

Isle of Wight Council

**LICENSING ACT
2003**

Guidance to Applicants

(Amended 24 November 2015)

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1. Introduction

The Licensing Act 2003 came into effect on 24 November 2005.

The following are licensable activities:

- Sale by retail of alcohol
- Supply of alcohol by on or behalf of a club to, or to the order of, or a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment

If you intend to carry on some or all of these licensable activities you will need to apply for one of the following:

- Premises licence
- Club premises certificate
- Temporary Event Notice

This document is aimed at providing guidance to applicants wishing to carry out any of the licensable activities above and covers the completion of the relevant application forms and the procedure which needs to be followed.

This document also provides advice from responsible authorities to the requirements they will expect from applicants.

If you are planning an event for more than 5000 people additional measures must be taken under separate legislation (Isle of Wight County Council Act 1971). Please contact the Licensing Team for information on the Isle of Wight Act notification (see contact details appendix 1).

Staff from the Licensing Team will give assistance with completing the operating schedule if an appointment is first made. However, the team has limited resources and applicants will be expected to have at least completed the first sections, i.e. name and address and details of premises, prior to seeking assistance. Licensing staff are unable to give any legal advice.

2. Licensing Objectives

The Licensing Act 2003 provides a clear focus on the promotion of four licensing objectives which must be addressed when licensing functions are undertaken. These are:

- The prevention of crime and disorder
- The prevention of public nuisance
- Public safety
- The protection of children from harm

Each objective is of equal importance.

All applications for premises licences and club premises certificates should list the steps that will be taken to promote the licensing objectives. This is covered more fully later in this document.

3. Making an application

Application forms are available;

- on the council's website www.iwight.com/Council/OtherServices/Licensing/Tasks

and can be submitted and paid for online or printed out and completed by hand.

- in 'Word' format from the website of the Home Office:

www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/alcohol-licensing/premises

- in hard copy format from Isle of Wight Council Licensing Team, Jubilee Stores, The Quay, Newport, PO30 2EH (01983) 823159

Premises Licence

A premises licence authorises the use of any premises for licensable activities. This applies to permanent premises, but can also include one-off events where more than 499 persons will be present at any one time.

Any person over the age of 18 years who is carrying on or who proposes to carry on a business which involves the use of premises for licensable activities may apply for a premises licence.

Once it is granted a premises licence is valid indefinitely unless it is surrendered, lapses, is revoked or if the licence holder wishes the licence to finish on a specific date.

The premises licence application requires the applicant to submit certain information to the council and responsible authorities. The council will circulate copies of the application to the responsible authorities.

The application form is divided into sections. The first section covers applicant and premises details. It is important that all details are completed correctly otherwise the application will be rejected.

For each of the licensable activities, you must complete the days and times on which you intend to carry out the activities and whether the activities will occur indoors or outdoors or both, and for the supply of alcohol, for consumption on or off the premises.

Non-standard timings allow flexibility for applicants to request other timings for certain events, and seasonal variations (such as New Year's Eve, Bank Holidays and the start of British Summer Time). If you intend to operate different hours on such occasions you should complete the relevant section.

Applicants should be realistic in the hours applied for. To be too restrictive could risk breaching the conditions of the licence. But to request unreasonably long hours may give rise to objections and concerns from local residents or responsible authorities.

Provision of regulated entertainment:

- Plays
- Films
- Indoor sporting events
- Boxing and wrestling
- Live Music *
- Recorded Music*
- Performances of Dance

*The Legislative Reform (Entertainment Licensing) Order 2014, which came into force on 6 April 2015, removed the licensing requirement for live and recorded music in circumstances where;

- The music is provided in premises licensed for the sale of alcohol and where the premises are open for that purpose at the same time,
- The music is amplified but there are no more than 500 persons in the audience,
- The music takes place between 8am and 11pm on the same day

There are other exemptions to the above definitions of regulated entertainment and applicants should seek advice from the Licensing Team if unsure of whether a licence is required in particular circumstances.

Provision of late night refreshment

- Provision of hot food and drinks between 23:00 and 05:00 hours.

Supply of alcohol

If your premises licence application includes the sale of alcohol you must have a person who has day to day charge of the activities on the premises. This person is called the Designated Premises Supervisor (DPS) who must hold a personal licence in order to supply or authorise the sale of alcohol.

The DPS must consent in writing to carrying out that function and the consent form must be submitted with the premises licence application form.

Plans

A premises licence application must include a plan of the premises to 1/100 scale (unless an alternative scale has been agreed with the Licensing Authority). Please contact us if you would like to submit an alternative scale plan.

The plan must show:

- The extent of the boundary for the building, all relevant internal and external walls of the building or perimeter of the premises.
- Location of points of access to and egress from the premises.
- If different, emergency escape routes.
- Fixed structures must be clearly denoted i.e. raised stage area, stairs, steps including furniture which is fixed which may impact the ability of individuals to access exits or escape routes.
- The location and type of fire safety and other safety equipment.
- Location of 'other' rooms such as kitchen and public conveniences.

There is no requirement for plans to be professionally drawn, provided they are to scale and show all the required information.

The Operating Schedule

Before completing the operating schedule for a premises licence the applicant should have regard to the Isle of Wight Council's Statement of Licensing Policy which can be viewed at;

www.iwight.com/azservices/documents/1226-Statement-of-Licensing-Policy-2014-2019-Adopted-v1.pdf

The operating schedule should be precise and clear about the measures that are proposed to be taken to promote each of the licensing objectives. The measures that the applicant proposes will be considered by responsible authorities and other persons in deciding whether to contest your application.

The Prevention of Crime and Disorder:

It is suggested that the following measures are considered:

- Active membership of the local 'pub watch' scheme.
- Use of licensed SIA door staff (you should identify certain times when they may be required ie: high risk activities).
- Using plastic or polycarbonate drinking vessels at all or at certain times or in certain parts of premises (i.e.: beer gardens.)
- An effective CCTV system covering all entrances/exits high risk areas such as dance floors and other open drinking areas. (Please contact Police Licensing Unit for further details on CCTV requirements).
- Whether open containers should be allowed to be taken from the premises
- A 'last entry' time
- Maximum number of customers that you can effectively deal with on your premises in the event of an outbreak of disorder.
- Training of staff in alcohol awareness and their responsibilities under the Licensing Act 2003 (useful in defence of due diligence).

Public Safety:

We suggest that the following measures are considered:

- Display notices (against spiked drinks, availability of soft drinks for drivers).
- Adequately lit escape routes.
- The use of plastic/polycarbonate drinking vessels where appropriate

Further advice regarding public safety is available from:

Environmental Health Department, Jubilee Stores, The Quay, Newport, Isle of Wight, PO30 2EH. (01983) 823000.

The Protection of Children from Harm:

It is suggested that the following measures are considered:

- Restriction of children from the premises after a certain time

- Policy regarding the admission of unaccompanied children
- Appropriate age verification scheme (mandatory licensing condition)
- Display of appropriate posters and 'Point of Sale' material to dissuade underage purchasers and remind staff of Challenge 21/25.
- Keeping a log of 'refused sales' (useful in defence of due diligence).

Test purchasing

The law gives local authorities and the police the power to make test purchases, using volunteers who are underage. A code of practice is followed and volunteers will not be close to the legal age and will answer all questions truthfully. This means if you are checked and, if you sell to a volunteer, you may commit a criminal offence.

The Prevention of Public Nuisance:

It is suggested that the following measures are considered:

- If you are applying for regulated entertainment or any activity which may cause a noise breakout from the premises, you will be expected to take steps to prevent nuisance to local residents. Such steps could include the installation of double glazing, double lobbied entrance, self-closing doors, or the use of mechanical sound-limiting devices
- Measures to control noise from patrons leaving the premises and while outside smoking.
- The restriction of outside drinking areas after certain times to prevent noise disturbance.
- Ensuring customers leave the premises quietly so not to disturb neighbours, and how this will be achieved. Signage to assist with the above.

You may need specialist help, for example, to design a sound proofing scheme or to specify new or replacement equipment. The council does not provide this service and recommends that a qualified noise consultant is employed. A list of local consultants can be obtained from the Environmental Health Department. Environmental Health Officers will be pleased to cooperate with the consultant and to comment on the recommendations received.

The local authorities in Hampshire and Isle of Wight have agreed guidelines for noise reduction and a copy is available on request from Environmental Health Department, Jubilee Stores, The Quay, Newport, Isle of Wight, PO30 2EH. (01983) 823000

Once the application form has been correctly and fully completed it should be sent with the relevant fee to the licensing authority. Copies of the application including the plan should be made and sent to each of the 'Responsible Authorities' listed at appendix 1. The Council will facilitate this where necessary.

New and full variation applications are subject to a 28 day consultation period as part of the application process.

Full Variation

A full variation application is necessary where a licence holder wishes to make changes to certain licensable activities, the operating schedule, conditions and/or substantially change the physical structure of existing premises.

Once the application form to vary the premises licence has been fully and correctly completed it should be sent, along with the original copy of the licence, to the licensing authority.

The application must also be publicised to allow for any comments on the application.

- A notice must be posted at or near the premises. The notice must be of A4 size or larger and be on pale blue paper. Lettering on the notice must be black and be of a size equal to or larger than font size 16. For premises over 50 sq m, notices must be placed at 50 metre intervals along the perimeter of any boundary adjoining the highway. The notice should contain the information as shown in the template at appendix 2. A copy of the template in 'Word' format is available from the Licensing Team on request.
- An additional notice must be placed in the local newspaper within the first 10 days of submitting the application. The wording must be the same as the notice on the premises.

For each notice you must indicate when the 'closing date' is for representations. To calculate this date add 29 days onto the date you submit the application to the licensing authority and the responsible authorities.

The application should include a comprehensive operating schedule in order to promote the licensing objectives as outlined above.

Minor Variations

A minor variation application is possible where certain minor changes are to be made to licensable activities, the operating schedule, conditions and/or change slightly the physical structure or layout of the premises.

Applicants will be expected to demonstrate that the application, as submitted, would not have an adverse impact on the licensing objectives, and should offer any conditions to be attached to the licence, as appropriate. If no additional steps are proposed and any of the responsible authorities believe that the application, if granted, could undermine the licensing objectives, the authority **MUST** refuse the application and a full variation would need to be submitted.

For this reason, applicants are strongly advised to discuss their proposals with Environmental Health and the police prior to submitting an application as this may help to decide whether to submit a minor variation or whether a full variation would be more appropriate. The Licensing Team may also be able to advise if an applicant is unsure whether to submit a minor variation or full variation.

Once an application has been accepted, officers will consult with relevant responsible authorities.

The application must also be publicised to allow public comments on the application.

- A notice must be posted at or near the premises. The notice must be of A4 size or larger and be on white paper. Lettering on the notice must be black and the heading must be in font size 32 or larger, and the rest of the text in font 16 or larger.

Notices must be displayed for 10 working days starting on the day after the application is submitted, and the final date inserted on the notice as the last day for comments.

Transfer of Premises Licence/Variation of DPS

An application to transfer an existing licence is applicable when the licence holder changes (such as the when a business changes ownership). The application must be submitted with a 'Consent to Transfer' form signed by the previous licence holder.

An application to vary the premises licence to specify an individual as the DPS is applicable when the DPS changes. The application must be submitted with a 'consent of DPS' form signed by the proposed DPS to give their permission to take on the role and responsibility of DPS.

In the case of new ownership of the premises or change in management, the application may have immediate effect. This should be indicated by ticking the box on the application form, and the application will take immediate effect, however the Police still have 14 days to object to the application.

The original forms must be submitted to the Licensing Authority, who will send copies to the Police Licensing Unit.

4. Club Premises Certificates

Clubs are organisations where members have joined together for particular social, sporting or political purposes and where alcohol is purchased in bulk for its members. There are technically no sales of alcohol by retail by the club at such premises except to guests making a purchase.

The general conditions that a club must satisfy if it is to be a qualifying club in relation to qualifying club activities:

- A person must be admitted to membership or be admitted, as candidate for membership, to any of the privileges of membership without an interval of at least two days between their nomination or application for membership and their admission.
- Under the rules of the club persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission.
- The club must be established and conducted in good faith as a club
- The club must have at least 25 members.
- Alcohol is not supplied, or intended to be supplied, to members on the premises otherwise than by or on behalf of the club.

Qualifying clubs have certain benefits. These include:

- No need to have a Designated Premises Supervisor for the sale of alcohol.
- More limited rights of entry for the police and authorised persons because the premises are considered private and not generally open to the public.
- The club premises not being subject to police powers of instant closure on grounds of disorder and noise nuisance (except when being used under the

- authority of a temporary event notice or premises licence) because they operate under their codes of discipline and rules which are rigorously enforced.
- The club is not subject to potential orders of the magistrate's court for the closure of all licensed premises in an area when disorder is happening or expected.

As well as their own members and guests, qualifying clubs are able to admit associate members and their guests (i.e. members and guests from another qualifying club) to the club premises when qualifying club activities are being carried on without compromising the use of their club premises certificate.

Club operating schedules prepared by clubs, as with those for premises licences, must include the steps the club intends to take to promote the licensing objectives and applicants should follow the guidance in section 3 above.

5. Temporary Event Notices

A Temporary Event Notice (TEN) authorises the sale or supply of alcohol, the provision of regulated entertainment or the provision of late night refreshment at premises which are not already authorised by a premises licence or club premises certificate. A TEN is suitable for all events including outdoor events where licensable activities are required for a short duration or one-off event.

The following limits apply:

- less than 500 people will be attending the event
- the event must last no longer than 168 hours
- the event must not be within 24 hours of another event at the same premises

A TEN is not an application but is a notice that is given by an individual who is known as the relevant premises user.

Any such person must;

- Be over 18 years of age and,
- Have held no more than 12 TEN's in the current calendar year at the same premises and if previous temporary events have been held and lasted more than one day, the total number of days for the calendar year must not exceed 21 days and,
- If a personal licence holder, have given no more than 50 TENs (10 of which Late TENs) in the current calendar year, or
- If not a personal licence holder, have given no more than 5 TENs (2 of which Late TENs) in the current calendar year.

Service of Applications

When considering service of notice the Isle of Wight Council applies the Civil Procedure Rules unless otherwise stated.

Where a document is delivered by hand or by left at a permitted address, the document is deemed to have been served a day after it was delivered or left.

If a document is served personally after 5pm on a business day or on Saturday, Sunday or bank holiday, for the purposes of calculating any period of time after service the TEN will be deemed to have been served on the next working day.

Examples:

Day of delivery	Application deemed to be received on	First day of the 10 day notice period
Friday after 5pm	Monday	Tuesday
Saturday	Monday	Tuesday
Sunday	Monday	Tuesday
Public holiday or bank holiday	Next business day	2 nd business day after delivery
After 5pm on a normal business day	Next business day	2 nd business day after delivery

The TEN **must** be served on Isle of Wight Council either online at www.iwight.com/licensing or at the following address:

Licensing Team
 Jubilee Stores
 The Quay
 Newport
 Isle of Wight
 PO30 2EH
 TEL: (01983) 823159

The TEN must be accompanied by the prescribed fee.

The current fee for a Temporary Event Notice can be obtained by telephoning the Council's Licensing Team (01983 823159) or by visiting www.iwight.com/home/fees.asp.

The TEN will only be accepted by the authority once the fee has been paid. Once a notice is accepted, the ten working days notice will commence on the next business day as outlined above.

A copy of the TEN must also be given to Environmental Health. The proper address for service is Environmental Health, Jubilee Stores, The Quay, Newport, IW, PO30 2EH and the envelope should be marked "Temporary Event Notice – EH Copy". Please note when serving your TEN, the above timescales will apply.

A copy of the TEN must also be given to Hampshire Constabulary. The proper address for service is The Chief Officer of Police, Police Station, High Street, Newport, Isle of Wight, PO30 1SZ and the envelope should be marked "Temporary Event Notice". Please note when serving the Police with your TEN, the above will apply.

Hampshire Constabulary will also accept service of the TEN on the working days shown below either personally or by post at the following address:
 Police Licensing Unit, Newport Police Station, High Street, Newport, Isle of Wight, PO30 1SZ

Monday to Saturday 09:00 am until 18:00pm
 Sunday 09:30 am until 18:00pm

The police will not accept a copy of the TEN by email or fax or at any other address.

Please note that if a TEN is served by electronic means, the local authority will serve the police and environmental health with a copy.

'Standard' TEN

The person giving the TEN must normally serve the notice within a minimum of 10 **CLEAR** working days, this being ten working days exclusive of the day on which the event is to start, and exclusive of the day on which the notice is given.

'Late' TEN

If less than 10 working days' notice, but more than 5 working days' notice is given, it will be treated as a Late TEN.

6. Reviews

Anyone affected by the grant of a licence can apply for a review of the licence at any time.

Any application for review of a licence **MUST** relate to one or more of the licensing objectives. If the application does not relate to the licensing objectives the local authority will reject the application as being 'not relevant'.

Persons who believe they are affected by the grant of a licence should first consider whether their concerns could be effectively dealt with outside of the formal review process. Such steps could include:

- Talking with the licence or certificate holder to establish whether there are any steps they may be willing to take to rectify the situation.
- Asking the Licensing Department to talk to the licence holder on your behalf.

- Ask your local MP or Councillor to speak to the licence holder on your behalf.
- Talking to the relevant "responsible authority" (e.g. Environmental Health in relation to noise nuisance or the Police in relation to crime and disorder) to establish whether there is other action that can be taken to resolve the problem.

Further advice on applying for a review of the licence and the procedure to be followed is available by contacting the Licensing Team on (01983) 823159

7. Fees

The current fees for all applications under the Licensing Act 2003 can be obtained by telephoning the council's Licensing Team (01983 823159) or by visiting www.iwight.com/home/fees.asp.

Payment can be made by cash, credit/debit card or cheque made payable to Isle of Wight Council.

8. Personal Licences

A personal licence authorises an individual to supply alcohol or authorise the supply of alcohol in accordance with a premises licence.

A designated premises supervisor must hold a valid personal licence.

When applying for a personal licence the applicant must:

- Be aged 18 years or over.
- Possess a relevant licensing qualification.
- Submit an up to date (less than 28 days since issue) criminal record disclosure certificate.
- Submit 2 passport sized photographs (verified as a true likeness by a person of standing in the community)
- Submit the relevant fee.

A completed Disclosure of Convictions form must also accompany the application.

Applications for a criminal record disclosure certificate may be submitted online at www.disclosurescotland.co.uk or by post to:

Disclosure Scotland, P.O.Box 250, Glasgow, G51 1YU

Licensing Qualifications

Details of licensing qualification providers are available from the Home Office:

www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/alcohol-licensing/personal-licence-providers?view=Binary

The following provide accredited licensing qualifications on the Isle of Wight;

Isle of Wight College, Medina Way, Newport, Isle of Wight, PO30 5TA
Tel: 01983 526631, Fax: 01983 521707, Email: info@iwcollege.ac.uk

Smart Training, Smart House, Castlehold Lane, Newport, Isle of Wight, PO30 1AJ
Tel: 01983 530440, Fax: 01983 530290, Email: info@smarttar.co.uk

HTP

Once the personal licence has been issued the personal licence holder has a legal duty to:

- If charged with an offence, notify the court at first hearing that they are a personal licence holder.
- Notify the council of any relevant convictions.
- Notify the council of change of address.
- Produce the personal licence as and when required

As of 6 April 2015, the Personal Licence no longer expires after 10 years. It will only need to be returned to the local authority for a change of name or address or to update a photograph. There is a fee of £10.50 for this. Both parts of the licence will need to be returned.

9. Determining Applications

New Licence Applications and Full Variations to Existing Licences

Applications for a premises licence, club premises certificate and full variations to either are subject to a 28 day consultation period during which representations or comments can be made regarding the application from responsible authorities and other persons who may be affected.

The licensing authority will assess all representations received to ensure that they are relevant and not frivolous, vexatious or repetitive.

During the consultation stage if relevant representations are received by the licensing authority then negotiation will take place with an aim to satisfy all parties. If agreement cannot be reached the decision to grant or refuse the licence is made by the Isle of Wight Council's Licensing Sub-Committee within 20 working days of the end of the consultation period.

The sub-committee will hear evidence from all relevant parties to the application and decide whether or not to grant the licence. The committee can modify the application or impose additional conditions to ensure that the licensing objectives are sufficiently promoted. All parties have a right of appeal to the magistrates' court against the decision of the sub-committee.

Should an application not receive any comments during the consultation period, the licence will be granted at the end of the 28 days as per the application.

The details from the operating schedule become conditions of the licence. It is a criminal offence under the Act to breach any of these conditions.

The licence is also subject to mandatory conditions specified by the Act.

Minor Variations

Applications for a minor variation are subject to a 10 working day consultation period during which representations can be made.

The licensing authority has a further 5 working days after the end of the consultation period in which to determine the application.

The licensing authority will assess all representations received. If the licensing authority believes that the licensing objectives could be undermined, the application will be refused and a full variation will need to be submitted.

If the licensing authority believes that the licensing objectives will not be undermined, the variation will be granted. Where any additional steps have been proposed, they will be attached to the licence as conditions.

Standard TEN

Where the Police and/or Environmental Health are satisfied that allowing the premises to be used in accordance with the TEN would undermine the licensing objectives, they must give an objection notice to the licensing authority and the premises user.

The licensing authority must then hold a hearing to consider the objection notice unless the premises user, the chief officer of police and the authority agree that a hearing is unnecessary.

The Licensing Sub-Committee may decide to permit the event, and in the case of premises which already has a premises licence with conditions attached, may decide to attach any or all of the conditions to the TEN as may be recommended by the Police or Environmental Health, or they may refuse to permit the TEN.

Late TEN

Where the Police and/or Environmental Health are satisfied that allowing the premises to be used in accordance with the TEN would undermine the licensing objectives, they must give an objection notice to the licensing authority and the premises user.

In the case of a Late TEN where an objection is received, the event will not be permitted to take place, and there is no right to a hearing.

Personal Licences

If the Criminal Record Disclosure reveals any relevant unspent convictions, the application will be referred to the police for a decision on whether they wish to object to the grant of a personal licence.

Should the police submit a formal objection, the applicant will be notified and, should they wish to continue with an application, it will be determined at a hearing of the Licensing Sub-Committee.

Appendix 1: Contact Details

Licensing Authority

Licensing Team
Jubilee Stores
The Quay
Newport
Isle of Wight
PO30 2EH

Tel: (01983) 823159
Fax: (01983) 823158
e-mail: licensing@iow.gov.uk

Responsible Authorities

Police Licensing Unit:	Newport Police Station, High Street, Newport, Isle of Wight, PO30 1SZ
Environmental Health:	Jubilee Stores, The Quay, Newport, Isle of Wight, PO30 2EH
Trading Standards:	Jubilee Stores, The Quay, Newport, Isle of Wight, PO30 2EH
Fire Authority:	Technical Fire Safety Officer, Isle of Wight Fire and Rescue Service, South Street, Newport, Isle of Wight
Planning:	The Development Control Officer, Planning, Seaclose, Fairlee Road, Newport, Isle of Wight, PO30 2QS
Children's Services:	Service Manager, Children's Services, Floor 5, County Hall, High Street, Newport, Isle of Wight, PO30 1UD
NHS:	Head of Isle of Wight Ambulance Service, Ambulance HQ, St Mary's Hospital, Newport, Isle Wight, PO30 5TG

of

Appendix 2: Advertisement Template

LICENSING ACT 2003

An application for a **PREMISES LICENCE/CLUB PREMISES CERTIFICATE*** has been submitted by ****NAME OF APPLICANT OR CLUB** for premises at ****ADDRESS OF PREMISES** to carry on the following licensable activities:

Insert activity here

Insert days here

Insert Times here

****Example**

Supply of alcohol

Mon-Sun

10:30 – 23:59 hours

Live and Recorded
Music

Fri-Sun

12:00 – 23:59 hours

Non-standard Timings

To extend the
above hours by 1
hour on Bank Holidays

Members of the Public may inspect copies of the application, plan and other documents submitted between 8:30 am to 5:00pm Monday to Thursday and 8:30 am to 4:30 pm Fridays at:

Isle of Wight Council
Licensing Section
Jubilee Stores
The Quay
Newport
Isle of Wight PO30 2EH
www.iwight.com/licensing

Any person who may be affected by the grant of the licence, wishing to make representations regarding this application should do so in writing, sending all correspondence to the above address by ****ADD 29 DAYS TO THE DATE YOU SUBMIT THE APPLICATION AND INSERT THAT DATE HERE.**

Failure to meet this deadline may jeopardise the chance of your comments being taken into account.

It is an offence to knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction is £5000.

*delete as appropriate

**enter details as appropriate

If you would like this document translated please contact us on 01983 821000

Arabic

إذا رغبت بالحصول على نسخة مترجمة من هذه الوثيقة يرجى الاتصال بنا على
01983 821000

Bengali

এই দলিলটির অনুবাদ চাইলে, দয়া করে ফোন করুন:
01983 821000

Chinese

如果你想翻譯這份文件，請與我們聯係：
01983 821000
如果你想翻译这份文件，请与我们联系：
01983 821000

French

Si vous désirez que ce document soit traduit,
contactez-nous s'il vous plait au : 01983 821000

German

Falls Sie eine Übersetzung dieses Dokuments
wünschen, wenden Sie sich bitte unter der folgenden
Rufnummer an uns: 01983 821000

Hindi

यदि आप इस दस्तावेज़ का अनुवाद चाहते हैं, तो कृपया टेलिफोन नम्बर
01983 821000 पर सम्पर्क कीजिए।

Italian

Se desiderate la traduzione di questo documento,
contattateci allo : 01983 821000

Punjabi

ਜੇਕਰ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਅਨੁਵਾਦ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ
ਟੈਲੀਫੋਨ ਨੰਬਰ 01983 821000 ਤੇ ਸੰਪਰਕ ਕਰੋ।

Spanish

Si desea una traducción de este documento por favor
llame al nº de teléfono: 01983 821000

Urdu

اگر آپ اس دستاویز کا ترجمہ حاصل کرنا چاہتے ہیں تو اس نمبر پر فون
01983 821000 کریں

This information is available on request as an audiotape,
in large print, in Braille and in other languages.
For further details please contact Environmental Health on
(01983) 821000