

# AYLESBURY VALE DISTRICT COUNCIL

## Department of Community Services

Please ask for: Kerryann Burke or Bob Ferguson  
Direct Line: (01296) 585560 or 585502  
Switchboard: (01296) 585858  
Minicom Line: (01296) 585055  
Email: [licensing@aylesburyvaledc.gov.uk](mailto:licensing@aylesburyvaledc.gov.uk)  
Our Ref: Amended 171105  
Your Ref:



Dear Sir/Madam

### Re: Licensing Act 2003

#### – Application to Vary a PREMISES LICENCE

With reference to your enquiry to apply for a Premises Licence please find attached with this letter the following documentation.

1. Form LA06 (Application form for a premises licence)
2. Appendix 1 (Details required in respect of plan to be submitted)
3. Appendix 2 (Table of fees)
4. Appendix 3 (contact details of Responsible Authorities)
5. LA19 (Public Notice for a Variation of a Premises Licence)
6. LA26 (Declaration of Service – Photocopy as required)

Complete the application form LA06. Please take care to fill in the form correctly. Read the guidance notes on the application form. Any omission may render the application invalid and you may have to re-submit it. The form is quite complicated and involved and you might want to seek advice from a solicitor or licensing specialist. The Law Society web-site may help in identifying a local solicitor with licensing expertise ([www.lawsociety.org.uk](http://www.lawsociety.org.uk)).

If your application is for a premises licence authorising the sale of alcohol you will need to name an individual as the 'Designated Premises Supervisor'. In this case the form LA09 needs to be completed by that person consenting to be nominated as the premises supervisor.

In addition to the application form you will need to attach a plan of the premises on a scale of 1:100 (unless we have previously agreed in writing that an alternative scale plan is acceptable). Appendix 1 details exactly what information needs to be included on the plan.

The fees for licence applications are set by Central Government and are based on the non-domestic rateable value of the premises. There are exemptions in respect of community/church halls, schools or colleges but only where the application is for entertainment only and the sale of alcohol is not authorised by the premises licence. Attached as Appendix 2 is a table of fees.

At the same time you need to send copies of your application and all the documentation accompanying it to all of the 'Responsible Authorities' indicated on Appendix 3. We will expect proof that the application has been served on each, such as a confirmation of receipt letter or recorded delivery receipt or written confirmation from the person who served the application (e.g. certificate of service).

At the same time you will also have to display the completed 'Public Notice' attached as LA19 for 28 consecutive days. Please note that you do not necessarily need to use the notice provided but there

David Smedley Head of Environmental Health & Licensing Services



INVESTOR IN PEOPLE



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Visitors please call at 66 High Street Aylesbury



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are strict requirements governing the display of a public notice and they must be complied with. The requirements relating to Public Notices is printed on the reverse of the form LA19. Within ten working days of giving us the application, you will have to arrange for a public notice in the local newspaper containing the same information as the public notice displayed on the premises (Bucks Herald, Buckingham and Winslow Advertiser, Leighton Buzzard Observer).

If the licensing authority receives a representation within the 28 day consultation period, you will be informed in writing and a Licensing Sub-Committee hearing will be convened to determine your application. If, at the end of the 28 day consultation period no representations are received your Premises Licence will be issued.

Should you require any additional information you can seek clarification via our web-site, [www.aylesburyvaledc.gov.uk](http://www.aylesburyvaledc.gov.uk) or contact the Licensing Section on 01296 585502 or 01296 585560.

Yours faithfully



Peter Seal  
Licensing Services Manager