



## Are You Ready To Convert?

Are you involved with any of the following businesses, or do you live or work in the vicinity of one?

- Pubs and nightclubs
- Indoor sporting events
- Off-licences
- Restaurants that serve alcohol
- Businesses offering hot food between 11pm and 5am
- Hotels, guest houses and other places that sell alcohol
- Private member's clubs and social clubs
- Theatres and amateur dramatic groups
- Cinemas
- Organisers of occasional entertainments

The Licensing Act 2003 has changed the existing laws about the type of licences needed to provide any of the above facilities. Under the new system:

- A premise licence will be required where any of these activities are going to take place
- A personal licence will be needed by anyone who wants to allow the sale of alcohol as part of his or her business
- Licensees, the council and other agencies must all work to promote the Licensing Objectives
- The Council, and not the court, will deal with all of the licences listed above

Businesses and individuals currently licensed have until 6th August 2005 to submit a conversion application so that they can continue operating their business after the second appointed day (November 2005), they can also request a variation at the same time.

If you do not currently have a licence and wish to operate one of these businesses after the second appointed day you will need to apply for a new licence in sufficient time to be granted before November 2005.

### How Do I Apply?

Application forms and guidance leaflets are now available to collect from the Trading Standards & Licensing Offices, or are downloadable from [www.tradingstandards.gov.uk/stockton](http://www.tradingstandards.gov.uk/stockton). Applicants are advised to read our Licensing Policy Statement (Copies available for £5.00, or downloadable from the website) before completing their application.

A list of Application Forms and Guidance Notes is available overleaf.

### How Long Does It Take?

Applications for Premises and Club Premises Certificates will normally be completed within two months and applications for Personal Licences within three months.

**Applicants wishing to both convert and vary their premises licence are requested, if at all possible to do so, to refrain from submitting their application during the month of April 2005, as the election of Councillors in May, may reduce the availability of Sub-Committees to consider their application.**

### **But My Current Licence Issued By The Magistrates Has Not Expired?**

All licences issued by the Magistrates and the local authority will be superseded by Premises Licences/Club Certificates and Personal Licences issued by the licensing authority on the second appointed day (November 2005). If you have not obtained the appropriate licence by that date you will not be able to operate until you obtain a licence.

### **Can I Get Help To Complete My Application?**

The responsible authorities (see guidance leaflet) will be able to provide guidance on completing your form. Applicants are strongly advised to read the Licensing Policy Statement as this contains a range of information that will assist in the completion of your Application.

### **How Do I Make a Representation About An Application For A New Licence/Variation To An Existing Licence?**

Details of applications will be advertised on the premises, a local newspaper, at the Trading Standards & Licensing Offices and on our website:

[www.tradingstandards.gov.uk/stockton](http://www.tradingstandards.gov.uk/stockton).

If you wish to make a representation about an application you are advised to complete form LA10 'Representations On A Current Application' these are available from our offices or the website.

### **Further Information and Advice**

We will endeavour to provide update information and advice on our website and further newsletters as it becomes available.

### **Guidance Leaflets**

LAGL1	Variations, Appeals Etc For Premises Licences And Club Premises Certificates
LAGL2	Premises Licences
LAGL3	Format For Notice For Premises
LAGL4	Format For Newspaper Advertisement
LAGL5	Club Premises Certificates
LAGL6	Personal Licences
LAGL7	Designated Premises Supervisor (DPS)
LAGL8	Regulated Entertainment
LAGL9	Provision Of Late Night Refreshment
LAGL10	Relevant Offences Under The Act
LAGL11	Licence Fees And Charges

### **Application Forms**

LA01	Transitional Premises Licence
LA02	Transitional Club Premises Certificate
LA03	Form Of Consent Premises Supervisor
LA04	Form Of Consent Existing Licensee
LA05	Personal Licence Transitional Period
LA06	Application For A Personal Licence
LA07	Disclosure Of Convictions & Declaration
LA08	Application To Renew A Personal Licence
LA09	Application For A Review
LA10	Representations On A Current Application
LA11	Application To Vary A Premise Licence
LA12	Application To Vary A Club Premises Certificate
LA13	Application For A Premises Licence
LA14	Application For A Club Premises Certificate
LA15	Designated Premises Supervisor Consent Form