Application for a premises licence to be granted under the Licensing Act 2003

Please read the following instructions first

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

A Barkers Fermenting LTD

I/We

apply premi applic	(Insert name(s) of applicant) oply for a premises licence under section 17 of the Licensing Act 2003 for the remises described in Part 1 below (the premises) and I/we are making this oplication to you as the relevant licensing authority in accordance with section 12 the Licensing Act 2003								
Part 1	– Premi	ses details							
31 D	orset Stre	et, Blandford							
Post	t town	Blandford			Postcode	DT11 7RF			
Tele	phone nu	mber at premises (if							
any)		. ,							
	-domestic nises	rateable value of	£0						
Part 2	- Annlic	ant details							
	• •				_				
	e state wi priate	nether you are applying f	or a premises	s licer	nce as Pi	ease tick as			
a)	an indiv	idual or individuals *			please comp	olete section (A)			
b)	a perso	n other than an individua	*						

please complete section (B)

please complete section (B)

please complete section (B)

please complete section (B)

as a limited company/limited liability

as a partnership (other than limited

as an unincorporated association or

other (for example a statutory

partnership

corporation)

ii

iii

c)	a recognised club	please complete section (B)
d)	a charity	please complete section (B)
e)	the proprietor of an educational establishment	please complete section (B)
f)	a health service body	please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales	please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England	please complete section (B)
h)	the chief officer of police of a police force in England and Wales	please complete section (B)

^{*} If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities **YES**
- ; or
- I am making the application pursuant to a
- statutory function or
- a function discharged by virtue of Her Majesty's prerogative

(A) individual applicants (fill in as applicable)

Mr	Mrs	Miss	Ms	S	Other Title (for example, Rev)	
Surname]	First na	ames	
Date of bir	th	I am 18 y	I am 18 years old or over Please tick yes		yes	
Nationality	,					
Current residential address if different from premises address						
Post town					Postcode	
Daytime contact telep number		phone				
E-mail add (optional)	ress					

	(if demonstrating a vice), the 'share co						
Second individua	I applicant (if app	licable)				
Mr Mrs	Miss	N	Лs		ner Title rexample, v)		
Surname			First na	ame	S		
Date of birth or over		I am 1	8 years o	old	Plea	ase tick ye	S
Nationality							
Current residentia address if differen from premises address							
Post town					Postcode		
Daytime contact number	telephone						
E-mail address (optional)							
	(if demonstrating a vice), the 'share co						
(B) Other applicated (B) Other applicated (B) Please other joint venture address of each p	me and registered give any register (other than a boo	red nu	mber. İr	the	case of a p	artnershi	
NAME: A Barker	s Fermenting LTD						

Address:
4 Fernside Avenue, Parkstone, Poole, BH14 0PN
Registered number (where applicable)
12935727
Description of applicant (for example, partnership, company, unincorporated association etc.)
Company
Telephone number (if any)
E-mail address (optional)
Part 3 Operating Schedule
DD MM YYYY
When do you want the premises licence to start? 1 8 0 4 2 0 2 5
If you wish the licence to be valid only for a limited DD MM YYYY period, when do you want it to end?
period, when do you want it to one.
Diagon give a general description of the promises (places read guidenes note 1)
Please give a general description of the premises (please read guidance note 1)
The Premises where the activity will take place will be inside a residential kitchen, inside a lockable location that is CCTV monitored, with 2 Fire exits (Please see the schematic provided with this application for the layout).
The intended location for my alcohol products to be sold will be on the premises via
dispatching from the location to the intended purchaser (appropriated to the contract).
If 5,000 or more people are expected to attend the premises
at any one time, please state the number expected to attend.
What licensable activities do you intend to carry on from the premises?
(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)
Provision of regulated entertainment (please read guidance note that apply

a)	plays (if ticking yes, fill in box A)
b)	films (if ticking yes, fill in box B)
c)	indoor sporting events (if ticking yes, fill in box C)
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)
e)	live music (if ticking yes, fill in box E)
f)	recorded music (if ticking yes, fill in box F)
g)	performances of dance (if ticking yes, fill in box G)
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of late night refreshment (if ticking yes, fill in box I)	
Supply of alcohol (if ticking yes, fill in box J)	/

In all cases complete boxes K, L and M

Α

	ard days		Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
timings (please read guidance note 7)			<u>(</u>	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read)	ad guidance n	note
Tue					
Wed			State any seasonal variations for perform (please read guidance note 5)	ing plays	
Thur					
Fri			Non standard timings. Where you intend premises for the performance of plays at to those listed in the column on the left, p	different time	<u>es</u>
Sat			(please read guidance note 6)		
Sun					

В

	ard days s (please		Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
timings (please read guidance note 7)			Garage Constitution of	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read)	ad guidance n	ote
Tue					
Wed			State any seasonal variations for the exhibit (please read guidance note 5)	bition of film	<u>s</u>
Thur					
Fri			Non standard timings. Where you intend premises for the exhibition of films at difference listed in the column on the left, please	erent times to	
Sat			read guidance note 6)		
Sun					

С

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4)
Day	Start	Finis h	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 5)
Wed			
Thur			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please
Fri			read guidance note 6)
Sat			
Sun			

D

entert	g or wre ainment ard days	s	Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please	Indoors	
timings (please read guidance note 7)		e read	read guidance note 3)	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read)	ad guidance n	ote
			"		
Tue					
Wed			State any seasonal variations for boxing of		
			entertainment (please read guidance note 5))	
Thur					
Fri			Non standard timings. Where you intend		
			premises for boxing or wrestling entertain different times to those listed in the colun		,
Sat			please list (please read guidance note 6)		
Sun					
Suii					

Ε

Standa	Live music Standard days and timings (please read		Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
guidance note 7)			(prosec ross g security ross c,	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read)	ad guidance n	ote
Tue					
Wed			State any seasonal variations for the performusic (please read guidance note 5)	ormance of li	ive_
Thur					
Fri			Non standard timings. Where you intend premises for the performance of live musi times to those listed in the column on the	c at differen	
Sat			(please read guidance note 6)		
Sun					

F

Recorded music Standard days and timings (please read			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
	guidance note 7)		(prosec ross g security ross c,	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read)	ad guidance n	ote
Tue					
Wed			State any seasonal variations for the playing music (please read guidance note 5)	ng of record	<u>ed</u>
Thur					
Fri			Non standard timings. Where you intend premises for the playing of recorded must times to those listed in the column on the	ic at differen	
Sat			(please read guidance note 6)		
Sun					

G

Performances of dance Standard days and			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
timing	s (please	e read	<u>product note</u> (product road galloaniec note of	Outdoors	
Day	Start	Finis h		Both	
Mon			Please give further details here (please read)	ad guidance n	ote
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend premises for the performance of dance at to those listed in the column on the left, p	different tim	<u>es</u>
Sat			(please read guidance note 6)		
Sun					

Н

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)		ption within and e read	Please give a description of the type of enter be providing	tainment you	will
Day	Start	Finis h	Will this entertainment take place indoors or outdoors or both – please	Indoors	
Mon			tick (please read guidance note 3)	Outdoors	
				Both	
Tue			Please give further details here (please read)	ad guidance n	ote
Wed					
Thur			State any seasonal variations for entertain similar description to that falling within (e (please read guidance note 5)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun					

I

i ght hment ard davs	and	Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
s (please	eread		Outdoors	
Start	Finis h		Both	
			ad guidance n	ote
		(4)		
		night refreshment (please read guidance note 5)		
	hment ard days s (please ace note	hment ard days and s (please read ace note 7)	refreshment take place indoors or outdoors or both – please tick (please read guidance note 3) Start Finis h Please give further details here (please read 4) State any seasonal variations for the proving high refreshment (please read guidance note different times, to those listed in the columns of the provision of late night redifferent times, to those listed in the columns of the provision of late night redifferent times, to those listed in the columns of the provision of late night redifferent times, to those listed in the columns of the provision of late night redifferent times, to those listed in the columns of the provision of late night redifferent times, to those listed in the columns of the provision of late night redifferent times, to those listed in the columns of the provision of late night redifferent times, to those listed in the columns of the provision of late night redifferent times, to those listed in the columns of the provision of late night redifferent times, to those listed in the columns of the provision of late night redifferent times, to those listed in the columns of the provision of late night redifferent times, to those listed in the columns of the provision of late night redifferent times, to those listed in the columns of the provision of late night redifferent times, to those listed in the columns of the provision of late night redifferent times.	refreshment take place indoors or outdoors or both – please tick (please read guidance note 3) Start Finis h Please give further details here (please read guidance note 1) State any seasonal variations for the provision of late night refreshment (please read guidance note 5) Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left

J

Supply of alcohol Standard days and timings (please read guidance note 7)		and read	Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises Off the	,
	Τ	, 		premises	/
Day	Start	Finish		Both	
Mon	09:00	18:00	State any seasonal variations for the sup (please read guidance note 5)	ply of alcoh	<u>ol</u>
Tue	09:00	18:00			
Wed	09:00	18:00			
Thur	09:00	18:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	09:00	18:00			
Sat	09:00	18:00			
Sun	10:00	16:00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	Neil Barker			
Date of birt	th			
Address				
Postcode				
		,		
Personal II	cence number (if know	(n)		
BH18	30352			
Issuing licensing authority (if known)				
ВСР	Council			

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

The Storage, Supply and Distribution of alcohol.

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	09:00	18:00	
Tue	09:00	18:00	
Wed	09:00	18:00	Non standard timings. Where you intend the premises
Thur	09:00	18:00	to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Fri	09:00	18:00	
Sat	09:00	18:00	
Sun	10:00	16:00	

М

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

The Licensee, that is the person in whose name the premises licence is issued, shall ensure

that all times when the premises are for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder. The Licensee shall ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage persons. Records will be kept of training / refresher training and incidents.

b) The prevention of crime and disorder

Any incidents of a criminal nature that may occur on the premises will be reported to the Police.

There will be comprehensive CCTV coverage at the premises and it is operated and maintained at the premises.

The CCTV system shall conform to the following points:

- 1. Cameras must be sited to observe the entrance and exit doors both inside and outside.
- 2. Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification.
- 3. Cameras viewing till areas must capture frames not less than 50% of screen.
- 4. Cameras overlooking floor areas should be wide angled to give an overview of the premises.
- 5. Be capable of visually confirming the nature of the crime committed.
- 6. Provide a linked record of the date, time and place of any image.
- 7. Provide good quality images -colour during opening times.
- 8. Operate under existing light levels within and outside the premises.
- 9. Have the recording device located in a secure area or locked location.
- 10. Have a monitor to review images and recorded picture quality.
- 11. Be regularly maintained to ensure continuous quality of image capture retention.
- 12. Have signage displayed in the customer area to advise that CCTV is in operation.
- 13. Digital images must be kept for 31 days.
- 14. Police will have access to images at any reasonable time.
- 15. The equipment must have a suitable export method, e. g. CD/DVD writer so that the police can make an evidential copy of the data they require. This data should be in the native file format, to ensure that no image quality is lost when making the copy, if this format is non-standard (i.e. manufacturer proprietary) then the manufacturer should supply the replay software to ensure that the video on the CD can be replayed by the police on a standard computer. Copies must be made available to Police on request.

c) Public safety

Appropriate fire safety procedures are in place including a fire extinguisher, All internal appliances that apply will be inspected annually.

All emergency exits shall be kept free from obstruction at all times.

d) The prevention of public nuisance

No customers will be at the property due to products being delivered only, If they are at the premises, they will be asked to leave quietly.

Clear and legible notices will be prominently displayed to remind customers to leave quietly and have regard to other users.

e) The protection of children from harm

The licensee and staff will ask persons who appear to be under the age of 25 for photographic ID such as proof of age cards, the Connexions Card and Citizen Card, Photographic driving licence or passport, an official identity card issued by HM Forces or by an EU country, bearing the photograph and date of birth of bearer.

All staff will be trained for UNDERAGE SALES PREVENTION regularly.

A register of refused sales shall be kept and maintained on the premises.

Checklist:

•

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration

[Applicable to individual applicants only, including those in a
partnership which is not a limited liability partnership] I
understand I am not entitled to be issued with a licence if I do
not have the entitlement to live and work in the UK (or if I am
subject to a condition preventing me from doing work relating
to the carrying on of a licensable activity) and that my licence

	will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).
	The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	21/03/2025
Capacity	Applicant

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)

Neil Barker

6 The Paddock

Winterbourne Abbas

Post town	Dorchester		Postcode	DT2 9XD
Telephone	number (if any)	07751846021		
16		1 24 1 9	••	

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

Notes for Guidance

- Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
- 2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:

- any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
- any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
- 3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
- 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
- 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
- 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
- 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.

- 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
- 10. Please list here steps you will take to promote all four licensing objectives together.
- 11. The application form must be signed.
- 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
- 14. This is the address which we shall use to correspond with you about this application.
- 15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:
- A licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:
 - does not have the right to live and work in the UK; or
 - is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:

- by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Home Office online right to work checking service.

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code (provided to them upon accessing the service at https://www.gov.uk/prove-right-to-work) which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not

subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.