

**Isle of Wight Council**

**LICENSING ACT  
2003**

**Guidance to Applicants**

**(Amended 1 March 2013)**

## **Contents**

1. Introduction .....	3
2. Licensing Objectives .....	4
3. Making an Application .....	5
Premises Licences .....	5
Full Variations .....	10
Minor Variations .....	10
Transfer of Licence/Variation of DPS ..	11
4. Club Premises Certificates .....	12
5. Temporary Event Notices .....	13
6. Reviews .....	16
7. Fees .....	16
8. Personal Licences .....	17
9. Determining Applications.....	18
Appendix 1:    Contact Details	
Appendix 2:    Notice of application template	

# 1. Introduction

The Licensing Act 2003 came into effect on 24 November 2005.

The Act establishes a single integrated scheme for licensing premises, which are used for:

- Sale by retail of alcohol
- Supply of alcohol by on or behalf of a club to, or to the order of, or a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment

If you intend to carry on some or all of these licensable activities on the Isle of Wight you must apply to Isle of Wight Council for one of the following:

- Premises licence
- Club premises certificate
- Temporary Event Notice

If you intend to supply alcohol on premises you must also hold a personal licence which authorises you to do so. However, you do not need to hold a personal licence if you intend to supply alcohol on club premises or at temporary events.

This document is aimed at providing guidance to applicants wishing to carry out any of the licensable activities above and covers the completion of the relevant application forms and the procedure which needs to be undertaken.

This document also provides advice from responsible authorities to the requirements they shall expect from licensees.

If you are planning an event for more than 5000 people additional measures must be taken under separate legislation (Isle of Wight County Council Act 1971). Please contact the Licensing Team for information on the Isle of Wight Act notification (see contact details appendix 1).

If you require any assistance completing the application forms please do not hesitate to contact the Licensing Team. However please note, we are unable to give any legal advice and would suggest you seek your own legal advice in this instance.

## **2. Licensing Objectives**

The Licensing Act 2003 provides a clear focus on the promotion of four licensing objectives which must be addressed when licensing functions are undertaken. These are:

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

Each objective is of equal importance and are paramount considerations at all times.

All applications for premises licences and club premises certificates should demonstrate steps that shall be taken to promote the licensing objectives. This is covered later in this document.

### **3. Making an application**

All applications must be made on the correct forms some of which can be downloaded from the council's website at:

<http://www.iwight.com/licensing/>

or from the website of the Home Office:

[www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/alcohol-licensing/premises/](http://www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/alcohol-licensing/premises/)

The forms can either be submitted and paid for online or printed out and completed by hand.

If you do not have access to the internet you can obtain an application form either by calling:

Isle of Wight Council Licensing Team (01983) 823159

or in person:

Licensing Team, Jubilee Stores, The Quay, Newport, PO30 2EH

#### **Premises Licence**

A premises licence is issued by the council and authorises the use of any premises for licensable activities. This applies to permanent premises, but can also include one-off events where more than 499 persons will be present at any one time.

Any person over the age of 18 years who is carrying on or who proposes to carry on a business which involves the use of premises for licensable activities may apply for a premises licence.

Once it is granted a premises licence is valid indefinitely unless it is surrendered, lapses, is revoked or if the licence holder wishes the licence to finish on a specific date.

The premises licence application requires the applicant to submit certain information to the council and responsible authorities. If the information is not submitted or the application form is completed incorrectly, it will be rejected.

Only certain groups of people can object to the grant of a premises licence. These are responsible authorities as listed in appendix 1 and people who could be affected by the grant of the licence.

The application form contains guidance notes at the end of the form which should be read and followed in conjunction with this guidance.

The application form is divided into sections. The first section covers applicant and premises details. It is important that all details are completed correctly otherwise the application will be rejected.

The second section is divided into boxes which contain the following licensable activities:

Provision of regulated entertainment:

- Plays
- Films
- Indoor sporting events
- Boxing and wrestling
- Live Music (subject to exemptions under the Live Music Act 2012)\*
- Recorded Music
- Performances of Dance

### **\*Live Music Act 2012**

The Live Music Act received Royal Assent on 8 March 2012 and came into force on 1 October 2012. It:

- removes the licensing requirement for unamplified live music taking place between 8am and 11pm in all venues, subject to the right of a licensing authority to impose conditions about live music following a review of a premises licence or club premises certificate relating to premises authorised to supply alcohol for consumption on the premises
- removes the licensing requirement for amplified live music taking place between 8am and 11pm before audiences of no more than 200 persons on premises authorised to supply alcohol for consumption on the premises, subject to the right of a licensing authority to impose conditions about live music following a review of a premises licence or club premises certificate
- removes the licensing requirement for amplified live music taking place between 8am and 11pm before audiences of no more than 200 persons in workplaces not otherwise licensed under the 2003 Act (or licensed only for the provision of late night refreshment)
- removes the licensing requirement for the provision of entertainment facilities
- widens the licensing exemption for live music integral to a performance of Morris dancing or dancing of a similar type, so that the exemption applies to live or recorded music instead of unamplified live music.

Provision of late night refreshment

- Sale of hot drinks and food between 23:00 and 05:00 hours.

Supply of alcohol

For each of the above licensable activities, you must complete the days and times on which you intend to carry out the activities and whether the activities will occur indoors or outdoors or for the supply of alcohol, for consumption on or off the premises.

Non-standard timings allow flexibility for applicants to request alternate timings for events, and seasonal variations (such as New Year's Eve or Bank Holidays). If you intend to operate different hours on such occasions you should complete this section.

Applicants should be careful not to be too restrictive when deciding the hours in which they would like to operate as they could risk breaching the conditions of the licence. But if you are too generous with the length of hours this may give rise to objections and concerns from local residents or responsible authorities.

### **Plans**

A premises licence application must include a plan of the premises to 1/100 scale (unless an alternative scale has been agreed with the Licensing Authority). Please contact us if you would like to submit an alternative scale plan.

The plan must show:

- The extent of the boundary for the building, all relevant internal and external walls of the building or perimeter of the premises.
- Location of points of access to and egress from the premises.
- If different, emergency escape routes.
- Fixed structures must be clearly denoted i.e. raised stage area, stairs, steps including furniture which is fixed which may impact the ability of individuals to access exits or escape routes.
- The location and type of fire safety and other safety equipment.
- Location of 'other' rooms such as kitchen and public conveniences.

There is no requirement for plans to be professionally drawn, provided they are to scale and show all the required information.

### **The Operating Schedule**

Before completing the operating schedule for a premises licence the applicant should have regard to the Isle of Wight Council's Statement of Licensing Policy which can be viewed at .

[www.iwight.com/living\\_here/environment/environmental\\_health/images/LICENSINGPOLICY2011-2014.pdf](http://www.iwight.com/living_here/environment/environmental_health/images/LICENSINGPOLICY2011-2014.pdf)

The operating schedule should be precise and clear about the measures that are proposed to be taken to promote each of the licensing objectives. The

measures that the applicant proposes will form part of the decision making process of responsible authorities and local interested parties on whether to contest your application.

#### The Prevention of Crime and Disorder:

We suggest that you consider the following measures:

- Active membership of the local 'pub watch' scheme.
- Use of licensed SIA door staff (you should identify certain times when they may be required ie: high risk activities).
- Using plastic or polycarbonate drinking containers at all or at certain times or in certain parts of premises (i.e.: beer gardens.)
- An effective CCTV system covering all entrances/exits high risk areas such as dance floors and other open drinking areas. (Please contact Police Licensing Unit for further details on CCTV requirements).
- Whether open containers should be allowed to be taken from the premises?
- Maximum number of customers that you can effectively deal with on your premises in the event of an outbreak of disorder.
- Training of staff in alcohol awareness and their responsibilities under the Licensing Act 2003 (useful in defence of due diligence).

#### Public Safety:

We suggest that you consider the following measures:

- Display warning notices (against spiked drinks, availability of soft drinks for drivers).
- Availability of first aid kit and training of staff in first aid.
- Adequately lit escape routes.
- Risk assessment for your business to identify and minimise Health and Safety risks.
- Consideration should be given to the following Health and Safety legislation: Health and Safety at Work Act 1974, The Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety Act 1990.

Further advice regarding public safety is available from:

Environmental Health Department, Jubilee Stores, The Quay, Newport, Isle of Wight, PO30 2EH. (01983) 823000.

#### The Protection of Children from Harm:

We suggest that you consider the following measures:

- Are your premises suitable for children at all or at certain times?
- Are unaccompanied children to be permitted?



- Adoption of the 'Challenge 21' scheme whereby all customers appearing under 21 years of age are challenged for proof of age when purchasing age restricted products.
- Display of appropriate posters and 'Point of Sale' material to dissuade underage purchasers and remind staff to 'Think 21'.
- Keep a log of 'refused sales' (useful in defence of due diligence).

### *Test purchasing*

*The law gives local authorities and the police the power to make test purchases, using volunteers who are underage. A code of practice is followed and volunteers will not be close to the legal age and will answer all questions truthfully. This means if you are checked and, if you sell to a volunteer, you may commit a criminal offence.*

### The Prevention of Public Nuisance:

We suggest that you consider the following measures:

- If you are applying for regulated entertainment or any activity which may cause a noise break out from the premises, the applicant must take steps to prevent nuisance to local residents. An acousticians report to assess the possible noise break out and the use of mechanical limiting devices is advised.
- Noise from patrons leaving the premises and while outside smoking must be considered and identify how this will be managed.
- No outside drinking after certain times to prevent noise disturbance may be considered.
- Ensuring customers leave you premises quietly so not to disturb your neighbours. Signage to enforce the above.

You may need specialist help, for example to design a sound proofing scheme or to specify new or replacement equipment and plant. The council does not provide this service and recommends that you employ a consultant who is an expert in noise control. A list of local consultants can be obtained from your council. Environmental Health Officers will be pleased to cooperate with the consultant and to comment on the recommendations received.

The local authorities in Hampshire and Isle of Wight have agreed guidelines for noise reduction and a copy is available on request from Environmental Health Department, Jubilee Stores, The Quay, Newport, Isle of Wight, PO30 2EH. (01983) 823000

### Designated Premises Supervisor

If your premises licence application includes the sale of alcohol you must have a person who has day to day charge of the activities on the premises. This person is called the Designated Premises Supervisor (DPS) who must hold a personal licence in order to supply or authorise the sale of alcohol (See section 6 below).

The DPS must consent in writing to carrying out that function and the consent form must be submitted with the premises licence application form.

Once the application form has been correctly completed it should be sent with the relevant fee to the licensing authority. Copies of the application including the plan should be made and sent to each of the 'Responsible Authorities' listed at appendix 1.

New and variation applications are subject to a 28 day consultation period as part of the application process.

## Full Variation

A full variation application is necessary where an existing premises wishes to make changes to certain licensable activities, the operating schedule, conditions and/or substantially change the physical structure of the premises.

Once the application form to vary the premises licence has been correctly completed the original copy of the licence should also be sent to the licensing authority.

The application must also be publicised to allow public comments on the application.

- A notice must be posted at or near the premises. The notice must be of A4 size or larger and be on pale blue paper. Print on the notice must be black and be of a size equal to or larger than font size 16. For premises over 50 sq m, notice must be placed at 50 metre intervals along the perimeter of any boundary adjoining the highway. The notice should contain the information as shown in the template at appendix 2.
- An additional notice must be placed in the local newspaper within the first 10 days of submitting the application. The wording must also be as above.

For each notice you must indicate when the 'closing date' is for applications. To ascertain this date add 29 days onto the date you submit the application to the licensing authority and the responsible authorities.

The application should include a comprehensive operating schedule in order to promote the licensing objectives as outlined above.

## Minor Variations

A minor variation application is possible where certain changes are to be made to licensable activities, the operating schedule, conditions and/or change slightly the physical structure or layout of the premises.

If the applicant is of the opinion that the application in its submitted form would not have an adverse impact on the licensing objectives, a minor variation would be accepted.

Applicants are advised to contact the Licensing Section for advice if unsure whether to submit a minor variation or full variation.

Once an application has been accepted, officers will consult with relevant responsible authorities.

The application must also be publicised to allow public comments on the application.

- A notice must be posted at or near the premises. The notice must be of A4 size or larger and be on white paper. Print on the notice must be black and the heading must be in font size 32 or larger, and the rest of the text in font 16 or larger.

Notices must be displayed for 10 working days starting on the day after the application is submitted, and the final date inserted on the notice as the last day for comments.

Applicants may propose additional steps to promote the licensing objectives. If no such steps are proposed and any of the responsible authorities believe that the application, if granted, could undermine the licensing objectives, the authority MUST refuse the application and a full variation would need to be submitted. Applicants are therefore advised to contact relevant responsible authorities prior to submitting a minor variation application, to find out whether they would require any additional steps to be included in the application.

## Transfer of Premises Licence/Variation of DPS

A application to transfer an existing licence is applicable when the licence holder changes (such as the business changes ownership or a new manager is employed). The application must be submitted with a 'Consent to Transfer' form signed by the previous licence holder to give permission to transfer the premises licence to the new owner.

An application to vary the premises licence to specify an individual as the DPS is applicable when the DPS changes. The application must be submitted with a 'consent of DPS' form signed by the proposed DPS to give their permission to take on the role and responsibility of DPS.

If in the case of new ownership of the premises or change in management then the application may have immediate effect. This should be indicated by ticking the box on the application form, and the application will take immediate effect, however the Police still have 14 days to object to the application.

The original copy of the forms must be submitted to the Licensing Authority and a copy sent to the Police Licensing Unit.

## 4. Club Premises Certificates

Clubs are organisations where members have joined together for particular social, sporting or political purposes and then combined to buy alcohol in bulk for its members. There are technically no sales of alcohol by retail by the club at such premises except to guests making a purchase.

The general conditions that a club must satisfy if it is to be a qualifying club in relation to qualifying club activities:

- A person must be admitted to membership or be admitted, as candidate for membership, to any of the privileges of membership without an interval of at least two days between their nomination or application for membership and their admission.
- Under the rules of the club persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission.
- The club must be established and conducted in good faith as a club
- The club must have at least 25 members.
- Alcohol is not supplied, or intended to be supplied, to members on the premises otherwise than by or on behalf of the club.

Qualifying clubs have certain benefits. These include:

- No need to have a Designated Premises Supervisor for the sale of alcohol.
- More limited rights of entry for the police and authorised persons because the premises are considered private and not generally open to the public.
- The club premises not being subject to police powers of instant closure on grounds of disorder and noise nuisance (except when being used under the authority of a temporary event notice or premises licence) because they operate under their codes of discipline and rules which are rigorously enforced.
- The club is not subject to potential orders of the magistrate's court for the closure of all licensed premises in an area when disorder is happening or expected.

As well as their own members and guests, qualifying clubs are able to admit associate members and their guests (i.e. members and guests from another qualifying club) to the club premises when qualifying club activities are being carried on without compromising the use of their club premises certificate.

Club operating schedules prepared by clubs, as with those for premises licences, must include the steps the club intends to take to promote the

licensing objectives and applicants should follow the guidance in section 3 above.

## 5. Temporary Event Notices

A Temporary Event Notice (TEN) authorises the sale or supply of alcohol, the provision of regulated entertainment or the provision of late night refreshment at premises which are not already authorised by a premises licence or club premises certificate. A TEN is suitable for all events including outdoor events where licensable activities are required for a short duration or one-off event.

The following limits apply:

- less than 500 people will be attending the event
- the event must last no longer than 168 hours
- the event must not be within 24 hours of another event at the same premises

A TEN is not an application but is a notice that is given by an individual who is known as the relevant premises user.

Any such person must;

- Be over 18 years of age and,
- Have held no more than 12 TEN's in the current calendar year at the same premises and if previous temporary events have been held and lasted more than one day, the total number of days for the calendar year must not exceed 21 days and,
- If a personal licence holder, have given no more than 50 TENs (10 of which Late TENs) in the current calendar year, or
- If not a personal licence holder, have given no more than 5 TENs (2 of which Late TENs) in the current calendar year.

### Service of TENs

When considering service of notice the Isle of Wight Council applies the Civil Procedure Rules unless otherwise stated.

Where a document is delivered by hand or by left at a permitted address, the document is deemed to have been served a day after it was delivered or left.

If a document is served personally after 5pm on a business day or on Saturday, Sunday or bank holiday, for the purposes of calculating any period of time after service the TEN will be deemed to have been served on the next working day.

Examples:

Day of delivery	Application deemed to be received on	First day of the 10 day notice period
Friday after 5pm	Monday	Tuesday
Saturday	Monday	Tuesday
Sunday	Monday	Tuesday
Public holiday or bank holiday	Next business day	2 <sup>nd</sup> business day after delivery
After 5pm on a normal business day	Next business day	2 <sup>nd</sup> business day after delivery

The TEN **must** be served on Isle of Wight Council either online at [www.iwight.com/licensing](http://www.iwight.com/licensing) or at the following address:

Licensing Team  
 Jubilee Stores  
 The Quay  
 Newport  
 Isle of Wight  
 PO30 2EH  
 TEL: (01983) 823159

The TEN must be accompanied by the prescribed fee.

The current fee for a Temporary Event Notice can be obtained by telephoning the Council's Licensing Team (01983 823159) or by visiting [www.iwight.com/home/fees.asp](http://www.iwight.com/home/fees.asp).

The TEN will only be accepted by the authority once the fee has been paid. Once a notice is accepted, the ten working days notice will commence on the next business day as outlined above.

A copy of the TEN must also be given to Environmental Health. The proper address for service is Environmental Health, Jubilee Stores, The Quay, Newport, IW, PO30 2EH and the envelope should be marked "Temporary Event Notice – EH Copy". Please note when serving your TEN, the above timescales will apply.

A copy of the TEN must also be given to Hampshire Constabulary. The proper address for service is The Chief Officer of Police, Police Station, High Street, Newport, Isle of Wight, PO30 1SZ and the envelope should be marked "Temporary Event Notice". Please note when serving the Police with your TEN, the above will apply.

Hampshire Constabulary will also accept service of the TEN on the working days shown below either personally or by post at the following address:

The Police Licensing Unit, Newport Police Station, High Street, Newport, Isle of Wight, PO30 1SZ

Monday to Saturday	09:00 am until 18:00pm
Sunday	09:30 am until 18:00pm

The police will not accept a copy of the TEN by email or fax or at any other address.

Please note that if a TEN is served by electronic means, the local authority will serve the police and environmental health with a copy.

#### 'Standard' TEN

The person giving the TEN must normally serve the notice within a minimum of 10 **CLEAR** working days, this being ten working days exclusive of the day on which the event is to start, and exclusive of the day on which the notice is given.

#### 'Late' TEN

If less than 10 working days' notice, but more than 5 working days' notice is given, it will be treated as a Late TEN.

## 6. Reviews

Anyone affected by the grant of a licence can apply for a review of the licence at any time.

Any application for review of a licence MUST relate to one or more of the licensing objectives. If the application does not relate to the licensing objectives the local authority will reject the application as being 'not relevant'.

Persons who believe they are affected by the grant of a licence should first consider whether their concerns could be effectively dealt with outside of the formal review process. Such steps could include:

- Talking with the licence or certificate holder to establish whether there are any steps they may be willing to take to rectify the situation.
- Asking the Licensing Department to talk to the licence holder on your behalf.
- Ask your local MP or Councillor to speak to the licence holder on your behalf.
- Talking to the relevant "responsible authority" (e.g. Environmental Health in relation to noise nuisance or the Police in relation to crime and disorder) to establish whether there is other action that can be taken to resolve the problem.

Further advice on applying for a review of the licence and the procedure to be followed is available by contacting the Licensing Team on (01983) 823159

## 7. Fees

The current fees for all applications under the Licensing Act 2003 can be obtained by telephoning the council's Licensing Team (01983 823159) or by visiting [www.iwight.com/home/fees.asp](http://www.iwight.com/home/fees.asp).

Payment can be made by cash, credit/debit card or cheque made payable to Isle of Wight Council.



## 8. Personal Licences

A personal licence authorises an individual to supply alcohol or authorise the supply of alcohol in accordance with a premises licence.

A designated premises supervisor must hold a valid personal licence.

When applying for a personal licence the applicant must:

- Be aged 18 years or over.
- Possess a relevant licensing qualification.
- Submit an up to date (less than 28 days since issue) criminal record disclosure certificate.
- Submit the relevant fee.

A completed Disclosure of Convictions form must also accompany the application.

Applications for a criminal record disclosure certificate may be submitted online at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) or by post to:

Disclosure Scotland, P.O.Box 250, Glasgow, G51 1YU

### Licensing Qualifications

Details of licensing qualification providers are available from the Home Office:

[www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/alcohol-licensing/personal-licence-providers?view=Binary](http://www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/alcohol-licensing/personal-licence-providers?view=Binary)

The following provide accredited licensing qualifications on the Isle of Wight;

**Isle of Wight College**, Medina Way, Newport, Isle of Wight, PO30 5TA

Tel: 01983 526631, Fax: 01983 521707, Email: [info@iwcollege.ac.uk](mailto:info@iwcollege.ac.uk)

**Smart Training**, Smart House, Castlehold Lane, Newport, Isle of Wight, PO30 1AJ

Tel: 01983 530440, Fax: 01983 530290, Email: [info@smarttar.co.uk](mailto:info@smarttar.co.uk)

Once the personal licence has been issued the personal licence holder has a legal duty to:

- If charged with an offence, notify the court at first hearing that they are a personal licence holder.
- Notify the council of any relevant convictions.
- Notify the council of change of address.
- Produce the personal licence as and when required.

## **9. Determining Applications**

### **New Licence Applications and Full Variations to Existing Licences**

Applications for a premises licence, club premises certificate and full variations to either are subject to a 28 day consultation period during which representations or comments can be made regarding the application from responsible authorities and other persons who may be affected.

The licensing authority will assess all representations received to ensure that they are relevant and not frivolous, vexatious or repetitive.

During the consultation stage if relevant representations are received by the licensing authority then negotiation will take place with an aim to satisfy all parties. If agreement cannot be reached the decision to grant or refuse the licence is made by the Isle of Wight Council's Licensing Sub-Committee within 20 working days of the end of the consultation period.

The sub-committee will hear evidence from all relevant parties to the application and decide whether or not to grant the licence. The committee can modify the application or impose additional conditions to ensure that the licensing objectives are sufficiently promoted. All parties have a right of appeal to the magistrates' court against the decision of the sub-committee.

Should an application not receive any comments during the consultation period, the licence will be granted at the end of the 28 days as per the application.

The details from the operating schedule become conditions of the licence. It is a criminal offence under the Act to breach any of these conditions.

The licence is also subject to mandatory conditions specified by the Act.

### **Minor Variations**

Applications for a minor variation are subject to a 10 working day consultation period during which representations can be made.

The licensing authority has a further 5 working days after the end of the consultation period in which to determine the application.

The licensing authority will assess all representations received. If the licensing authority believes that the licensing objectives could be undermined, the application will be refused and a full variation will need to be submitted.

If the licensing authority believes that the licensing objectives will not be undermined, the variation will be granted. Where any additional steps have been proposed, they will be attached to the licence as conditions.

### **Standard TEN**

Where the Police and/or Environmental Health are satisfied that allowing the premises to be used in accordance with the TEN would undermine the licensing objectives, they must give an objection notice to the licensing authority and the premises user.

The licensing authority must then hold a hearing to consider the objection notice unless the premises user, the chief officer of police and the authority agree that a hearing is unnecessary.

The Licensing Sub-Committee may decide to permit the event, and in the case of premises which already has a premises licence with conditions attached, may decide to attach any or all of the conditions to the TEN as may be recommended by the Police or Environmental Health, or they may refuse to permit the TEN.

### **Late TEN**

Where the Police and/or Environmental Health are satisfied that allowing the premises to be used in accordance with the TEN would undermine the licensing objectives, they must give an objection notice to the licensing authority and the premises user.

In the case of a Late TEN where an objection is received, the event will not be permitted to take place, and there is no right to a hearing.

## Appendix 1: Contact Details

### Licensing Authority

Licensing Team  
Jubilee Stores  
The Quay  
Newport  
Isle of Wight  
PO30 2EH

Tel: (01983) 823159  
Fax: (01983) 823158  
e-mail: [licensing@iow.gov.uk](mailto:licensing@iow.gov.uk)

### Responsible Authorities

Police Licensing Unit:	Newport Police Station, High Street, Newport, Isle of Wight, PO30 1SZ
Environmental Health:	Jubilee Stores, The Quay, Newport, Isle of Wight, PO30 2EH
Trading Standards:	Jubilee Stores, The Quay, Newport, Isle of Wight, PO30 2EH
Fire Authority:	Technical Fire Safety Officer, Isle of Wight Fire and Rescue Service, South Street, Newport, Isle of Wight
Planning:	The Development Control Officer, Planning, Seaclose, Fairlee Road, Newport, Isle of Wight, PO30 2QS
Children's Services:	Head of Commissioning – County Hall, High Street, Newport, Isle of Wight, PO30 1UD
NHS:	Head of Isle of Wight Ambulance Service, Ambulance HQ, St Mary's Hospital, Newport, Isle of Wight, PO30 5TG

## Appendix 2: Advertisement Template

### LICENSING ACT 2003

An application for a **PREMISES LICENCE/CLUB PREMISES CERTIFICATE\*** has been submitted by **\*\*NAME OF APPLICANT OR CLUB** for premises at **\*\*ADDRESS OF PREMISES** to carry on the following licensable activities:

*Insert activity here*

*Insert days here*

*Insert Times here*

#### **\*\*Example**

Supply of alcohol                      Mon-Sun                      10:30 – 23:59 hours

Live and Recorded Music              Fri-Sun                      12:00 – 23:59 hours

Non-standard Timings                      To extend the  
above hours by 1  
hour on Bank Holidays

Members of the Public may inspect copies of the application, plan and other documents submitted between 8:30 am to 5:00pm Monday to Thursday and 8:30 am to 4:30 pm Fridays at:

Isle of Wight Council  
Licensing Section  
Jubilee Stores  
The Quay  
Newport  
Isle of Wight PO30 2EH  
[www.iwight.com/licensing](http://www.iwight.com/licensing)

Any person who may be affected by the grant of the licence, wishing to make representations regarding this application should do so in writing, sending all correspondence to the above address by **\*\*ADD 29 DAYS TO THE DATE YOU SUBMIT THE APPLICATION AND INSERT THAT DATE HERE.** Failure to meet this deadline may jeopardise the chance of your comments being taken into account.

It is an offence to 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 is £5000.

\*delete as appropriate

\*\*enter details as appropriate

If you would like this document translated please contact us on 01983 821000

**Arabic**

إذا رغبت بالحصول على نسخة مترجمة من هذه الوثيقة يرجى الاتصال بنا على  
01983 821000

**Bengali**

এই সলিসিটির অনুবাস চাইলে, সয়া করে ফোন করুন:  
01983 821000

**Chinese**

如果你想翻譯這份文件，請與我們聯係：  
01983 821000  
如果你想翻译这份文件，请与我们联系：  
01983 821000

**French**

Si vous désirez que ce document soit traduit,  
contactez-nous s'il vous plait au : 01983 821000

**German**

Falls Sie eine Übersetzung dieses Dokuments  
wünschen, wenden Sie sich bitte unter der folgenden  
Rufnummer an uns: 01983 821000

**Hindi**

यदि आप इस दस्तावेज़ का अनुवाद चाहते हैं, तो कृपया टेलिफोन नम्बर  
01983 821000 पर सम्पर्क कीजिए।

**Italian**

Se desiderate la traduzione di questo documento,  
contattateci allo : 01983 821000

**Punjabi**

ਜੇਕਰ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਅਨੁਵਾਦ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ  
ਟੈਲੀਫੋਨ ਨੰਬਰ 01983 821000 ਤੇ ਸੰਪਰਕ ਕਰੋ।

**Spanish**

Si desea una traducción de este documento por favor  
llame al nº de teléfono: 01983 821000

**Urdu**

اگر آپ اس دستاویز کا ترجمہ حاصل کرنا چاہتے ہیں تو اس نمبر پر فون  
کریں  
01983 821000

This information is available on request as an audiotape,  
in large print, in Braille and in other languages.  
For further details please contact Environmental Health on  
(01983) 821000