

REQUEST FOR PRE-APPLICATION ADVICE

Why use this service?

- Peace of mind - from application to photos we make sure everything's right first time.
- Reduced administration - as we will distribute copies to the responsible authorities

Special Note: Using this process does not guarantee an application will be granted. What it does is ensure that it will be processed promptly and where appropriate the application contains all of the information and conditions that the Council would expect to be in place to satisfy the responsible authorities. In all cases the pre-application consultation advice and guidance ends once a valid application is submitted. For check and send, you may be offered this service upon receipt of an invalid application

Types of pre-application advice

The types of pre-application advice we can provide are:

1. Pre-application consultation

We will undertake a pre-submission validation check of your application form and give advice on the legislation, our policy and (where appropriate) the type of conditions you may wish to include in the operating schedule. This will be helpful for applicants to:

- gain an understanding of potential issues that may arise from their application
- consider any appropriate conditions and/or comments that may alleviate concerns of consultees or responsible authorities
- understand any policy implications arising from their application
- understand the likelihood of their application being successful

2. Check and send

We offer this service for variations of premises licence to change the Designated Premises Supervisor (DPS) and /or transfers of licences *under the Licensing Act 2003*.

We will liaise with you to undertake a pre-submission validation check to ensure there are no errors or omissions that may result in an application being rejected as invalid. We will certify any photographs (if applicable) and facilitate you submitting an online application which will automatically forward your application to consultees/responsible authorities (where applicable).

[A table of the different levels and types of advice you can apply for is set out at the end of this form.](#)

If you are completing this request by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary. You should keep a copy of the completed form for your records.

Is this request for 'Check and Send' assistance with a change of DPS and/ or Transfer?			
Tick which applies:			
YES or NO	IF YES, VARY DPS ONLY	TRANSFER ONLY	BOTH
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Please note that the fee is payable per application.			

1. The person requesting this advice	
Your name	
Forenames	
Surname (Family name)	
Your current address	
Post town	Post code
E-Mail Address (<i>our preferred method of communication. We will use this to correspond with you unless you complete the separate correspondence box below</i>)	

2. The premises	
Please give the name and address of the premises for which the advice is sought	
Do the premises already benefit from a licence / certificate? If so, please enter the licence or certificate number below.	
Premises licence number	
Club premises certificate number	
Other licence number	
Please describe the nature of the premises below (e.g. pub, restaurant, hairdressers, private house)	

etc).
Please indicate what level of advice you are requesting (e.g. A, B, C etc, - see guide at end of form)

3. Checklist for check and send	
I have (Please mark the appropriate boxes with an "X")	
Made or enclosed payment of the fee for the advice request (see guide at the end of the form)	
Enclosed relevant documentation: <ul style="list-style-type: none"> • application form(s) for transfer and/or vary DPS, • consent form(s) from outgoing licence holder if transfer application and/or consent form from proposed DPS; • ID if transfer application to an individual) 	
Signed the declaration in Section 4 below	

3. Checklist for pre application advice	
I have (Please mark the appropriate boxes with an "X")	
Made or enclosed payment of the fee for the advice request (see guide at the end of the form)	
Enclosed relevant documentation (you do not have to provide all of these, but it will assist the officer in giving you advice): <ul style="list-style-type: none"> • application form(s) • consent form(s) • plan of premises • 2 x photos of practitioners (for special treatment only) • Certificates/qualifications of practitioners (for special treatment only) 	
Signed the declaration in Section 4 below	

4. Declarations	
The information contained in this advice request is correct to the best of my knowledge and belief.	
Signature	
Date	
Name of Person signing	

LEVELS OF PRE-APPLICATION ADVICE

ALL PARTNERS:

- Licensing Act 2003
- Gambling Act 2005

<p>A: Small Application- Up to 1 hour of advice regarding small licence applications, (at Council offices or via virtual meeting) Excludes events – see below</p>
<p>B: Medium Application- Up to 2 hours advice for medium size applications including a site visit Excludes event – see below</p>
<p>C: Large Application- Up to 4 hours advice for large applications including multiple (if necessary) site visits Excludes events – see below</p>
<p>D: Events up to 1000 capacity:</p> <p>Category A - up to 3 hours advice for extra large public events includes the cost of specialist officers and 3 site visits</p>
<p>E: Events between 1001 and up to 1999 capacity - Category B – up to 7 hours advice for extra large public events includes the cost of specialist officers and 3 site visits</p>
<p>F: Events between 2000 and up to 4999 capacity – Category C – up to up to 14 hours advice for extra large public events includes the cost of specialist officers and 3 site visits</p>
<p>G: Extra large events - 5000 people or more - Category D - up to 21 hours advice for extra large public events includes the cost of specialist officers and 3 site visits</p>

Check and send

<p>H: Licensing Act 2003 – transfer of licence <i>or</i> variation of designated premises supervisor – includes assistance completing form and advising on statutory requirements and the statutory fee (<i>currently £23</i>)</p>	<p>£55 (each)</p>
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