

PREMISES LICENCE application – with ‘grandfather rights’

CHECKLIST for ‘conversion’ and ‘simultaneous variation’

If you are applying for ‘conversion’ only: use checklist **A** instead.

You should enclose :

	Send to us	Copy to the police	Copy to others
The completed “conversion” application form (Part A Application for an existing licence to be converted ...) Don't forget to sign it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The completed “variation” application form (excluding Part B3) (Part B - Application to vary the premises licence) Don't forget to sign it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part B3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form of consent from your proposed premises supervisor (Transitional version)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A certified copy of any Justices’ licence for the premises §	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certified copies of all other licences and permissions for which you are claiming “grandfather rights”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form(s) of consent from the holder(s) of existing licence(s) (Transitional version)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan of the premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment of the fee (see separate sheet for fee details) (Cash can only be accepted if applying in person. Not by post.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Confirm that you have placed the required poster(s) and will maintain it / them for 28 days	Yes	<input type="checkbox"/>	Local paper	Date (if known)
In which local newspaper will your notice appear? (SI 2005 No.42 para 25(b))		<input type="text"/>	<input type="text"/>	<input type="text"/>

Please send details with your application

Remember

- **We strongly recommend that you DO NOT send your original Justices’ licence:**
 - You may need it within the 3 months allowed to produce a Personal Licence;
 - A joint licence holder may need to copy it for their own Personal Licence application;
 - You may need to copy it to apply for a Premises Licence;
- **The DCMS expects you not to send Part B3 or the DPS consent to ‘other authorities’.**
- We strongly advise you to discuss your draft application with the police (and other responsible authorities to suit your proposed variations) before sending the final version. Where official objections can be negotiated away, there is much less chance of needing to attend a hearing.
- **Your new Premises licence will not become effective until the ‘second appointed day’, which DCMS will announce during 2005.** You should keep your existing permissions valid until then.

§ - about your Justices’ licence and other permissions

- The Licensing Act states that you can send us your original Justices’ licence and permissions or certified copies of these.
- Under para 2 (7) of Schedule 8 of the Licensing Act a certified copy of a document is a copy certified to be a true copy –
 - (a) in the case of a justices’ licence, children’s certificate or canteen licence, by the chief executive of the licensing justices for the licensing district in which the premises are situated,
 - (b) in any other case, by the chief executive of the local authority which issued the licence,
 - (c) by a solicitor or notary, or
 - (d) by a person of a specified description [no specified description given].