

Guidance notes: alcohol and entertainment licences

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - a. **Plays:** no licence is required for performances between 8am and 11pm on any day, provided that the audience does not exceed 500.
 - b. **Films:** no licence is required for 'not-for-profit' film exhibition held in community premises between 8am and 11pm on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - c. **Indoor sporting events:** no licence is required for performances between 8am and 11pm on any day, provided that the audience does not exceed 1000.
 - d. **Boxing or Wrestling Entertainment:** no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - e. **Live music:** no licence permission is required for:
 - i. a performance of unamplified live music between 8am and 11pm on any day, on any premises.
 - ii. a performance of amplified live music between 8am and 11pm on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - iii. a performance of amplified live music between 8am and 11pm on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - iv. a performance of amplified live music between 8am and 11pm on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - v. a performance of amplified live music between 8am and 11pm on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - f. **Recorded Music:** no licence permission is required for:
 - i. any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.

- ii. any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- iii. any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- g. **Dance:** no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- h. Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - i. any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - ii. any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - iii. any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - iv. any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
- i. **Late Night Refreshment:** The supply of 'hot food and hot drink' between the hours of 11pm and 5am requires a licence. Food or drink is considered to be 'hot' if, before it is supplied, it has been heated on the premises or elsewhere for the purpose of enabling it to be consumed at a temperature above the ambient air temperature and at the time of supply. NOTE: supply takes place when the hot food or hot drink is given to the customer and not when payment is made
- 3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
- 4. For example, the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
- 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
- 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
- 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
- 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
- 10. Please list here steps you will take to promote all four licensing objectives together. Please have a look at the licensing authorities model pool of conditions
<https://www.buckinghamshire.gov.uk/business/business-licences-and-permits/alcohol-and-entertainment-licences/licensing-conditions-guidance/>
- 11. The application form must be signed.

12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

Payment details

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises licence fees are determined by the non-domestic rateable value of the premises. To find out a premises non domestic rateable value go to the Valuation Office Agency site at

http://www.voa.gov.uk/business_rates/index.htm

- Band A - No RV to £4300 £100.00
- Band B - £4301 to £33000 £190.00
- Band C - £33001 to £8700 £315.00
- Band D - £87001 to £12500 £450.00*
- Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee Band D - £87001 to £12500 £900.00
Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required. Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event, you are subject to additional fees based upon the number in attendance at any one time:

| Capacity | Additional fee |
|----------------|----------------|
| 5,000 to 9,999 | £1,000 |
| 10000 to 14999 | £2,000 |
| 15000 to 19999 | £4,000 |
| 20000 to 29999 | £8,000 |
| 30000 to 39000 | £40,000 |
| 40000 to 49999 | £24,000 |
| 50000 to 59999 | £32,000 |
| 60000 to 69999 | £40,000 |
| 70000 to 79999 | £48,000 |
| 80000 to 89999 | £56,000 |
| 90000 and over | £64,000 |