

# East Lindsey District Council – Licensing Authority



## Application to vary a premises licence under the Licensing Act 2003

*(Form Last Revised November 2018)*

Licensing Act 2003

Please read the following instructions, guidance notes at the end of the form and any guidance leaflets enclosed with this application before completing your application form.

1. If you are completing the form by hand please write legibly in BLOCK CAPITALS and write in BLACK INK.
2. In all cases ensure that your answers are inside the boxes. Use additional sheets as necessary.
3. Incomplete or inadequate applications will be rejected and will be required to be resubmitted to the Licensing Authority and all Responsible Authorities.
4. The application must be returned to:  
The Licensing Team  
East Lindsey District Council  
Tedder Hall  
Manby Park  
LOUTH  
Lincolnshire  
LN11 8UP  
with a copy (including all supporting documents) to all the Responsible Authorities.
5. The application must be advertised on the premises and in the local newspaper, in the manner described in the guidance leaflet provided with this form.
6. Where you are seeking to amend the layout of the premises the application must be accompanied by a scaled plan of the premises which meets the requirements described in the Council's guidance leaflet. We would normally expect the plan to be 1:100 scale.
7. Please note that we no longer accept cash for payment of licence application fees. Debit or card credit payments can be taken over the phone by contacting the Licensing Team. Cheques should be made payable to East Lindsey District Council.

## Premises Licence

Premises selling alcohol, providing regulated entertainment and/or providing late night refreshment will need to be licensed under the Licensing Act 2003. Premises licences are issued by East Lindsey District Council as the local Licensing Authority.

### What is a Premises Licence for?

A premises licence authorises the premises in question to carry out licensable activities. Almost any business that does one or more of these activities (i.e. sell alcohol, provide entertainment or provide late night refreshment) will need a premises licence. A premises licence application may also be submitted for one off large scale events, for example when an event is likely to attract over 500 people which is outside of the limits set for serving a Temporary Event Notice (TEN).

Where the sale of alcohol is one of the activities you carry out at your premises, you will also need at least one personal licence holder. A personal licence holder must be named on the premises licence as the responsible person and is known as the Designated Premises Supervisor (DPS).

### What is Regulated Entertainment?

Regulated entertainment is entertainment provided in the presence of an audience, for the purpose of entertaining that audience.

## Entertainment activities include

- The performance of a play.\*
- The exhibition of a film.
- An indoor sporting event.\*
- Boxing or wrestling.
- A performance of live music.\*
- Any playing of recorded music.
- Performance of dance.\*
- Entertainment of a similar description (such as a karaoke).

\*There are a number of exemptions for live and recorded music, etc. Further information is available from the Licensing Team.

## How Much Does it Cost to Vary a Premises Licence?

An application fee is payable on submission. Fees are based on the rateable value of the premises to be licensed.

Please contact the Licensing Team if you want to check the fees (alternatively please refer to any guidance booklet enclosed with this application form).

## Application Process

Applications must be made to East Lindsey District Council as the local Licensing Authority where the premises are situated.

Applications can be made to the Licensing Authority to vary an existing premises licence in order to change the layout or size of the premises, add further licensable activities to the licence, amend the times of activities, change licence conditions, etc. However, where a premises is being substantially altered, in terms of layout, size or character (for example a small restaurant being doubled in size and converted into a nightclub), then it will almost certainly be more appropriate to apply for a new premises licence.

In certain instances the Licensing Authority will decline to accept a variation application (e.g. where the premises is to be substantially altered) and insist that a new premises licence application is made. Therefore you are advised to always contact the Licensing Team in advance to ascertain the correct type of licence application to be made.

There are two types of variation which can be made – a minor variation (for small changes to the licence) and the normal variation process (for more significant changes). Information on the minor variation process is given towards the end of this guidance.

With both application formats you are advised to consult the relevant Responsible Authorities before submitting your application to vary. The Responsible Authorities will then be able to advise you what they would expect to see in terms of additional steps in your Operating Schedule. For example, if you are intending to provide live music for the first time, there may be a need for additional noise control measures to prevent public nuisance.

You must give consideration to the local area and reflect this in your licence application. Further information is available in our premises licence guidance literature.

If representations (objections) are received in respect of the premises licence application, the Council may have to hold a Licensing Sub-Committee hearing (consisting of Councillors) to determine them.

Applications can also be made to vary or transfer a licence and vary the licence to specify a new DPS. Other applications that can be made are applications for an interim authority notice following the death, incapacity or insolvency of a licence holder or licence review applications. The aforementioned applications cannot be made on this form; you should contact the Licensing Team if you require any of the aforementioned forms.

## How Long Does it Take to Vary a Premises Licence?

The time taken depends on each individual application, however, the time period normally ranges from a minimum of one month (if no objections are received) up to three months (if objections are received).

When a licence application is submitted, a 28 day statutory consultation period will follow. This allows time for Responsible Authorities (e.g. Lincolnshire Police and Lincolnshire Trading Standards) and other parties (e.g. local residents / businesses) to consider the application and make representation (i.e. in support of / in objection to) the licence application in line with the four licensing objectives:

- the prevention of crime and disorder.
- public safety.
- the prevention of public nuisance.
- the protection of children from harm.

The application must be advertised during the consultation period by way of a notice on the premises and a notice to be published in the local press. The Council will also advertise the application on its website.

If representations are made against an application which cannot be resolved through mediation, then the application will be heard by a Licensing Sub-Committee hearing (consisting of Councillors). The hearing will normally be carried out within 20 working days from the end of the consultation period.

Please note that the Licensing Team will always contact you as soon as possible after objections are received.

## What Means of Redress are Available?

An appeal process is available to the applicant and those who made representation to an application, if they are not satisfied with the decision of the Licensing Sub-Committee.

The Licensing Authority issues a notice of decision to the applicant and anyone who made relevant representations (i.e. representations that were not deemed frivolous or vexatious). Appeals can also be made against new grant and review applications.

Any appeal must be lodged at the local Magistrates' Court within 21 days of the date the applicant was informed of the Sub-Committee's decision.

## Alcohol Licensed Premises - What if I Wish to Provide Gaming Machines at the Premises?

There are strict rules governing the type of alcohol licensed premises that may provide gaming machines ('fruit machines'). The grant of an alcohol premises licence will not automatically entitle you to provide gaming machines. A separate gaming authorisation must be obtained from the Licensing Authority in order to provide gaming machines. Application forms and guidance literature are available by contacting the Licensing Team.

## Minor Variation to Premises Licences

This legislation allows the holder of a premises licence to apply to make minor variations to his/her licence. The application for a minor variation can be used, for example, to make minor changes to the layout of the premises or to add some activities to a licence (e.g. regulated entertainment), provided that the variation does not have an adverse effect on any of the licensing objectives.

However, the minor variation procedure may not be used to:

- Extend the period for which the licence has effect
- Vary substantially the premises to which it relates
- Change the Designated Premises Supervisor
- Add the sale or supply of alcohol
- Authorise the supply of alcohol at any time between 11pm and 7pm; or
- Authorise an increase in the amount of time on any day during which alcohol may be sold or supplied.

It will be necessary to advertise the application by displaying a notice on the premises for a period of 10 working days beginning on the day after the application is made. A sample of the minor variation notice can be obtained by contacting the Licensing Team – the notice is different to that, used for normal variation applications.

There is no requirement for the applicant to advertise the minor variation application in a local newspaper.

Applicants can volunteer conditions as part of the minor variations process, whether from their own risk assessment of the variation, or from informal discussions with the Responsible Authorities or the Licensing Authority

Once a full valid application has been received the Licensing Team will consult with the Relevant Authorities (e.g. Police, Fire and Rescue Service, Environmental Health etc.) – if it is appropriate to do so.

If no objections are received, within the 10 working day consultation period, we will grant the minor variation. If, however, we receive valid representations (objections) that show that the application may have an adverse effect on any of the licensing objectives we are obliged to reject the application and it would then be necessary to make an application for a full variation of the licence.

There are no hearings under the minor variation process. A Licensing Officer acting under delegated powers will determine the application.

It is important to note that objections can be made by local residents if they feel they would be affected by the variation.

**TO:** The Licensing Team, East Lindsey District Council, Tedder Hall, Manby Park, LOUTH, LN11 8UP

I refer to the application for the variation of a premises licence under the Licensing Act 2003 and would confirm that a copy of the application has been forwarded to the following Responsible Authorities:

- Licensing (Alcohol), Lincolnshire Police, Police Headquarters, PO Box 999, LINCOLN, LN5 7PH (Email: countylicensinggroup@lincs.pnn.police.uk)
- Health & Safety Team, East Lindsey District Council, Tedder Hall, Manby Park, LOUTH, LN11 8UP (Email: commercial.team@e-lindsey.gov.uk)  
(Or the Health and Safety Executive (HSE) if the HSE are the relevant responsible authority in respect of the particular premise).
- Environment Team, East Lindsey District Council, Tedder Hall, Manby Park, LOUTH, LN11 8UP  
(Email: commercial.team@e-lindsey.gov.uk)
- Development Control Team, East Lindsey District Council, Tedder Hall, Manby Park, LOUTH, LN11 8UP (Email: dev.control@e-lindsey.gov.uk)
- CFP, Lincolnshire Fire & Rescue, Harlaxton Road, Grantham, NG31 7SG  
(Email: fire.safety@lincoln.fire-uk.org)
- Lincolnshire Safeguarding Children Board, Lincolnshire County Council, Room 131, County Offices, Newland, Lincoln, LN1 1YL (Email: sue.hill@lincolnshire.gov.uk)
- Trading Standards Service, Lincolnshire County Council, Myle Cross Centre, Macauley Drive, St Giles, Lincoln, LN2 4EL (Email: tradingstandards@lincolnshire.gov.uk)
- Health Improvement Team Manager, Public Health Directorate, Lincolnshire County Council, 15/17, The Avenue, LINCOLN, LN1 1PD (Email: simon.gladwin@lincolnshire.gov.uk)
- Other:

Licence applications (regarding the sale of alcohol and/or the provision of late night refreshment) must also be copied to the Home Office (Immigration Enforcement Section) at:

- Alcohol Licensing Team, Home Office (Immigration Enforcement Section), Lunar House, 40 Wellesley Road, Croydon, CR9 2BY (Email: alcohol@homeoffice.gsi.gov.uk)

**Signature:**.....

**Name:**.....

**Date:**.....

The above copies must be sent to the Responsible Authorities on the same day the application is made to the Licensing Authority.



**Application to vary a premises licence under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We .....  
*(Insert name(s) of applicant)*

**being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below**

<b>Premises licence number</b>
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**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description			
Post town		Postcode	

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£

**Part 2 – Applicant details**

Daytime contact telephone number	
E-mail address (optional)	
Current postal address if different from premises address	
Post town	
Postcode	

**Part 3 - Variation**

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible?  Yes  No

If not, from what date do you want the variation to take effect?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1)  Yes  No

**Please describe briefly the nature of the proposed variation** (Please see guidance note 2)

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

#### Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

**Provision of regulated entertainment (Please see guidance note 3) Please tick all that apply**

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

A

Plays Standard days and timings (please read guidance note 8)			<u>Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 4)</u>	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here (please read guidance note 5)</u>					
Mon								
Tue								
Wed						<u>State any seasonal variations for performing plays (please read guidance note 6)</u>		
Thur								
Fri						<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 7)</u>		
Sat								
Sun								

B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)		
Mon					
Tue			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 6)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			Please give further details (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 6)
Wed			
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 7)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 8)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)  <u>State any seasonal variations for the performance of live music</u> (please read guidance note 6)  <u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)  <u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6)  <u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

G

<b>Performances of dance</b> Standard days and timings (please read guidance note 8)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 5)		
Mon					
Tue			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 6)		
Wed					
Thur			<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 7)		
Fri					
Sat					
Sun					

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 5)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 6)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 7)		
Sun					

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 8)			<b><u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 5)		
Mon					
Tue			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 6)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 7)		
Fri					
Sat					
Sun					

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 8)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 9)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<p><b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 6)</p> <p><b><u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u></b> (please read guidance note 7)</p>		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

K

<p><b>Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children</b> (please read guidance note 10).</p>
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L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 8)			<b><u>State any seasonal variations</u></b> (please read guidance note 6)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			<b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 7)

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

**M** Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)**

**b) The prevention of crime and disorder**

**c) Public safety**

**d) The prevention of public nuisance**

**e) The protection of children from harm**

Checklist:

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee; or
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I understand that I must now advertise my application.
- I have enclosed the premises licence or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

*Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.*

**Part 5 – Signatures** (please read guidance note 12)

**Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

**Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent** (please read guidance note 14). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

**Contact name (where not previously given) and address for correspondence associated with this application** (please read guidance note 15)

<b>Post town</b>		<b>Post code</b>	
<b>Telephone number (if any)</b>			

**If you would prefer us to correspond with you by e-mail, your e-mail address (optional)**

## Notes for Guidance

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.**

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy
2. Describe the premises. For example, the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community

premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

- any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  5. For example state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
  6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  8. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
  9. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  10. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
  11. Please list here steps you will take to promote all four licensing objectives together.
  12. The application form must be signed.
  13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
  14. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
  15. This is the address which we shall use to correspond with you about this application.

## Data Protection Notice – Premises Licence Application under the Licensing Act 2003

East Lindsey District Council is a Data Controller and can be contacted at:

Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP  
Tel: 01507 601111

The Data Protection Officer for this Authority can be contacted at the same address.

We are collecting your personal data in order to process your licence application under the Licensing Act 2003 as we are the Licensing Authority.

Your personal data may be shared in the following ways as part of this application:

The law requires us to verify that applicants for premises licences have the right to work in the UK. Where necessary, we may need to verify your information with the Home Office.

The Council may also share personal information with the Police and the other Responsible Authorities as part of the licensing process. Any information sharing will be managed in accordance with relevant privacy and data protection legislation.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Some limited Premises User / Licence Holder information will be made available to the public as the Licensing Act 2003 requires us to maintain a Register of Licence Applications. The Register includes the name of the licence holder.

In line with our retention policy your data will be kept for the period of time that you hold a licence with this Authority and then for a further 6 years after your licence expires. The data will then be deleted / destroyed.

We also keep data for six years from the resolution of an unsuccessful licence application or the resolution of legal proceedings.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Tel: 0303 123 1113

If you do not provide the information required on the form then we will not be able to process your licence application.

For further information on our Data Protection Policies please go to our website: [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)

If you would like this information in another language, large print or Braille please contact East Lindsey District Council