

Dealing with license applications

Application received from Occupier or Local Authority GFRS will **not** notify applicant but Local Authority (LA) will receive an email that application has been received. Will send a copy of the final formal response to both parties, which will detail GFRS recommendations on the application if we have objections to make. GFRS have produced a Fire Safety Leaflet that is held by all LA's which forms part of the license applicant information pack, which clearly states these procedures, it is also on our website.

- We will deal with the application as detailed below after our Enforcement Team Administrators check the database (keyfile) to ascertain the date of the last audit.
 1. If it is a nightclub or busy city center pub and has not been inspected in the last 24 months, a job card will be issued for an officer to carry out an audit of the premises. Officer to respond to LA and applicant with the outcome of that audit if a notice or a letter sent
 2. If it is a nightclub or busy city center pub and it is less than 24 months from our last audit and a letter or notice was served and there have been no further visits by GFRS. Enforcement Team Administrators to print off copy of audit and issue to officer to re-inspect the premises in order to check on progress to date. Officer to respond to LA and applicant with the outcome of that audit if work still outstanding.
 3. If it is a nightclub or busy city center pub and it is less than 24 months from last audit, and there is no outstanding letters or notices on file. Enforcement Team Administrators to pass to an officer to sign bottom of application and pass back Enforcement Team Administrators to scan into main file for that premises. No need to respond to applicant or LA
 4. If it is **not** a nightclub or busy city center pub Enforcement Team Administrators to access keyfile for date of the last inspection. If within the last four years and a letter of recommendations/notice was made and there have been no further visits by GFRS. Print off copy of audit and issue to officer to make a judgement call on whether to re-inspect the premises in order to check on progress to date or not. Officer to

respond accordingly to the LA and applicant if an inspection is deemed appropriate and work is still outstanding.

If no inspection to take place then Officer to sign, date and state “satisfactory” at the bottom of the application form (front cover) and pass back to Enforcement Team Administrators for scanning. No need to respond to LA or applicant.

5. If it is **not** a nightclub or busy city center pub and it is less than four years from last audit, and there is no outstanding letters or notices on file. Enforcement Team Administrators to pass to a FSO to sign bottom of application and pass back to Enforcement Team Administrators to scan into main file for that premises. No need to respond to applicant or LA
6. If it is **not** a nightclub or busy city center pub and we have not inspected within the last four years issue to officer to make a judgement call on whether to re-inspect the premises or not. Officer to respond accordingly to the LA and applicant if an inspection is deemed appropriate and work is required.
If no inspection to take place then Officer to sign, date and state “satisfactory” at the bottom of the application form (front cover) and pass back to Enforcement Team Administrators for scanning
7. Where we receive applications from solicitors/architects for advice on numbers, fire safety matters, etc we will respond as follows

- **Numbers**, direct the relevant person to the guidance documents
- **Plans**, direct the relevant person to Building Control



