



East Sussex Fire and Rescue Service

Licensing Act 2003

Guidance Notes for Applicants for Premises Licenses

In accordance with the requirements of the Licensing Act 2003, applicants for premises licences must give formal written notification to the Fire Authority of their application, for the attention of the Business Safety Officer to the East Sussex Fire and Rescue Service (relevant addresses detailed below)

To assist the Fire Authority with processing the application, the following information should accompany the notification.

- The Operating schedule
- Plans of the premises in the prescribed form to which the application relates. Details of fire precautions are to be shown, to include all provisions concerned in fire safety scheme for the premises, e.g. fire resisting elements, exit doors and routes; signage, emergency lighting, fire warning systems and fire extinguishing equipment or systems (two sets of plans are to be provided).
- The date when the most recent fire safety risk assessment of the premises was carried out, along with a record of identified significant findings.(see over)
- A summary of any proposed changes or improvements to remedy the significant findings, with the date of their implementation.
- Details of the occupancy numbers to be permitted in the premises, including the methodology used to establish the numbers and also the management arrangements to ensure they are not exceeded.
- A copy of the emergency plan.
- Supporting evidence demonstrating adequate maintenance of fire safety provisions and systems. e.g. Records of current servicing certificates

On receiving the notification, the Fire and Rescue Service will send an acknowledgement of the notification to the applicant and the Licensing Authority. The Fire and Rescue Service operates a risk based inspection programme and therefore an inspection may not be carried out at this time.

The Regulatory Reform (Fire Safety) Order 2005 will apply to this premises. To ensure compliance with this Order, the responsible person is required to carry out a risk assessment of the premises. If five or more people are employed or if a license is in force relating to the premises, a formal record of the findings must be kept.

The responsible person must: -

1. Assess the fire risks in the workplace (either as part of the general review of health and safety risks or as a specific exercise)
2. Check that a fire can be detected in a reasonable time and that people can be warned

3. Check that people who may be in the building can get out safely
4. Provide reasonable firefighting equipment
5. Check that those in the building know what to do if there is a fire
6. Check and maintain the fire safety equipment.

If you need further advice please consult the publications 'Large Places of Assembly' or 'Small and Medium Places of Assembly' which provide information regarding risk assessment and fire safety relevant to Licensed premises. These publications may be viewed on the following website: <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments>. They are also available for purchase from TSO (The Stationery Office) online at www.tsoshop.co.uk, over the telephone on 0333 202 5070 or from any good bookseller.

East Sussex Fire and Rescue Service Addresses

Notifications to the Fire Authority, concerning applications for Premises Licenses should be sent to the following addresses, for the attention of the Business Safety Officer, or via e-mail.

For Brighton & Hove City Council Area:-

East Sussex Fire and Rescue Service
West Business Safety Office
Fire Station
English Close
Hove
BN3 7EE
West.BusinessSafety@esfrs.org

For Lewes District Council Area: -

East Sussex Fire and Rescue Service
Central Business Safety Office
Fire Station
Whitley Road
Eastbourne
BN22 8LA
Central.BusinessSafety@esfrs.org

For Eastbourne Borough Council Area: -

East Sussex Fire and Rescue Service
Central Business Safety Office
Fire Station
Whitley Road
Eastbourne
BN22 8LA
Central.BusinessSafety@esfrs.org

For Wealden District Council Area: -

East Sussex Fire & Rescue Service
Central Business Safety Office
Fire Station
Whitley Road
Eastbourne
BN22 8LA
Central.BusinessSafety@esfrs.org

For Rother District Council Area: -

East Sussex Fire & Rescue Service
East Business Safety Office
Fire Station
Bohemia Road
Hastings
TN34 1EX
East.BusinessSafety@esfrs.org

For Hastings Borough Council Area:-

East Sussex Fire & Rescue Service
East Business Safety Office
Fire Station
Bohemia Road
Hastings
TN34 1EX
East.BusinessSafety@esfrs.org