			
Thur			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue					
			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Wed					
Thur					
			<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri					
Sat					
Sun					



**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun					

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Wed			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Thur					
Fri					
Sat					
Sun					

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)					
Mon								
Tue								
Wed								
Thur						<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Fri								
Sat								
Sun								

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

Name	
<b>Date of birth</b>	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 9).

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5)
Day	Start	Finish	
Mon			<b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6)
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

**M** Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d and e)** (please read guidance note 10)

**b) The prevention of crime and disorder**

**c) Public safety**

**d) The prevention of public nuisance**

**e) The protection of children from harm**

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"><li>• Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li><li>•</li></ul>
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	<ul style="list-style-type: none"> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li> </ul>
Signature	
Date	
Capacity	

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Swansea Council is the data controller for the personal information you provide on this form. We are collecting this information as part of our obligation under **Licensing Act 2003**. Your information will be used to help us fulfil our legal obligation and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for compliance with a legal obligation. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate **privacy notice** on our website ([www.swansea.gov.uk/privacynotice](http://www.swansea.gov.uk/privacynotice)).

## Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
  - Plays: 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 performances between 08.00 and 23.00 on any day, provided that the audience does 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. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - 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, 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, 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

- o 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.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - o 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;
    - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - o 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the 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.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
  10. Please list here steps you will take to promote all four licensing objectives together.
  11. The application form must be signed.
  12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
  13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
  14. This is the address which we shall use to correspond with you about this application.

## 15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a 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.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

### Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- 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.
- 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, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.  
A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of [permanent residence in the UK](#) or is one of the following if they have been in the UK for more than 3 months:

- (i) working e.g. employment contract, wage slips, letter from the employer,
- (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
- (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
- (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

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.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, 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 9-digit 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 (provided within this application), 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 checked online. 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 copy documents as set out above.

- I have Completed the application form
- I have enclosed the consent of Designated Premises Supervisor (for premises wishing to supply alcohol)
- I have enclosed a plan of the premises
- I have contacted the Responsible Authorities before completing my application forms to discuss the application, and I have sent a copy of the application, along with the plan to all the responsible authorities.
- I understand that I must now advertise my application on the premises, and also in a local paper.
- I understand that if I do not comply with the above requirements my application will be rejected