**To applicant/ representative: Email with PDF attachments (with Flare ref. no.)**

            Any application successfully submitted including all attachements

1. Responsible authorities (like police, fire, etc.): Email with PDF attachment for licence application (with Flare ref. no.)

**To all responsible authorities:** (like police, fire, etc.): Email with PDF attachments (with Flare ref. no.)

New Application for a premises licence

                        Application Form (complete)

                        Plan

                        DPS consent form (if applicable)

                        Any additional Attachments

Variation of Premises Licence

Application Form (complete)

                        Plan (if applicable)

                        DPS consent form (if applicable)

                        Any additional Attachments

**To Police only:** Email with PDF attachments (with Flare ref. no.)

Variation of DPS

                        Application Form (complete)

                        DPS consent form

Any additional Attachments

Transfer of premises Licence

                        Application Form (complete)

                        Transfer consent form

Any additional Attachments

            Interim Authority Notice

                        Application Form (complete)

Any additional Attachments

Standard & Late Temporary Events Notice

Application Form (Complete)

Any additional attachments

2. Licensing team: Email with PDF attachment for licence application (with Flare ref. no.)

New Application for a premises licence

                        Application Form (complete)

                        Plan

                        DPS consent form (if applicable)

                        Any additional Attachments

Variation of Premises Licence

Application Form (complete)

                        Plan

                        DPS consent form (if applicable)

                        Any additional Attachments

Minor Variation

                        Application Form (complete)

                        Plan

                        Any additional Attachments

Variation of DPS

                        Application Form (complete)

                        DPS consent form

Any additional Attachments

Transfer of premises Licence

                        Application Form (complete)

                        Transfer consent form

Any additional Attachments

Interim Authority Notice

                        Application Form (complete)

Any additional Attachments

            All application types to change details

                               Application Form (complete)

Personal Licence Application

                   Application Form (complete)

                   Any additional Attachments (Photo, certificates etc)

Standard & Late Temporary Events Notice

Application Form (Complete)

Any additional attachments

**3. Licensing team: Email with PDF attachment for Licence application \*redacted information**:  Email with PDF attachment for licence application (with Flare ref. no.)

New Application for a premises licence

                        Application Form (Redacted)

                        Plan

                        Any additional Attachments

Variation of Premises Licence

Application Form (redacted)

                        Plan

                        Any additional Attachments

Minor Variation

                        Application Form (redacted)

                        Plan

                        Any additional Attachments