**Form 4**

**Application for off-licence or renewal of off-licence**

*Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012*

**To** the Secretary

District Licensing Committee [*name of territorial authority*]

Application for [*state whether application is for off-licence or renewal of off-licence*] is made in accordance with the particulars set out below.

**Endorsements**

[*State (by type) every endorsement sought or sought to be renewed.*]

**Details of applicant**

• Full legal name or names to be on licence: [*state*]

• Whether licence already held for premises or conveyance concerned [*state Yes/No, and if “Yes”, state kind of licence*]

• Applicant status [*state, by reference to section 28 of Sale and Supply of Alcohol Act 2012, the status of the applicant (for example, natural person or persons, body corporate, or department of State)*]

• For applicant that is a natural person or persons, details [*for each, state full legal name, any aliases, usual residential address, sex, occupation, date and place of birth, any internet*

*site, preferred mode of contact*]

• For applicant that is a body corporate, authority under which incorporated [*state*]

• For applicant that is not a natural person or persons, details of contact person [*state name, telephone number or numbers,any fax number, any internet site, preferred mode of contact*]

• Postal address for service

• Business details [*describe principal business, any other businesses*]

• Criminal convictions [*state all criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies*)]

• For a company (whether incorporated under the Companies Act 1993 or equivalent foreign legislation), full legal names of directors [*state*]

• For a private company incorporated under the Companies Act 1993 [*state authorised capital, paid-up capital, and the following*]:

Name Address, Date of birth, Place of birth, Designation, Face value of shares held

• For a partnership, full legal names and addresses of partners [*state*]

**Details of premises (if not a conveyance)**

• Address [*state*]

• Any name, trading name, or name of building [*state*]

• If not owned by applicant,—

• Tenure [*state whether to be held as leasehold, or under tenancy agreement or licence*]

• Full legal name and address of owner [*state*]

• Type [*state whether grocery, hotel, retail shop (other than grocery),or tavern*]

• Whether licence conditional on completion of building work [*state Yes/No, and if “Yes”, state details*]

**Details of conveyance**

• Type [*state (eg, ship, railway carriage, bus, etc)*]

• Tenure [*state whether owned by applicant, or to be operated under charter, lease, or licence*]

• If not owned by applicant, full legal name and address of owner [*state*]

• Any registration number [*state*]

• Any home base address [*state*]

• Any name used or proposed for conveyance [*state*]

• Whether licence conditional on completion of construction work [*state Yes/No, and if “Yes”, state details*]

**Details of managers**

For each manager or proposed manager, full legal name, number and expiry date of manager’s certificate [*state*]

**Business details**

• Whether sale of alcohol intended to be principal purpose of business [*state Yes/No*]

• If “No”, intended principal purpose of business [*state*]

• Whether applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food [*state Yes/No*]

• If “Yes”, nature of other goods or services [*state*]

• Days and hours proposed for sale of alcohol [*state*]

**Conditions**

• Experience and training of applicant [*state*]

• Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people [*describe*]

• Any other steps the applicant proposes to promote the responsible consumption of alcohol [*describe*]

• Other systems (including training systems), and staff in place (or to be in place) for compliance with the Act [*describe*]

**Attachments (premises that are not a conveyance)**

• Copy of planning certificate consent

• Copies of all relevant building certificates consents

• Where it must be determined whether the premises are grocery store, the statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013

• Floor plan showing Floor plan showing any proposed permitted area for the display and promotion of alcohol, and any proposed sub-areas

• For body corporate applicant, copy of certificate of incorporation (or equivalent document)

**Attachments (conveyance)**

• Floor plan showing each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area.

• For body corporate applicant, copy of certificate of incorporation (or equivalent document).

**Further details where applicant is a company**

Full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company:

Name, Address, Date of birth, Place of birth, Designation

**Further details where applicant is a partnership**

Full details of each partner as follows:

Name, Address, Date of birth, Place of birth, Signature of each partner:

Dated at: [*place, date*]

Signature of applicant:

**Notes**

1 This form must be accompanied by the prescribed fee.

2 Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37, or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).

3 Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).