

Applications are to be returned to:  
**Licensing Team**  
**Public Protection**  
**Civic Offices**  
**Holton Road**  
**Barry**  
**Vale of Glamorgan**  
**CF63 4RU**  
**Tel: 01446 709105**



**ANNEX B**  
**Schedule 3, Local Government (Miscellaneous Provisions) Act 1982**

**Documents supplied with this application.**

1. A site scale plan (1:1250).	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Drawings showing the front elevation as existing.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Drawings showing the front elevation as proposed including proposed signage, advertising and window display.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Planning permission.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Scale layout plan. PLEASE NOTE: the requirements of the layout plan are set out below.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Certificate of lawful use or development.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. If the Applicant is a company, copies of the Memorandum and Articles of Association of the Company.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. If the Applicant is a partnership, a certified copy of the Partnership Deed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. A copy of any other licences for the premises, vehicle, vessel or stall.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Code of Practice for Performers.	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Rules for Customers.	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. Policy for Welfare of Performers.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Requirements for layout plan.**

The layout plan must show:

1. The layout of the premises including, e.g. stage, bars, cloakroom, WCs, performance area, dressing rooms.
2. The extent of the boundary of the premises outlined in red.
3. The extent of the public areas outlined in blue.
4. Uses of different areas in the premises, e.g. performance areas, reception
5. Structures or objects (including furniture) which may impact on the ability of individuals to use exits or escape routes without impediment.
6. Location of points of access and egress from the premises.
7. Any parts used in common with other premises.
8. Position of CCTV cameras.
9. Where the premises includes a stage or raised floor, the location and height of each stage or area relative to the floor.
10. Where the premises includes any steps, stairs, elevators or lifts, the location of the same.
11. The location of any public conveniences, including disabled WCs.
12. The position of any ramps, lifts or other facilities for the benefit of disabled people.
13. Any level changes at the entrance to or within public parts of the premises which may be inaccessible to disabled people.
14. The location and type of any fire safety and any other safety equipment.
15. The location of any kitchen on the premises.
16. The location of emergency exits.

**Documents evidencing public notice and service.****These documents must be submitted to the Licensing Authority within 7 days of the date of the application.**

1. Complete copy of newspaper circulating in the area of the authority, containing advertisement of this application.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Copy of notice of application displayed on or near the premises.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Copy affidavit or statutory declaration that notice has been displayed as required by Schedule 3 paragraph 10(10) Local Government (Miscellaneous Provisions) Act 1982.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Evidence of service of the application form and all enclosures upon Chief Officer of Police at Barry Police Station, Gladstone Road, Barry, CF63 1TD within 7 days after the date of this application.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Note, when the application is made electronically, including all enclosures, the licensing authority will serve the chief officer of police.	