

**LICENSING PRE-APPLICATION ADVICE REQUEST FORM**

To make a request for pre-application advice please complete this enquiry form. Please read this document carefully and provide as much information as possible.

It is also important that you read and understand the 'Pre-Application Guidance and Terms and Conditions', which are attached.

**1) Type of application** (please tick the relevant box)

- Alcohol, entertainment and late night refreshment
- Animal Welfare
- Gambling
- Scrap metal
- Sex establishment
- Acupuncture, tattooing, electrolysis, ear or body piercing

**2) What level of service do you require?** (for information about what each category may include, please see the Pre-Application Guidance and Terms and Conditions)

- Pre-application advice
- Application assistance
- Check and send service

**3) Your details**

Name: \_\_\_\_\_

Home address: \_\_\_\_\_

Tel No. \_\_\_\_\_ Email: \_\_\_\_\_

**4) Business details**

Business name: \_\_\_\_\_

Premises address: (including postcode)  
\_\_\_\_\_

**5) Description of proposal:** (please provide as much information as possible, including the specific type of application you wish to submit i.e. new premises / variation etc)

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**6) History**

Have you previously contacted the licensing team about this (or a similar)

proposal? Yes  No

If yes, please give dates and the name of the officer involved (if known):

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**7) What we will do:** (please note these are examples only and the specific services provided depend on the application type and the level of assistance requested)

- Assist with the application forms
- Assist with the content of notices
- Assist with completing the plan for the premises
- Offer advice and guidance on appropriate conditions, which may be taken from a standard pool of conditions, if applicable
- Consult with relevant Responsible Authorities in relation to possible conditions they believe may be appropriate
- Visit the site to ensure that plans are correct and that notices are placed in the correct location

**8) Important information:**

- The final decision on your application will be made by Officers under delegated powers or by Council Members at a Licensing Sub-Committee. Depending on the type of application, it may be subject to a statutory consultation period after submission. You should therefore be aware that the Council's officers are unable to give any guarantees about the decision that will be made in relation to your application
- The Council will not deal with your request for advice until payment has been made
- The Council are not responsible for advertising your application (if required), this must be done by the applicant themselves
- The pre-application advice service will end once an application is submitted.
- A new officer (i.e. different from the officer providing pre-application advice) will deal with your application once it has been submitted.
- Information disclosed on this form may be provided to other departments within this authority, as well as other agencies and bodies for the purpose of preventing or detecting fraud or crime, the capture or prosecution of offenders and the assessment or collection of tax or duty.

**9) Fees**

The current cost per hour for this valuable quality service is published on the council website in our Licensing pre-application advice information pages, includes VAT and covers our costs without profit for the administration and delivery of the service.

**10) Declaration**

I confirm that I have read and understood the above information and the 'Pre-Application Guidance and Terms and Conditions'.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_