



Information for Applicants Applying for a Premises Licence and Consulting with Essex County Fire and Rescue Service

It is the responsibility of the applicant to show that they will promote the four licensing objectives.

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

It is the responsibility of Essex County Fire and Rescue Service as a Responsible Authority under the above Act to ensure that the steps that the applicant intends to take to promote the licensing objective of Public Safety, in respect of fire safety, meets a satisfactory standard.

In order for this to be achieved you are asked to provide the following information when making an application for a Premises Licence or Club Premises Certificate.

1. A copy of your application form.
2. A copy of your operating schedule that details:
 - a. The licensable activities to be carried out.
 - b. The steps to be taken to promote fire safety as part of the Public Safety licensing objective.

As an employer, the owner or the person who has control of the premises you are required to carry out a fire risk assessment under the Regulatory Reform (Fire Safety) Order 2005. A copy of your assessment will probably be the best method to show how you will achieve a satisfactory standard of fire safety.

3. A plan drawing of the premises showing all proposed / existing fire precautionary measures will further support your application.

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Further information on Fire Risk Assessment

The responsibility for the Fire Risk Assessment falls upon the *Responsible Person* (as defined under Part 1 Article 3 a-b (i) (ii) Regulatory Reform (Fire Safety) Order 2005. Although the *Responsible Person* may delegate this responsibility anyone appointed should be deemed competent, this person may be directly employed or a sub contractor.

The Fire Risk assessment should address the following basic issues:

1. Measures to reduce the risk of fire.
2. Measures to reduce the risk of fire spread.
3. The means of ensuring that the means of escape can be used at all times people are in the building.
4. Means for fighting fires.
5. Means for fire detection and warning.
6. Action plan in case of fire.
7. Staff training.
8. Management of fire precautions.
9. Safe occupancy levels.

The above list is not exhaustive and additional detail may be required. For more technical information and guidance on undertaking a fire risk assessment, you are strongly advised to obtain the most suitable guide for your premises from the list below; these are available from the Stationery Office or most bookshops.

Fire Safety Risk Assessment - Offices and Shops	ISBN-13; 978 1 85112 815 0
Fire Safety Risk Assessment - Factories & Warehouses	ISBN-13: 978 1 85112 816 7
Fire Safety Risk Assessment - Sleeping Accommodation	ISBN-13: 978 1 85112 817 4
Fire Safety Risk Assessment - Residential care premises	ISBN-13: 978 1 85112 818 1
Fire Safety Risk Assessment - Educational Premises	ISBN-13: 978 1 85112 819 8
Fire Safety Risk Assessment - Small & Medium Places of Assembly	ISBN-13: 978 1 85112 820 4
Fire Safety Risk Assessment - Large Places of Assembly	ISBN-13: 978 1 85112 821 1
Fire Safety Risk Assessment - Theatres & Cinemas	ISBN-13: 978 1 85112 822 8
Fire Safety Risk Assessment - Healthcare Premises	ISBN-13: 978 1 85112 824 2
Fire Safety Risk Assessment - Outdoor Events and Venues	ISBN-13: 978 1 85112 823 5
Fire Safety Risk Assessment - Transport Premises & Facilities	ISBN-13: 978 1 85112 825 9
Fire Safety Risk Assessment – Animal Premises & Stables	ISBN-13: 978 1 85112 884 6
Means of Escape for Disabled People (<i>Supplementary Guide</i>)	ISBN-13: 978 1 85112 873 7

Alternatively these can be viewed online at <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/> If, after referring to the correct publication(s), you require further assistance please do not hesitate to contact a Fire Safety Officer for your area, by referring to the attached map. This Officer will give as much advice and assistance as necessary to help you meet a satisfactory standard.

A copy of your application should be sent to your local Community Command by post. Drawings should be to a scale 1:100 (electronic drawings cannot be accepted at the moment).

