

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

Our ref: LA70

Your ref:

Dear Sir or Madam

Licensing Act 2003 Enquiry – Alternative Alcohol Condition Application

Thank you for the recent enquiry in respect of making an application to seek the removal of the requirement for a Designated Premises Supervisor at a community premises.

It should be noted that this type of application may only be made where the holder of the Premises Licence is a Committee or Board of individuals with responsibility for the management of the premises, and the premises is considered a 'community premises'. A community premises is defined as premises that are or form part of a church hall, chapel hall or other similar building or a village hall, parish hall or community hall or other similar building.

When considering whether a premises is considered a 'community premises', the main consideration in most cases will be how the premises are predominantly used. If they are genuinely made available for community benefit most of the time, and accessible by a broad range of persons and sectors of the local community for purposes which include purposes beneficial to the community as a whole, the premises will be likely to meet the requirements.

Please find enclosed the application form and I would specifically draw your attention to the statutory guidance notes set out at the rear of the form.

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 L70**. Please carefully read the guidance notes at page 5 as these provide useful information. If there is additional documentation that would support the application e.g. formal constitution, hiring agreement etc, then please include these.

../continued

2. The application costs **£23.00** and should be paid by card via our Customer Services Team when visiting the council offices or by telephone on 01243 534740.
3. The original copy of the existing Premises Licence that is in force at the premises (both Parts A and B) must be returned. If this is not practicable, a statement of the reasons for the failure to provide the licence is required. When sending in the originals, we would suggest that a photocopy is retained at the premises whilst the application is being processed.
4. A copy of the application, along with any documents accompanying it, must be submitted to the Chief Officer of Police (address below) on the same day on which the application is given to the Licensing Authority. We would strongly recommend that when sending the copy, that it is sent using a postal service that provides for proof of delivery.

Chief Officer of Sussex Police, c/o Licensing Officer, Sussex Police, Centenary House, Durrington Lane, Worthing, West Sussex, BN13 2PQ. Sussex Police have specifically asked that this address is used, however it is permissible to serve a copy at any other Sussex Police station.

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**