

The Licensing Court

Application for a Liquor Licence

OFF 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:

- Transfer an existing licence
- Renew an existing licence
- Grant a new licence

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?

Section B—Normal Opening Hours

B1: What are the current / proposed opening hours for the sale / supply of liquor?

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

Section C—Licensing Environment

C1: Have you included plans of the proposed premises 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 no less than 1:50 with figured dimensions.

If **NO**, please detail why below:

C2: 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

C3: Has your premises been subject to any defect notice during the last Fire Safety Inspection Period? Yes No

If Yes, Please provide details

Section C—Licensing Environment (Continued)

C4: Do you have an evacuation plan for the premises, and are your staff trained and aware of the plan? Yes No

Section D—Food

D1: Is food supplied / proposed to be supplied on the premises? Yes No

If NO, please go to Section E

D2: 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

D3: Are you registered / proposed to be registered with Environmental Health as a food provider? Yes No

D4: Have the premises / vessel been visited and inspected by Environmental Health officers in the last 3 years? Yes No

Section E—Staff

E1: 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

E2: Do will / staff receive regular training in licensing issues and in particular the non service of banned, underage or intoxicated persons? Yes No

E3: Do / will the premises have an identification policy to prevent underage drinking? **If Yes**, what is it? Yes No

E4: Do / will staff have access to a telephone or panic button in case of emergency? Yes No

E5: Do / will staff have access to an ultra violet light, and are are / will they be trained in it's use? Yes No

E6: Are any members of staff first aid trained / proposed to be trained? Yes No

E7: 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 prior to the submission date of this form. Yes No

Section F– Operation of Premises

F1: Are any members of staff First Aid Trained? Yes No

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

ShopWatch Yes No

OffWatch 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: Is your CCTV system compliant with the Isle of Man Constabulary’s ‘CCTV systems within licensed premises’ document? Yes No

F7: Do your cameras cover all points of entry? Yes No

F8: Where is your CCTV monitored from?

F9: What is the retention time for the footage?

Section G– Licensees

G1: 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, 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 LLP/10A 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		

Section G— Licensees (Continued)

G2: 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 an 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

Section H—Disclosure

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**