



# Application for an Alcohol Licence

Please note this is a Police document only, and is to be completed in conjunction with an on licence application to the All Island Licensing Court

Please complete this form in full and in **BLOCK CAPITALS** where necessary.

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

Type of Licence applied for: (Tick one box only)

<b>ON LICENCE (RESTAURANT CONDITIONS)</b>	<input type="checkbox"/>	<b>ON LICENCE (RESIDENTIAL CONDITIONS)</b>	<input type="checkbox"/>
<b>FULL ON LICENCE</b>	<input type="checkbox"/>	<b>OFF LICENCE</b>	<input type="checkbox"/>
<b>PASSENGER VESSEL LICENCE</b>	<input type="checkbox"/>	<b>CLUB REGISTRATION ORDER</b>	<input type="checkbox"/>

*Section A* *Address*

Name of Premises, Vessel, or Club

Postal Address

Post Code

Telephone Number

Email Address

Has the premises / vessel been licensed prior to this application?      **Yes**       **No**

What is the rateable value of the premises?      £

Who is the intended Licence holder/ Secretary of the club?   
*(Name of company or individual)*



*Section B*

*Licensing Environment continued*

**B7:** What are the current / proposed number of patrons permitted on your premises by the fire certificate?  **Not Applicable**

**B8:** How many patrons can / will be seated?

**B9:** How many public entrances are there to the premises?

**B10:** Do you have an evacuation plan for the premises, and are your staff trained and aware of the plan? **Yes**  **No**

**Question B11 is for PASSENGER VESSEL applicants ONLY**

**B11:** Are persons under the age of 18 years permitted / will they be permitted within these areas other than passing through? **Yes**  **No**

*Section C*

*Security and Crime Reduction*

**C1:** Are your premises fitted with an intruder alarm system? **Yes**  **No**

**If Yes, Is your alarm:**

**Audible only**

**Audible and connected to a central monitoring station**

**C2:** Will the licence holder / designated official / club secretary or other staff member reside on the premises? **Yes**  **No**

**C3:** Do you use a professional cash handling service to transfer money from the premises? **Yes**  **No**

**C4:** Does your alcohol store room have exterior windows? **Yes**  **No**

**C5:** Does your alcohol store room have sky lights? **Yes**  **No**

**C6:** Are there exterior windows in any ground floor or basement toilets? **Yes**  **No**

**C7:** Are there any sky lights in the toilets? **Yes**  **No**

**C8:** Are there hooks on the rear of the toilet cubicle doors? **Yes**  **No**

**C9:** Do the toilet areas have loose fitting ceiling tiles? **Yes**  **No**

**C10:** What are the toilet facilities on the premises?

**How many Female WC's?**

**How many female wash basins?**

**How many male WC's?**

**How many male urinals?**

**How many male wash hand basins?**

Section C

Security and Crime Reduction continued

- C11:** Are the toilet cisterns secured? Yes  No
- C12:** Do the premises have a secure facility for the storage of money? Yes  No
- C13:** Do the premises have a letter box? Yes  No
- C14:** Is the premises fitted with an operational CCTV system? Yes  No
- If NO, please go to Section D**
- C15:** Are staff trained in the operation of the CCTV system? (including downloading footage) Yes  No
- C16:** Is your CCTV system compliant with the Isle of Man Constabulary's 'CCTV systems within licensed premises' document? Yes  No
- C17:** Do your cameras cover all points of entry? Yes  No
- C18:** Where is your CCTV monitored from?

Section D

Operation of Premises

**For OFF LICENCE applications go straight to D5**

- D1:** Do the premises or vessel supply / propose to supply cocktails? Yes  No
- D2:** Do the premises or vessel run / propose to run any form of drinks promotion? Yes  No
- D3:** Do the premises have / propose to have gambling, cigarette or gaming machines? Yes  No
- D4:** Do the premises use / propose to use toughened glassware? Yes  No
- D5:** Do the premises or vessel obtain / propose to obtain (where possible) non-glass bottles for beer, alcopops or similar products? Yes  No
- D6:** Do the premises or vessel have / propose to have a cash dispensing machine? Yes  No
- D7:** Do the premises or vessel have / propose to have available any form of public telephone with a cash box? Yes  No
- D8:** Do the premises or vessel have / propose to have a first aid box for emergency use? Yes  No
- D9:** Please indicate membership to the following organisations as applicable:
- Licensed Victuallers Association**
- Manx Entertainment & Nightclub Association**
- PubWatch**
- OffWatch**

*Section D*

*Operation of Premises continued*

**D10:** Can you confirm a licensee or designated official attends / will attend meetings relevant to D9 on a regular basis?

Yes  No

**Questions D11, D12 & D13 are for OFF LICENCE applications ONLY:**

**D11:** Will the premises offer promotional / special offer liquor?

Yes  No

**D12:** Will the premises be operating / proposing to operate any 'tasting' sessions?

Yes  No

**D13:** Can you confirm that the premises operate / will operate in compliance with the Responsible Liquor Off-Sales Group Codes of Practice?

Yes  No

**OFF LICENCE applicants go straight to Section F**

*Section E*

*Food*

**E1:** Is food supplied /proposed to be supplied on the premises / vessel?

Yes  No

**If NO, please go to Section F**

**E2:** Please indicate the time of day food is served / proposed to be served with a tick:

**Breakfast**

**Midday**

**Evening**

**Late night / Early morning (after 10pm)**

**All day**

**E3:** 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

**E4:** Are you registered / or proposed to be registered with Environmental Health as a food provider?

Yes  No

**E5:** Have the premises / vessel been visited and inspected by Environmental Health officers within the last 3 years?

Yes  No

*Section F*

*Staff*

**Section F is NOT applicable to applications for a CLUB REGISTRATION ORDER**

**F1:** How many licensees or designated officials are proposed to be named on the licence to cover the opening hours of trade?

**F2:** 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

*Section F*

*Staff continued*

**F3:** Do / will staff receive regular training in licensing issues and in particular the non service of banned, underage or intoxicated persons? **Yes**  **No**

**F4:** Are door staff employed / will door staff be employed on the premises / vessel? **Yes**  **No**

**F5:** Can you confirm that all your door staff are registered? **Yes**  **No**

**F6:** Please indicate which days / hours your door staff will work:

<b>Monday</b>	From	Until
<b>Tuesday</b>	From	Until
<b>Wednesday</b>	From	Until
<b>Thursday</b>	From	Until
<b>Friday</b>	From	Until
<b>Saturday</b>	From	Until
<b>Sunday</b>	From	Until

**F7:** How are the door staff employed:

**Employed Directly**

**Outside agency**

**If you have selected outside agency, which firm do you use?**

**F8:** Do the premises have / will the premises have a door policy? **Yes**  **No**

**F9:** Do / will the premises have an identification policy to prevent underage drinking? **Yes**  **No**

**F10:** Do / will staff have access to a telephone to use in case of emergency? **Yes**  **No**

**F11:** Do staff have access to an ultra violet light, and will they be trained in its use? **Yes**  **No**

**F12:** Are any members of staff first aid trained / proposed to be so trained? **Yes**  **No**

**F13:** The Licensing Court ask that the (new defunct) M.I.I course or its BIIAB replacement are retaken every 8 years. Can you confirm all of your designated officials are still qualified? **Yes**  **No**

*Section G*

*Music*

**Section G is only applicable to the following applications:**

- FULL ON LICENCE**
- ON LICENCE (Restaurant conditions)**
- ON LICENCE (Residential conditions)**
- CLUB REGISTRATION ORDER**

**G1:** Does your premises hold / propose to hold a Section 28 order (In respect of on licence applications) or a Section 55 order (In respect of registered club orders) permitting entertainment to take place on the premises? **Yes**  **No**

**G2:** What form of entertainment will take place on the premises?

- Background Music only
- Live music and singing
- Dancing
- Amplified live music (Karaoke / bands)
- Amplified music and singing (disco)
- Other: e.g. Exotic dancing

**G3:** During what times is entertainment permitted / proposed to be permitted?

<b>Monday</b>	From	Until
<b>Tuesday</b>	From	Until
<b>Wednesday</b>	From	Until
<b>Thursday</b>	From	Until
<b>Friday</b>	From	Until
<b>Saturday</b>	From	Until
<b>Sunday</b>	From	Until

**G4:** Are the hours given in G3 the same as those stated in your current orders or rules approved by the court? **Yes**  **No**

**G5:** Has the licence holder registered with the performing rights society for the entertainment that you provide / propose to provide? **Yes**  **No**

**G6:** Has the licence holder a Phonographic Performance Limited Licence for the entertainment that you provide / will provide? **Yes**  **No**

**G7:** Does the licence holder propose to show live televised sporting events? **Yes**  **No**

**G8:** Is there provision / proposed to be provision for the playing of pool snooker or darts? **Yes**  **No**

**Questions G9 & G10 are NOT applicable to CLUB REGISTRATION ORDERS**

**G9:** For existing premises is the level of entertainment indicated in G2 above permitted by your current Section 28 endorsements? **Yes**  **No**

**G10:** Do the plans lodged with the All Island Licensing Courts accurately define the areas for the entertainment? (Refer to requirements as per A10) **Yes**  **No**

Section H

Normal Hours

Section H is only applicable to the following applications:

- FULL ON LICENCE**
- ON LICENCE (Restaurant conditions)**
- OFF LICENCE**

**H1:** What are the current / proposed opening hours for the sale / supply / consumption of liquor?

<b>Monday</b>	From	Until
<b>Tuesday</b>	From	Until
<b>Wednesday</b>	From	Until
<b>Thursday</b>	From	Until
<b>Friday</b>	From	Until
<b>Saturday</b>	From	Until
<b>Sunday</b>	From	Until

**H2:** Do the premises have a final door closing time?

Yes  No

**If Yes, What time:**

Section I

Children

Section I is only applicable to the following applications:

- FULL ON LICENCE**
- ON LICENCE (Residential conditions)**

**I1:** Do the premises hold / propose to hold an endorsement allowing children on the premises?

Yes  No

**I2:** What time are children allowed / proposed to be allowed within the defined areas?

<b>Monday</b>	From	Until
<b>Tuesday</b>	From	Until
<b>Wednesday</b>	From	Until
<b>Thursday</b>	From	Until
<b>Friday</b>	From	Until
<b>Saturday</b>	From	Until
<b>Sunday</b>	From	Until

**I3:** Do the plans lodged / provided with the All Island Licensing Court accurately define the areas mentioned within the Child Order? (Refer to requirements as per A10)

Yes  No

**Section J is only applicable to applications for : REGISTERED CLUB ORDERS**

**J1:** Can you confirm this club is run by a committee elected by the Members? **Yes**  **No**

**J2:** Are regular meetings held? **Yes**  **No**

**J3:** Are the meetings of the committee minuted? **Yes**  **No**

**J4:** How many current members does the club have?

**J5:** What is the function or aim of the club?


**J6:** Has the function for which the club was established changed since the last grant of registration? **Yes**  **No**

**If Yes; give details below:**


**J7:** Is liquor intended to be supplied to members on the premises otherwise than by or on behalf of the club? **Yes**  **No**

**J8:** Is any person to receive at the expense of the club any commission percentage or similar pay out, in relation to purchases of liquor? **Yes**  **No**

**J9:** Is any person directly or indirectly to receive any fiscal advantage from the supply of liquor by or on behalf of members or guests? **Yes**  **No**

**J10:** Are persons under the age of 18 permitted / proposed to be permitted membership to the club? **Yes**  **No**

**J11:** Does the club intend to apply to the court during the next triennial period for the authorisation of the sale, supply, and consumption of intoxicating liquor by persons other than members at a given occasion? **Yes**  **No**

**J12:** Are members permitted / proposed to be permitted to bring guests into the club premises? **Yes**  **No**

**If Yes; please specify under which rule:**

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**J13:** Does the club keep records of guests and visitors? Yes  No

**J14:** Has there been any changes in the rules since the last granting of registration? Yes  No

**If Yes, were the amendments to the rules approved by a sitting of the All Island Licensing Court** Yes  No

**J15:** Is an application to be made at this session for the approval of rule changes? Yes  No

**J16:** What are the current / proposed / permitted hours for the supply / consumption of liquor by members?

<b>Monday</b>	From	Until
<b>Tuesday</b>	From	Until
<b>Wednesday</b>	From	Until
<b>Thursday</b>	From	Until
<b>Friday</b>	From	Until
<b>Saturday</b>	From	Until
<b>Sunday</b>	From	Until

**J17:** Are the hours the same as those stated in your current rules approved by the court? Yes  No

**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:**  Work  Mobile

**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:**

**The Isle of Man Constabulary  
Central Alcohol Unit  
Lord Street Police Station  
Douglas, IM1 2SR**