

GUIDANCE NOTES

APPLICATION OF A PROVISIONAL STATEMENT

Where premises are being, or are about to be, constructed or altered, those who have an interest in the premises may apply for a provisional statement. This acts as an indicator whether a Premises Licence is likely to be granted on their proposals before they spend large sums of money.

If a provisional statement is granted, applicants will still need to apply for a premises licence in the normal way before the premises can be used for any licensable activities.

How to apply for a Provisional Statement

1. Complete the **application form** and **privacy statement** in accordance with the guidance notes at the end of the form.
2. A **plan of the premises** is required to be submitted – see plan guidance document.
3. The completed application and plan must be circulated to the **Responsible Authorities** listed on a separate document. Please ensure you keep a completed copy for yourself for your own records and to refer to.
4. The completed **original application** documents must be submitted to the Licensing Authority (Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD) with the plans and payment of £315.
5. The application must be **advertised** in the local press in accordance with the guidelines within 10 days of submitting your completed application to the Licensing Authority. A **blue notice** must also be placed at your premises in accordance with the guidelines (notice template provided). Please provide confirmation of newspaper submission with your application and copy of the newspaper notice as soon as possible.

If you require any help with the completion of your form, you are advised to seek your own legal advice.

Licensing Service
Block C, Staniforth Road Depot
Staniforth Road
Sheffield
S9 3HD

Tel: 0114 2734264
Email: licensing@sheffield.gov.uk