



**KIM BROMLEY-DERRY**  
Chief Executive

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Licensing Team  
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If telephoning ask for:  
**Help us to help you by quoting our reference**

Your ref:

Our ref:

Date: **AS POSTMARK**

Dear Sir/Madam

## **LICENSING ACT 2003: S17 APPLICATION FOR NEW PREMISES LICENCE**

We enclose:

- Section 17 Application Form
- Designated Premises Supervisor Consent Form
- Fees List
- List of Relevant Authorities
- Local Newspaper Notice
- Premises Notice (blue A3 sheet X 2)
- Guidance for applicants issued by the Department for Culture, Media and Sports

The Regulations relating to applications are available on the Department for Culture Media & Sports website: [http://www.culture.gov.uk/what\\_we\\_do/alcohol\\_and\\_entertainment/3195.aspx](http://www.culture.gov.uk/what_we_do/alcohol_and_entertainment/3195.aspx).

We would also strongly recommend that you read the following documents prior to completing the forms:

- Newham Councils Licensing Policy, available on website:  
[http://www.newham.gov.uk/YourEnvironment/AlcoholEntertainmentAndGamblingLicences/LicensingAct2003\\_LicensingPolicy.htm](http://www.newham.gov.uk/YourEnvironment/AlcoholEntertainmentAndGamblingLicences/LicensingAct2003_LicensingPolicy.htm)
- DCMS 'Guidance issued under section 182 of the Licensing Act 2003', available on website:  
[http://www.culture.gov.uk/reference\\_library/publications/3667.aspx](http://www.culture.gov.uk/reference_library/publications/3667.aspx)

Please particularly note that the London Borough of Newham has designated the following areas as being subject to a special Cumulative Impact Policy:-

- Stratford
- Forest Gate and Manor Park
- East Ham and Green Street
- Plaistow
- Pier Road Area



These areas are shown on maps in the Licensing Policy and if your application relates to premises in these areas you will have to demonstrate in your application that your proposals will not add to any existing problems in the area.

Please also note that the Council will require two copies of the plans of the premises (scale of 1:100 or 1:50) to be submitted with the application.

Yours faithfully,

**The Licensing Team**