Licensing Act 2003 - Pre-Application Advice Service

(*to be completed by applicant*)

The Licensing Team offer a pre-application advice service for those seeking to apply for a new premises licence, variations to a current licence and general licensing advice.

We will help you to:-

* choose the correct type of licence for your business,
* understand which policies may be applied to the licence and why,
* identify if a specialist is required, e.g. from an acoustician or security specialist,
* be aware of any specific measure that may need to be considered when submitting your application,
* complete the application form fully and correctly

To request pre-application advice please complete the **form** providing as much information as possible and choose which service you require (see below). The form must be emailed to [licensing@newham.gov.uk](mailto:licensing@newham.gov.uk) we will call you for payment.

**Licensing Act 2003**

**Pre-Application Advice form (applicant to complete)**

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| --- | --- | --- | --- | --- |
| Name and address of Applicant / Organisation: | |  | | |
| Telephone number:  (We will call you for payment) | |  | | |
| Email: | |  | | |
| Full postal address of premises: | |  | | |
| Is the premises located within Newham’s Cumulative Impact Zone? | | | **YES** | **NO** |
| Current use of premises  (if applicable): |  | | | |
| Please provide an accurate and detailed description of your proposal. |  | | | |
| Please ensure you attach any **plans** and **drawings** to the email, describing the current and proposed development, these should be preferably to metric scale with floor plans and elevations. | | | | |

**Fees**

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| **Application Type** | **Service** | **Fee** |
| Small Premises  e.g.  Convenience Store off supply of alcohol, Late night refreshment. | Up to 3 hours Licensing Officer time. For advice on the licensing process, guidance on plans, proposed conditions, telephone conversations.    This does not include meetings or site visits. | £240.00 charged at £80 per hour. |
| Medium Premises  e.g.  Pub / Bar / Restaurant with on supply of alcohol, premises with deliveries. | Up to to 6 hours officer time. Includes site visit / meeting with Senior Licensing Officer, for advice where a site visit is essential. | £480.00  charged at £80 per hour. |
| Large  Complex applications. | For applications requiring considerable Senior Licensing Officer time with multiple site visits and meetings. | £1280.00 |
| "Bolt on” | To request an additional Licensing Officer involvement or further officer time, 2.5 hours, designed for a meeting / site visit. | £197.00 |
| General | Up to 1 hour officer time to explain fully the application process and advice on how to complete application forms including Transfers and changes of Designated Premises Supervisor. | £80.00 |