

APPLICANT GUIDANCE

Introduction

This document is intended to offer guidance to holders of licences or certificates or those who are applying for a new licence. It provides the basic information for applicants to help make a successful application and general guidance to keep the operations of the business, club, organisation or event within the law.

Dartford Borough Council has a duty to supply guidance for applicants. However, by reading the Statement of Licensing Policy, applicants should understand how Dartford Borough Council will administer the licences and authorisations and what Dartford Borough Council considers as important. Sections 2 – 6 may be of particular assistance when completing the operating schedule.

New applications are required from 7 August 2005 and can be made to Dartford Borough Council. The new licences are required to be in place by the second appointed day, 24 November 2005. For the period of time between the 7 August and second appointed day the existing system of public entertainment licences, cinema licences, theatre licences, late night refreshment house licences, and Justice's On/Off licences will continue to be required if you conduct licensable activities at your premises.

Personal Licences

A personal licence is a licence held by a particular individual to permit that person to authorise the sale of alcohol from a premises that is suitably licensed for the purposes of selling alcohol by retail.

To apply for a Personal Licence you are required to complete the correct application form, pay the fee which is currently £37.00, and include two endorsed passport photographs. You must show that you have sufficient knowledge of licensing law and the social consequences of the selling of alcohol. This is proved by successfully completing an accredited training course; the 2 courses currently recognised by the DCMS are the BIIAB and GOAL Level 2 Certificate for Personal Licence Holders. Details of Training Providers for the BIIAB course can be found at www.biiab.org or by telephoning the BII on 01276 684449. You also require a standard CRB check to prove that you have no unspent convictions for a relevant offence or foreign offence. The standard CRB can be obtained online via www.disclosurescotland.co.uk or by telephoning 08706 096006.

If you have no unspent convictions for a relevant or foreign offence, are suitably trained and are over 18 there is no reason why you should not qualify for a personal licence.

A personal licence lasts for ten years and you should re-apply to Dartford Borough Council if we issued your first licence. Please apply to the local authority for the area in which you reside.

A personal licence holder may give consent to become a designated premises supervisor (DPS) for a licensed premises where the activity of supply of alcohol is authorised. The DPS has a legal responsibility for authorising the sale of alcohol and control of the day to day management

of that premises under the terms of the licence. Make sure that if the designated premises supervisor is not physically on the premises, there is a clear management structure with which staff are familiar.

Personal licences are not required in qualifying club situations, permitted temporary events and for premises licences that do not retail alcohol. Although, personal licence holders are not prevented from giving temporary event notices.

Premises Licence/Club Premises Certificate

A Premises Licence permits licensable activities to take place on or from a defined area, a building, part of building, a vessel, vehicle or temporary structure. A premises licence can be made by an individual, several individuals, a company or organisation, or other prescribed persons such as individuals acting as representatives for a company or individual. The application for a premises licence is normally the responsibility for the owner of the business or the committee responsible for the building. If the premises are leased, the freeholder has a right to inform Dartford Borough Council that they own, part own, or occupy the premises they have a right to know of any applications, notices and request other information.

A club premises certificate permits licensable activities to take place at the premises of a "qualifying club". A qualifying club applying for a Club Premises Certificate does not need a personal licence holder identified as a designated premises supervisor as there is no supply of alcohol by retail taking place. Alcohol may be bought for the club by the members and the money being passed across the bar is to maintain equity between members. Please make sure that the club rule book makes clear the policy for guests. Clubs should carefully consider whether they should apply for a club premises certificate or a premises licence. As committee members in clubs change from time to time please ensure that the Dartford Borough Council Licensing Team are kept abreast of these changes. Please be aware that it is an offence not to inform the Council that the person who fills the role of secretary changes.

You may not apply for a premises licence or a club premises certificate if you or any of your committee members are under 18 years of age. The applicant for a premises licence or club premises certificate does not need to be a personal licence holder.

How to apply for a Premises Licence or Club Premises Certificate:

Send:

- A completed application form (premises licence or club premises certificate)
- The correct fee*
- A plan of 1:100 scale (unless otherwise arranged with DBC Licensing Officers) of the premises should include the following details:
 - The location and extent of the boundary of the building, if relevant, and any external and internal walls which comprise the premises, or in which the premises is comprised
 - The location of exits from the premises
 - If different from the location of exits, the location of escape routes from the premises
 - The locations on or from the premises is to be used for the licensable activity and in the case of an application where the premises is to be used for more than one licensable activity the location for each activity
 - In a case where the application relates to the supply of alcohol, the location or locations on the premises which is or are to be used for the consumption of alcohol
 - Fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment
 - In a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor

- The location and type of any fire safety and other safety equipment including, if applicable marine safety equipment
- The location of a kitchen, if any on the premises

And:

- If the premises licence application is to include the retail of alcohol, the consent of the individual personal licence holder who wishes to be the premises supervisor is required,
- If a club premises certificate application, a copy of the club rule book, and a declaration that the club is a “qualifying club”.

The application with the accompanying documents must go to Dartford Borough Council Licensing Section. The police must be sent a copy of the application (a photocopy) as well as the other Responsible Authorities listed at pages 12/13. For your own benefit you may wish to get a receipt for the delivery of the application or send the application by registered post and keep the tickets as evidence that the applications have been sent.

How do I know if the application is complete?

The responsible authorities must confirm to the Licensing Section that they have received copies of the application. Without this confirmation the licensing section will not consider the application as complete. Incomplete applications will be dealt with in one of two ways. If the application is simply missing one or two simple details, a letter requesting the missing documentation will be sent to the applicant and the application will be kept on hold. If there are more than one or two simple details, the application will be rejected and returned to the sender. The application must be resubmitted.

What happens next?

The applicant has a duty to advertise their application. They will be sent a blue notice that they must display in a prominent position at or on the premises concerned which will detail the changes. This notice must be displayed for not less than 20 working days. The applicant must also advertise their application in a local newspaper circulating in the relevant part of Dartford Borough such as the Dartford News-Shopper or the Kent Messenger etc. The newspaper notice must be circulated on at least one occasion not more than 10 working days after the giving of the application to Dartford Borough Council Licensing Section, both the newspaper notice and the notice for the application will contain the following information:

- The relevant licensable activities proposed to carry on at the premises
- The hours of trading and the licensable activities.
- The name of the applicant
- The postal address of the premises, or if not applicable a description of the premises concerned
- Details of where the register of Dartford Borough Council is held and where it can be inspected
- The dates between which an interested party and a responsible authority may make representations to Dartford Borough Council Licensing Team
- A statement that all representations must be made in writing
- A statement that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence

If there are no representations within the 20 working days, a complete application form has been submitted with the appropriate fees and other paperwork, and appropriate notices in the papers and on the premises, the licence will be granted.

However, if representation from any interested parties or responsible authorities has been received, the licensing section will decide whether the representation is relevant. If the licensing section find the representation relevant they will arrange a mediation meeting between the relevant parties to try and find a reasonable compromise. If this informal process is unsuccessful a hearing before the licensing committee will ensue. All relevant parties will be notified. A decision will be made by the licensing committee or sub-committee and the details of that decision will be circulated to the parties concerned.

Once the new licence is granted it will not take effect until the second appointed day.

The applicant does have a right to appeal and this should be made to the magistrates appropriate to the location of the premises concerned. Professional advice should be sought where it is uncertain what the best course of action should be.

Need Help?

Dartford Borough Council is aware that there are concerns about making premises licence applications and is intending to run a program of times when licensing staff will be available to check applications prior to submission and offer some help and guidance. To find out when these opportunities will be please check the web pages or contact the licensing staff. Alternatively you may feel that you wish to pass the job of making your application to a reputable licensing professional such as a solicitor or consultant.

Fees*

Fees for all licensing act 2003 permissions have been set by central government. Many of the fees for the licences and certificates issued under the old regime were set by Dartford Borough Council. The new fees are based on the non-domestic rateable value of the premises. These are divided into 5 bands:

Band	A	B	C	D	E
Non-Domestic rateable value	£0 - £4300	£4,301 - £33,000	£33,001 - £87,000	£87,000 - £125,000	£125,001 and over

Applications for premises licences, club premises certificates, variations (but not changes of name and address or changes of designated premises supervisor), should be as shown below:

A	B	C	D	E
£100	£190	£315	£450	£635

A multiplier could be applied to premises in band D and E where they are exclusively or primarily in the business of selling alcohol (mainly large town and city centre pubs):

Band	D (x2)	E (x3)
City/town centre pub application fee	£900	£1905
City/town centre pub annual charge	£640	£1050

Fees will be annually payable by those holding premises licences and club premises certificates as follows:

A	B	C	D	E
£70	£180	£295	£320	£350

To find out how much your non-domestic rateable value of your premises is please enter your postcode into the Valuation Office's website, www.voa.gov.uk.

There are other occasions that fees and charges must be paid to Dartford Borough Council:

Occasion on which a fee may be payable	Who should be sent copies of application other than Dartford Licensing Team	All fees are to be paid to Dartford Borough Council
New Premises Licence or Club Premises Certificate	<ul style="list-style-type: none"> • Police • Kent Fire and Rescue Service • DBC Planning • DBC Environmental Team • Child Protection • Trading Standards • Advertise in local paper 	Please see above as dependent of Non-domestic Rateable Value
Personal Licence Application	Police	£37
Variation of premises licence or club premises certificate	<ul style="list-style-type: none"> • Police • Kent Fire and Rescue Service • DBC Planning • DBC Environmental Team • Child Protection • Trading Standards • Advertise in local paper 	Please see above as dependent of Non-domestic Rateable Value
Supply of copies of information contained in register	N/A	Set By Dartford
Application for copy of licence or summary on theft, loss etc of premises licence or summary	N/A	£10.50 in all cases
Notification of change of name or address (holder of premises licence)	N/A	£10.50 in all cases
Application to vary to specify individual as premises supervisor	Police	£23.00
Interim Authority Notice	Police	£23.00
Application to transfer premises licence	Police	£23.00
Application for making a provisional statement	<ul style="list-style-type: none"> • Police • Kent Fire and Rescue Service • DBC Planning • DBC Environmental Team • Child Protection Address • Trading Standards 	£315.00
Application for copy of certificate or summary on theft, loss etc of certificate summary	N/A	£10.50 in all cases
Notification of change of name or alteration of club rules	N/A	£10.50 in all cases

Change of relevant registered address of club	N/A	£10.50 in all cases
Temporary Event Notices	Police	£21.00
Application for copy of notice on theft, loss etc of temporary event notice	N/A	£10.50
Application for copy of licence on theft, loss etc of personal licence	N/A	£10.50
Notification of change of name or address (personal licence)	N/A	£10.50
Notice of interest in any premises	N/A	£21.00

Exceptionally large events of a temporary nature that require premises licences are to pay an additional fee as follows:

Number of people	Additional Fees
5,000 – 9,999	£1,000
10,000 – 14,999	£2,000
15,000 – 19,999	£4,000
20,000 – 29,999	£8,000
30,000 – 39,999	£16,000
40,000 – 49,999	£24,000
50,000 -- 59,999	£32,000
60,000 -- 69,999	£40,000
70,000 -- 79,999	£48,000
80,000 -- 89,999	£56,000
90,000 and over	£64,000

For premises under construction, that has not been allocated a non-domestic rateable value but will be given such a value as soon as a completion certificate is given. In these cases it is proposed to allocate such premises to band C. Subsequent annual fees will relate to the non-domestic rateable value given to the property.

Exemption from the payment of an application fee is provided in respect of applications relating only to regulated entertainment made in respect of certain premises where conditions are met, these being schools and colleges where the school or college premises are used for the entertainment by the school or college on behalf of the school or college or the use of church halls, village halls, parish halls or community halls. For further information visit www.dartford.gov.uk or contact the licensing section.

Operating Schedule

An operating schedule is a required document for all new applications for premises licences, club premises certificates and temporary event notices. It is the documentation that outlines what activities are proposed to be permitted, when the activities will take place and how the activities will be managed and the overall opening hours when either the public are permitted on the premises.

It is advisable to apply for the maximum amount of hours for any activity. Particular thought should be given to community centres as these premises often have many different users and

they change on a fairly frequent basis. It may be prudent to apply for activities that currently do not take place as hirers may request those activities in the future. For example, if dance classes are held during the day, it is not inconceivable that dance classes may be held in the evening or at weekends. In these circumstances it is advised to apply for a general licence that would not limit the hall users in what they may offer.

One of the most critical parts of the operating schedule is the section where the applicant describes the steps they intend to take to promote the four licensing objectives. Careful consideration of what is entered is advised. What is written in this section may become a condition of the licence. However, as a guide sections 2 - 6 in Dartford Borough Council's Statement of Licensing Policy could be used to see the sorts of things that may be expected to be addressed in the operating schedule. Obviously, not all are appropriate to all premises. For example, attendant ratios for seated audiences would not normally be a feature of a public house, and similarly use of two-way radios may not be relevant to licensed premises in rural settings as there is not the same customer migration pattern as in a town centre.

General

Signage – Good signage can operate at many levels. At the door, clear signs can clarify the premises policy regarding any age restriction policies such as “over 18s only”, “over 21s only” or “no unaccompanied children”. Whether signs repeat the law or express the policy of the premises it can act as a deterrent and as a tool for staff enforcing the law or the premises policy in a non-confrontational manner. However, it is certainly not the wish of Dartford Borough Council to turn all licensed premises into notice boards. Signs should be used if there are specific problems, or where there is a need to demarcate certain areas for particular activities. Some examples of signs that could be used may include:

“CCTV operates in this area and lawlessness will be reported to the police”

“This premises operates a zero tolerance drugs policy”

“Proof of age for purchase of certain goods may be required”

“Supervised children are welcome in the restaurant area before 8pm”

“No drinks allowed in this area/beyond this point”

Staff training – Well trained staff are a real asset to any business. Critical areas of staff training in licensed premises should include a good knowledge of what is and is not permitted on the premises. The chain of command of a licensed premises is very important and in its statement of licensing policy Dartford Borough Council expects applicants, particularly of premises retailing alcohol which must have a designated premises supervisor, to have a well defined management structure especially for when the designated premises is not physically on the premises, an example of best practise would be that the duty manager signs in for duty in a logbook so that it is clear for everybody who is in charge of the premises at any particular time. It would also be considered best practise for all duty managers to be personal licence holders so that the required knowledge level can be assured when the designated premises supervisor is not physically present. Other key areas that should be covered include:

- What to do if they think that there is a customer behaviour problem or is likely to occur.
- What to do and any special responsibilities in case of fire or any other need to evacuate the premises.
- Where the supply of alcohol is concerned or where any age restriction is applicable training should be given and maintained as to what is acceptable proof of age identification and what is not, as the names of cards may change over time and new cards offered the PASS accreditation.

- Where applicable, staff should know what would be expected of them if an incident occurred and potentially that if a court case ensued that they may have to give evidence.
- What is the premises drug policy and what to do if drugs are found on the premises.
- What to do if they feel threatened into making an illegal sale and how best to avoid such situations

Moreover, if staff members are well trained they may feel more confident to be more proactive in keeping trouble out of the premises. The best way to arrange this is to have a document which details what the staff training consists of and documentation to show that each member of staff is familiar with the material. This document may be referred to in the operating schedule. Where agency staff are used, be sure that they have received a thorough briefing of what their role is and where possible try and re-use the same staff so that they get to know the premises and clientele.

Drinks promotions should never encourage binge drinking. Consideration of the implications on the community should be considered whenever an alcoholic drinks promotion occurs. A statement to clarify the drinks promotion policy of the premises is advisable where relevant.

Managed houses and tenanted houses are encouraged to supply contact details to the licensing authority of area managers so that notification of issues arising that could bring the reputation of the company into ill repute can be dealt with effectively.

Special consideration should be made regarding the licensing objectives when special events such as football events or other local or national events and how these events will impact the local community and what can be done to minimise the negative impact.

The Prevention of Crime and Disorder

Details of any off-premises and/or on-premises CCTV and suitable signs associated with the CCTV. If installing a new CCTV system advice from the appropriate department of Kent Police should be sought in case the material is needed for evidence.

Membership and regular attendance of meetings of a crime reduction group such as a Pubwatch or the Safer Socialising Scheme can help stop known troublemakers entering your premises. Members of the schemes and the Police can share information between each other, incidents such as resale of stolen goods, recent outbreaks of trouble and information of crimes against businesses. Pubwatch bans do have serious repercussions on the social lives of the people affected. They may have to travel much greater distances to frequent licensed premises and as such they cannot socialise with their friends in the same way. As such, up to date Pubwatch or Safer Socialising signage can act as a deterrent. In addition the Safer Socialising Scheme in Dartford operates two way radios so that information about incidents actually happening can be quickly spread around all the premises involved into the scheme. The local police also have a radio on the scheme so can be summoned quickly or can arrange for town centre CCTV to record any particular activity. Safer Socialising Scheme membership would be considered best practise for many premises located in town centres where the supply of alcohol is an authorised activity.

Licensed premises with a restricted entry policy, and or experience shows that queuing for entry is a feature at certain times should as a minimum identify supervisory arrangements. Where premises where licensed under the licensing act 1964 door supervisors must be SIA licensed. However, it would be considered best practise to use properly trained door supervisors for

premises such as those licensed for late night food. To get more information about the SIA, please visit www.sia.org or call their helpline 08702 430100.

Where appropriate, the operating schedule may specify details of when use of plastic or toughened glass will be applied as defined by a risk assessment. Plastic may be very preferable for use in outside areas where broken glass could be difficult to clear up or where there may be an increased level of rowdiness such as when and where national sporting events are televised.

Where the entrance of the premises faces onto a street affected by a bye-law restricting the public consumption of alcohol, open containers may not be taken from the premises. Signs to reinforce that only drinks purchased on the premises may be consumed on the premises could be advisable.

Records kept of any crime or disorder incidents and where sales of alcohol have been refused will help police and local authority co-operation.

Ensuring adequate staffing so that at busy times so that staff are regularly checking all areas of the licensed premises including toilets and other areas that are not easily visible from the bar.

The development of good relations with local police officers is also beneficial to preventing incidents occurring on your premises. If customers become accustomed to police being frequent visitors, problem behaviour can be discouraged.

Public Safety

Risk assessment – this is a requirement under the Health and Safety at Work Act 1974 where there are more than 5 employees. It may include a fire risk assessment as required under Fire Precautions (Workplace) regulations 1997 and will apply to all non-domestic premises following the Regulatory Reform Order likely to take effect in 2005.

Applicants should consider, as a basic requirement, areas such as electrical safety, building integrity, and heating installations as a matter of course and reassess these following any major refurbishments, repairs, and general maintenance.

Indication of capacity – This can be based on a recent assessment completed by a fire officer which was a requirement for a Public Entertainment Licence, however it is the responsibility of the manager to do a risk assessment of the business. Kent Fire and Rescue Service recommend 0.5 m² per person standing or dancing and 1m² per person seated. Ease of exit in case of emergency may affect these numbers as does any fixed furniture and or fittings. Please specify if your premises has a capacity of less than 200 people as there is an exemption. Under section 177 of the Licensing Act 2003 where:

- A premises licence or club premises certificate authorises the supply of alcohol for consumption on the premises and the provisions of “music entertainment” (live music or dancing or facilities enabling people to take part in those activities),
- The relevant premises are used primarily for the supply of alcohol for consumption on the premises, and
- The premises have a permitted capacity limit of not more than 200 persons (including staff and performers) any conditions relating to the provision of music entertainment imposed on the premises licence or club premises certificate by Dartford Borough Council, other than those set out by the licence or certificate being consistent with the operating schedule, will be suspended except where they were imposed as being necessary for public safety or the prevention of crime and disorder or both.

The nature of the business is an important factor, do describe the style of premises; e.g. traditional public house, modern exclusive restaurant, cinema complex, etc. Do describe the nature of clientele; young people who want to dance, all age groups, family friendly, people interested in sports. Where the premises is located; amongst residential housing including adjoining properties, amongst business premises that are not operational during the evenings, the nearest property is over 250 m away. Describe the geographical location; town centre, rural village or hamlet, suburban area.

Door staff – When to employ door supervisors is down to a risk assessment basis. Managers should be sensitive to local and national events such as major football events, even if your premises are not involved directly. Door supervisors can offer many benefits such as helping to keep under-18s out of businesses where the retail of alcohol for the consumption on-site is the predominant licensable activity. Guidelines on the numbers of door staff should follow 1 door supervisor to 100 customers, however many door staff are unwilling to work alone on the door of a premises. Where any significant variation from these guidelines exists, or is applied for, reasons for the variation should be given. Please be sure that any SIA licences for front line or non-front line style of work are in order.

Public Safety

Kent Fire and Rescue Service have made the following recommendations to applicants:

The Responsible Person for the premises will need to carry out a specific fire risk assessment, to identify any significant findings, provide fire safety provisions, emergency plan and training. An assessment of the maximum numbers of persons (including staff) permitted on the premises at any one time is to be made. An assessment of the maximum numbers of persons (including staff) permitted on the premises at any one time is to be made. A simple floor plan showing the dimensions of the building and the fire safety provisions is to accompany the application.

These are requirements under existing fire legislation for many premises and this documentation should already exist as potentially as part of the risk assessment for the Health and Safety at Work Act 1974.

Please provide the following information with your operating schedule when submitting your application:

- The date when the last fire safety risk assessment of the premises was carried out, along with any identified findings
- A summary of any proposed changes or improvements to remedy the significant findings, with the date of their implementation
- Details of the maximum occupancy numbers to be permitted in the premises (including staff), and the management arrangements to ensure they are not exceeded
- A copy of the emergency plan
- A single line scaled plan or architects drawing, showing the general layout of the premises, fire safety provisions, including escape routes from the premises to a place of ultimate safety with any significant features
- Supporting evidence demonstrating adequate maintenance of the fire safety provisions and systems e.g. copies of current servicing certificates

Offences relating to fire safety will be dealt with by Kent Fire and Rescue Service under the appropriate legislation.

Please specify in the operating schedule any first aid arrangements if relevant.

Please specify any evacuation procedures or policies in case of loss of power if relevant.

The prevention of public nuisance

Businesses are expected to sweep the areas outside their premises at closing time after each day's business, if necessary. Do state any policy regarding this issue.

Closure of outside areas after a certain time is encouraged to be included in your operating schedule. It is advisable that no regulated entertainment is carried out in outside areas in the evenings without prior consultation with the licensing authority. Noise can also be contained by keeping windows and doors shut, by installing double glazing where appropriate and keeping ventilation equipment in good order. Using performers of regulated entertainment to remind customers to respect the premises' neighbours and leave quietly has proved successful.

Protection of children from harm

Do make a statement regarding the child admission policy of the premises detailing any restrictions.

Be sure that all staff members know that they should be on their guard for children at risk, and know that they have a responsibility to report any children that they feel may be at risk to North Kent Social Services, contact details are at the back of this leaflet.

Signage can be very important in the protection of children from harm – it can be helpful to remind parents and guardians that it is illegal to be intoxicated and in charge of children under the age of 7 years of age, particularly where the sale of alcohol is for consumption on the premises. It is also important to have children supervised at all times in these types of premises. It is expected in your operating schedule if children are permitted on the premises to demarcate any areas where children are not allowed, these may be bar areas, in areas with amusements with prizes or a strong element of gambling, suitable refreshments should also be available at all times when children are permitted. Do make sure that children needing to use the toilets can get there without crossing areas within which they are not permitted.

Offences

- To carry on or attempt to carry on a licensable activity on or from any premises other than under or in accordance to with the authorisation provided by a premises licence, a club premises certificate or temporary event notice meeting the required conditions.
- To knowingly allow such an activity to be carried on.
- Where an unauthorised activity has taken place, any performer or participant does not commit an offence unless they are involved in the organisation or arrangement of the unauthorised activity.
- It is an offence to expose alcohol for sale when not an authorised activity.
- To keep alcohol with the intention of selling it by retail or supplying it by or on behalf of a club or to the order of a member of a club where the sale of supply would be an unauthorised licensable activity.
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Offences concerning children are as follows:

- Unaccompanied children are prohibited from certain premises such as premises at a time open for the purposes of being used for the supply of alcohol for

consumption there and all relevant premises used for the supply of alcohol for the consumption there between the hours of midnight and 5am.

- Sale of alcohol by retail to an individual under the age of 18 is illegal.
- Clubs commit an offence if alcohol is supplied to a member or guest who is under the age of 18.
- It is an offence to allow the supply of alcohol to children from your premises.
- It is an offence for an individual aged under the age of 18 to buy or attempt to buy alcohol.
- It is an offence to buy or attempt to buy alcohol on behalf of an individual who is under 18.
- However, no offence is committed if a person over the age of 18 buys beer, wine or cider for an individual aged 16 or 17 if the purchase, or supply, is for consumption at a table meal on relevant premises and that the individual is accompanied at the meal by an individual aged 18 or over.
- An individual under the age of 18 commits an offence if he knowingly consumes alcohol on relevant premises.
- A person who works on relevant premises in any capacity, whether paid or unpaid commits an offence if he knowingly delivers to an individual aged under 18 alcohol sold on the premises, or alcohol supplied on the premises by or on behalf of a club to or to the order of a member of a club.
- A person commits an offence if he knowingly allows anyone else to deliver to an individual aged under 18 alcohol sold on relevant premises.
- A sending a child to obtain alcohol sold

Contact Details

Consultation with all responsible authorities should be encouraged prior to the submission of the application.

<p>The Licensing Section Dartford Borough Council Civic Centre Home Gardens Dartford Kent DA1 1DR</p> <p>01322 343000 Licensing@dartford.gov.uk www.dartford.gov.uk</p>	<p>North Kent Police Licensing Section Dartford Police Station Instone Road Dartford Kent DA1 2JN</p> <p>01322 289193 paul.diment@kent.pnn.police.uk</p>
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<p>North Kent Social Services Area Manager St Lawrence House 48a West Hill Dartford Kent DA1 2HG</p> <p>01322 277744</p>	<p>Kent Fire & Rescue Service Fire Safety Office Dartford Fire Station Watling Street Dartford Kent DA2 6EG</p> <p>01322 278279 Dartford.firesafety@kent.fire-uk.org</p>
<p>Planning and Building Control Department Dartford Borough Council Civic Centre Home Gardens Dartford Kent. DA1 1DR</p> <p>01322 343434 planning.admin@dartford.gov.uk</p> <p>Kent County Council Trading Standards Head Office Legal & Licensing Dept 1st Floor Invicta House Maidstone Kent ME14 1XX</p> <p>01732 525291 ts.licensing@kent.gov.uk</p>	<p>Environmental Health Dartford Borough Council Civic Centre Home Gardens Dartford Kent. DA1 1DR</p> <p>01322 343434 environmental.admin@dartford.gov.uk</p>