



Information for Applicants Applying for a Premises Licence
Under Licensing Act 2003
and Consultation 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 (ECFRS) as a responsible Authority under the above Act to ensure that the steps that the applicant intends to take to promote fire safety meets a satisfactory standard.

In order to do this you are asked to provide ECFRS with the following information when making an application for a Premises Licence, Variation 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 objective. As an employer 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 that you will achieve a satisfactory standard.
3. Plan drawings of the premises showing existing and proposed fire precautions. Drawings should be to a scale 1:100 (unless you have previously agreed with the relevant licensing authority in writing that an alternative scale plan is acceptable to it) (electronic drawings cannot be accepted at the moment).

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 of the 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 e.g. emergency lighting.
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. Occupancy levels.

The above list is not exhaustive and additional detail may be required. For more technical details 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 - Open Air 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
Fire Safety Risk Assessment - Means of Escape for Disabled People	ISBN-13: 978 1 85112 874 7

Alternatively these can be viewed online at:

http://www.essex-fire.gov.uk/Work_Fire_Safety/Fire_Safety_Links_and_Guides/

or
<https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>

A copy of your application should be sent to your local Service Delivery Point either by post or email.

If further practical advice or information is required following completion of the fire risk assessment, the Fire Service may be able to assist and the local fire safety department should be contacted, details below:

East Command	Castle Point	West Command	Basildon
Rayleigh Weir Fire Station	Chelmsford	r/o Harlow Fire Station	Braintree
500 Rayleigh Road	Colchester	Fourth Avenue	Brentwood
Benfleet	Maldon	Harlow	Epping
Essex	Rochford	Essex	Harlow
SS7 3TR	Southend	CM20 1DU	Thurrock
Tel: 01376 576500	Tendring	Tel: 01376 576800	Uttlesford

Email: eastareacommand@essex-fire.gov.uk

Email: westareacommand@essex-fire.gov.uk

Website: - http://www.essex-fire.gov.uk/Work_Fire_Safety/

Tel: 01376 576000