

# Licensing Act 2003

## Guidance on applying for a premises licence

### Introduction

We have produced this guidance to give an overview of the law relating to the sale and supply of alcohol, the provision of regulated entertainment and the provision of late night refreshment. It relates to applications for a new premises licence or club premises certificate, and applications to vary an existing licence or certificate. We have produced separate guidance for temporary event notices (TENS) that you can download from our website.

Please note that the information in this guidance is just a summary and not a definitive statement of the law so it is important that you do not rely on this document alone when completing your application. We strongly advise you to read the [Licensing Act 2003](#)<sup>1</sup> (the Act) and the [Home Office Guidance](#)<sup>2</sup> issued under section 182 of the Act. You should also read our current Licensing Policy, which applies to venues in Camden.

Your application will be unique and we recognise that that we cannot cover every possible situation within this guidance. For this reason, you may wish to take your own independent legal advice or professional assistance before applying for a licence.



Please look out for this symbol in this document, as it will contain the chapter number in our Licensing Policy where you can find more information.

We hope the information in this document will help you to complete your application but if you do have any questions please [contact the licensing team](#).

### Do I need a premises licence or club premises certificate?

Before starting your application, you will need to know whether you need a premises licence or other permission such as a club premises certificate or a temporary event notice (TEN).

You can use the [licence finder tool](#)<sup>3</sup> to see if you need a licence for your venue but the general rule is that if you intend to provide 'licensable activities' at your venue on a regular basis you will probably need a premises licence or a club premises certificate.

<sup>1</sup> <http://www.legislation.gov.uk/ukpga/2003/17/contents>

<sup>2</sup> <https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

<sup>3</sup> <https://www.gov.uk/licence-finder>

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### What is a club premises certificate?

A club premises certificate allows a club such as sports club to provide licensable activities to its members. The club cannot provide licensable activities or hire out their facilities to the public but there are some benefits relating to the supply of alcohol and limited rights of entry for police and enforcement officers.

To qualify as a club you must satisfy the following conditions:

- a) a person cannot have membership rights of the club for at least two days after they have been nominated or submitted their membership application
- b) the club rules must state that a person cannot have membership rights of the club for at least two days after they have been nominated or submitted their membership
- c) the club must be established and conducted in good faith
- d) the club must have at least 25 members
- e) alcohol can only be supplied to members on the premises on behalf of the club or by the club

### What are licensable activities?

- the sale by retail of alcohol
- the supply of alcohol by or on behalf of a club
- the provision of regulated entertainment
- the provision of late night refreshment

### What is sale by retail of alcohol?

The sale by retail of alcohol is **all** sales of alcohol except those made directly to a business or to a club to be 'sold on' to customers or members.

There is no exemption regarding the quantity of alcohol sold, therefore any sale made to a member of the public, even in wholesale quantities, is a licensable activity.

### What is supply of alcohol by or on behalf of a club?

If the member of a registered club 'buys' alcohol in the club, it is not technically a sale. This is because the member owns the alcohol through membership of the club and the club therefore delivers the alcohol to the member rather than sells it.

### What is regulated entertainment?

In general, you will provide regulated entertainment in the presence of an audience, and it includes:

- a) a performance of a play

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

### Are there any exemptions?

Yes, some entertainment is exempt and you will not usually need a licence if it is:

- a) an act of worship
- b) education such as teaching students to perform music or dance
- c) demonstrating a product for example, playing a guitar in a music shop
- d) rehearsing a play or performance of music to which the public are not admitted
- e) pub games
- f) film exhibitions for example, to advertise or provide information
- g) film exhibitions in museums and art galleries
- h) music that is incidental to certain other activities
- i) a live broadcast of most television and radio programs
- j) spontaneous music, singing and dancing
- k) entertainment at garden fetes, where the organiser does not promote the fete for private gain, etc.
- l) Morris dancing, etc.
- m) in or on a moving vehicle

You should also read the guidance notes at the end of the application form as they provide other useful information on exemptions, which will help you when completing your application

### What is late night refreshment?

The sale of any hot food or hot drink between 11 pm and 5 am for example, this includes a hot meal at a restaurant, a hot take-away meal or a cup of hot tea in a cafe.

### Are there any exemptions?

Yes, some types of refreshment are exempt and in general, you will not need a licence if the supply of hot food and drink is:

- a) made to a club member or guest in a recognised members club or a resident or guest in a hotel or similar premises
- b) made to an employee or a tradesman

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- c) supplied by a vending machine
- d) free of charge
- e) made by a registered charity or a person authorised by a registered charity
- f) made on a vehicle at a time when the vehicle is moving

### Can I apply for a premises licence?

If you are, at least 18 years' old or you are a business such as a limited company, and you propose to use premises for licensable activities, you can apply for a licence. Only the current licence holder can apply to vary an existing licence.

### Do I have to pay an application fee?

Yes, you will have to pay a non-refundable application fee based on the non-domestic rateable value (NDRV) of the premises you intend to license. You must pay the full fee at the time you make your application.

You can check your NDRV of your premises on the [Valuation Office website](#)<sup>4</sup> or by contacting our Business Rates Team on 020 7974 6460.

We encourage you to pay your application fee online with your application. However, if you want to pay by cheque or postal order please make it payable to **London Borough of Camden**.

We have listed the current fees below but if you have any further questions about your fee, please [contact the licensing team](#).

Band	NDRV	Fee
<b>A</b>	£0 to £4,300	£100
<b>B</b>	£4/301 to £33,000	£190
<b>C</b>	£33,001 to £87,000	£315
<b>D</b>	£87,001 to £125,000	£450
<b>E</b>	Greater than £125,000	£635

### The application form

You must make your application in writing using the proper form. If you do not, we will be unable to accept it.

<sup>4</sup> <https://www.gov.uk/correct-your-business-rates>

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We encourage you to make your application using our online form. If you do not wish to do this, you can download the application form [here](#)<sup>5</sup> and send it by post.

### What information should I include in my application form?

When you complete the application form, it is important that you complete all four 'parts' of the form fully and correctly. The following sections set out the information you must provide.

#### Part 1: Premises Details

If you are applying as an individual, you must provide your full name. If you are applying as a business, you must provide the trading name of your business.

You must provide the correct postal address of the premises you wish to license including the name of the premises and the telephone number at the premises.

#### Part 2: Applicant Details

You must use the correct check boxes provided to tell us the capacity in which you are applying for your premises licence. This means are you applying as an individual or a business.

You must then complete the relevant 'details' section. This is either (A) individual applicants or (B) other applicants.

Please ensure that you provide your telephone number and your email address so that we can contact you quickly and easily.

#### Part 3: The Operating Schedule

If you would like the premises licence to start and/or end on a specific date, please enter the dates.

Please note that the licence cannot start until we have granted it and this will take at least four weeks from the time you apply. If we receive any objections to your application, it will take at least eight weeks for us to decide whether to grant your licence and you will be unable to trade during that time.

You must provide a general description of the premises you want to license. For example, "the premises is a restaurant situated in a residential area and provides tables and seating for 50 customers. The restaurant is laid out over two floors and also includes outside tables and seating for 10 customers".

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<sup>5</sup> <https://www.gov.uk/government/publications/premises-licence-application-forms>

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You must use the relevant check boxes to tell us which licensable activities you intend to provide at the premises and then complete the relevant boxes from A to J. For example, if you intend to provide plays at the premises, you must check a) plays and fill in box A to tell us the days, time and location when you will provide plays.

Please read the guidance notes at the end of the application form as they provide useful information, which will help you to complete the form correctly.

### The designated premises supervisor

#### Policy Chapter 12

After box K, you must provide details of the person who will be the designated premises supervisor.

If you are applying for a club premises certificate, you do not need to name a designated premises supervisor.

### Box K

#### Policy Chapter 7

If you intend to provide adult entertainment at the premises (such as striptease), you should complete this section. You should also read our Sex Establishments Policy, which is available on our website.

### Box L

The opening hours of the premises should allow sufficient time for customers to remain on the premises after the licensable activity has ended, for example to finish their meal or drinks. If you intend to sell alcohol until 23:00 hours (11 pm), your finish time could be 23:30 hours. Please note that you would not be able to serve any more alcohol during this time.

### Box M

You must provide details in Box M, of the steps you will take to promote the licensing objectives. The steps that you propose may become conditions of your licence so you should be happy that you would be able to achieve your proposals. We have produced a separate document containing example licence conditions for each of the licensing objectives.

You should also provide enough detail for people to assess your proposals and to comment.

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### What are the four licensing objectives?

#### Policy Chapter 4

The four licensing objectives are central to the licensing system and we expect all applicants and licence holders to uphold the following licensing objectives:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

#### The prevention of crime and disorder

This licensing objective is concerned with protecting people from crime, alcohol-related crime, violence and antisocial behaviour at or near licensed premises.

**Womens safety** - Camden believes that all women have the right to feel safe at any time, in any part of the borough and in all premises, licensed or otherwise. In particular, Camden wants to ensure that women visiting Camden's licensed premises and the evening and night-time economy feel safe.

Camden requires that licensed premises' staff are aware of the various support campaigns available such as "Ask Angela" and encourage licensed premises to sign up to the campaign, ensuring that signs stating this are clearly displayed around their venue. That staff are trained on how to report any issues and what to say and do should they witness or be subject to harassment and how to identify harassment and those who may be vulnerable, and are made aware of the premises' policy. Please refer to the Camden Statement of Licensing Policy, Appendix One (page 88).

#### Public safety

This licensing objective is concerned with the physical safety of people using or near to licensed premises. It does not relate to health and safety issues because other legislation deals with this.

#### The prevention of public nuisance

This licensing objective is concerned with the impact that licensable activities at venues can have on people who live and work near to the venue. The main concerns are noise nuisance, noxious smells, waste, litter and light pollution. This can include customers disturbing local residents when they leave licensed premises.

#### The protection of children from harm

This licensing objective is mainly concerned with protecting children from moral, psychological and physical harm, and this includes protecting children from exposure to strong language and sexual expletives, for example, in the context of film exhibitions, or by adult entertainment.

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### Risk assessments

#### Policy Chapter 4

We have developed an operating schedule tool kit to help you identify measures you need to include in your operating schedule. We recommend that you use the tool-kit to meet our policy requirements and to promote the licensing objectives. You can view and download the tool kit on our website.

Where necessary, you should include the following information:

- how the premises have been designed to comply with the principles of 'designing out crime'
- your crime prevention strategy for the premises
- do neighbouring residents live close to your venue (above, below, opposite or next door)
- information on public transport to and from the premises such as the underground, buses, night-buses, the night-tube and the hours of operation
- an acoustic consultant's report if there is a risk of noise nuisance from the proposed licensable activity

### Our Licensing Policy

You should also refer to our Policy when preparing your application particularly in relation to

- framework hours
- cumulative impact
- premises policies

### Framework hours policy

We are satisfied that venues are more likely to cause a disturbance to residents during the night and early morning. For this reason, we have agreed framework hours to help us when assessing the potential impact on the surrounding area. You should not regard the framework hours as standard or normal operating hours and you should be aware that your application could still receive objections if you intend to operate within framework hours.

#### Policy Chapter 5

If you intend to operate outside framework hours, we expect you to consider and propose additional measures to prevent your venue disturbing residents in the area. You should therefore include information about:



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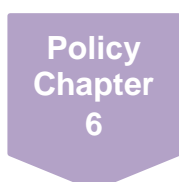
- the location of your premises and the character of the area in which it is situated
- the hours that you intend to provide licensable activities
- the hours you customers to remain on the premises
- what you will do to prevent crime and disorder and prevent public nuisance
- any issues that may have arisen if the venue was previously licensed
- whether customers have access to public transport when arriving at or leaving the premises at night-time and in the early hours of the morning
- how close your venue is to other licensed premises in the vicinity and the hours of operation of those other premises
- your proposals for managing customers when they leave your venue

If you intend to use the external areas of your premises, such as gardens and patios after 10 pm, we also expect you to provide appropriate conditions in your operating schedule to prevent public nuisance from those areas.

Please see the licence conditions section below for example conditions that you should consider.

### Cumulative Impact Policies

Cumulative impact is the potential negative impact caused by a number of licensed venues being located in the same area.



We have identified two areas in Camden where we are satisfied that any new venues or changes to existing venues could have cumulative impact on the area. As a result, we have created cumulative impact policy areas (CIPA) in Camden Town and Seven Dials.

This means that if your venue is in either of the CIPA, and you intend to apply for a new licence, provisional statement or to vary your existing licence, we will usually refuse your application unless you can show that your venue will not add to cumulative impact and is therefore an “exception” to our policy.

Our policy gives some examples that we may consider exceptional but this does not mean that we will automatically grant your licence.

Therefore, we would expect you to demonstrate an understanding of how our Policy affects your application and you must explain why your venue is an exception to our cumulative impact policy and will not cause or add to cumulative impact.

We strongly advise you to read our Policy carefully and consider including as many measures as required to lessen the impact on the area in which your venue is located.

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### Premises policies

#### Policy Chapter 7

We also have a number of premises policies in respect of different types of venues such as restaurants, pubs and bars and late night refreshment venues. These policies provide a number of example licence conditions that you should consider for your type of venue.

The policies do not contain every possible licence condition and you should therefore think carefully about what you can do at the venue to prevent your activities having an impact on the four licensing objectives.

We will always consider your application alone. This means that although another venue in the area may provide a licensable activity that you also want to provide, it may not be appropriate for your venue or may require additional conditions to prevent your venue having a negative impact.

We have also provided a list of all the example conditions for each of the four licensing objectives in a separate document that you can view on our website. We have cross-referenced each condition to the relevant premises type and paragraph numbers in our Policy.

### Part 4: Signatures

You or the person submitting your application for you must sign the application form. If you do not sign the form, we will be unable to accept your application.

### Declarations

You must confirm that you are entitled to live and work in the UK and you must declare that the designated premises supervisor is also entitled to live and work in the UK. If you do not complete these declarations, we will be unable to accept your application.

### Do I need to complete any other documents?

Yes, you need to include a floor plan of the premises and if you intend to sell alcohol, the designated premises supervisor must complete a consent form.

### Plans

You must provide plans of the venue, which you must draw to the standard scale of 1:100. You can write to us and ask us to agree an alternative scale plan before you submit the application. The plan does not need to be professionally drawn but it must show:

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- 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 paragraph 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.

You may use symbols on your plan to show the location of the items required above as long as you explain on the plan, what the symbols mean.

### What should I provide with the application form?

You must provide the following items with your application form:

- the correct application fee
- a plan of the premises
- the written consent of the Designated Premises Supervisor (where the sale by retail of alcohol is to take place at the premises)
- copies of your entitlement to live and work in the UK
- copies of the DPS' entitlement to live and work in the UK

We have provided an application checklist at [Appendix 1](#) below.

### To whom must I send my application and other documents?

#### Policy Appendix 1

You must send your application to us. If you complete your application using our online application form, you do not need to send copies to anyone else because we will do that for you.

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If you want to send your application to us by post, you must send it to us at the following address and send copies to everyone listed in [Appendix 3](#) below.

Licensing Team  
5 Pancras Square  
c/o Town Hall  
Judd Street  
London  
WC1H 9JE

### When is the application 'given'?

The application is 'given' on the date we receive your valid application. This is the date the correctly completed application is delivered to us or, if posted, the date we receive it.

If you 'give' your application electronically using our online application form, it is 'given' at the time you submit it unless you have not completed your application correctly.

If you do not complete your application correctly or you do not submit the required documents with your application, it will be invalid and we will not class it as 'given'. You will also have to start the application process again and you may have to pay a new application fee.

### Do I need to do anything else?

Yes, you need to advertise your application at or near to the venue and in a local newspaper circulating in the area of your venue. We have provided an example of this notice at [Appendix 2](#).

### Advertising requirements

#### Notice at the premises

Once you have submitted your application, you must display a notice clearly at the venue that anyone passing outside or near to the venue can easily see and read. This could be in a window or on a lamppost nearby.

For larger premises covering an area of more than fifty square metres, you must also place copies of the same notice every fifty metres along the outside boundary of your venue where anyone in the road next to the boundary, can clearly see and read it.

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You must comply with the following rules regarding the notice. The notice must be:

- printed on A4 size paper or larger
- the A4 paper must be pale blue in colour
- printed in black of a font size equal to or larger than 16

You must display the notice for a period of 28 consecutive days starting the day after you have 'given' us your valid application.

If you do not comply with these rules, your application will be invalid and you will have to start the application process again and you may have to pay a new application fee.

### Newspaper Advertisement

After you have submitted your application, you must publish a notice at least once in a local newspaper. You must do this within 10 working days of us receiving your valid application.

The advert must provide the same information as the notice that you must display at the venue. You are responsible for making sure that the notice includes the correct information and that you advertise it properly. If you do not, your application will be invalid, and you will have to start the application process again and you may have to pay a new application fee.

### Local newspapers

You can place your notice in the following local newspapers. You will have to pay a fee to the newspaper to advertise your notice and we have provided their website details below.

The [Camden New Journal](http://camdennewjournal.com/)<sup>6</sup> has the widest circulation in Camden and covers the whole borough.

The [Ham & High](http://www.hamhigh.co.uk/home)<sup>7</sup> circulates in the northern area of the borough.

The [Brent and Kilburn Times](http://www.kilburntimes.co.uk/home)<sup>8</sup> circulates in the western area of the borough.

The [West End Extra](http://westendextra.com/)<sup>9</sup> circulates in the southern area of the borough.

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<sup>6</sup> <http://camdennewjournal.com/>

<sup>7</sup> <http://www.hamhigh.co.uk/home>

<sup>8</sup> <http://www.kilburntimes.co.uk/home>

<sup>9</sup> <http://westendextra.com/>

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Please note that we will **not** accept a notice if you publish it in a daily or London-wide newspaper such as 'The Evening Standard'.

### What happens next?

When we receive your application, we will check it to make sure you have completed the application form and other documents correctly. We will then decide if the application is valid.

### Consultation on your application

If your application is valid, we will start the consultation the day after we received your application. The consultation will last for 28 days.

We will publish the information you provide in your application on our website and it will be available for inspection by members of the public. We will also inform members of the public who have asked us to inform them of licensing matters and local ward councillors.

During the consultation, people may send us written comments that may support or oppose your application. These comments are 'representations'.

### Unopposed applications

If we do not receive any relevant representations, we must grant your application in line with your operating schedule and with mandatory conditions.

### What is a relevant representation?

A relevant representation is any comment that relates to your venue, your application and one or more of the four licensing objectives. Objectors and supporters must submit their comments within the 28-day consultation period. If they do not, we will not accept them.

We will not consider a representation if it is frivolous, repetitious or vexatious. For example, we might find the representation is vexatious if it arises because of disputes between rival businesses or it might be a frivolous representation if it clearly lacks seriousness.

### What happens when we receive a relevant representation?

We will send you a copy of every relevant representation no more than 10 days after the consultation finishes. However, we will usually do this during the consultation period as and when we receive them.

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We may try to negotiate an agreement between you and anyone making a representation. If not all parties can reach agreement or you do not feel this is appropriate for you, we must arrange a meeting called a Licensing Panel hearing, to determine the application. We will usually arrange this meeting to take place within 20 working days from the last day of the consultation.

We will write to no later than 10 working days before the date of the hearing to inform you of the date and time of the hearing and we will explain the format of the hearing. We will also tell you:

- a) the rights of the parties involved (including issues relating to the presence of the public and rights to address the Licensing Panel, call witnesses and produce supporting information)
- b) the consequences of non-attendance or lack of representation at the hearing
- c) the procedure to be followed at the hearing and
- d) any matters about which we want clarification from a party at the hearing.

You must reply to us at least five working days before the start of the hearing, stating:

- whether you will attend the hearing in person
- whether you will be represented by someone else such as your ward Councillor or a solicitor
- whether you think that a hearing is unnecessary, if for example you have come to an agreement before the formal hearing)
- if you want another person to appear at the hearing (not to represent you), a request for permission for the person to attend, and details of their name and how they may be able to assist us in relation to the application

You must let us know as soon as possible in writing no later than 24 hours before the start of a hearing, or orally at the hearing, if you wish to withdraw your application.

If you withdraw your application after we have arranged a hearing date, we will let you know that we have cancelled the hearing.

### Licensing Panel Hearings

The Licensing Panel consists of three elected Councillors trained in licensing matters. The Panel decides whether to grant or refuse applications.

We will usually hold the hearings in public, unless we decide it is in the public interest to hold all, or part of the hearing in private.

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We will always make a record of the hearing.

Hearings will normally take the form of a discussion and the Licensing Panel will lead the hearings and explain the procedure to you. The panel will:

- decide any request for additional persons to appear at the hearing
- consider evidence produced before or during the hearing

At the beginning of the hearing, the Licensing Panel will explain the procedure that it proposes to follow at the hearing.

At the hearing, all parties shall be entitled to:

- address the Licensing Panel
- question any other party (if given permission by the Licensing Panel) and
- give further information in support of their applications, representations or notice in response to a point upon which we gave notice that we will want clarification

We will allow all parties an equal and maximum amount of time in which to put forward their views in support of or against the application.

If a party has informed us that he/she does not intend to be present or be represented at a hearing, we may proceed with the hearing in his/her absence. This may include you.

If a party fails to attend or does not have a representative at a hearing, and does not inform us beforehand, we may:

- adjourn the hearing to a specified date if we consider it to be necessary in the public interest or
- hold the hearing in the party's absence.

Where we hold the hearing in the absence of a party, we will still consider the application, representations or notice made by that party.

Where we decide to adjourn the hearing, we will notify all parties of the date, time and place to which we have adjourned the hearing as soon as possible.

### Licensing Panel Decisions

Once the Panel has heard all the evidence, it will then decide how to proceed in order to promote the licensing objectives. The Panel has a number of options available to it and may:



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- grant or vary the licence in the same terms as it was applied for
- refuse to issue or vary the licence
- grant or vary the licence, but to modify the conditions
- exclude some licensable activities from the scope of the licence
- refuse to agree a person as the premises supervisor

Once the panel has made its decision, we will usually give notice of our decision within 5 working days, unless we have already given our decision at the hearing.

### Can I appeal against the Licensing panel's decision?

Yes. You and any person who has made a representation can appeal within 21 days of us giving the decision notice.

You must make your appeal in writing to:

Highbury Corner Magistrate's Court  
51-53 Holloway Road  
London  
N7 8JA

Telephone 020 7506 3128

### Licence fees

If we grant your premises licence, you must pay a licence fee every year on the date we granted the licence. This fee is based on the NDRV of your venue. We have listed the current fees below but if you have any further questions about your fee, please [contact the licensing team](#).

Band	NDRV	Fee
<b>A</b>	£0 to £4,300	£70
<b>B</b>	£4,301 to £33,000	£180
<b>C</b>	£33,001 to £87,000	£295
<b>D</b>	£87,001 to £125,000	£320
<b>E</b>	Greater than £125,000	£350

If your licence authorises you to supply alcohol between midnight and 6am on any day of the year, you must pay an additional late night levy (LNL) charge on the same date as the premises licence annual fee. The following table shows the current LNL

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charges, the premises licence annual fee and the total amount you will have to pay each year.

Band	LNL charge	Annual fee	Total
<b>A</b>	£299	£70	£369
<b>B</b>	£768	£180	£948
<b>C</b>	£1,259	£295	£1,554
<b>D</b>	£1,365	£320	£1,685
<b>E</b>	£1,493	£350	£1,843

We will send you an invoice when your annual fee and LNL charges are due, and you should use the reference number on the invoice when making your payment.

If you do not pay the annual fee or the LNL charge within 21 days of the date that it becomes due, we must suspend your premises licence. This means that you will not be able to provide licensable activities at the premises and if you operate the premises while the licence is suspended, we may take enforcement action against you.

There are provisions to allow for administrative errors and disputes however, it is your responsibility to ensure that you pay the fee on time and that you keep your contact details up to date.

If you have any further questions please [contact the licensing team](#)

# Licensing Act 2003

## Guidance on applying for a premises licence

### Appendix 1 – application checklist

Requirement	✓
I have fully completed all sections of the application form and signed it	
I have enclosed the correct fee or made the payment online (based on the NDRV of the premises).	
I have enclosed a plan of the premises (this applies to all applications for a new licence or a variation to an existing licence that alters the layout of the premises)	
I have enclosed the written consent of the Designated Premises Supervisor <b>(only if you intend to sell alcohol at the premises)</b>	
I have enclosed documents showing my entitlement to live and work in the UK and documents showing the DPS' entitlement to live and work in the UK.	
I have enclosed other information that may assist relevant parties to accurately assess my application	
I have correctly displayed a notice at the premises	
I have correctly published a notice in the newspaper	
I have sent copies of all documents to each of the responsible authorities <b>(This is not required if you have made the application electronically)</b>	
I understand that if I have not correctly any of the above requirements my application will be rejected	

### Appendix 2 – newspaper and premises notice

#### Licensing Act 2003 Notice of application for Premises Licence

Notice is hereby given that (**enter applicant's name**) has applied to the London Borough of Camden for the grant of a premises licence to allow the use the premises situated at (**premises address**) for the provision of regulated entertainment / provision of late night refreshment / the sale by retail of alcohol (**delete activities that do not apply**).

Or

Notice is hereby given that (**enter applicant's name**) has applied to the London Borough of Camden to vary the premises licence for the premises situated at (**premises address**) in respect of the hours / accommodation / the provision of regulated entertainment / the provision of late night refreshment / the sale by retail of alcohol (**delete activities that do not apply**).

Any person who wishes to make a representation in relation to this application must give notice in writing no later than (**enter last date for representations**) stating the grounds for the representation to the:

London Borough of Camden Licensing Authority (Contact Camden)  
5 Pancras Square  
C/o Town Hall  
Judd Street  
London  
WC1H 9JE

Or online at [www.camden.gov.uk](http://www.camden.gov.uk)

The register of applications can be viewed online by visiting [www.camden.gov.uk](http://www.camden.gov.uk)  
Members of the public who do not have access to the Internet can view the applications at the above address.

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 for a premises licence and the maximum fine on being convicted of such an offence is £5000.

# Licensing Act 2003

## Guidance on applying for a premises licence

### Appendix 3 – responsible authorities

<p><b>The licensing authority</b> Licensing Team 5 Pancras Square c/o Town Hall Judd Street, London, WC1H 9JE</p>	<p><b>Environmental health team</b> London Borough of Camden Environmental Health Team 5 Pancras Square c/o Town Hall Judd Street London, WC1H 9JE</p>
<p><b>The police</b> Metropolitan Police Service Licensing Team Holborn Police Station 10 Lambs Conduit Street London WC1N 3NR</p>	<p><b>The Safeguarding Children Board</b> The Camden Safeguarding Children Board Quality Assurance Crowndale Centre 218 Eversholt Street London NW1 1BD</p>
<p><b>The fire brigade</b> LFEPA Camden Borough Team Fire Safety Regulations London Fire Brigade 169 Union Street London, SE1 0LL</p>	<p><b>Public health</b> London Boroughs of Camden and Islington Public Health 5 Pancras Square c/o Town Hall Judd Street London, WC1H 9JE</p>
<p><b>Health and safety team</b> London Borough of Camden Health and Safety Team 5 Pancras Square c/o Town Hall Judd Street London, WC1H 9JE</p>	<p><b>Our trading standards team</b> London Borough of Camden Trading Standards Team 5 Pancras Square c/o Town Hall Judd Street London WC1H 9JE</p>
<p><b>Our planning team</b> London Borough of Camden Planning Division 5 Pancras Square c/o Town Hall Judd Street London, WC1H 9JE</p>	<p><b>The Home Office</b> Alcohol Licensing Team Lunar House 40 Wellesley Road Croydon CR9 2BY</p> <p><b>← New since 6 April 2017</b></p> <p><b>Alternatively, email it to <a href="mailto:alcohol@homeoffice.gsi.gov.uk">alcohol@homeoffice.gsi.gov.uk</a></b></p>