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To The Chairman and Members of the Licensing
Committee

All other Members of the Council – for information

Your Ref:

Our Ref: AG/L.3.3

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Date 5 February 2008

AGENDA SUPPLEMENT

Dear Sir/Madam

LICENSING COMMITTEE - WEDNESDAY 13 FEBRUARY 2008

I refer to the agenda for the above-mentioned meeting and enclose the following document which supersedes the papers sent previously:

Item No	Report Title	Page Nos
8.	Fire Service Policy on Licensing Inspections Fire Service Policy attached for Members to discuss.	26

Yours faithfully

Annalisa Graziano

Committee Officer

NORFOLK FIRE SERVICE

Issue No. 01 / 07 Date: 20.02.07

LICENSING ACT 2003
Applications for Premises Licence

To be read by ALL Fire Safety Personnel

Amended policy and procedure (temporary) for processing of applications for premises licences to take effect immediately.

When responding to applications for premises licences the Brigade will not object to any application. The Brigade will only acknowledge receipt of the application, and make no comment on the adequacy of the public safety statement or the stated fire safety arrangements.

The temporary standard response will be (e-mail to the Licensing Authority/letter to the applicant);

I acknowledge receipt of the application made in respect of the above premises. Applicants for premises licences are reminded of their responsibility to comply with the Regulatory Reform (Fire Safety) Order 2005 and maintain adequate fire safety arrangements for the premises. This should be achieved by the process of fire risk assessment and reference to recognised guidance. Article 9 (6)(B) of the Fire Safety Order requires the fire risk assessment to be recorded because the premises also falls under another enactment, the Licensing Act 2003.

Further information can be found on the Brigade's website www.norfolkfireservice.gov.uk and the Department for Communities and Local Government's website www.firesafetyguides.communities.gov.uk

Standard letter LA1(T) (Temporary) is available in the standards directory

Should Officers have concerns as to the adequacy of the premises fire safety arrangements they are to carry out a full audit of the premises as soon as possible. Should enforcement action be necessary to address any inadequacy in the fire safety arrangements, it will be taken under the authority of the Fire Safety Order.