

(ENTER COUNCIL NAME HERE)

Licensing Act 1964

Application for a Certificate of Suitability

I, _____ wish to apply for the grant/renewal/transfer/variation* of a certificate of suitability

* Delete as necessary.

Description and full postal address of premises to be licensed:

Address: _____

Telephone: _____

If the premises are not attended during normal working hours state the name and address of the person responsible for the keys to the premises:

Name: _____

Address: _____

Telephone: _____

State proposed use of premises (delete where appropriate):

(a) Public dancing (specify types of dancing): _____

(b) Music (specify types of music): _____

(c) Other public entertainment of a like kind (specify the entertainment):

(d) Sports entertainment - specify: _____

Duration of certificate:

Period for which certificate is required (i.e., 1 year, 6 months):

Days of the week _____

Hours required _____

Fees:

Transfer of existing certificate only: £55.00

Grant, renewal or variation of certificate of suitability:

Fees are based upon permitted occupancy (usually determined by fire standards) and opening hours. Please complete the section below to work out your fee:

Occupancy Fee:

The occupancy fee is charged at £1.90 per person to be accommodated

_____ times £1.90 per person to accommodated = £_____

Late night surcharge:

In addition, when closure of premises is after midnight add a surcharge of £240 per night multiplied by the number of times per week a premises is licensed: -

Number of nights per week: _____ times £240 = £_____

Total payable: £_____

Enclosures:

You must also submit the following documents where appropriate:

1. A valid I.E.E Electrical Safety Certificate.
2. A valid Emergency Lighting Certificate (complying with BS 5266: Part 1 1988).
3. Site and Press (for commercial premises only) Advertising Schedules for new licences and licences less than three years old.
4. A valid Ceiling Certificate, where appropriate (if the premises has suspended ceilings or extensive ornamental plasterwork).
5. A current service certificate for all boilers and gas appliances.
6. For **new** applications and applications for **renewal of certificates at premises where structural alterations have been carried out** three sets of architect's plans are required. The plans should show the fire alarm system, emergency lighting, fire doors and signage.

I enclose a cheque for £ _____, being the appropriate application fee, and the enclosures named above.

Cheques to be made payable to Oxford City Council

Signed _____ Dated _____

Return to:

Environmental Health,
Ramsay House,
10 St Ebbes Street,
Oxford.
OX1 1PT

Notes:

1. The actual and responsible manager of the premises must make the application. You must apply at least 28 days before you wish the certificate to take effect. The Council will notify the Police and Fire Authority and they may wish to inspect your premises.
2. You must submit the appropriate fee with the application form.