



## LICENSING ACT 2003

### PREMISES LICENCE AND CLUB PREMISES CERTIFICATES – HOW TO APPLY

An application for a new premises licence or club premises certificate must be submitted to the Licensing Team, Blaenau Gwent County Borough Council, District Offices, Beaufort Street, Brynmawr NP23 4AG. The application form must also be accompanied by the following documents:-

- Application fee which is dependent on the rateable value of the premises (see separate guidance notes);
- Plan of the premises (see separate guidance notes);
- Consent of designated premises supervisor where the sale of alcohol is to take place in respect of premises licences only (see separate guidance notes);

A copy of the application, together with the above documents, excluding the fee, must also be served on each of the responsible authorities, details of which are available separately.

In addition, the application must be advertised in the following two ways:-

#### **On the Premises**

A notice, on blue paper, must be prominently displayed at, on or near the premises to which the application relates where it can be conveniently read from the exterior of the premises. The notice must give details of the application and displayed for a period of 28 days from the date of the application (see separate guidance).

#### **In a local newspaper**

Details of the application must also be advertised in a local newspaper on at least one occasion during the next ten days after the application is submitted to the Licensing authority (see separate guidance).

All applications will be considered for a period of 28 days during which time responsible authorities and interested parties, i.e. local residents and businesses, may make representations to the Licensing authority. If representations are received, a hearing will be held to determine the application to which the applicant and the relevant responsible authority and/or interested party will be invited to attend.