



## **GUIDANCE NOTE 1**

### **PREMISE LICENCE AND CLUB PREMISE CERTIFICATE APPLICATIONS**

This guidance note provides additional information to supplement the application forms that cover new and variation applications as well as for provisional statements

Additional guidance is also provided by way of notes at the back of the application forms themselves.

#### **Fees**

To work out your application fee you will need to obtain the non-domestic rateable value (NDRV) for the premise concerned (see fees table enclosed for contact numbers).

If there is no NDRV for the premise but there is one for a larger premise you are part of then the application fee will be based on the NDRV for that premise. If there is no NDRV at all then you will fall into Band A on the table.

Cheques must be made payable to Milton Keynes Council. The Council do not accept cash payments.

#### **Plans**

**ALL PREMISE APPLICATIONS MUST BE ACCOMPANIED BY A PLAN OF THE PREMISE.** These do not need to be provided to scale.

All plans need to contain the following information: -

*The extent of the boundary of the building, including external and internal walls and, if different, the perimeter of the premise.*

*Points of access to and egress from the premise (and if different, the locations of escape routes)*

*Areas of the premise used for each licensable activity*

*Fixed structures (including furniture) which may inhibit the ability of persons to escape from the premise*

*The location and height of stages or raised areas in the premise*

*The location of steps, stair, lifts or elevators in the premise*

*The location of rooms containing public conveniences in the premise*



***The location and type of fire safety and other safety equipment in the premise***

***Any kitchen location at the premise***

**A legend may be used on the plan to show any of these issues.**

### **Responsible Authorities**

**All applications, (including those for a variation) will need to be advertised and also copied to a number of Responsible Authorities. See Guidance Notes 2 & 3 for details.**

### **Advertising of Applications**

**Applications need to be advertised both at the premise and in a local newspaper. See Guidance Note 3**

### **Queries / Application Address**

**The Licensing Team  
Milton Keynes Council  
Civic Offices  
1 Saxon Gate East  
Milton Keynes MK9 3EJ**

**01908 252800**

**email: [licensing@milton-keynes.gov.uk](mailto:licensing@milton-keynes.gov.uk)**

### **Other Help**

**Several local companies who provide services to assist applicants have approached the Licensing Authority. Their details are given below or in material enclosed in case the information is helpful.**

**These details are provided on the understanding that the companies listed are not approved or recommended by the Council. In line with normal business practice you are advised to obtain quotes, and compare the service and price offered with other companies offering similar services.**

***Revised April 2017***