



The Council Offices, Brympton Way, Yeovil BA20 2HT  
 Telephone: (01935) 462131/ 462138  
 Website: www.southsomerset.gov.uk  
 Email: [licensing@southsomerset.gov.uk](mailto:licensing@southsomerset.gov.uk)

## **PRE-APPLICATION ADVICE REQUEST FORM**

Please write clearly in **block capitals** and in **black ink**

To make a request for pre-application advice please complete this enquiry form. Please read this document carefully and provide as much information as possible.

<b>Section 1: Type of application</b> (please tick the relevant box)			
Licensing act 2003 Premises Licence	<input type="checkbox"/>		
<b>Section 2: What level of service do you require?</b>			
Application	Duration	Price	Please Tick Appropriate Box
Small Scale Applications	1 Hour	£80	<input type="checkbox"/>
Medium Scale Applications	3 Hours	£155	<input type="checkbox"/>
Large Scale Applications	4 Hours	£210	<input type="checkbox"/>
Extra Large Scale Applications ( Category A up to 5000 persons on site)	7 Hours	£365	<input type="checkbox"/>
Extra Large Scale Applications ( Category B up to 10,000 persons on site)	14 Hours	£725	<input type="checkbox"/>
Personal Licence	1 Hour	£80	<input type="checkbox"/>
<b>Section 3: Personal Details</b>			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Forenames			
Surname			
Home Address including postcode			
Email Address			
Daytime Telephone Number			

**Section 4: Business Details**

Business Details	
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Premises Address Including postcode	
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**Section 5: Description of proposal:**  
(please provide as much information as possible, including the specific type of application you wish to submit i.e. new premises / variation)

**Section 6: History**

Have you previously contacted the licensing team about this (or a similar) proposal?	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please give dates and the name of the officer involved (if known):
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**Section 7: Declarations**

South Somerset District Council is committed to protecting your privacy when you use our services. This Privacy Notice explains how we will use your information and how we protect your privacy.

The personal information you provide will be used to process your application for pre-application advice for a premises licence. We need to collect this information so that we can process your request for pre-application advice, but we will only collect and use what we need.

If you would like more information about how we will use your personal information and how we protect your privacy please refer to our online Privacy Notice or if you need to speak to someone about your privacy please contact 01935 462462 or alternatively email [DPO@southsomerset.gov.uk](mailto:DPO@southsomerset.gov.uk).

I declare that the information supplied above and that which accompanies this application for a pre-application advice, is to the best of my knowledge accurate, true, and up-to date.

I agree to pay the relevant fee for the pre-application advice.

I would like to pay the fee by card  (Licensing will phone you to take the payment). Cheques to be made payable to South Somerset District Council

Date		Applicant Signature	
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