**GUIDANCE NOTES: FILLING IN YOUR OPERATING PLAN**

You must submit a completed operating plan with your application for a premises licence.

Compliance with the operating plan is a condition of the premises licence.

Please read these notes at the same time as filling in your operating plan.

**Question 1**

Give details of premises to be licensed.

**Question 2**

This question asks whether alcohol will be sold for consumption ON the premises, OFF the premises, OR both. This information is needed because the Act allows for different licensing hours for on sales and off sales where both are offered.

**Question 3**

This question requires a statement of CORE times when alcohol is being sold for consumption ON the premises. The table should be completed to show the time each day the premises will OPEN for the purposes of selling alcohol and the time when the premises will CLOSE for the purposes of selling alcohol (the terminal hour).

**Question 4**

This question requires a statement of CORE times when alcohol is being sold for consumption OFF the premises. The table should be completed to show the time each day the premises will OPEN for the purposes of selling alcohol and the time when the premises will CLOSE for the purposes of selling alcohol (the terminal hour).

Please note that alcohol cannot be sold for consumption off the premises earlier than 1000 hours or later than 2200 hours.

**Question 5**

This question is about whether or not you intend to operate different hours depending on the season. This is particularly relevant if, for example, your licence relates to a bowling club which has a closed season. In this situation, details of the closed season hours should be provided. This section should also be filled in if you want to open for longer during the festive season, local Bank Holidays or occasions, or for events that are specific to your particular premises. You will be required to apply for extended hours for the hours you require for these events.

**Question 6**

This question deals with other activities or services which may be provided in addition to the sale of alcohol both during core hours and outwith those core hours. You should indicate what activities or services you intend to provide by writing YES or NO in each of the categories given.

If you are providing activities outwith the core hours, you will need to give further details of these.

You will also need to give details of any activities other than those listed in the table. For example, if your licence relates to an off-sales premises you may also sell newspapers, groceries etc.

**Question 7**

**Children and young persons**

In relation to the sale and supply of alcohol, a “child” means a person under the age of 16 years and a “young person” means a person aged 16 or 17 years.

If you want to have children and young persons on your premises, you should carefully consider the ages, times and terms that they will be allowed access. You should also think about the parts of the premises that you will allow children in. You should think about the nature of your premises and the customers that you aim to attract.

**Question 8**

**Capacity of premises**

You are asked to give the proposed capacity of the premises you wish to be licensed. Please note that for off-sales premises, we ask that this is given in m³.

Any figure provided may be verified, for the purposes of overprovision by or on behalf of the Licensing Board.

**Question 9**

**Premises manager**

If your application is for the grant of a provisional premises licence, there is no requirement to complete this question. You will, however, need to provide details of the Designated Premises Manager at the time when your licence is confirmed.

**An individual may not be the premises manager of more than one licensed premises at the same time.**