

ENVIRONMENT AND REGENERATION DEPARTMENT

Head of Public Protection & Development – John Hill

Environmental Health, Trading Standards & Licensing

London Borough of Merton
Merton Civic Centre
Morden, Surrey SM4 5DX
DX 41650 Morden

Switchboard: 020 8274 4901

Direct Line: 020 8545 3969

Fax: 020 8545 4025

E-mail: licensing@merton.gov.uk

Web: www.merton.gov.uk/licensing

Dear Sir/Madam,

LICENSING ACT 2003 PREMISES LICENCE APPLICATIONS

My Ref : ER/PP/LIC

Please Ask For: Licensing

Your Ref:

Date: 06 April 2017

Premises licences are typically required for venues conducting one or more of the following activities:

- selling alcohol
- offering “regulated entertainment” i.e. plays, films, indoor sports, boxing/wrestling, music & dancing or similar, with certain exemptions
- supplying food above room temperature between 11pm and 5am

The Licensing Authority cannot provide detailed interpretation of legal requirements and you may wish to consider seeking professional advice.

How to apply

- Complete and sign the enclosed premises licence application form.
- If the premises is to sell alcohol, the enclosed DPS consent form also needs to be completed, by the proposed Designated Premises Supervisor (DPS).

- Draw a plan of the premises to a scale of 1:100 and with a legend. This plan should show:
 - the perimeter of the building, if relevant, and any internal and external walls which make up the premises;
 - the location of the entrances and exits;
 - the locations to be used for licensable activities;
 - details of any fixed structures;
 - where applicable, the location and height of any stage or raised floor area;
 - the location of any public conveniences;
 - the location and type of any fire safety equipment;
 - the location of any kitchen on the premises;
 - the location of any steps, stairs, elevators or lifts.

- Pay the correct application fee (see fee chart below) using any of these methods:
 - by card by phoning 020 8545 3969 during office hours Mon-Fri (but this needs to be done before you send us your application rather than after);
 - by arranging a BACS transfer by phoning 020 8545 3969 (allow three working days for the payment to clear before submitting your application);
 - by enclosing a cheque (or postal order) with your application (payable to 'The London Borough of Merton'). Put today's date on the cheque, make sure the amount is correct in both words and figures and do not forget to sign it;
 - The Council's Cash Office closed on 30 September 2013. The only way to pay licensing fees in cash now is by reporting to Reception at Merton Civic Centre. When it is your turn, you will be asked for the amount and a cost code (G00740RB34). Keep one receipt and put the second with your application.

[Please note that you cannot pay licensing fees at post offices or PayPoint - this only applies to certain Council payments such as Council Tax. Also, please do not send cash in the post under any circumstances.]

- Complete a blue A4 notice (available on request from the Licensing Section) and place it on the premises where it can readily be seen by passers by. This notice must be put up for 28 consecutive days starting the day after the application was submitted to The Licensing Authority.

- Place an advertisement in a newspaper or newsletter with circulation in the area where the premises is situated, giving details of the licence applied for (see example form enclosed). This advertisement must appear within 10 working days of the day the application was submitted to The Licensing Authority.

- Then **either**

- apply electronically by scanning your application and sending it as one or more e-mail attachments to licensing@merton.gov.uk, explaining in the body of the e-mail what it is and quoting any payment reference that you have been given,

or

- post the original application form(s), enclosures and cheque (or proof of payment in paper form) to: Licensing, London Borough of Merton, 14th Floor, Civic Centre, London Road, Morden, Surrey, SM4 5DX.

[It is when we receive the application that matters, not when it was sent. You may wish to give extra attention to envelope weight and size and possibly recorded delivery etc.. Alternatively you can hand over the application in person at Merton Civic Centre Reception and ask for it to be put in the 'Licensing Folder'.]

- If you apply electronically, we will forward your e-mail to the responsible authorities below as required by the regulations and you will not have to. **If you are not applying electronically but on paper, you must fulfil this requirement yourself** by sending a copy of your application documentation (without the fee) to each of the following bodies:

It is recommended that you send your copies by recorded delivery (or similar), so that you can prove that this requirement has been met.

The Chief Officer of Police,

Russ Stevens 852VW, Licensing Office, Wimbledon Police Station, 15 Queens Road, London, SW19 8NN

London Fire & Emergency Planning Authority,

Fire Safety Regulation: South West Area 4, London Fire Brigade, 169 Union Street, London, SE1 0LL

Planning Manager,

9th Floor Merton Civic Centre, London Road, Morden, SM4 5DX

Merton Local Safeguarding Children Board,

12th Floor Merton Civic Centre, London Road, Morden, SM4 5DX

Chief Inspector of Weights and Measures,
Trading Standards Service, 1st Floor Annexe, Merton Civic Centre, London Road,
Morden, SM4 5DX

Environmental Health (Commercial) Manager,
1st Floor Annexe, Merton Civic Centre, London Road, Morden, SM4 5DX

Environmental Health (Pollution) Manager,
1st Floor Annexe, Merton Civic Centre, London Road, Morden, SM4 5DX

Environmental Health (Licensing) Manager,
1st Floor Annexe, Merton Civic Centre, London Road, Morden, SM4 5DX

Director of Public Health, 3rd Floor Merton Civic Centre, London Road, Morden,
SM4 5DX

Home Office Immigration Service, Alcohol Licensing Team, Lunar House, 40
Wellesley Road, Croydon, CR9 2BY

Any other licensing authority (Local Council), other than the relevant licensing authority, in whose area part of the premises is situated. (This would only apply to premises located on the boundary between Merton, Wandsworth, Kingston, Croydon, Lambeth or Sutton)

[Health & Safety at Work Act 1974 matters are already covered by your sending a copy of the application to the Environmental Health (Commercial) Manager]

Fees

There is a fee to apply for the licence in the first place and a fee charged each year the licence is held after that. The level of these depends on the fee band for the premises in question.

To work out the correct fee band you will need to know the current 'non-domestic rateable value' for the premises and then see which fee band this falls into in the table below.

Non-Domestic Rateable Value	Band A Nil - £4,300	Band B £4,301 - £33,000	Band C £33,001 - £87,000	Band D £87,001 - £125,000	Band E £125,001 +
Initial application fee	£100	£190	£315	£450	£635
Annual fee each subsequent year	£70	£180	£295	£320	£350

There are higher fees payable by premises whose non-domestic rateable value falls into band D or E and whose business is primarily the sale of alcohol for consumption on the premises:

Band	D	E
Initial application fee	£900	£1,905
Annual fee each subsequent year	£640	£1,050

Yours faithfully,

Caspar Bates
Business Information Officer

