



## **How do I apply for a premises licence?**

**An application for a premises licence must be made to the relevant licensing authority, that is, the authority within whose area the premises is situated.**

### **To make an application you must submit:**

- a completed application form, including an 'operating schedule'
- a plan of the premises in the prescribed form
- if the application requests the authorisation to supply alcohol, a form containing the consent of the proposed designated premises supervisor in the prescribed form
- the prescribed fee

Regulations made by the Secretary of State prescribe the form and manner of making the application. Copies of the application form, including any relevant accompanying documents, must be sent to the responsible authorities on the same day as the application is given to the relevant licensing authority. Applications must also be advertised to allow interested parties to make representations.

At Dadds LLP Licensing Solicitors we can assist you in applying for your Premises Licence. After consulting with you free of charge to establish your needs, we will complete the application on your behalf as your Licensing Solicitors and send it, with the fee and supplementary information, to the appropriate authorities.

## **How we can help?**

Call us on **01277 631 811** or complete the form on our [website](#) for more information.