



February 2005

Information to be contained in licensing authority's register

Section 8 and Schedule 3 of the Licensing Act 2003 (the 'Act') contains information licensing authorities are required to keep in a register. The Licensing Act 2003 (Licensing authority's register) (other information) Regulations 2005 prescribes further information each licensing authority is required to record in its register. This information is outlined below. The Regulations laid by the Secretary of State for Culture, Media and Sport on 13 January 2005 do not require the licensing authority's register to be in a prescribed form or to be kept in a prescribed manner.

Each licensing authority must keep a register containing a record of the following matters:

- Each premises licence, club premises certificate and personal licence issued by it
- Each temporary event notice received by it
- Any application made to the licensing authority under section 17 (grant of premises licence)
- Any application made to it under section 25 (theft etc. of premises licence or summary)
- Any notice given to it under section 28 of the Act (surrender of premises licence)
- Any application made to it under section 29 (provisional notice in respect of premises)
- Any notice given to it under section 33 (change of name, etc. of holder of premises licence)
- Any application made to it under section 34 (variation of premises licence)
- Any application made to it under section 37 (variation of licence to specify individual as premises supervisor)
- Any notice given to it under section 41 (request from designated premises supervisor for removal from premises licence)
- Any application made to it under section 42 (transfer of premises licence)
- Any notice given to it under section 47 (interim authority notice)
- Any application made to it under section 51 (review of premises licence)
- Any application made to it under section 71 (application for club premises certificate)
- Any application made to it under section 79 (theft, loss, etc. of certificate or summary)
- Any notice given to it under section 81 (surrender of club premises certificate)

- Any notice given to it under section 82 or 83 (notification of change of name etc.)
- Any application made to it under section 84 (application to vary club premises certificate)
- Any application made to it under section 87 (application for review of club premises certificate)
- Any notice given to it under section 103 (withdrawal of temporary event notice)
- Any counter notice given by it under section 105 (counter notice following police objection to temporary event notice)
- Any copy of a temporary event notice given to it under section 106 (notice given following the making of modifications to a temporary event notice with police consent)
- Any application made to it under section 110 (theft etc. of temporary event notice)
- Any notice given to it under section 116 (surrender of personal licence)
- Any application made to it under section 117 (grant or renewal of personal licence)
- Any application made to it under section 126 (theft, loss or destruction of personal licence)
- Any notice given to it under section 127 (change of name, etc. of personal licence holder)
- Any notice given to it under section 165(4) (magistrates' court to notify any determination made after closure order)
- Any application under paragraph 2 of Schedule 8 (application for conversion of old licences into premises licence)
- Any application under paragraph 14 of that Schedule (application for conversion of club certificate into club premises certificate).
- In the case of an application under section 17 (application for premises licence), the accompanying operating schedule (provided that the name and address of the premises supervisor, if any, shall be removed from the schedule before it is recorded) and plan of the premises to which the application relates
- In the case of an application under section 29 (application for a provisional statement where premises being built, etc.), the accompanying schedule of works and plans of the work being or about to be done at the premises
- In the case of an application under section 34 (application to vary premises licence), the accompanying revised operating schedule (provided that the name and address of the premises supervisor, if any, shall be removed from the schedule before it is recorded), if any
- In the case of an application under section 71 (application for club premises certificate), the accompanying club operating schedule and plan of the premises to which the application relates
- In the case of an application under section 84 (application to vary club premises certificate), the accompanying revised club operating schedule, if any

- In the case of an application for review under section 51 (application for review of premises licence) and 87 (application for review of club premises certificate) of the Act or a review under section 167 (review of premises licence following closure order) of the Act, the ground or grounds for the review.
- In the case of an application under paragraph 2 (application for conversion of existing licence) or 14 (application for conversion of existing club certificate) of Schedule 8 to the Act, the existing licensable activities or existing qualifying club activities, as the case may require, and the accompanying plan of the premises to which the existing licence or licences or existing club certificate relates.