



**East Sussex Fire & Rescue Service and West Sussex Fire & Rescue Service**  
**Licensing Act 2003**  
**Guidance Notes for Applicants for Premises Licenses**

In accordance with the requirements of the Licensing Act 2003, applicants for premises licenses must give formal written notification to the Fire & Rescue Service of their application.

Please note, The Regulatory Reform (Fire Safety) Order 2005 will apply to your premises and therefore to comply, the Responsible Person must carry out a Fire Risk Assessment and keep a record of the findings. The Fire Authority can request to view this at any time.

Failure to carry out a Fire Risk Assessment may result in formal action being undertaken or representation made against your license application. Details on how to complete a Fire Risk Assessment can be found overleaf.

To assist the Fire & Rescue Service with processing your application, the following information should accompany the notification:

- Plans of the premises in the prescribed form to which the application relates. Details of the fire precautions below are to be shown/annotated on the plan.
  - Fire resisting elements
  - Exit doors and routes
  - Signage
  - Emergency lighting
  - Fire warning systems
- Copy of the most recent Fire Risk Assessment & significant findings/action plan
- Details of the occupancy numbers to be permitted in the premises, including the methodology used to establish the numbers and also the management arrangements to ensure they are not exceeded.
- A copy of the emergency plan.
- Supporting evidence demonstrating adequate maintenance of fire safety provisions and systems. e.g. Records of current servicing certificates

On receiving the notification, the fire and rescue service will send an acknowledgement of the notification to the applicant and the local Licensing Authority.

Please note, the fire and rescue service operates a risk-based inspection programme and therefore an inspection may not be carried out at this time but may be in contact to arrange one at a future date.

## **Fire Risk Assessment Guidance**

When carrying out your Fire Risk Assessment the responsible person must: -

1. Assess the fire risks in the workplace (either as part of the general review of health and safety risks or as a specific exercise).
2. Check that a fire can be detected in a reasonable time and that people can be warned.
3. Check that people who may be in the building can get out safely.
4. Provide reasonable firefighting equipment.
5. Check that those in the building know what to do if there is a fire.
6. Check and maintain the fire safety equipment.

If you need further advice, please consult the relevant HM Government Fire Risk Assessment publications which may be viewed on [the government website](#).

The most appropriate guides which provide information regarding risk assessment and fire safety relevant to your Licensed premises will be:

- [Offices and shops Fire safety risk assessment: offices and shops](#)
- [Small and medium places of assembly Fire safety risk assessment: small and medium places of assembly](#)
- [Large places of assembly Fire safety risk assessment: large places of assembly](#)

They are also available for purchase from TSO (The Stationery Office) online at [www.tsoshop.co.uk](http://www.tsoshop.co.uk) over the telephone on 0333 202 5070 or from any good bookseller.

Further information and useful templates can also be found on our website, including the [Fire Logbook](#) or by contacting your local office.

## **Fire and Rescue Service Addresses:**

Notifications to the Fire Authority, concerning applications for Premises Licenses should be sent to the following addresses, for the attention of the Fire Safety Officer, or via e-mail.

For Chichester and Arun district council areas:

Fire Safety Office  
Bognor Regis Fire Station  
West Meads Drive  
Bognor Regis  
PO21 5TB  
[firesafety@westsussex.gov.uk](mailto:firesafety@westsussex.gov.uk)

For Adur and Worthing District Council area:

Fire Safety Office  
Worthing Fire Station  
57 Ardsheal Rd,  
Worthing  
BN14 7RN  
[firesafety@westsussex.gov.uk](mailto:firesafety@westsussex.gov.uk)

For Crawley, Mid Sussex and Horsham district areas:

Haywards Heath Fire Station  
Mill Green Rd,  
Haywards Heath  
RH16 1XQ  
[firesafety@westsussex.gov.uk](mailto:firesafety@westsussex.gov.uk)