

## Premises Licence – Saltash Station Building – Isambard House

### What is a Premises Licence?

A premises licence allows a premises to carry out licensable activities.

A premises licence will be required for almost any business which:

- sells alcohol
- provides entertainment
- provides late night refreshment

Entertainment includes:

- theatrical performance
- showing a film
- indoor sporting event
- boxing
- wrestling (indoor or outdoor)
- live music
- recorded music
- performance of dance

### How much does it cost?

There is a fee when applying for a premises licence, the amount is based on the property's rateable value. If the licence is approved an annual fee will then be charged. **Certain premises are exempt from paying fees.**

Saltash Station is a Band B property:

Band B (Rateable Value £4,301-£33,000).	£190
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Annual renewal fee of £180.00

### How long is a premises licence valid?

Premises Licences are not time limited, unless the application requests that the licence is restricted to a specific period of time. The continuance of any licence is subject to payment of the appropriate annual fee on the anniversary of the grant.

### How long does it take to get a premises licence?

The determination of an application is generally between one and two months, dependent upon whether representation is received.

### Is alcohol permitted for sale at the Premises?

If you are selling alcohol at your premises, you will also need at least one person who holds a personal licence. A personal licence holder must be named on the premises licence and is known as the Designated Premises Supervisor (DPS).

### Can I hold an event and give away a free welcome drink?

If alcohol is provided as a welcome drink for an event, this would be dependent upon whether an admittance charge is made or whether attendance at the event is dependent upon a price being paid for a ticket. In summary, if anyone can walk into the event and obtain an alcoholic drink it would be viewed as free and not licensable, however, if any consideration or payment is made to gain entry then a Temporary Event Notice (T.E.N) would be required.

### Temporary Events Notice

Temporary Event Notices can be used for small scale or one off events. You will probably need to submit a Temporary Event Notice (TEN) if you are planning an event where there will be:

- entertainment
- alcohol for sale
- or hot food or drink for sale (between 23:00 and 05:00)

A TEN can be used instead of a premises licence for events involving the following licensable activities:

- Plays or films
- Indoor sporting events, boxing, wrestling
- Live/recorded music
- Performance of dance
- Sale/supply of alcohol
- Provision of late night refreshment (hot food and drink between 23:00-05:00)

It can also be used to authorise an event outside of the terms of an existing premises licence. Or it can be used to provide authority for an event where there is no existing premises licence.

There are a number of restrictions/limitations some of which a worth considering:

- Must be a minimum of 24 hours between each event notified by the same event organiser at any premises
- Each premises can hold no more than 15 TEN events per calendar year
- You cannot exceed the times or dates you have specified in your TEN.
- A fee of £21 for each event is payable
- You must submit one at least 10 clear working days before the event
- Anyone over the age of 18 can submit a maximum of 5 TENs per calendar year

## Personal Licence for the Sale of Alcohol

Any premises where alcohol is supplied under a premises licence must have a nominated designated premises supervisor (person in day to day control of the premises). A DPS must be a personal licence holder. The DPS will not necessarily be the premises licence holder, although this may sometimes be the case. It is expected that they will be the point of contact for the premises at all times for:

- licensing authorities,
- or the police
- or fire services

The DPS named on a premises licence can be changed as people move on to other jobs. The licence holder must make an application to vary the DPS so that up to date information is shown on the premises licence.

Callington Town Council employ two evening caretakers who are both personal licence holders and nominated DPS for the town hall. As well as another member of staff, making it four, encase of absence or emergency.

## British Institute of Inkeepers – Licence to sell alcohol

Online e-learning training at a cost of £120 +VAT Per Person. E-learning takes around 5 hours followed by an exam which would take around 1 hour.

Currently available dates to take the exam are the beginning of October allowing plenty of time to undertake the studies. Requires 70% to pass the exam and the exam is multiple choice questions.

If someone was to fail the exam you can re-sit at a cost of £36+VAT.

## Application for a Personal Licence – Cornwall Council

The cost to apply for a Personal Licence is £37 with Cornwall Council.

## Additional costs to be considered

Cost to apply for variation of licence to specify an alternative individual as DPS is £23.

Additional costs may be accrued for example, if the Personal Licence holder changes address it is a requirement to change their address on the Personal Licence, this is at a cost of £10.50.

Recommendations:

1. Apply for a premises licence to hold entertainment events and for the sale of late night refreshments at a maximum cost of £190.00 followed by £180.00 per annum.

**Budget Code: Station 6811 TV Licensing**

**Budget Available: £2,080.00**

2. The Guildhall to apply for an amendment to the existing premises licence to include a DPS at a cost of £23.00.

**Budget Code: 6411 TV Licensing**

**Budget Available: £354.00**

3. The Casual Caretaker, Service Delivery Manager, Acting Town Clerk and Administration Officer to undertake British Institute of Innkeeping Training, apply for a Personal Licence and be nominated as Designated Premises Supervisors for both the Station and Guildhall at a cost of £480.00 +vat.

**Budget Code: P&F Staff Training 6656**

**Budget Available: £6142.00**

**Budget Code: Guildhall Staff Training 6678**

**Budget Available: £500.00**

**Budget Code: Service Delivery Staff Training 6676**

**Budget Available: £8,094.00**