



Notification of interest in a premises Licensing Act 2003

Any person or organisation with a legal or financial interest in a property may give notice to the licensing authority of their interest, in order to be kept informed of any licensing applications which relate directly to that property.

Under the 2003 Act, persons with a legal or financial interest in a property are defined as:

- the freeholder or leaseholder of the premises;
- a legal mortgagee in respect of the premises; or
- a person who is in occupation of the premises.

There is no legal requirement for persons with these property interests to give notice to the licensing authority – it is entirely at their discretion as to whether to make use of this provision. However the licensing authority has no legal duty to notify any such interested persons of relevant licence applications if they have not given notice of their interest in accordance with these provisions.

Notices may be given in respect of any property or piece of land within the borough, regardless of whether there is currently a licence in force or not.

Giving notification of your interest in a premises

Please complete all sections of the enclosed notification form.

**Send the completed form, with payment
for the £21 notification fee, to:**

Licensing
Dacorum Borough Council
The Forum
Marlowes
Hemel Hempstead
HP1 1DN

*Fees can be paid by cheque/postal order (payable to 'Dacorum Borough Council') or credit/debit card **only**.
Please do not send cash.*

Once received, the authority will record your interest in the premises, endorse the notice and return it to you. You will then be formally notified of any subsequent applications relating to licences under the Licensing Act 2003, in respect of the premises indicated. This may include new applications, variations of existing licences, transfers, reviews, or notification if the licence lapses or is surrendered.

The notice of interest is valid for 12 months from the date of receipt. After this time, if you still wish to be kept informed of any applications or changes made for licences in respect of the premises, you may submit a new notice.

Did you know?

You can save time and postage costs by giving notification of an interest in premises **online**.

Visit our website, www.dacorum.gov.uk/licensing, and follow the 'Apply online' links.

Contact us

For further information or assistance in making an application, please contact us:

Email: licensing@dacorum.gov.uk

Phone: **01442 228000** (ask for Licensing)

This page is intentionally left blank



Notification of an interest in premises under section 178 of the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We

.....
(insert name(s) of notifier)

hereby give/gives notice of my/our interest in the premises identified below for the purposes of section 178 of the Licensing Act 2003.

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
Post town		Post code	

Name of applicant for, or holder of, Premises Licence or club applying for, or holding, Club Premises Certificate (if known)

Premises Licence / Club Premises Certificate number (if known)

Part 2 – Details of my/our interest in the premises

I / We

Please tick ✓

- a) have a legal interest in the premises as freeholder or leaseholder
- b) am/are the legal mortgagee in respect of the premises (within the meaning of the Law of Property Act 1925)
- c) am/are in occupation of the premises

I / we are:

- | | | |
|---|--------------------------|------------------------------------|
| a) an individual(s) | <input type="checkbox"/> | <i>please complete section (A)</i> |
| b) a company | <input type="checkbox"/> | <i>please complete section (B)</i> |
| c) a partnership | <input type="checkbox"/> | <i>please complete section (B)</i> |
| d) an unincorporated association | <input type="checkbox"/> | <i>please complete section (B)</i> |
| e) other (for example, a statutory corporation) | <input type="checkbox"/> | <i>please complete section (B)</i> |

(A) Details of individual

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other title (for example, Rev.)	
First names					
Surname					
Current postal address if different from premises address					
Post town		Post code			
Contact phone number in working hours (if any)					
Email address (optional)					

Details of second individual

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other title (for example, Rev.)	
First names					
Surname					
Current postal address if different from premises address					
Post town		Post code			
Contact phone number in working hours (if any)					
Email address (optional)					

(B) Details of non-individual

Please provide name and registered address of notifier in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	
Address	
Registered number <i>(where applicable)</i>	
Description of applicant <i>(for example, partnership, company, unincorporated association, etc.)</i>	
Telephone number <i>(if any)</i>	
Email address <i>(optional)</i>	

Please tick ✓ yes

- I have made or enclosed payment of the fee

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 3 – Signatures *(please read guidance note 1)*

Signature of notifier or notifier’s solicitor or other duly authorised agent.

(See guidance note 2) If signing on behalf of the notifier please state in what capacity.

Signature	
Date	
Capacity	

For joint notifiers signature of second notifier, second notifier's solicitor or other authorised agent. (please read guidance note 3). If signing on behalf of the applicant please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given or where it differs from the notifier) and address for correspondence associated with this application. (please read guidance note 4)	
Telephone number (if any)	
E-mail address (optional)	

Notes for Guidance

1. The form must be signed.
2. A notifier's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
3. Where there is more than one notifier, both notifiers or their respective agents must sign the form.
4. This is the address which we shall use to correspond with you about this notification and if a change is made to the register.

<p>Acknowledgement by Dacorum Borough Council of receipt of this notification of an interest in the premises described in the notice by the person/persons identified in the notice dated this</p> <p>..... day of20.....</p> <p>Signed for and on behalf of the authority</p>
--