

The Licensing Court Application for a Liquor Licence **ON LICENCE**

This form should be completed in conjunction with the Guidance Document available on the Court's Website

Please complete this form carefully and completely. Failure to do so may result in the refusal, or adjournment, of your application. Please use BLOCK CAPITALS or type where necessary.

Type of Licence applied for (tick one box from each section only)

This is an application to:

Full On Licence	<input type="checkbox"/>	Transfer an existing licence	<input type="checkbox"/>
On Licence (Residential)	<input type="checkbox"/>	Renew an existing licence	<input type="checkbox"/>
On Licence (Restaurant)	<input type="checkbox"/>	Grant a new licence	<input type="checkbox"/>
Passenger Vessel	<input type="checkbox"/>		

Section A – Contact, Address and Premises

A1: Name of Premises / Vessel

A2: Postal Address

Postcode

A3: Telephone Number

A4: Email Address

A5: Has the premises / vessel been licensed prior to this application? Yes No

A6: What is the rateable value of the premises?

A7: What is the name of the intended Licence Holder?

B1: Does your premises hold / propose to hold a Section 28 order Permitting entertainment to take place on the premises? Yes No

B2: What form of entertainment will take place on the premises?

Background Music only

Live music and singing (including amplified music)

Dancing

Amplified live music (Karaoke / Bands)

Amplified music and singing (disco)

Other: e.g. Exotic Dancing / Adult Entertainment (specify below)

B3: During what times is entertainment permitted / proposed to be permitted?

Monday	From	Until
Tuesday	From	Until
Wednesday	From	Until
Thursday	From	Until
Friday	From	Until
Saturday	From	Until
Sunday	From	Until

B4: Are the hours given in B3 the same as those stated in your current licence? Yes No

B5: Has the licence holder registered with the performing rights society for the entertainment that you provide / propose to provide? Yes No

B6: Has the licence holder a Phonographic Performance Limited Licence for the entertainment that you provide / will provide? Yes No

B7: Does the licence holder propose to show live televised sporting events? Yes No

B8: Is there provision / proposed to be provision for the playing of pool snooker or darts? Yes No

Section B—Music (continued)

B9: For existing premises is the level of entertainment indicated in B2 above permitted by your current Section 28 endorsements?

Yes No

B10: Do the plans lodged with the All Island Licensing Courts accurately define the areas for the entertainment?

Yes No

Section C—Children and Young People

C1: Do the premises hold / propose to hold an endorsement allowing children on the premises?

Yes No

C2: What time are children allowed / proposed to be allowed within the licensed areas?

Monday	From	Until
Tuesday	From	Until
Wednesday	From	Until
Thursday	From	Until
Friday	From	Until
Saturday	From	Until
Sunday	From	Until

C3: Do the plans lodged / provided with the All Island Licensing Court accurately define the areas mentioned within the Child Order? (Refer to requirements as per A10)

Yes No

Section D—Normal Opening Hours

D1: What are the current / proposed opening hours for the sale / supply / consumption of liquor?

Monday	From	Until
Tuesday	From	Until
Wednesday	From	Until
Thursday	From	Until
Friday	From	Until
Saturday	From	Until
Sunday	From	Until

D2: Do the premises have a final door closing time?

Yes No

If Yes, What time?

E1: Have you included plans of the proposed premises / vessel as part of your application? Yes No

These should be included in your application. As per the licensing Court Rules 1996, plans must be drawn by an engineer or an architect to a scale of no less than 1:50 with figured dimensions.

If No, please detail why below:

E2: Do the plans lodged / provided with the All Island Licensing Courts accurately show the current layout of the premises or vessel, and are the areas designated for the supply / consumption / display or storage of liquor clearly defined? Yes No

E3: Do the premises have / propose to have, facilities for outside drinking? Yes No

If Yes, Does this area have a valid Planning Approval? Yes No

If Yes, Is this clearly defined on the plans as per E2? Yes No

E4: Has your premises had an inspection by the Fire Safety Office in the last 3 Years? Yes No

E5: Has your premises been subject to any defect notice during the last Fire Safety Inspection Period? Yes No

If Yes, Please provide details

E6: What is the fire certificate number for the premises?

E7: Are the premises compliant with the current Fire Certificate issued? Yes No

E8: What are the current / proposed number of patrons permitted on your premises by the fire certificate?

E9: Do you have an evacuation plan for the premises, and are your staff trained and aware of the plan? Yes No

E10: Do the premises have or propose to have a dedicated smoking area? Yes No

If YES, please answer questions **E11 – E14**

Section E—Licensing Environment (Continued)

E11: Does the area form part of a public highway or right of way, if so does the site have a valid planning approval? Yes No

E12: Does the area have cigarette butt containers secured to permanent fixing? Yes No

E13: Will the area be subject to a daily cleaning regime? Yes No

E14: How will the area be monitored for patrons and the collection of glasses?

Section F— Operation of Premises

F1: Do the premises or vessel have / propose to have a first aid box for emergency use? Yes No

F2: Please indicate membership to the following organisations as applicable:

Licensed Victuallers Association

Yes No

Manx Entertainment & Nightclub Associations

Yes No

PubWatch

Yes No

F3: Can you confirm a licensee, designated official or in unavoidable absence a senior member of staff will attend meetings relevant to **F2**? Yes No

F4: Is the premises fitted with an operational CCTV system? Yes No

F5: Are staff trained in the operation of the CCTV system? (including downloading footage) Yes No

F6: Do your cameras cover all points of entry? Yes No

F7: Where is your CCTV monitored from?

F8: What is the retention time for the footage?

Section G—Food

G1: Is food supplied / proposed to be supplied on the premises / vessel?

Yes No

If NO, please go to Section H

G2: Have the persons who are / will be responsible for the preparation and serving of food undertaken / proposing to undertake certified training in food hygiene?

Yes No

G3: Are you registered / proposed to be registered with Environmental Health as a food provider?

Yes No

G4: Have the premises / vessel been visited and inspected by Environmental Health officers in the last 3 years?

Yes No

Section H—Staff

H1: Are there / will there be, sufficient licence holders / designated officials on the licence to ensure at least one such person is in attendance within the licensed area whenever the sale of intoxicating liquor is taking place?

Yes No

H2: Do / will staff receive regular training in licensing issues and in particular the non service of banned, underage or intoxicated persons?

Yes No

H3: Do / will the premises have an identification policy to prevent underage drinking? **If Yes**, what is it?

Yes No

H4: Do / will staff have access to a telephone or panic button in case of emergency?

Yes No

H5: Do / will staff have access to an ultra violet light, and will they be trained in it's use?

Yes No

H6: Are any members of staff first aid trained / proposed to be trained?

Yes No

H7: Please confirm all designated officials at the premises have attended and passed the BIIB Manx Licensing Law course applicable to your sector within an 8 year period from submission date of this form.

Yes No

H8: Are / will door staff be employed on the premises / vessel?

Yes No

H9: Has / will the premises / vessel have a door policy?

Yes No

I1: Please detail all licensees / designated officials below.

If the applicant is a Company form LLP/10A must also be completed. For the purpose of renewal at Triennial Sessions only one LLP/10A form is required for each company, regardless of the number of premises in respect of which the Company is or is proposed to be the Licence Holder.

If your application is for a multi-site premise please indicate if Form LLP10 has already been submitted within the last 12 months. *(Continue on separate sheet if necessary)*

Please indicate if the licensee / designated official represents multiple sites.

Surname	Forenames	Title	Date of Birth	Position	Multisite
			DD MM YYYY		
			DD MM YYYY		
			DD MM YYYY		
			DD MM YYYY		
			DD MM YYYY		
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I2: Have any of the above licensees or designated officials been **convicted** in a criminal court , or **cautioned**, or **bound over to be of good behaviour** for any offence including motoring offences, offences under the Income Tax Act 1970 and offences under the Social Security Administration Act 1992 since the last LLP/10 application?

If Yes, provide details on a separate form.

Yes No

The Isle of Man Licensing Forum Codes and Guidance Manual is available on the Court's Website and must be read-

<http://www.courts.im/formsandguidance/licensingforms.xml>

I confirm I have read and understand the contents of the above codes.

Yes No

I confirm that all licensees / designated officials and staff members will follow the guidance of the above codes .

Yes No

I confirm I have included: (all paperwork in duplicate)

Fee LLP/10A

I understand if this application is approved the contents of this form will be accepted by the court as condition of the licence. Section 9 (6) (a) Licensing Act 1995

Any undertaking given by the licence holder and accepted by the court shall be endorsed as condition of the licence. Section 9 (6) (b) Licensing Act 1995.

The information contained within this form is correct.

Print Name:

Position within organisation:

Telephone Number of applicant:

Signed:

Date:

Send the original to:

The Chairman of the All Island Licensing Court
Summary Courts' Office
Isle of Man Courts of Justice
Deemsters Walk, Bucks Road
DOUGLAS. IM1 3AR

and a copy to:

Isle of Man Constabulary
Central Alcohol Unit
3rd Floor, Murray House
Mount Havelock
DOUGLAS. IM12SF