

What happens next

1. Complete the application form, in accordance with the guidance notes.
2. As instructed in the form there are certain persons you are required to inform of the application for a licence. We have provided a form which you may use to do this.
3. Please ensure you have provided all necessary certificates as identified in the form. These must be originals.
4. Return the completed forms and certificates in the envelope provided. Officers are usually available for form submission and questions from 9am until 5pm Monday to Friday. Please note that our offices are at Windsor House (next to B&Q off the Tavistock Road) not the Civic Centre.
5. When we have received your application we will write to you and confirm it has been received.
6. Once we have checked that your form is complete with all relevant sections completed and certificates supplied, we will write to you again to request any necessary additional information. There will also be an invoice for your licence fee.
7. You must then supply any additional information and pay your fees. Once your fee has been received your application is complete and you are within the law.
8. We will informally contact you to discuss any problems/items which arise. Any works that are required will be discussed with you and an appropriate time frame agreed. If all is approved your licence will be issued.
9. Your application will be processed and it will be determined whether a licence may be issued. In some cases it may be necessary for us to inspect your property at this stage. We will send you notification of our intention to issue a licence or not.
10. During the application process your property will be risk assessed this will determine how soon after the licence is issued your property will be inspected.