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**GUIDANCE NOTE No GN.C108**

**Premises Licence / Club Certificates**  
**Applications Frequently Asked Questions**

**1. Why do I need a Premises Licence?**

A premises licence is required when you offer or provide one or more of the following three licensable activities: the sale of alcohol, the provision of regulated entertainment, the provision of late night refreshment.

Download the application form, from the following link:  
<http://www.croydon.gov.uk/business/licences/entertain/premises/>  
Or contact the licensing team on 0208 760 5466 for an application form.

**3. What is the fee for a new/variation of a premises licence?**

The fee for a new/variation of a premises licence application depends on the rateable value of the premises. Go to <http://www.2010.voa.gov.uk/rli/en/basic/find> and fill in the postcode of the premises.

The following table shows you the fee for your application.

<b>BAND</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Non-domestic rateable value</b>	£0 - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and over
<b>New application and/or variation</b>	£100	£190	£315	£450	£635
Application fee where premises is used <b>exclusively</b> or <b>primarily</b> for the supply of <b>alcohol</b> for consumption on the premises (Bands D & E only)	N/A	N/A	N/A	x 2 = £900	x 3 = £1905
<b>Annual Fee</b>	£70	£180	£295	£320	£350
<b>Annual fee</b> where premises is used <b>exclusively</b> or <b>primarily</b> for the supply of <b>alcohol</b> for consumption on the premises (Bands D&E only)	N/A	N/A	N/A	x 2 = £640	x 3 = £1050

**4. Does the Premises Licence expire?**

The licence is valid for as long as the premises exists or, until the licence is surrendered or revoked. The licence holder is liable for the licence until liquidation/surrender of licence or death of the licence holder. There is an annual fee payable on the anniversary of the grant of the Premises Licence.

**5. I want to change the name of my shop/off licence etc what do I have to do?**

A written request or an email, stating the new trading name of the shop will be sufficient. If you wish to have a fresh licence sent to you showing the new trading name of the shop, please send a written request with a cheque of £10.50 enclosing the old original premises licence & summary.

**6. What should I do if my licence is stolen?**

If your licence is stolen then you must report it to the police and obtain a crime reference no , then send in a cheque to the Licensing Team for £10.50 payable to Croydon Council and a letter quoting the crime reference no and a replacement will be issued .

**7. What should I do if I lose my licence?**

Inform the Licensing team in writing and send a cheque for £10.50 payable to Croydon Council. Then a replacement can be issued to you.

**8. I am the premises licence holder and need to change my name and/or home address on my premises licence. What do I need to do?**

A written request stating the premises licence holder's new name and/or home address with a cheque of £10.50 made payable to Croydon Council along with the original premises licence and the original premises licence summary must be sent to the Licensing Team.

**9. My Designated Premises Supervisor (DPS) has changed his address, what do I need to do?**

A written request stating the DPS's new home address with a cheque of £10.50 made payable to Croydon Council along with the original premises licence and the original premises licence summary must be sent to the Licensing Team. It is the responsibility of the DPS being the personal licence holder to notify the borough that issued the personal licence, in writing with a fee of £10.50.

**10. Can one person be a DPS to two premises?**

Yes, a person holding a personal licence can technically be appointed as the DPS for two premises.

**11. Does the DPS need to be on the premises at all times?**

No. However, if the DPS wants to go on holiday or on leave then ideally a personal licence holder or named staff member should be left in charge by the DPS, in writing.

**12. I want to take over someone else's business. What do I have to do?**

An application to transfer the premises licence must be made. Please note, that the consent to transfer form must be signed by the previous premises licence holder(s) and sent along with the application form to the Licensing Team with a fee of £23 and a copy to Croydon police. Please note that the original premises licence and the original premises licence summary should be submitted with the application to the Licensing Team.

**13. I am handing my business over to someone else. What do I need to do?**

An application to transfer the premises licence must be made. The consent to transfer form is signed by yourself (as the previous premises licence holder) and sent by the person who will be taking over the business, to the Licensing Team along with the original premises licence & summary and a fee of £23 made payable to Croydon Council, and a copy of the same should be sent to Croydon police.

**14. The current Designated Premises Supervisor (DPS) is leaving, how can I still trade?**

An application to vary the DPS must be made. The consent form is signed by the new DPS and sent to the Licensing Team along with the original premises licence & summary and a fee of £23 made payable to Croydon Council, and a copy should be sent to Croydon police. This application will take effect only if you tick this application to take immediate effect and if the new DPS is a personal licence holder.

**15. I no longer wish to be the Designated Premises Supervisor (DPS). What must I do?**

A written letter must be sent to us stating that you no longer work at the premises and would like your name taken off the premises licence with immediate effect. A copy of the same must be sent to the premises licence holder within 48 hours of the notice being given to the council.

**16. I want to make alterations/reconstruction or change the layout of my premises?**

A copy of a plan of your premises with a letter must be sent to the Licensing Team, enquiring whether the alterations/change in the layout of your premises would require a variation of a premises licence, a minor variation, a new premises licence or no application at all.

**17. Will I need planning permission as well for the business I want the licence for?**

Yes, this is possible. Planning and Licensing are separate services so we strongly advise you to contact the Council's Planning Department at the earliest opportunity. The Planning Department can be contacted at [planning.control@croydon.gov.uk](mailto:planning.control@croydon.gov.uk)

**18. I would like to vary the hours/activities on my premises licence. What do I need to do?**

An application to vary the premises licence must be applied for and can be downloaded from the following link:

<http://www.croydon.gov.uk/business/licences/entertain/premises/>

or call the Licensing Team on **0208 760 5466** for an application form.

**19. I am applying for an application to vary the premises licence. Do I need to submit the plan of the premises even though there are no changes in the layout of the premises?**

Not necessarily. Please contact the licensing team to discuss.

**20. What should I do with the premises licence when I receive it from the Council?**

The premises licence, **must be kept at the premises** under the control of the Premises licence holder or of a person who works at the premises and who has been **nominated in writing** by the licence holder for the purpose.

The premises licence summary, **must be prominently displayed** at the premises together with a notice specifying the position held by the person who the premises licence holder has **nominated in writing** to keep control of the premises licence.

Photocopies of the licence should not be made, one copy only, certified by a practising solicitor may be made.

**21. Why do I need a Club Premises Certificate?**

If you operate a sports/social club, and you have a minimum of 25 members and operate 'club rules', and wish to sell or supply alcohol, provide entertainment such as music, dancing or indoor sports for members or bona fide guests, you must apply for a club premises certificate.

If however, you want to sell or supply alcohol or provide entertainment to the public, or hire out the premises, then a premises licence may be required.

**22. What should I do if I change the name of the club or the club rules?**

Inform the Licensing team in writing and send a cheque for £10.50 payable to Croydon Council. An amended certificate will then be issued.