

# Licensing FAQ's

## Frequent queries which are NOT dealt with by the licensing section

Scaffolding	HCC	<a href="http://www3.hants.gov.uk/roads/online-facilities/license-application.htm">www3.hants.gov.uk/roads/online-facilities/license-application.htm</a>
A-boards	HCC	
Skips	HCC	<a href="http://www3.hants.gov.uk/roads/online-facilities/license-application.htm">www3.hants.gov.uk/roads/online-facilities/license-application.htm</a>
Tattoo / piercings	Health Protection	<a href="http://www.winchester.gov.uk/environment/hs/tattooing-amp-piercing/">www.winchester.gov.uk/environment/hs/tattooing-amp-piercing/</a>
Animal licensing / zoo's / pet shops	Environmental Health	<a href="http://www.winchester.gov.uk/environment/animal-welfare/">www.winchester.gov.uk/environment/animal-welfare/</a>
Fly-tipping	Environment	<a href="http://www.winchester.gov.uk/waste-and-recycling/flytipping/">www.winchester.gov.uk/waste-and-recycling/flytipping/</a>
Noise complaints for licensed premises	Environmental Health	<a href="http://www.winchester.gov.uk/environment/noise-nuisance/">www.winchester.gov.uk/environment/noise-nuisance/</a>
Children's performance licence	HCC	
School contracts	HCC Passenger Transport Group	<a href="http://www3.hants.gov.uk/passengertransport">www3.hants.gov.uk/passengertransport</a>
Firearms/Shotgun licence	Police	
Application for trading with the market	Estates – Steve Goodwin	

## Taxi and Private Hire General

<p><b>I am going on holiday when my licence is due for renewal, what shall I do?</b></p>	<p>If you are planning to go on holiday or going abroad when your licence is due for renewal, please inform us by email at <a href="mailto:licensing@winchester.gov.uk">licensing@winchester.gov.uk</a>. Depending on the circumstances, you may be required to apply for the renewal of the licence before you leave.</p> <p>If you go on holiday or abroad without notifying the licensing section, you may be required to apply for a new licence on your return, and will not be able to work until all the documents are received and new licences granted. A licence cannot be renewed if it has already expired.</p>
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## Taxi and Private Hire Drivers

<p><b>I would like to apply for a licence to drive a taxi or private hire vehicle, what do I do?</b></p>	<p>All of the information on how to apply, the criteria for applicants and the relevant application forms can be found at <a href="http://www.winchester.gov.uk/licensing/taxi-private-hire-licences/">www.winchester.gov.uk/licensing/taxi-private-hire-licences/</a>. Please read all of the information and documents carefully. If you have any additional questions, please email <a href="mailto:licensing@winchester.gov.uk">licensing@winchester.gov.uk</a>.</p>
<p><b>I already have a taxi or private hire driver's licence with another Council, can I transfer it to Winchester?</b></p>	<p>No. Licences are not transferrable. You will be required to make a new application. All of the information on how to apply, the criteria for applicants and the relevant application forms can be found at <a href="http://www.winchester.gov.uk/licensing/taxi-private-hire-licences/">www.winchester.gov.uk/licensing/taxi-private-hire-licences/</a>.</p>
<p><b>I already have a DBS check, will the Council accept that for me to become a licensed driver?</b></p>	<p>If you are applying to Winchester City Council for a hackney carriage and/or private hire driver's licence all Disclosure and Barring Service checks (DBS) must be applied for through the Council. The Council does not accept DBS carried out by any other authority or company.</p>
<p><b>I would like to be a driver for school contracts, who do I contact?</b></p>	<p>The Passenger Transport Group at Hampshire County Council (HCC) regulate the contracts for schools; tel: 0300 555 1388 or email: <a href="mailto:ptgenquiries@hants.gov.uk">ptgenquiries@hants.gov.uk</a>.</p> <p>An additional DBS check may be required by HCC before you are listed as an authorised driver.</p>
<p><b>Will Winchester City Council accept a driving assessment certificate from another authority?</b></p>	<p>The driving assessment must be carried out by the Driving Standards Agency (DSA) or the Blue Lamp Trust to be accepted. The Council will not accept driving assessments by any other person or authority.</p>
<p><b>I already have a certificate of good conduct, can I use this for my application for a taxi or private hire driver's licence with Winchester City Council?</b></p>	<p>A certificate of good conduct must be no more than two months old when submitted to this Council. Once submitted, the licensing officer will inspect the document and decide if a new certificate is required.</p>

## Taxi and Private Hire Vehicles

<p><b>I would like to transfer a vehicle. What do I need to do?</b></p>	<p>If you wish to transfer your vehicle to another driver licensed by Winchester City Council, then there are a number of things you will need to have in place before this can happen.</p> <p>Firstly the owner of the vehicle will need make sure that the V5 registration document (log book) has been transferred over to the new owner. The new owner will need to be in possession of the document at time of transfer, or they will need to have the slip from the V5 and proof of purchase.</p> <p>They will also need to provide proof of fully comprehensive insurance for the vehicle, and proof of tax of the vehicle, as tax does not remain with the vehicle.</p> <p>The fee to transfer a vehicle to another driver is currently £37.</p>
<p><b>My vehicle will be less than 6 years old when I renew the licence, does it need an inspection?</b></p>	<p>If your vehicle is less than 6 years old from the date of registration when you come to renew the vehicle licence, an inspection will take place at your appointment to renew the licence.</p>
<p><b>My vehicle will be more than 6 years old when I renew the licence, does it need an inspection?</b></p>	<p>If your vehicle is more than 6 years old from the date of registration when you come to renew the vehicle licence, the vehicle must be inspected by a licensing officer at 4 weeks prior to the expiry. The officer will inspect the interior and exterior of the vehicle and mark on an inspection sheet any areas that need repair to bring the vehicle to the required standard. This inspection must be carried out prior to the vehicle testing and MOT at a nominated testing station.</p>
<p><b>I would like to licence a new vehicle, how old can it be?</b></p>	<p>A new vehicle to be licensed as a Hackney Carriage (taxi) must be no more than 3 years old from the date of registration, and for a Private Hire vehicle, must be no more than 5 years old from the date of registration.</p> <p>The Council's Policy and Conditions detail what specification the vehicle must meet.</p>
<p><b>I would like to licence my private car as a private hire vehicle, can I do this?</b></p>	<p>Yes, but it must meet the Council's Policy and Conditions which can be found at <a href="http://www.winchester.gov.uk/licensing/taxi-private-hire-licences/private-hire-vehicle-licence/">http://www.winchester.gov.uk/licensing/taxi-private-hire-licences/private-hire-vehicle-licence/</a>.</p>

<b>Can someone without a hackney carriage or private hire driver's licence drive my licensed vehicle?</b>	No, it is illegal for any person who does not hold the relevant hackney carriage or private hire driver's licence to drive a licensed vehicle. This would also invalidate your motor insurance.
<b>If I remove the plates off my licensed vehicle, can someone without a hackney carriage or private hire driver's licence drive my vehicle?</b>	No, it is illegal for any person who does not hold the relevant hackney carriage or private hire driver's licence to drive a licensed vehicle. This would also invalidate your motor insurance.
<b>Someone has asked me if they can advertise their business on my vehicle, is this allowed?</b>	Yes, the Council allows advertising on licensed vehicles (except those that are executive and exempt from the requirement of displayed a large licence plate). The Conditions state that: <i>18. No advertising is permitted in or on the Vehicle without prior written approval from the Council. Approval will only be considered on receipt of a professional proof/draft of the advertisement.</i> <i>19. Advertising must not be displayed on the windscreen or passenger windows.</i> <i>20. Advertisements relating to tobacco, alcohol, gambling, sex, religion or politics will not be approved.</i>
<b>Does my vehicle have to carry wheelchairs?</b>	If you are intending to licence your vehicle as a hackney carriage (taxi), yes. The vehicle must be able to load a wheelchair from the side and/or rear of the vehicle, but must not have rear loading only.  A private hire vehicle does not have to be able to carry a wheelchair. However, the Council does encourage this where possible.
<b>What insurance cover is required for a licensed vehicle?</b>	You must obtain fully comprehensive motor insurance with additional cover for public or private hire use.

## Premises Licences issued under the Licensing Act 2003

<p><b>How do I apply for a Premises Licence?</b></p>	<p>The simplest way to apply for a premises licence is by using the online gov.uk website. Further information and relevant forms are available at <a href="http://www.winchester.gov.uk/licensing/alcohol-entertainment/premises-licences/new/">www.winchester.gov.uk/licensing/alcohol-entertainment/premises-licences/new/</a>.</p>																		
<p><b>How do I know if I need a Premises Licence?</b></p>	<p>Detailed information can be found on the Council's website at <a href="http://www.winchester.gov.uk/licensing">www.winchester.gov.uk/licensing</a> or the central government website at <a href="http://www.gov.uk/alcohol-licensing">www.gov.uk/alcohol-licensing</a> and <a href="http://www.gov.uk/entertainment-licensing-changes-under-the-live-music-act">www.gov.uk/entertainment-licensing-changes-under-the-live-music-act</a>.</p>																		
<p><b>How do I know what fee to pay?</b></p>	<p>The fee for a new premises licence depends on the non-domestic rateable value for the premises. The bands and fees are as follows:</p> <table border="1" data-bbox="730 730 2049 1018"> <thead> <tr> <th>Band</th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>Non-domestic rateable value</td> <td>£0 - £4,300</td> <td>£4,300 - £33,000</td> <td>£33,001 - £87,000</td> <td>£87,001 - £125,000</td> <td>£125,001 and over</td> </tr> <tr> <td>Fee</td> <td>£100</td> <td>£190</td> <td>£315</td> <td>£450</td> <td>£635</td> </tr> </tbody> </table>	Band	A	B	C	D	E	Non-domestic rateable value	£0 - £4,300	£4,300 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and over	Fee	£100	£190	£315	£450	£635
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<p><b>Is there an annual fee for a Premises Licence?</b></p>	<p>Yes, annual fees are also dependant on the non-domestic rateable value for the premises. The bands and fees are as follows:</p> <table border="1" data-bbox="730 1198 2049 1485"> <thead> <tr> <th>Band</th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>Non-domestic rateable value</td> <td>£0 - £4,300</td> <td>£4,300 - £33,000</td> <td>£33,001 - £87,000</td> <td>£87,001 - £125,000</td> <td>£125,001 and over</td> </tr> <tr> <td>Annual Fee</td> <td>£70</td> <td>£180</td> <td>£295</td> <td>£320</td> <td>£350</td> </tr> </tbody> </table>	Band	A	B	C	D	E	Non-domestic rateable value	£0 - £4,300	£4,300 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and over	Annual Fee	£70	£180	£295	£320	£350
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<b>I am applying for a new Premises Licence, do I have to display a public notice?</b>	Yes, the legislation requires a public notice to be displayed at the premises starting the day after you submit your application for a period of 28 days. The notice must be on pale blue paper and in the statutory format. The notice template can be found online at <a href="http://www.winchester.gov.uk/licensing/beer-entertainment/premises-licences/new/">www.winchester.gov.uk/licensing/beer-entertainment/premises-licences/new/</a> .
<b>I need to transfer the premises licence, how do I do this?</b>	An application to transfer the premises licence must be completed by the new premises licence holder together with the transfer consent form signed by the old premises licence holder. The application must be accompanied by the original premises licence and summary and the fee of £23. The application can be made online or forms to download are available at <a href="http://www.winchester.gov.uk/licensing/beer-entertainment/premises-licences/transfer/">www.winchester.gov.uk/licensing/beer-entertainment/premises-licences/transfer/</a> . A copy of the application must be sent to Hampshire Constabulary.
<b>How do I change the named Designated Premises Supervisor (DPS) on the premises licence?</b>	An application to vary the DPS must be completed by the premises licence holder together with the vary DPS consent form signed by the new DPS. The application must be accompanied by the original premises licence and summary and the fee of £23. The application can be made online or forms to download are available at <a href="http://www.winchester.gov.uk/licensing/beer-entertainment/premises-licences/vary-designated-premises-supervisor-dps/">www.winchester.gov.uk/licensing/beer-entertainment/premises-licences/vary-designated-premises-supervisor-dps/</a> . A copy of the application must be sent to the Hampshire Constabulary.
<b>I am leaving a premises and wish to remove my name from the premises licence as the DPS</b>	Please notify us in writing by email: <a href="mailto:licensing@winchester.gov.uk">licensing@winchester.gov.uk</a> or by post: Licensing, Winchester City Council, City Offices, Colebrook Street, Winchester, SO23 9LJ, with the date that you will be leaving the premises. You must also formally notify the premises licence holder.

## Temporary Event Notices (TEN) issued under the Licensing Act 2003

<b>What is a Temporary Event Notice (TEN)?</b>	<p>A Temporary Event Notice (TEN) is given by an individual (a premises user) and authorises the premises user to conduct one or more licensable activities at a premises for no more than 168 hours (21 days).</p> <p>TENs can be used to authorise relatively small-scale ad hoc events held in or on any premises involving no more than 499 people at any one time, subject to certain restrictions.</p>
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<b>Where can I find more information on alcohol and entertainment licensing?</b>	The Council's website at <a href="http://www.winchester.gov.uk/licensing">www.winchester.gov.uk/licensing</a> or the central government website at <a href="http://www.gov.uk/alcohol-licensing">www.gov.uk/alcohol-licensing</a> and <a href="http://www.gov.uk/entertainment-licensing-changes-under-the-live-music-act">www.gov.uk/entertainment-licensing-changes-under-the-live-music-act</a> .
<b>How do I apply for a TEN?</b>	<p>There are two types of Temporary Event Notices: standard and late. A standard Temporary Event Notice can be given no later than 10 working days before the event. A late Temporary Event Notice can be given no later than 5 working days before the event.</p> <p>Section 193 of the Licensing Act 2003 defines "working day" as any day other than a Saturday, a Sunday, Christmas Day, Good Friday, or a day which is a bank holiday under the Banking and Financial Dealings Act 1971 in England and Wales.</p>
<b>Is there a fee for a TEN?</b>	Yes, each TEN costs £21. Cheques made payable to 'Winchester City Council'.
<b>I don't have a personal licence, how many TEN's can I have in a year?</b>	A non-personal licence holder can have no more than 5 TEN's per calendar year. A personal licence holder can have up to 50.
<b>My event is in less than 10 working days, can I still submit a TEN?</b>	Yes, the Licensing Act 2003 allows non-personal licence holders to submit no more than 2 late TEN's per year and a personal licence holder up to 10. A late TEN must be submitted no later than 5 clear working days before the event.
<b>Can anyone object to a TEN?</b>	No, only the Police or Environmental Health can object to a TEN where they consider that the planned licensable activities will have a negative impact on the licensing objectives.
<b>What happens if the Police or Environmental Health object to my TEN?</b>	<p>When the Police or EH do object, if an agreement cannot be reached, a licensing sub-committee hearing will be arranged to make the decision on whether to authorise the notice.</p> <p>If the Police or EH object to a late TEN, a counter notice will be issued and the event will be unauthorised. This is due to the lack of time to arrange a licensing sub-committee for decision.</p>

## Personal Licences issued under the Licensing Act 2003

<b>How do I change my name/address on my Personal Licence?</b>	Please notify us by completing the online form at <a href="http://www.gov.uk/apply-for-a-licence/premises-licence/winchester/change-9">www.gov.uk/apply-for-a-licence/premises-licence/winchester/change-9</a> .
<b>Is there a fee to amend my Personal Licence?</b>	Yes, the fee is £10.50. Cheques made payable to 'Winchester City Council'.
<b>I have lost my Personal Licence, how do I obtain a replacement?</b>	Please notify us in writing by email to <a href="mailto:licensing@winchester.gov.uk">licensing@winchester.gov.uk</a> .
<b>Is there a fee for a replacement Personal Licence?</b>	The fee of £10.50 is required for a replacement licence.
<b>I have moved address outside of the Winchester City Council district, do I need to change my licence?</b>	Even if you have moved outside of the Council district of where your personal licence was issued, that Council will still be the relevant authority for your personal licence. You must amend your personal licence to confirm your change of address, please see <a href="http://www.gov.uk/apply-for-a-licence/premises-licence/winchester/change-9">www.gov.uk/apply-for-a-licence/premises-licence/winchester/change-9</a> .
<b>Do I need to renew my Personal Licence?</b>	No, from 1 April 2015 Personal Licences will not need to be renewed. Any Personal Licence with an expiry date will still be valid as the expiry date will no longer be applicable.

## Street Trading

<b>I would like to apply for a licence to trade in Winchester, how do I do this?</b>	<p>Winchester City Council has designated consent streets where the consent of the Council is required for any form of street trading in those streets. The consent streets are listed at <a href="http://www.winchester.gov.uk/licensing/street-trading/">www.winchester.gov.uk/licensing/street-trading/</a>.</p> <p>If where you would like to trade is a consent street, you will be required to submit an application for a street trading permit. However, unless you're trading as part of a larger</p>
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	<p>event, it is Council policy to not issue permits for any of the consent streets.</p> <p>If you wish to trade as part of the market, or on a street where the market trades (even if on a non-market day) then you will need to contact the Estates Team. The Estates Team also deal with all market related enquires.</p>
<b>I would like to trade outside of Winchester, is this possible?</b>	<p>If you would like to trade on a street that is not listed as a consent street (see <a href="http://www.winchester.gov.uk/licensing/street-trading/">www.winchester.gov.uk/licensing/street-trading/</a>) you do not required a street trading permit from the Council. However, you must obtain permission from the land owner BEFORE you start trading.</p>
<b>How do I apply for a pedlar's licence?</b>	<p>You will need to contact your local police station as the police issue pedlar licences.</p>

## Hiring of Banner site

<b>Where is the banner site in Winchester?</b>	<p>The banner site is between Monsoon and Vodafone, High Street, Winchester</p>
<b>Who can hire the banner site?</b>	<p>The banner site is available for hire primarily for charitable or non-profit organisations.</p> <p>All bookings are weekly from Monday to Monday. A second week can be provisionally booked depending on availability.</p>
<b>Is there a fee to hire the banner site?</b>	<p>The application must be accompanied by a fee of £38, cheques made payable to 'Winchester City Council'.</p> <p>There is an additional fee of £78 for the erection of the banner. This is to be paid at the time of the delivery of the banner to the depot.</p>
<b>Who do I contact to check if the banner site is available?</b>	<p>Please email <a href="mailto:licensing@winchester.gov.uk">licensing@winchester.gov.uk</a> or telephone 01962 848 238.</p>
<b>Where can I get more information on hiring the banner site?</b>	<p>Detailed information can be found online at <a href="http://www.winchester.gov.uk/licensing/charitable-collections/banner/">www.winchester.gov.uk/licensing/charitable-collections/banner/</a>.</p>
<b>Where do I deliver the banner to?</b>	<p>The address for the delivery and collection of the banner is:</p>

	Bar End Road (former Serco depot), Winchester, SO23 9NP
<b>Are there any requirements for the banner itself?</b>	Yes, the Banner is to be constructed of suitably strong wind and weather resistant material preferably canvas based. The Banner shall be no larger than 4 metres wide by 1 metre tall. Adequate ropes should be attached at each corner (a minimum of 2.5 metres long) to affix the Banner.

## Hiring of St Maurice's Covert

Contact Steve Goodwin in Estates.

[www.winchester.gov.uk/licensing/charitable-collections/covert/](http://www.winchester.gov.uk/licensing/charitable-collections/covert/)