# How to apply for a premises licence to be granted

# under the Licensing Act 2003

## To apply for a new Premises Licence you need to:

* Submit a completed and signed application form. You may also apply on line at gov.uk or follow the link on our website.
* A Fee. Currently we only accept payment by debit or credit card.(see fees list). If you apply online you will pay your fee at the time of submitting your application.
* Enclose the DPS Consent Form (If applying for alcohol)
* Enclose a plan of the premises (see Plan Guidance)
* Proof of entitlement to work in the UK. Please see attached guidance for list of accepted documentation (copies accepted). These documents are not required to be certified.

* Send a **copy** of this application (including the plan) to each of the responsible authorities listed.
* Please ensure you arrange for the newspaper advert to be advertised within a newspaper distributed within the vicinity of the premises. Please do not place your advert until you have received our acknowledgement letter. This needs to be done within 10 working days of from the date on our acknowledgement letter.
* Please ensure your blue notices are displayed at the premises as soon as you receive our acknowledgemnt letter and they must be visible 24hrs a day. The notices must be on a prominent blue paper and the type font size must be a minimum size 16.

Your original completed application, including accompanying documentation needs to be sent to the below address:

**Licensing Services**

**Holbeach Office**

**9 Holbeach Road**

**London**

**SE6 4TW**