

# A Guide to the Licensing Act 2003

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**Ref: GN 1**



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## What is the general effect of the Act?

The Licensing Act 2003 transferred responsibility for the licensing of premises such as pubs, nightclubs, off licences and restaurants that sell or supply alcohol away from the Magistrates Court to the Council. The old legislation concerning public entertainment, theatres, cinemas and late night refreshment licensing has also been replaced under the Act – all these activities are now covered by the new regime.

## What do I need a licence for?

You need to obtain a licence for the following activities:

- To sell alcohol by retail
- If you are a qualifying club, to supply alcohol to a club member, or to sell alcohol to a guest of a club member
- To provide regulated entertainment
- To sell late night refreshment - selling hot food or hot drink between 11.00 pm and 5.00 am for consumption on or off the premises, unless you are a hotel, staff canteen or campsite

## What are the fees for the various licences?

The fees for the different types of licences and permissions have been set in regulations by Parliament. The fees and charges that will apply under the Licensing Act 2003 are shown at Appendix A.

## Entertainment

### What is regulated entertainment?

The following kinds of entertainment are subject to regulation:

1. Plays
2. Film exhibitions
3. Indoor sporting events
4. Boxing or wrestling exhibitions

5. Live music (karaoke included)
6. Recorded music
7. Dancing by the public or performers
8. Any entertainment similar to that described in 5, 6 or 7 above.

But only where –

- The entertainment is provided in front of an audience or spectators and is for the purpose of entertaining those persons AND
- The entertainment is:
  - To any extent to members of the public OR
  - Exclusively to members of a qualifying club and their guests; OR
  - For consideration and with a view to profit. The charge must be made by or on behalf of the organisers or management of the entertainment or the premises, and must be paid for by or on behalf of some or all of the persons for whom the entertainment or facility is provided. This would include, for example, letting out a room in your premises for people to use for wedding receptions.

### **What about music in small premises?**

A Premises Licence for regulated entertainment is required in premises with a maximum capacity of less than 200 persons, and where the sale alcohol is the main activity. However, any conditions on your licence relating to the following licensing objectives:

- Prevention of Public Nuisance, and
- The Protection of Children from Harm

will be automatically suspended. These conditions can be applied to a licence if the Licensing Authority carries out a formal review of the licence.

However, conditions related to the above two licensing objectives, can be imposed on a licence as a result of something you have put in your operating schedule.

### **Are there any exemptions for un-amplified music?**

A Premises Licence is still required for regulated entertainment involving un-amplified music. In premises that:

- Are licensed for the sale of alcohol and provision of entertainment, and
- Have a maximum capacity of less than 200 persons, and
- Provide un-amplified music between 8.00 pm and 12 midnight, and
- Have no other forms of entertainment on the premises

all conditions on the licence are suspended. As with small premises:

- Conditions can be applied to a licence if the Licensing Authority carries out a formal review of the licence.
- Conditions can be imposed on a licence as a result of something you have put in your operating schedule.

## **What about providing entertainment facilities?**

You still need a licence for regulated entertainment, even if you are just providing facilities for making music, dancing, or entertainment of a similar description.

This means, for example, that you require a licence for:

- ❑ Having a piano on the premises for the use of customers or performers;
- ❑ Having a dance floor on the premises;
- ❑ Providing a video jukebox.

## **When do I not require a licence for regulated entertainment?**

- ❑ Films which are solely or mainly to demonstrate a product, advertise goods or services, or provide information, education or instruction;
- ❑ Films as part of an exhibition in a museum or gallery;
- ❑ TV and radio broadcasts, providing they are shown “live” and not recorded;
- ❑ Religious meetings or services;
- ❑ Entertainment in places of public religious worship;
- ❑ Garden fetes (unless held for private gain);
- ❑ Entertainment provided in a moving vehicle;
- ❑ Morris dancing;
- ❑ Incidental entertainment.

## **What does “incidental entertainment” mean?**

Consent for regulated entertainment is not needed when the entertainment is provided for background entertainment. This is sometimes a difficult area and if you are unsure you should contact us for advice. Examples of “incidental” entertainment are:

- ❑ a supermarket playing background music (people go there to shop - the music is not an influencing factor);
- ❑ music during keep fit classes (people are there to exercise);
- ❑ salsa dance classes (people are there to learn to dance);
- ❑ a pub jukebox playing in the background (people are there to drink, the music is not an influencing factor).

## **Is there still a “two in a bar” rule?**

No. Under the new Act, it doesn’t matter how many performers you have, or whether you just have a DJ and no dancing. You still need a licence for regulated entertainment, even if you only provide duos or a DJ.

## **Late Night Refreshment**

“Late night refreshment” means the supply of hot food or hot drink to the public, for consumption on or off the premises, between 11.00 pm and 5.00 am. It includes takeaways, cafes, fast food outlets and mobile catering vehicles. Premises that provide late night refreshment need to hold a Premises Licence.

The Government believes it is necessary to protect local residents because premises, which serve late night refreshment, can be used by customers who may have been drinking at other premises earlier in the evening, thereby creating the potential for disorder on and near the premises. Also, because large numbers of customers may gather at places serving late night refreshments, there is a potential for nuisance and disturbance for local residents. The regulation of late night refreshment will tackle these issues and allow residents and other interested parties and responsible authorities to make representations about new applications, and seek reviews of existing licences where they are concerned that the four licensing objectives will be or have been affected.

If a supermarket or other business premises (i.e. garage) heats food or drink for customers between 11.00 pm and 5.00 am, or provides facilities for customers to heat food or drink above the ambient temperature, a premises licence is required. However, if the business is selling only cold food and drink, and not providing facilities to heat it, a premises licence is not required.

### **Are there exemptions for the requirement to obtain consent for late night refreshment?**

The following are exempt from requiring a Premises Licences for the provision of late night refreshment:

- ❑ Alcoholic hot drinks or hot drinks containing alcohol (although consent to sell alcohol will still be required).
- ❑ Hot drinks distributed by a machine that is operated solely by the customer.
- ❑ Hot food or hot drink supplied free of charge, where there is also no charge for admission to any premises, or for some other item to obtain the hot food or hot drink.
- ❑ Hot food or hot drink supplied by a registered charity or by a person authorised by a registered charity (i.e. a charity which is registered under the Charities Act 1993 or a charity not required by the Charities Act 1993 to be registered).
- ❑ Hot food or hot drink supplied on a vehicle, which is not permanently or temporarily parked at the time.
- ❑ Hot food or hot drink supplied to members and guests of recognized clubs that hold a Club Certificate.
- ❑ Hot food or hot drink supplied to hotel and bed and breakfast guests.
- ❑ Refreshments in staff canteens where the staff are required to work between 11.00 pm and 5.00 am.

### **What about one off events and special occasions?**

If you are holding a licensable activity that falls into one of the following categories:

- ❑ Less than 500 people attending
- ❑ Lasting for not more than 96 hours, with a break of at least 24 hours thereafter

You can hold your event by submitting a Temporary Event Notice (TEN) to the Licensing Authority.

This notice allows you to hold a licensable activity on premises that are not currently licensed, or to hold activities your existing licence does not permit. This would include for example:

- ❑ Selling alcohol at a fete
- ❑ Providing regulated entertainment at a pub where the current licence does not permit this
- ❑ Staying open to sell hot food into the night on a special occasion (e.g. New Years Eve)
- ❑ Selling alcohol after the hours your normal licence permits, e.g. for a special occasion
- ❑ An amateur dramatics group putting on a play in unlicensed premises.

### **Are there any restrictions on TENs?**

- ❑ You can only have up to 50 TENs a year if you are a Personal Licence Holder (see section below on Personal Licences);
- ❑ You can only have up to five TENs a year if you are not a Personal Licence Holder;
- ❑ You must be aged 18 or over;
- ❑ Restrictions apply where the applicant is an “associated person” of someone who has already held a TEN, including spouses, close relations, agents and employees, and their spouses. The word “spouse” also includes someone living with the notice giver;
- ❑ There can only be a maximum of 12 TENs a year for any particular premises, subject to an overall limit of no more than 15 days in total (e.g. where the TEN lasts for more than one day).

If your event/activity falls outside these restrictions, you will require a full Premises Licence.

If the number of TENs you seek in a year exceeds the limits above, the Licensing Authority must serve a counter notice prohibiting the event from going ahead. This must be served at least 24 hours before the event.

The Police can make representations on your application to the Licensing Authority. They can only object if they feel your event would undermine the Crime Prevention Objective. If they do object, we will hold a public hearing in front of a Licensing Sub Committee to determine your application (unless all parties can agree a hearing is unnecessary). The Licensing Sub Committee will listen to evidence from both sides before deciding whether the event can go ahead. However, Government guidance requires that we refuse permission for the event in these circumstances unless there are exceptional reasons not to.

## **Personal Licences**

### **What is a Personal Licence?**

All sales of alcohol must be made by, or under the authority of, a Personal Licence Holder. Not everyone who makes a sale has to hold a Personal Licence, so long as a Personal Licence Holder has authorised the sale. This does not apply to Qualifying Clubs or premises operating under a Temporary Event Notice.

You must apply for your Personal Licence to the Licensing Authority in whose district you live.

You can have as many Personal Licence Holders on the premises as you wish, providing there is only one Designated Premises Supervisor (see below). You can also choose to become a Personal Licence Holder if you wish to apply for more than five TENs a year, but otherwise you will not require one.

### **Designated Premises Supervisor (DPS)**

Additionally, all premises operating under a Premises Licence to sell or supply alcohol must appoint a Designated Premises Supervisor (DPS) for the premises. There can only be one DPS per premises. The DPS will be held as the person in overall charge of the premises. You should therefore choose this person with care.

You have to nominate the DPS on your application form. This person does not have to be on the premises at all times, but they must take responsibility for what happens there and be in day to day control. This means the DPS should ensure any staff they appoint are appropriately trained in the requirements of the Licensing Act 2003 and of any specific conditions attached to the Premises Licence.

A person cannot become a DPS unless he is also a Personal Licence Holder.

Please note – although qualifying clubs don't need a DPS to sell alcohol to members and their guests, this exemption does not apply if you hire the premises out for wedding receptions and the like. You do need a full Premises Licence for these activities (unless you are only holding a small number of events, which you can hold under a TEN) and therefore you will need to appoint a DPS (but see notes on holding multiple licences below).

The application procedure is described in the notes attached to the application form.

All applications, notices and representations shall be in writing. Email may be used in respect of representations, but applications will need to be accompanied by plans and the fee, so will need to be in writing.

The contents of these pages are provided as an information guide only. They are not a full and authoritative statement of the law and do not constitute professional or legal advice. Any statements on these pages do not replace, extend, amend or alter in any way the statutory provisions of the Licensing Act 2003 or any subordinate legislation made under it or statutory guidance issued in relation to it. East Devon District Council accepts no responsibility for any errors, omissions or misleading statements on these pages, or any site to which these pages refer. In particular, it must be noted that, although East Devon District Council has made every effort to ensure that the information in these pages is correct, changes in the law and the nature of implementation mean that the information in these pages cannot be guaranteed as accurate.

# LICENSING ACT 2003 CHARGES

Premises and Club applications including variations and annual fees – each premises that is licensable will be allocated to a fee band according to the non domestic rateable value of the premises. Where the premises do not have a non domestic rateable value they will be allocated to Band A.

## RATEABLE VALUE AND BANDS

<b>Non domestic Rateable Value</b>	<b>Band</b>
No rateable value to £4,300	A
£4,301 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

## FEE FOR GRANT AND VARIATION AND ANNUAL CHARGE FOR PREMISES LICENCES AND CLUB PREMISES CERTIFICATES

<b>Premises Licence* &amp; Club Premises Certificates</b>					
<b>Bands</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
New application Fee◆	£100	£190	£315	£450	£635
Annual Fee◆	£70	£180	£295	£320	£350
◆ <b>A multiplier will be applied to premises in Bands D &amp; E where they are used exclusively or primarily for the supply of alcohol for consumption on the premises</b>					
New Application Fee	N/A	N/A	N/A	X2 (£900)	X3 (£1905)
Annual Fee	N/A	N/A	N/A	X2 (£640)	X3 (£1050)

\* There are additional fees for premises licence applications, and the annual fee for exceptionally large scale events (5,000+), unless certain conditions apply. These are set out in Regulation 4(4) and 4(5) of The Licensing Act 2003 (Fees) Regulations 2005.

### **Schools, Colleges and Church Halls, Community halls and similar buildings**

There will be no fee chargeable\* (see exception below) for a new application where schools, colleges, church halls, community halls and similar premises can satisfy the following criteria:

1. a) In the case of an educational institution the application is made by the proprietor and the premises are or form part of the educational institution which is either a school or college **and**

- b) The provision of regulated entertainment on the premises is carried on by the educational institution for and on behalf of the educational institute or
2. That the application is in respect of premises that are or form part of a church hall, chapel hall or other similar building or a village hall, parish hall or community hall or other similar building.

Where the above exceptions apply there is a similar exception\* (but see exception below) in place in relation to the **annual fee**.

\* **Please note that these exceptions do not apply where the licence permits the sale of alcohol or in the case of an educational institute where the provision of entertainment is not carried on for or on behalf of the educational institute.**

### Additional Fees

Number in attendance at any one time	Additional Premises licence fee	Additional annual fee payable if applicable
5,000 to 9,999	£1,000	£500
10,000 to 14,999	£2,000	£1,000
15,000 to 19,999	£4,000	£2,000
20,000 to 29,999	£8,000	£4,000
30,000 to 39,999	£16,000	£8,000
40,000 to 49,999	£24,000	£12,000
50,000 to 59,999	£32,000	£16,000
60,000 to 69,999	£40,000	£20,000
70,000 to 79,999	£48,000	£24,000
80,000 to 89,999	£56,000	£28,000
90,000 and over	£64,000	£32,000

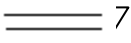



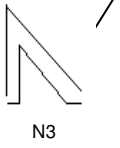





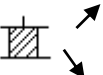










### Other Fees

Application for a grant or renewal of personal licence	£37.00
Temporary event notice	£21.00
Theft, loss, etc of premises licence or summary	£10.50
Application for a provisional statement where premises being built, etc	£315.00
Notification of change of name or address	£10.50
Application to vary licence to specify individual as premises supervisor	£23.00
Application for transfer of premises licence	£23.00
Interim authority notice following death etc of licence holder	£23.00
Theft, loss etc of certificate of summary	£10.50
Notification of change of name or alteration of rules of club	£10.50
Change of relevant registered address of club	£10.50
Theft, loss etc of temporary event notice	£10.50
Theft, loss etc of personal licence	£10.50
Duty to notify change of name or address	£10.50
Right of freeholder etc to be notified of licensing matters	£21.00

## Notes

1. The preferred method of payment is by cheque, made payable to East Devon District Council.
2. Premises fees are calculated by firstly determining the non-domestic rateable value for the premises or business (NDRV) (Table 1). This determines the fee band for the premises or business.
3. Premises seeking a licence with a capacity of 5000 or more persons will be required to pay an additional fee as indicated in the Additional Fees table.
4. The annual fees will become due and payable each year on the anniversary of the date of the grant of the premise licence and club premises certificate by the Licensing Authority.
5. For premises or businesses without a non-domestic rateable value, the following applies:
  - Premises with no NDRV – will be allocated to Band A
  - Premises under construction – will be allocated to Band C
  - Licensed areas that form part of a larger premises – the NDRV for the whole premises will be used for licence fee calculation purposes
  - Premises which are part of two or more premises with separate NDRV's – the higher NDRV will be used for licence fee calculation purposes
6. Fee exemptions are available, but only in relation to schools and community buildings that are licensed for regulated entertainment. If the licence includes alcohol sales, no fee exemptions can be given.

# Appendix B

PLAN DRAWING SYMBOL SHEET					
 7	FIRE RESISTING CONSTRUCTOR	 CARBON DIOXIDE EXTINGUISHER, 4.5KG CAPACITY UNLESS OTHERWISE STATED	 ILLUMINATED EXIT SIGN, LETTERING 75MM UNLESS OTHERWISE STATED		
	30 MIN (UNLESS OTHERWISE STATED) FIRE AND SMOKE RESISTING DOORSET WHICH IS SELF-CLOSING AND PROVIDED WITH N6 NOTICES ON EACH SIDE OF THE DOOR	VL	VAPOURISING LIQUID EXTINGUISHER (HALON CF), 2.5KG CAPACITY UNLESS OTHERWISE STATED	E	EXIT SIGN, LETTERING 75MM UNLESS OTHERWISE STATED
		AF 3	MULTI PURPOSE SPRAY (AFFF), 5L CAPACITY UNLESS OTHERWISE STATED	N1	GENERAL FIRE NOTICE
 N3	30 MIN (UNLESS OTHERWISE STATED) FIRE AND SMOKE RESISTING DOORSET, AND PROVIDED WITH A N3 NOTICE ON THE OUTSIDE OF THE DOOR	B	FIRE BLANKET, 1M X 1M UNLESS OTHERWISE STATED	N2	STAFF FIRE NOTICE
	FIRE ALARM VISUAL WARNING DEVICE	SB	SAND BUCKET	N3	FIRE DOOR KEEP LOCKED SHUT
SC	SELF CLOSING DOOR	HHP	HEAD HEIGHT PARTITION	N4	SLIDE TO OPEN, LETTERING 75MM UNLESS OTHERWISE STATED
A	SELF CLOSING DOOR ON AUTOMATIC ACTUATION	FRG	FIRE RESISTING GLAZING	N5	FIRE EXIT DO NOT OBSTRUCT, LETTERING 50MM UNLESS OTHERWISE STATED
RS	ROLLER SHUTTER DOOR		FIRE ALARM / ZONE INDICATOR PANEL	N6	FIRE DOOR KEEP SHUT
VL	VERTICAL LADDER	E →	DIRECTIONAL EXIT SIGN, LETTERING 75MM UNLESS OTHERWISE STATED	N7	PUSH BAR TO OPEN NOTICE, LETTERING AT LEAST 50MM IN HEIGHT UNLESS OTHERWISE STATED
	SECURITY LOCK APPROVED TYPE		FIRE ALARM ACTUATING POINT	N8	AUTOMATIC DOOR KEEP CLEAR, SHOULD BE PROVIDED ON THE VISIBLE SIDE OF THE DOOR WHEN IN THE OPEN POSITION
PB	PUSH BAR IRONMONGERY, TOGETHER WITH A N7 NOTICE POSITIONED BELOW THE PUSH BAR		FIRE ALARM SOUNDER	Hr 1	HANDRAIL, AT LEAST 840MM IN HEIGHT UNLESS OTHERWISE STATED
VP	VISION PANEL, MEASURING AT LEAST 455MM X 455MM UNLESS OTHERWISE STATED		SMOKE DETECTOR	Gr 1	GUARDRAIL, AT LEAST 1070MM IN HEIGHT UNLESS OTHERWISE STATED
	HOSEREEL 30M LONG, UNLESS OTHERWISE STATED		HEAT DETECTOR		EMERGENCY LIGHT DIRECTIONAL
	WATER EXTINGUISHER, 9L CAPACITY UNLESS OTHERWISE STATED		EMERGENCY LIGHTING POINT	*	DOORS NOT FORMING PART OF MEANS OF ESCAPE
	FOAM EXTINGUISHER, 9L CAPACITY UNLESS OTHERWISE STATED		NORMAL LIGHTING POINT		SMOKE DETECTOR WITH SOUNDER
	DRY POWDER EXTINGUISHER, 10KG CAPACITY UNLESS OTHERWISE STATED		ACTUATING SWITCH FOR NORMAL LIGHTING POINT		HEAT DETECTOR WITH SOUNDER

## Appendix C

### Contact addresses and telephone numbers for Responsible Authorities

RESPONSIBLE AUTHORITY	ADDRESS	Contact Details
<b>Devon &amp; Cornwall Constabulary</b>	The Chief Officer of Police (For attention of The Licensing Office) Devon & Cornwall Constabulary North Street EXMOUTH EX8 1JZ  <a href="http://www.devon-cornwall.police.uk/v3/homepage/index.htm">http://www.devon-cornwall.police.uk/v3/homepage/index.htm</a>	Non-Urgent Calls (24 Hours) 08452 777444 Email: <a href="mailto:eastdevonLicensing@devonandcornwall.pn.n.police.uk">eastdevonLicensing@devonandcornwall.pn.n.police.uk</a>
<b>Devon &amp; Somerset Fire &amp; Rescue Service</b>	East Division Agriculture House Pynes Hill Rydon Lane Exeter EX2 5AZ <a href="http://www.dsfire.gov.uk/devonfire">http://www.dsfire.gov.uk/devonfire</a>	Telephone 01392 872200 Fax 01392 266839
<b>East Devon District Council</b> (Planning and Building Control)	Head of Planning and Countryside Service East Devon District Council Planning & Countryside Service Council Offices Knowle Sidmouth EX10 8HL  <a href="http://www.eastdevon.gov.uk">www.eastdevon.gov.uk</a>	01395 516551
<b>East Devon District Council</b> (Nuisance, Public Health & Health & Safety) <i>(for local authority enforced premises)</i>	Head of Environmental Health and Equalities East Devon District Council Environmental Health Service Council Offices Knowle Sidmouth EX10 8HL  <a href="http://www.eastdevon.gov.uk">www.eastdevon.gov.uk</a>	01395 517467  Email: <a href="mailto:general@eastdevon.gov.uk">general@eastdevon.gov.uk</a>
<b>Health and Safety Executive</b> <i>(for HSE enforced premises)</i> (Health & Safety Executive require notice generally only for industrial and council owned premises including schools – please seek advice if unsure from either the Council’s Environmental Health	HM Principal Inspector Health & Safety Executive Ballard House West Hoe Plymouth PL1 3BL  <a href="http://www.hse.gov.uk/contact/index.htm">http://www.hse.gov.uk/contact/index.htm</a>	08701 545500  E-mail: <a href="mailto:hseinformationservices@natbrit.com">hseinformationservices@natbrit.com</a>

Section or the H & S Executive)		
<b>RESPONSIBLE AUTHORITY</b>	<b>ADDRESS</b>	<b>Contact Details</b>
<b>Area Child Protection</b>	The Children's Safeguarding Board Childrens Services Directorate Parkers Barn Parkers Way TOTNES TQ9 5UF <a href="http://www.devon.gov.uk/index/cyps/child-protection.htm">http://www.devon.gov.uk/index/cyps/child-protection.htm</a>	01392 386657  Email: <a href="mailto:CPChecks@devon.gov.uk">CPChecks@devon.gov.uk</a>
<b>Devon Trading Standards</b>	Licensing Act 2003 Devon Trading Standards Trading Standards Service County Hall Topsham Road Exeter EX2 4QH	01392 381381
<b>Additional Responsible Authority Contacts for vessels –</b>		
<b>Maritime and Coastguard Agency</b>	Maritime and Coastguard Agency (For attention of Mr Tony Heslop) Plymouth Marine Office Western Region New Fish Market, Fish Quay PLYMOUTH PL4 0LH	01752 266 211
<b>The Environment Agency - SOUTH WEST REGION</b>	The Environment Agency - SOUTH WEST REGION Exminster House, Exminster, Devon, EX6 8AS  <a href="http://www.environment-agency.gov.uk/?Lang=e">http://www.environment-agency.gov.uk/?Lang=e</a>	08708 506506

# Appendix D

## Legal requirements in relation to advertising applications

### The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005

The following legal requirements need to be followed in relation to applications for:

- New Premises Licences
- Provisional Statements
- Variations to Premises Licences
- Variations to Club Premises Certificates

A person making an application in relation to the above shall advertise the application as follows:

#### 1. At the premises

Display a notice at the premises as follows:

- For a period of not less than 28 consecutive days starting on the day after the application was made to the Licensing Authority
- The notice must be at least A4 in size
- Be pale blue in colour
- Printed legibly in black ink with a minimum font size of 16
- The notice must be displayed in a prominent position at the premises
- If the premises are greater than 50 metres square, notices have to be displayed at 50 metre intervals along the site perimeter

#### 2. Notice in a local newspaper

A notice detailing the application made has to be published in a local newspaper, or if there is not one, in local newsletter, circular or similar document circulating in the vicinity of the premises.

The notice must be published at least on one occasion during the period of ten (10) working days starting on the day after the application was made to the Licensing Authority.

#### 3. Content of the Notice

The content of the notice must contain by law certain matters. Regulation 26 of the above regulations details those requirements and should be referred to when preparing a notice to advertise an application.

Sample notices are available on the Council's website or from the Council's Licensing Office.

# APPENDIX E

## Service of Copies of Applications

Type of Application	Who should be sent copies of the application IN ADDITION TO THE LICENSING AUTHORITY
New premises licence or club premises certificate	<ul style="list-style-type: none"> <li><input type="checkbox"/> Devon and Cornwall Constabulary</li> <li><input type="checkbox"/> Devon Fire and Rescue Service</li> <li><input type="checkbox"/> EDDC Planning &amp; Countryside Service</li> <li><input type="checkbox"/> EDDC Environmental Health &amp; Equalities Services (or HSE)</li> <li><input type="checkbox"/> Devon Trading Standards</li> <li><input type="checkbox"/> Devon Area Child Protection</li> </ul>
Application for a Provisional Statement	<ul style="list-style-type: none"> <li><input type="checkbox"/> Devon and Cornwall Constabulary</li> <li><input type="checkbox"/> Devon Fire and Rescue Service</li> <li><input type="checkbox"/> EDDC Planning &amp; Countryside Service</li> <li><input type="checkbox"/> EDDC Environmental Health &amp; Equalities Services (or HSE)</li> <li><input type="checkbox"/> Devon Trading Standards</li> <li><input type="checkbox"/> Devon Area Child Protection</li> </ul>
Personal Licence Application	Licensing Authority only
Temporary Event Notices	Devon and Cornwall Constabulary
Variation to a premises licence or a club premises certificate	<ul style="list-style-type: none"> <li><input type="checkbox"/> Devon and Cornwall Constabulary</li> <li><input type="checkbox"/> Devon Fire and Rescue Service</li> <li><input type="checkbox"/> EDDC Planning &amp; Countryside Service</li> <li><input type="checkbox"/> EDDC Environmental Health &amp; Equalities Services (or HSE)</li> <li><input type="checkbox"/> Devon Trading Standards</li> <li><input type="checkbox"/> Devon Area Child Protection</li> </ul>
Licence Transfer Application	Devon and Cornwall Constabulary
Interim Authority Notice	Devon and Cornwall Constabulary
Notice of interest in premises	Licensing Authority only
Notification of change of address of a premises licence holder	Licensing Authority only
Change of registered address of a club	Licensing Authority only
Notification of change of club rules or name	Licensing Authority only
Application to vary the designated premises supervisor	Devon and Cornwall Constabulary

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