

If calling please ask for: Customer Services  
01243 534740  
E-mail  
contact@chichester.gov.uk

Our ref: LA21

Your ref:

Dear Sir or Madam

## Licensing Act 2003 – Section 17 Enquiry – Premises Licence Application

Thank you for the recent enquiry regarding submitting a Premises Licence application.

Please find enclosed the appropriate forms and a copy of our guidance booklet entitled, '*Premises Licence (New and Full Variation Applications) Applicant Guidance – Licensing Act 2003*' (the 'Applicant Guidance') that will assist with the submission of a correct application.

Shown below and overleaf are the various steps that must be taken to ensure a valid application is submitted. Please note that if any of the requirements are not complied with, then this Licensing Authority will not regard the application as having been properly made.

1. Application form – **Form L09**.
2. Evidence of the applicant having an entitlement to work in the UK may be required. This is applicable to all individual applicants, including those in a partnership, but not companies or limited liability partnerships. Where appropriate, the applicant(s) is/are required to submit as evidence a document from a prescribed list (see the section titled '*Entitlement to Work in the UK*' of the Applicant Guidance booklet for information on the specific documents which meet the statutory requirements).
3. Supervision of alcohol sales - If this application is seeking the retail sale of alcohol as a licensable activity, then in the majority of cases a Designated Premises Supervisor (the 'DPS', who must be the holder of, or who has applied for, a Personal Licence) must consent to fulfil this role – **Form L14**. However, where the applicant is a Committee or Board of individuals with responsibility for the management of the premises, and the premises is considered a 'community premises', then rather than specify a DPS an alternative form can be submitted with this application requesting that the Committee or Board of individuals are made responsible for all alcohol sales – **Form L70**. A copy of this form will have been included if considered appropriate.

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4. The fee (see the section titled '*Fees*' of the Applicant Guidance booklet).
5. Plan of the premises in accordance with the regulations is required (see the section titled '*Plan of Premises*' of the Applicant Guidance booklet).
6. The application must be advertised. There are two very specific requirements that include displaying and publishing a Notice (see the section titled '*Advertising Applications*' of the Applicant Guidance booklet). Please also complete and return the enclosed '*Advertising Declaration*' form – **Form L30**. We also ask that you provide a copy of the Notice advertising the application that will be displayed at the premises.
7. A copy of the application, along with any documents accompanying it, must be submitted to each of the 'Responsible Authorities' specified in the Act (except, if appropriate, **Form L70** which need only be sent to the Licensing Authority and Sussex Police), on the same day on which the application is given to the Licensing Authority (see the section titled '*Responsible Authorities Addresses*' of the Applicant Guidance booklet for full contact details of all Responsible Authorities). We would strongly recommend that when submitting the application to the Responsible Authorities, that it is sent using a postal service that provides for proof of delivery.

Please do not hesitate to contact us should you wish to discuss any aspect of the application prior to its formal submission.

Yours faithfully

**Licensing Team**  
**Housing & Environment Services**