

## SAMPLE DESCRIPTION OF LICENSED PREMISES

### QUESTION 5 – PREMISES LICENCE APPLICATION FORM

It is very important you provide a detailed description of your licenced premises at Question 5 of your application. If you feel the box is not big enough either complete your application on line where the pdf document has expandable boxes or submit a separate sheet with your application.

#### Top Tips

- Try and write your description as though you are describing your premises and its uses to someone who does not know it at all
- State the type of premises it is e.g. Shop, Hotel, Pub, Restaurant etc
- Describe the type of building e.g. is it detached, semi-detached, in a terrace, part of a tenement etc.
- Describe whether property spread over a number of floors e.g. ground 1<sup>st</sup> and 2<sup>nd</sup> floors or if not state e.g. ground floor only but if other property above e.g. flat or store room state this also
- Describe where the building is located e.g in town centre, in a village in rural/countryside location etc.
- Describe the type of properties area surrounding the premises e.g. residential area, commercial area, mixed residential/commercial, shopping area etc.
- Finally describe in detail the use of the premises e.g. public house serving drinks and providing bar meals... or large supermarket selling beers wines etc. for offsale. We need to know what your particular premises is used for.

#### An Example

Below is an example of a description including all of the points listed above. This together with the tips above should give you sufficient guidance on how to complete your description. **However please note the example below is for demonstrative purposes only and SHOULD NOT BE USED AS A TEMPLATE.** Each description should be specific to your particular premises.

#### Hotel

Large \* Hotel in \* town Centre. Hotel on a main road. Area is mixed commercial/residential with a main shopping street adjacent and offices and to the rear of the property residential area comprising mainly of houses. Detached property with carpark for customers and guests and small garden area. Building comprises Basement, Ground, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Floors. Ground floor Bar/ Restaurant, Kitchen, 2 sets Toilets, Disabled toilets, Function Suite, Restaurant, Lounge Bar, Games Room; First floor \* ensuite bedrooms; Second floor \* ensuite bedrooms and 1 large suite; Third floor – attic. Hotel caters for residents, guests, outside diners and functions such as dinner dances, weddings, meetings/ conference facilities etc. Meals provided in Lounge Bar, Formal Restaurant and informal Bar/Restaurant. 3 bars for the serving of alcohol in Lounge Bar, Bar/Resaurant and in Function Suite. Games Room with snooker and other similar facilities for guests.