

**BRISTOL CITY COUNCIL
LICENSING TEAM (TEMPLE STREET)
PO BOX 3176 BRISTOL BS3 9FS**

Email: licensing@bristol.gov.uk

www.bristol.gov.uk/licensing

Telephone: 0117 3574900

Licensing Act 2003

How to Apply for the Variation of a Premises Licence

Before completing the application form, please read this guidance. Application forms and further information can be found on our website at www.bristol.gov.uk/licensing or contact us via e-mail to licensing@bristol.gov.uk or on 0117 3574900 if you require further guidance.

When can I apply for a variation?

An application for the variation of a premises licence may be applied for to:

- Extend the hours for existing licensable activities
- To apply for the provision of additional licensable activities
- To remove conditions on an existing licence

Minor alterations to premises, such as moving the location of fire fighting equipment, location of CCTV cameras, etc. may necessitate submission of a variation application or be dealt with informally. However, structural alterations that will impact directly on the plan of the premises, are likely to require an application for the grant of a new licence or a provisional statement. If you have any queries regarding whether a grant or variation application should be lodged in respect of any changes you may wish to introduce, please contact the Licensing Authority or seek independent legal advice.

Are there any exemptions to regulated entertainment?

The following are regulated entertainment regardless of timings or audience size these include boxing and wrestling (with exception for Greco-Roman and freestyle forms of wrestling), combined fighting sports and adult entertainment.

A number of exemptions have recently been introduced these include:

Live music in licensed venues

- Live music is no longer considered to be regulated entertainment in venues licensed for the sale of alcohol for consumption on the premises in the following situations:
- when it is unamplified and takes place between 8am and 11pm; and
- when it is amplified and takes place in the presence of an audience of 200 persons or less and is provided between 8am and 11pm.

The premises must be open for the sale of alcohol during the time that the live music is provided for the exemption(s) to take effect.

Any condition attached to the Premises Licence relating to live music will cease to have effect in respect of the live music when offered between 8am and 11pm, unless such conditions have been reinstated by the Licensing Authority as part of a Review Hearing.

Live music in venues which are not licensed

Unamplified, live music has been deregulated between 8am and 11pm in all non-licensed venues. However, unamplified, live music after 11pm and amplified live music in non-licensed venues will still require formal authorisation from the Licensing Authority by way of a Premises Licence, Club Premises Certificate or Temporary Event Notice.

Live music in workplaces

When it takes place between 8am and 11pm and in the presence of an audience of 200 persons or less.

Incidental music

Performance of live music or the playing or recorded music that is incidental to some other activity which is itself not an entertainment or the provision of entertainment facilities. For example recorded music played in a supermarket.

Theatrical performances and performance of dance

When it takes place between 8am and 11pm and in the presence of an audience of 500 persons or less.

Indoor sports

When it takes place between 8am and 11pm and in the presence of an audience of 1000 persons or less.

Film Exhibitions

Where the purpose is to demonstrate any product, advertise any goods or services, or to provide information, education or instruction, or is part of an exhibit at a museum or art gallery.

How much does it cost to submit a variation application?

The application fee for the variation of a premises licence is determined by the rateable value of a premises. You can find out the non-domestic rateable value of your premises by entering your postcode into the Valuation Office's website at www.voa.gov.uk.

There will be a multiplier applied to premises in Bands D (X 2 the basic fee) and E (X3 the basic fee) where they are exclusively or primarily in the business of supplying alcohol.

The values are divided into five bands:

Band	A	B	C	D	E
Non-domestic rateable value	£0 - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and over

The variation fee required is;

Band	A	B	C	D	D primarily supplying alcohol	E	E primarily supplying alcohol
Fee payable	£100	£190	£315	£450	£900	£635	£1,905

The application form

Incomplete Applications

We cannot accept incomplete or incorrect applications. The time limit for processing will not start until you have supplied a correctly completed application to ourselves and the appropriate responsible authorities, fee, and all other documentation required.

Completing the Application Form

Please use block capitals and black ink if completing the form by hand. The form must be legible or it will be returned.

Part 1 (of the application form)

Provide the detail as requested e.g. postal town, post code, etc You must enter the non-domestic rateable value of the premises.

Part 2 (of the application form)

The first part of this section concerns the type of applicant you are. Tick the appropriate box.

Go to the part of the form relating to the section you have ticked – e.g. section (A) for individual applicants, and complete that part.

Part 3 (of the application form)

If you wish the variation to have effect as soon as possible please tick the box as indicated.

If you wish the variation to take effect from a specific date please enter the date into the boxes provided. .

If the proposed variation would increase the occupancy of the premises to more than 5,000 people please indicate the number expected in the box provided. Please note that if the application is for more than 5,000 people an additional fee will be required.

The last box requires the applicant to provide a brief description of the proposed variation this should include all elements of the variation.

Part 4 (of the application form) – Operating Schedule

Please tick the boxes on the list provided of those licensable activities, which would be subject to change if the application is granted.

You are then required to complete the required box for each activity that would be subject to change. Each box has the following sections, which should be completed where appropriate;

Standard days and timings – Please note all times commence at 12 midnight (00.00) where applicable. There are two boxes for times, to account for when you remain closed during the day (or do not wish to provide licensable activities).

Let's say you wanted to open from 11.00am (11.00) to 11.00pm (23.00) on Mondays to Thursdays, 11.00am (11.00) to 2.00am (02.00) on Fridays and Saturdays, and from 11.00am (11.00) to 10.30pm (22.30) on Sundays.

You would fill the boxes in like this:

Supply of alcohol		
Day	Start	Finish
Mon	1100	2300
	-	-
Tue	1100	2300
	-	-
Wed	1100	2300
	-	-
Thur	1100	2300
	-	-
Fri	1100	0000
	-	-
Sat	0000	0200
	1100	0000
Sun	0000	0200
	1100	2230

Seasonal Variations

This would allow you to open later on say, Christmas Eve, or to open later during the summer months (you would have to specify which months). You need to say when you want to open and for how long. We recommend you use this box if you know you want to open later during seasonal periods, rather than wasting a Temporary Event Notice in applying for extensions.

Non Standard Timings

This caters for special events or Bank Holidays, for example. You may normally open until 11.00pm on Mondays, but on the first Monday of every month a folk club meet at your premises and you would like to provide alcohol and regulated entertainment until midnight on these occasions. You would put the details in this box.

Indoors or Outdoors

If licensed activities will take place in a building or similar structure, please tick "Indoors". If activities are to take place in the open air, or with a roof cover and no side wall covers, please tick "Outdoors". If you are a pub with a garden (for example) and you would like licensable activities to take place in the garden, you would tick both boxes.

Further Details

You are expected to state the type of activity to be authorised and where applicable, the frequency of these activities (unless the activity is to be provided regularly). It is important to give an indication of the type of activities proposed as this will assist all parties when considering your application.

The licensable activities are as follows:

Table A (on application form)

Plays – In the further details *box* you would state, for example, whether the plays are for children only, a mixed audience, for an amateur dramatics association, and so on.

Table B (on application form)

Film Exhibitions, – In the further details *box* you may say here how many screens you have if you have a cinema. You may describe the type of films you intend to show, e.g. art films, mixed films for all age ranges, and so on.

Table C (on application form)

Indoor Sporting Events – In the further details *box* you describe the type of sports you intend to provide.

Table D (on application form)

Boxing and Wrestling Entertainments – the category of fights you may wish to provide, whether they will be professional or amateur and so on.

Table E (on application form)

Performance of Live Music – how many musicians do you intend to have performing, what type of music will they play, and will the music be amplified or un-amplified?

Table F (on application form)

Playing of Recorded Music – what sort of recorded music? Will it be a DJ or a sound system? What is the power output of any sound system to be used? Will you be providing karaoke?

Table G (on application form)

Performance of Dance – what type of dancing? Will there be a stage or will it be roaming dancers, such as striptease performers?

Table H (on application form)

Entertainment of a Similar Description – describe the type of entertainment, e.g. comedy shows, hypnotism performances etc.

Table I (on application form)

Late Night Refreshment – Say what you intend to do, e.g. selling food for takeaway purposes only, selling food for consumption on the premises, the type of food you sell etc.

Table J (on application form)

Supply of Alcohol – this table must be completed if alcohol is to be supplied on the premises. If part M is completed you must also complete Part B3 on the application form.

Table K (on the application form)

Activities That May Give Rise to Concern in Respect of Children - This could include nudity or semi-nudity (such as exotic dancers) or the presence of gaming machines.

Table L (on the application form)

Hours Premises are Open to the Public

State the earliest time people are admitted to the premises, and the latest time they will leave. Times must be given in the 24 hour clock format.

The next *box* required the applicant to identify any conditions that could be removed if the application is granted. Please note that you should provide specific details of those conditions.

You are then required to indicate whether you have enclosed the premises licence or relevant part of the licence with the application. If you have failed to enclose the licence or relevant part please outline the reasons for this in the box provided.

Part M (on the application form)

Steps You Intend to Take to Promote the Four Licensing Objectives

This is a very important part of the form. You must use this area to demonstrate that you can run your business in the proposed new manner without contravening any of the four licensing objectives.

You need to satisfy the responsible authorities and any other interested parties (e.g. local residents), that you can run the premises responsibly and in accordance with the licensing objectives. If these people do not feel the steps you propose are adequate, they may object to the variation being granted.

It is clearly in everybody's interests to reduce the likelihood of people objecting to your variation. You should therefore think very carefully about how you are going to address the four licensing objectives.

You only need to state the measures you will take *regarding the variation you seek*, not the way you currently run your business. So think about the variation you are seeking, and any potential problems it could cause.

Some examples of things you may wish to consider are given below.

General – All Four Licensing Objectives

- Providing registered door supervisors;
- Having a Personal Licence Holder on the premises at all times the licence is being used;
- Staff training on licensing issues;
- Installing a CCTV system.

The Prevention of Crime and Disorder

- Drugs policies/notices;
- Membership of a local Pubwatch scheme;
- Providing adequate lighting;
- Use of a walkie talkie link to other licensed premises in the area;
- Age restrictions;
- Search policies;
- Bottle bans.

Public Safety

- Provision of emergency lighting;
- Provision of additional escape routes;
- Accommodation limits;
- First Aid provision;
- Seating arrangements;
- Use of special effects;
- Number of attendants.
- Avon Fire and Rescue Services recommend that the following assessment should take place in order to satisfy public safety, objectives from their prospective.
 - A risk assessment in accordance with regulation 3 of The Management of Health and Safety at Work regulations 1999
 - A fire assessment in accordance with regulation 8 of The Fire Precaution (Workplace) Regulations 1997 amended.

(Refer to FIRE AND SAFETY An Employers guide.)

- An assessment of the maximum number of persons permitted on the premises
(Including staff). (Refer to the publications at Annex E and Annex F of the guidance Issued under section 182 of the Licensing Act 2003)

The Prevention of Public Nuisance

This area is particularly important if you are seeking to extend your licence hours. You are not expected to control or seek to control the behaviour of persons once they have left the premises. However you may wish to consider measures you could take to encourage patrons to leave in a quiet and orderly manner.

- Provision and use of a noise limiting device;
- Secondary glazing/soundproofing;
- Noise patrols of the local area;
- Keeping the music to a reasonable level;
- Litter clearance;
- Considerate loading/unloading arrangements;
- Controlling noxious odours from cooking etc;
- Not using external areas after a certain time;
- Restricting hours that amplified music can take place;
- Keeping doors and windows closed while the licence is being used;
- Prevention of light pollution;
- Notices asking patrons to leave quietly.
- “Wind down” music policies.

The Protection of Children From Harm

- Restricting access to adult entertainment, e.g. lap dancing, age restricted films etc;
- Provision of children’s areas;
- CRB checks of staff involved in looking after young people;
- Proof of age cards;
- Prevention of access to gaming machines;
- A limit on the hours during which children can be present on the premises;
- Requirement to be accompanied by an adult;
- Requirement for attendants to be present when children’s activities are taking place.

You may wish to look at the Council’s Licensing Policy when considering what steps to offer.

You are not expected to address issues already covered by existing legislation, e.g. “I will not serve to people who are obviously drunk” or “I will not serve alcohol to under-18’s”.

Whatever you put in this section will become a condition of your licence. Therefore you should not specify anything that you are not able, or not prepared, to do if the licence is granted.

It may be that no additional steps are required, in which case you can leave the relevant box(es) blank.

Signatures

If the application is made by a limited company, partnership or unincorporated association, someone who has the capacity to bind the company or partnership should sign. Your agent (e.g a solicitor) may sign providing he or she has actual authority to do so.

Where there is more than one applicant, they must all sign the form.

Documents to be Included with the application

You must enclose the following:

- Premises licence or relevant part
- The fee;
- If the application involves amending the plans previously submitted to the Licensing Authority, a plan of the premises should be submitted. Also if the Responsible Authorities have not previously received a copy of the plans of the premises, it may assist them in determining whether to submit a representation if plans were submitted with the application. The information contained in the plan must be clear and legible in all material respects.

The plan shall show:

- 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 from the premises;
- c) If different from paragraph (b) above, the location of escape routes from the premises;
- d) In a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity;
- e) In a case where an existing licensable activity relates to the supply of alcohol, the location or locations on the premises which is or are used for consumption of alcohol;
- f) 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;
- g) 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;
- h) In a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- i) In a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms
- j) The location and type of any fire safety and other safety equipment; and
- k) The location of a kitchen, if any, on the premises

The plan may include a legend through which the matters mentioned or referred to in a) to k) above are sufficiently illustrated by the use of symbols on the plan.

The following information may be added to your plans. They are not a mandatory requirement but may speed your application by making it easier for the Licensing Authority and the Responsible Authorities to understand your application and how the premises are to be operated.

- a) Plans to be dated and bear the name and location of the premises
- b) To be endorsed with a location plan showing the site of the premises
- c) The scale used to be endorsed on the plan
- d) The total extent of the licensed premises to be defined by a continuous red line
- e) Areas to be used for the consumption of alcohol to be coloured pink
- f) Areas to be used for the storage of alcohol and bar serveries to be coloured brown
- g) Kitchen and staff only areas to be coloured yellow
- h) Toilet accommodation to be coloured blue

- i) Emergency exit routes not intended to be used for the consumption of alcohol to be uncoloured
- j) Where areas of the premises are to be used for specific purposes to which the licence will apply e.g. children only allowed into one area, adult entertainment, showing of films, etc those areas should be outlined and defined in a key accompanying the plan

Fire precaution details;

- a) The width of doors, stairways and other openings relevant to means of escape should be clearly indicated.
- b) Where applicable – fire resistance doors and structures should be indicated
- c) Type of surface linings and finishes to walls and ceilings
- d) Emergency Lighting
- e) Maintained exit signage
- f) Door furniture eg panic bars
- g) Where applicable : fire alarm details
 Smoke detection details
- h) Fire fighting equipment
- i) Compliance with all relevant British Standards should be clearly stated
- j) Applicants may find it helpful to adopt the use of symbols as at Annex 1 to this guidance. If these particular symbols are not used a key to the symbols should be provided.

- As of April 6th 2017, any person applying for a licence must provide proof that they are eligible to reside and work in the UK. Proof of residence is now a mandatory document for all applications where a licence is being applied for. If you fail to provide a document (as listed in Immigration Act guidance), then your application will be deemed as invalid.

What other organisations require copy of the application?

In order for your application to be submitted correctly you must send a copy of your application with all relevant documents eg plans (if appropriate) to the responsible authorities **on the same day** on which you make an application to the Licensing Authority. The responsible Authorities are as follows:

Avon and Somerset Police
 The Avon Fire and Rescue Service
 The Environmental Health Officer in respect of Health and Safety
 The Environmental Health Officer in respect of Pollution Control
 Planning Services
 Child Protection Agency
 Trading Standards
 Primary Care Trust
 Licensing Authority
 Home Office – Immigration Enforcement

The postal addresses and telephone numbers can be located at Annex B at the end of this document.

If your application is incomplete or incorrect, you may have to resubmit it to these agencies. Incomplete or incorrect applications will not be processed. In the event that all relevant and correctly completed documents are not received with the application it will not be processed.

Advertising Your Application

An application for the variation of a premises licence must be advertised both on the site and in a locally circulating newspaper. Licensing Authorities are also required to advertise your application on their [website](#).

Site Notice

The notice must be displayed for a period of no less than 28 consecutive days, starting on the day after the day on which the application was given to Bristol City Council.

The notice must be:

- A4 sized or larger
- On pale blue
- Printed legibly or typed in black in a font size of point 16 or larger

The notice must in all cases be displayed prominently at or on the premises to which it relates in such a position that it can be easily read from outside of the premises. Where premises cover an area in excess of fifty metres square, a further notice in the same format shall be displayed every fifty metres along the perimeter of the premises abutting the highway.

The site notice must state the following:

- Name of the applicant for a premises licence
- The postal address of the premises. If there is no postal address a description of the premises sufficient to enable the location and extent to be identified
- The postal address and, where applicable, the worldwide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected
- Briefly describe the proposed variation. In order that the public can make a properly informed decision as to whether or not to make representations you are strongly advised to include the proposed times of licensable activities, opening hours if different and the type of licensable activities proposed at the premises.
- The date by which an interested party or responsible authority may make representations to the Licensing Authority
- That representations shall be in writing
- That it is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine for such an offence.

A sample site notice format is attached as Annex C should you wish to use it.

Newspaper notice

The applicant shall publish a notice in a locally circulating newspaper or, if there is none, in a local newsletter, circular or similar document circulating in the vicinity of the premises.

The newspaper notice shall be published on at least one occasion during the period of ten working days, starting on the day after the day on which the application was given to the relevant Licensing Authority.

The newspaper notice must state the following:

- Name of the applicant for a premises licence
- The postal address of the premises. If there is no postal address a description of the premises sufficient to enable the location and extent to be identified
- Briefly describe the proposed variation. In order that the public can make a properly informed decision as to whether or not to make representations you are strongly advised to include the proposed times of licensable activities, opening hours if different and the type of licensable activities proposed at the premises.
- The date by which a relevant person or responsible authority may make representations to the Licensing Authority
- That representations shall be in writing
- That it is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine for such an offence.

A sample newspaper notice format is attached as Annex D should you wish to use it.

What Happens to your Application

The responsible authorities may make representations about your application, providing they are relevant to any of the four licensing objectives. Please note from April 2012 the Licensing Authority and Primary Care Trusts have also become responsible authorities. All representations are required to relate to the licensing objectives.

What Happens if Relevant Representations are Made?

If representations are made, the Licensing Authority will hold a hearing to consider the representations, unless the Licensing Authority, the applicant and those making representations agree it is not necessary. This may be the case where all parties meet prior to a hearing and resolve the issues that resulted in representations being made. In such circumstances the representations may be modified and a licence granted with amendments or conditions that arise from that meeting.

If no agreement is reached prior to the hearing then the Council's Licensing Sub Committee will determine your application. The Sub Committee will comprise of elected members who are drawn from the parent Licensing Committee.

You will be invited to attend the hearing to give evidence, answer questions, and call any witnesses. The committee will listen to evidence from both sides before deciding whether to grant the application. They may grant it as requested, grant with conditions (providing they are relevant to the licensing objectives) or refuse your application.

Appeals

If you are dissatisfied with a decision made by the Council, you may appeal to the Magistrates Court for the petty sessions area in which the premises are situated, within 21 days of being notified of the Council's decision.

This information has been made as comprehensive as possible. However, in attempting to simplify the law, certain requirements have been omitted. Full details of what you must do are in the legislation itself. The information in this guidance was accurate when produced but you are always advised to seek your own legal advice should you have any queries and you should note that the Council cannot be liable in any way for the contents of this guidance.

PLAN DRAWING SYMBOL SHEET

ANNEX A

	FIRE RESISTING CONSTRUCTOR		CARBON DIOXIDE EXTINGUISHER, 4.5KG CAPACITY UNLESS OTHERWISE STATED		ILLUMINATED EXIT SIGN, LETTERING 75MM UNLESS OTHERWISE STATED
	30 MIN (UNLESS OTHERWISE STATED) FIRE AND SMOKE RESISTING DOORSET WHICH IS SELF-CLOSING AND PROVIDED WITH N6 NOTICES ON EACH SIDE OF THE DOOR		VAPOURISING LIQUID EXTINGUISHER (HALON CF), 2.5KG CAPACITY UNLESS OTHERWISE STATED	E	EXIT SIGN, LETTERING 75MM UNLESS OTHERWISE STATED
			MULTI PURPOSE SPRAY (AFFF), 5L CAPACITY UNLESS OTHERWISE STATED	N1	GENERAL FIRE NOTICE
	30 MIN (UNLESS OTHERWISE STATED) FIRE AND SMOKE RESISTING DOORSET, AND PROVIDED WITH A N3 NOTICE ON THE OUTSIDE OF THE DOOR		FIRE BLANKET, 1M X 1M UNLESS OTHERWISE STATED	N2	STAFF FIRE NOTICE
	FIRE ALARM VISUAL WARNING DEVICE		SAND BUCKET	N3	FIRE DOOR KEEP LOCKED SHUT
SC	SELF CLOSING DOOR	HHP	HEAD HEIGHT PARTITION	N4	SLIDE TO OPEN, LETTERING 75MM UNLESS OTHERWISE STATED
A	SELF CLOSING DOOR ON AUTOMATIC ACTUATION	FRG	FIRE RESISTING GLAZING	N5	FIRE EXIT DO NOT OBSTRUCT, LETTERING 50MM UNLESS OTHERWISE STATED
RS	ROLLER SHUTTER DOOR		FIRE ALARM / ZONE INDICATOR PANEL	N6	FIRE DOOR KEEP SHUT
VL	VERTICAL LADDER	E →	DIRECTIONAL EXIT SIGN, LETTERING 75MM UNLESS OTHERWISE STATED	N7	PUSH BAR TO OPEN NOTICE, LETTERING AT LEAST 50MM IN HEIGHT UNLESS OTHERWISE STATED
SL	SECURITY LOCK APPROVED TYPE		FIRE ALARM ACTUATING POINT	N8	AUTOMATIC DOOR KEEP CLEAR, SHOULD BE PROVIDED ON THE VISIBLE SIDE OF THE DOOR WHEN IN THE OPEN POSITION
PB	PUSH BAR IRONMONGERY, TOGETHER WITH A N7 NOTICE POSITIONED BELOW THE PUSH BAR		FIRE ALARM SOUNDER	Hr 1	HANDRAIL, AT LEAST 840MM IN HEIGHT UNLESS OTHERWISE STATED
VP	VISION PANEL, MEASURING AT LEAST 455MM X 455MM UNLESS OTHERWISE STATED		SMOKE DETECTOR	Gr 1	GUARDRAIL, AT LEAST 1070MM IN HEIGHT UNLESS OTHERWISE STATED
	HOSEREEL 30M LONG, UNLESS OTHERWISE STATED		HEAT DETECTOR		EMERGENCY LIGHT DIRECTIONAL
	WATER EXTINGUISHER, 9L CAPACITY UNLESS OTHERWISE STATED		EMERGENCY LIGHTING POINT	*	DOORS NOT FORMING PART OF MEANS OF ESCAPE
	FOAM EXTINGUISHER, 9L CAPACITY UNLESS OTHERWISE STATED		NORMAL LIGHTING POINT		SMOKE DETECTOR WITH SOUNDER
	DRY POWDER EXTINGUISHER, 10KG CAPACITY UNLESS OTHERWISE STATED		ACTUATING SWITCH FOR NORMAL LIGHTING POINT		HEAT DETECTOR WITH SOUNDER

ANNEX B

Contact Addresses and Telephone numbers in respect of the Responsible Authorities

RESPONSIBLE AUTHORITY	ADDRESS	TELEPHONE NUMBER
Avon and Somerset Constabulary	The Bridewell, 1 - 2 Bridewell Street, Bristol, BS1 Postal applications should be directed to: Chief Officer of Police, Licensing, First Floor, PO Box 3119, Bristol, BS1 9GG.	01278 649299 or 01278 649306
Avon Fire and Rescue	Technical Fire Safety Patchway Fire Station Rodway Road Patchway Bristol BS34 5PE	0117 926 2061
Bristol City Council – Planning	Planning Searches Development Management Place Directorate Bristol City Council City Hall College Green Bristol BS1 5TR Or email: Planning.enforcement@bristol.gov.uk	0117 922 3097
Bristol City Council – Health and Safety	Neighbourhood and Housing Services St Anne's House, St Anne's Road, Bristol, BS4 4AB Postal applications should be directed to: Bristol City Council Health and Safety (St Anne's) P.O Box 3176 Bristol BS3 9FS Or email: Health.safety@bristol.gov.uk	0117 922 3388
Bristol City Council – Pollution Control	Pollution Control Unit St Anne's House, St Anne's Road, Bristol, BS4 4AB Postal applications should be directed to: Bristol City Council Pollution Control (St Anne's) P.O Box 3176 Bristol BS3 9FS Or email:	0117 9222 500

	pollution@bristol.gov.uk	
Bristol City Council – Trading Standards	Neighbourhood and Housing Services 100 Temple Street, Bristol, BS1 6AG Postal applications should be directed to: Bristol City Council Trading Standards (100 TS) P.O Box 3176 Bristol BS3 9FS Or email: Trading.standards@bristol.gov.uk	0117 922 3604
Bristol City Council – Children and Young Peoples Services (for matters relating to the protection of children from harm)	Child Protection 3 rd Floor Bridewell Police Station 1-2 Bridewell Street Bristol BS1 2AA Or email: childprotection@bristol.gov.uk	0117 9037780
Bristol City Council Licensing Authority	Licensing Team 100 Temple Street, Bristol, BS1 6AG Postal applications should be directed to: Licensing Team (100 TS) PO BOX 3176 Bristol BS3 9FS Or email: licensing@bristol.gov.uk	0117 3574900
Associate Director of Public Health	Public Health, City Hall, College Green, Bristol, BS1 5TR Postal applications should be directed to: Public Health (City Hall) PO BOX 3176 Bristol BS3 9FS Or email: Thara.raj@bristol.gov.uk	0117 900 2629
Coastguard and Maritime Agency (for applications involving boats)	Cardiff Marine Office Ocean Way Cardiff CF24 5JW	02920448822
Principal Inspector for the Bristol Area (for HSE enforced premises such as Council owned land and fairs)	Health and Safety Executive 4 th Floor The Pithay All Saints Street Bristol	

	BS1 2 ND	
Home Office – Immigration Enforcement	Alcohol Licensing Team Lunar House 40 Wellesley Road Croydon CR9 2BY Or email: alcohol@homeoffice.gsi.gov.uk	

Sample site notice format (The notice must be in font size 16 or larger)

LICENSING ACT 2003

Application for the Variation of a Premises Licence

I (Insert full name of applicant).....

Of (Insert the full postal address of the premises).....

(Where there is no postal address a description of the premises sufficient to enable the location and extent of the premises to be identified)

I have submitted an application for the variation of a premises licence to Bristol City Council, Licensing Authority 100 Temple Street, Bristol BS1 6AG. The record of the application may also be inspected at this address between 9.00 am and 5.00 pm Monday – Friday, with the exception of Wednesday when the opening hours are 10.00 am and 5.00 pm or on the Council’s website at www.bristol.gov.uk.

Details of application (Type of licensable activity, proposed days & times of activities and opening hours of premises, details of any non standard timings & any seasonal variations).....

Relevant persons and responsible authorities may make written representation to the relevant Licensing Authority by.....(Insert date which shall be no less than 28 consecutive days starting on the day after the day on which the application was given to the Licensing Authority) such representation shall be made in writing to Licensing Team(100TS) PO BOX 3176 Bristol BS3 9FS or via email: licensing@bristol.gov.uk

It is an offence to knowingly or recklessly make a false statement in connection with an application, the maximum fee for which a person is liable assuming conviction for the offence is level 5 on the standard scale.

ANNEX D

Sample newspaper notice format.

LICENSING ACT 2003
Application for Variation of a Premises Licence

I (Insert full name of applicant).....

Of (Insert the full postal address of the premises).....
.....
.....

(Where there is no postal address a description of the premises sufficient to enable the location and extent of the premises to be identified)

I have submitted an application for the grant of a premises licence to Bristol City Council, Licensing Authority 100 Temple Street, Bristol BS1 6AG. The record of the application may also be inspected at this address between 9.00 am and 5.00 pm Monday – Friday, with the exception of Wednesday when the opening hours are 10.00 am and 5.00 pm or on the Council’s website at www.bristol.gov.uk.

Details of Variation (Type of licensable activity, proposed times of activities and opening hours of premises).....
.....
.....
.....
.....
.....

Relevant persons and responsible authorities may make written representation to the relevant Licensing Authority by.....(Insert date which shall be no less than 28 consecutive days starting on the day after the day on which the application was given to the Licensing Authority) such representation shall be made in writing to Licensing Team(100TS) PO BOX 3176 Bristol BS3 9FS or via email: licensing@bristol.gov.uk

It is an offence to knowingly or recklessly make a false statement in connection with an application, the maximum fee for which a person is liable assuming conviction for the offence is level 5 on the standard scale.