

RYEDALE  
DISTRICT  
COUNCIL



# **RYEDALE DISTRICT COUNCIL**

## **Application Guidance for**

**A New Premises Licence**

**A Club Premises Certificate**

**Variation of an existing Premises Licence**

**Variation of an existing Club Premises Certificate**

# **LICENSING ACT 2003**

# Legal Disclaimer

This booklet is intended to provide a brief overview of the main requirements of the Licensing Act 2003 (with regard to Premises Licence applications and Club Premises Certificates). **Its purpose is to give guidance to individuals and businesses regarding the completion of application forms** (including operating schedules). The booklet is produced to give guidance only and the Council does not accept any responsibility or liability for any errors or omissions. **You are advised to seek your own independent legal advice if you think it necessary.**

## Contents

Legal Disclaimer	Page 2
Introduction	Page 3
Initial Considerations	Page 4
The Application Form & Operating Schedule	Page 4 – 6
Phrases you may find helpful when completing your Operating Schedule	Page 7 – 11
Making Your Application	Page 12
Incomplete Applications	Page 13
Advertise your Application	Page 13
Finally.....	Page 14
How to Contact Us	Page 14
Fees	Page 15 –17
Contact Details	Page 18 - 19

## Introduction

This document provides basic information for applicants to help them make a successful application and general guidance to keep the operations of the business within the law. The guide aims to raise applicant's awareness of the likely requirements of the responsible authorities in respect of applications for premises licences and Club Premises certificates, so that applicants when producing their applications and operating schedules can consider these. The relevant authorities must be provided with a full copy of any application submitted to the Licensing Authority.

Ryedale District Council has a duty to supply guidance for applicants. However, by reading the Statement of Licensing Policy, applicants should understand how Ryedale District Council will administer the licences and authorisations and what Ryedale District Council considers as important.

Where operating schedules meet the requirements of a responsible authority, then it is unlikely that the authority will make a representation. The contact details of the responsible authorities are given later in this booklet.

Where representations are made about applications for premises licences or a club premises certificate and a hearing is held it is not intended that the 'Licensing Authority' should follow the requirements of this guide, but that it will consider each case on its merits taking into account the evidence presented to it at the hearing.

## Premises Licence

A Premises Licence permits licensable activities

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club
- The provision of regulated entertainment (see below)
- The provision of late night refreshment (i.e. supply of hot food and drink between 11pm and 5 am for on and off the premises)

to take place on or from a defined area, building, part of building, vessel, vehicle or temporary structure.

If the licensable activities proposed include the sale by retail of alcohol the application must also provide details of the person nominated as the Designated Premises Supervisor who must also be a personal licence holder.

## Club Premises Certificate

A club premises certificate permits licensable activities to take place for club members and their guests at the premises of a "qualifying club". A Club Premises Certificate does not need a designated premises supervisor or a personal licence holder for the supply of alcohol.

## Initial Considerations

First consider what you actually wish to do at your Premises. Before completing the application form we would recommend that you contact the Development Control Department at the Council to establish whether or not any planning constraints apply. Also:

- Do Be Realistic In What You Intend To Do.
- Take Into Consideration:
  - ❖ Your Neighbours Both Residential And Business
  - ❖ Your Track Record With The Police
  - ❖ Your Track Record With Ryedale District Council's Environmental Health Service
  - ❖ Your Track Record With Trading Standards And Other Enforcement Agencies

## The Application Form & Operating Schedule

The Licensing Act 2003 requires that all applications for a premises licence are accompanied by an operating schedule. The operating schedule is included within the application form and should give details of:

- the licensable activities that authorisation is being applied for and the times during which the licensable activities will take place
- any other times during which the premises will be open to the public. e.g. drinking up time, wind down periods, used by club/organisation for non-licensable activities such as crèche, camera clubs etc.
- if the application is for a limited period – the duration of that period
- whether alcohol will be supplied for consumption on or off the premises or both
- if alcohol will be sold or supplied on the premises, information about the designated premises supervisor (except applications for a club premises certificate)
- the steps that will be made to promote the licensing objectives, which are:
  - ❖ the prevention of crime and disorder
  - ❖ public safety
  - ❖ the prevention of public nuisance
  - ❖ the protection of children from harm

When you have decided what licensable activities you want to do and when you want to do it, you must put full details of them in the application form. You must provide sufficient information to allow the authority and responsible authorities, e.g. Police, Fire, Environmental Health, Planning, etc; to make an assessment of the application and enable them to decide whether they wish to make representations on your application.

The operating schedule will allow responsible authorities to evaluate the application and consider the steps the applicant is proposing to implement to promote the act's objectives. It will assist them to consider whether the steps proposed are sufficient to promote the licensing objectives or whether they should make a representation about the application. It is in the interests of the applicant, the responsible authorities and the licensing authority to avoid unnecessary hearings, a properly completed operating schedule, developed with consideration to the content of this guide and, where appropriate, in consultation with the responsible authorities could negate the necessity for a hearing.

You must consider the licensing objectives and detail what measures you are going to use to ensure that you promote those objectives. It may be that you decide that no customers will be admitted after 10:30 pm and that you will employ registered door supervisors. That you will use noise reduction measures to ensure there is no disturbance to residents, e.g. double/triple glazing/sound proofing and keeping doors and windows closed whilst the entertainment is taking place. You must specify the measures on the application form, and they will have to be complied with when the premises are undertaking the activity they relate to.

The Operating Schedule section of your application form is where you must list the licensable activities that you intend or wish to carry out on your premises. E.g. if you wish to hold regular live music events in your pub you will go to box 'E' for live music, and box 'M' for the sale of alcohol.

Each of the boxes allows you to enter what you want to do under the headings of each of the licensable activities. There you will see a weekly event guide in which you can specify what days and times (24 hr clock) that you wish to hold regular events. Alongside are boxes for further information;

1. The first box is where you specify the type of entertainment; you need to give a brief description of the activity, e.g. live music in the bar for customers consisting of singer and backing music or bands.
2. The second box is where you can make seasonal variations, e.g. where you intend to operate later in the summer to cater for the holiday makers attending events in the locality.
3. The third box is where you can specify special events which are not regular weekly events, e.g. where you hold a fete or garden party for only one date every year, or certain special occasions, such as wedding anniversaries or birthdays or occasions such as Halloween or Christmas Eve, where you wish to hold a party.

The more detail you put in this part of the application the better. If there is a lack of information it has more chance of being challenged by the consultees and other persons who have a right to make representations about your proposals. See the example over (Page 6).

<b>Recorded music</b> Standard days and timings ( <i>please read guidance note 6</i> )			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick (✓) (<i>please read guidance note 2</i>)</b>	<b>Indoors</b>	✓
<b>Day</b>	<b>Start</b>	<b>Finish</b>		<b>Outdoors</b>	
<b>Mon</b>			<b>Please give further details here (<i>please read guidance note 3</i>)</b>  <b>On Friday and Saturdays to have amplified music and a discotheque in the function room of the premises for the entertainment of customers.</b>	<b>Both</b>	
<b>Tue</b>					
<b>Wed</b>			<b>State any seasonal variations for the playing of recorded music (<i>please read guidance note 4</i>)</b>  <b>In the summer months from May 1<sup>st</sup> to August 31<sup>st</sup> to extend the times for the discotheque to 02:00 hrs on Saturday nights only.</b>		
<b>Thur</b>					
<b>Fri</b>	21:00	01:00	<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (<i>please read guidance note 5</i>)</b>  <b>In the function room of the premises on all recognised bank/public holidays, Halloween, Bonfire night and Christmas Eve to have amplified music and a discotheque between 21:00 and 01:00 hrs. for the entertainment of customers.</b>		
<b>Sat</b>	21:00	01:00			
<b>Sun</b>					

If there are no representations made about an application, the licensing authority must grant the application and attach to the licence only those conditions that are necessary to promote the Acts objectives and consistent with the operating schedule, together with any mandatory conditions required by the Act. For example, if the operating schedule were to state that external windows and doors of the premises would be kept closed when live music was being played, this would be made a condition of the licence.

If a representation were to be made by a responsible authority or an interested party that cannot be mediated (negotiated) out, a hearing will be held to consider the representation. After the licensing authority has listened to both the applicant and the party(ies) that made the representation(s), the licensing authority can decide whether to grant the licence or not and if granted what, if any, conditions should be attached to it. E.g. If a responsible authority or interested party made a representation relating to potential noise nuisance resulting from music etc. the licensing authority could place a condition on the Licence requiring that the windows should be double glazed or a noise limiting device be fitted in the premises.

# Phrases That You May Find Helpful When Completing Your Operating Schedule

## PHRASES RELATING TO THE PREVENTION OF CRIME AND DISORDER

### Door Supervisors

#### Example measures to meet the licensing Objectives

1. Will be used at a ratio to be agreed by the Police and Local Authority, ;
2. Will be in attendance at the entrance of the premises until the main exit doors to the premises are closed, and any time when patrons may be queuing for access;

### CCTV

#### Example measures to meet the licensing Objectives.

3. Will be installed and working to the satisfaction of the Police and Local Authority;
4. Recordings will be maintained for an appropriate period of time (generally one month – but to be agreed with Police and Local Authority);
5. If the CCTV equipment is inoperative, the Police and Local Authority will be informed as soon as possible and immediate steps will be taken to put the equipment back into action;

### Bottles and Glasses

#### Example measures to meet the licensing Objectives.

6. Alcoholic and soft drinks will be served in plastic or toughened glasses;
7. No customers carrying open or sealed bottles or glasses will be admitted to the premises at any time;
8. No customers will be permitted to take open containers of alcoholic or soft drinks from the premises;
9. All bottles and glasses will be removed from public areas as soon as they are finished with or empty;

### Radios

#### Example measures to meet the licensing Objectives

10. All instances of crime and disorder will be reported to the police ;
11. Any police requirements will be complied with at all times;

### Capacity Limits

### **Example measures to meet the licensing Objectives**

12. Consideration will be given to setting capacity limits to prevent overcrowding which could lead to crime and disorder;
13. This capacity figure will be based on advice from the Police, Fire or local authority;
14. Door supervisors may be required to ensure the capacity limits are controlled;

### **Proof of Age Cards**

#### **Example measures to meet the licensing Objectives**

15. A proof of age policy to the satisfaction of the police and the Local Authority will be in place;

### **Drinks Promotions**

#### **Example measures to meet the licensing Objectives**

16. All-inclusive nights or other irresponsible drinks promotions will not be permitted;

### **Drugs**

#### **Example measures to meet the licensing Objectives**

17. An anti drug policy agreed by the Police and local authority will be in force;
18. A secure facility to store controlled drugs will be available;

### **Notices**

#### **Example measures to meet the licensing Objectives**

19. A detailed "customer code of conduct" poster will be displayed warning customers that if they act in an inappropriate manner, they could be barred from all licensed premises in the vicinity; eg "banned from one banned from all"

### **General**

#### **Example measures to meet the licensing Objectives**

20. The premises will be a member of Pubwatch and a representative will attend Pubwatch meetings and participate in all initiatives;
21. A personal Licence holder will be on the premises at all times when alcohol is being served or regulated entertainment provided;

## **PHRASES RELATING TO PUBLIC SAFETY**

### **Door Supervisors**

See phrases 1 & 2 on page ?.

## **CCTV**

See phrases 3-5 on page ?.

## **Bottles and glasses**

See phrases 6-9 on page ?.

## **Capacity Limits**

See phrases 12-14 on page ?.

## **Drugs**

See phrases 17 & 18 on page ?.

## **Notices**

See phrases 19 on page ?.

## **Fire Safety**

### **Example measures to meet the licensing Objectives**

22. Notices detailing the actions to be taken in the event of fire or other emergency will be prominently displayed and maintained in good condition;
23. An emergency plan will be in place that is to the satisfaction of the Fire Authority. All staff members will be trained in the emergency plan;

## **PHRASES RELATING TO THE PREVENTION OF PUBLIC NUISANCE**

### **Noise and vibration**

#### **Example measures to meet the licensing Objectives**

24. Noise or vibration will not be audible at the façade of any noise sensitive premises;
25. Doors and windows will be kept closed whenever necessary;
26. Noise limiters on amplification equipment will be used;
27. Prominent, clear and legible notices will be displayed at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly;
28. The placing of bottles into receptacles outside the premises will take place at times that will minimise disturbance to nearby properties;
29. For the final hour of opening the music will be discernibly quieter;
30. The playing of live or recorded music in garden areas of the premises will not be permitted after a specified time (please specify time);

## **Noxious smells**

### **Example measures to meet the licensing Objectives**

31. Noxious smells from licensed premises will not cause a nuisance to nearby properties;
32. Premises will be adequately vented to prevent nuisance from noxious smells;

## **Light pollution**

### **Example measures to meet the licensing Objectives**

33. Flashing or bright lights on or outside licensed premises will not cause a nuisance to nearby properties;

## **General**

### **Example measures to meet the licensing Objectives**

34. A crime prevention policy agreed by the police and Licensing Authority will be in place;

## **PHRASES RELATING TO PUBLIC NUISANCE (Late night refreshment)**

### **Example measures to meet the licensing Objectives**

35. A sufficient number of suitable receptacles for refuse storage will be provided. These will have properly fitted covers;
36. The receptacles will be maintained in a clean condition;
37. Nearby streets will be monitored after 11pm to ensure that patrons are not littering the streets and/or residents' property or causing a nuisance to residents;
38. Patrons will be prevented from eating and drinking immediately outside the premises after 11pm;
39. Any queues inside or outside the premises will be monitored by a member of staff to ensure compliance with the licensing objectives;

## **PHRASES RELATING TO THE PROTECTION OF CHILDREN FROM HARM**

## **General**

### **Example measures to meet the licensing Objectives**

40. The hours of the day during which age restrictions will and will not apply will be detailed;
41. A proof of age policy agreed by the police and local authority will be enforced;

## Nudity and Striptease

### Example measures to meet the licensing Objectives

42. Any advertising of such events will be agreed with the Council in advance;
43. No person under 18 will be permitted to enter the premises whilst nudity or striptease is taking place;
44. Physical contact will not be permitted between performers, staff and customers;

NB These phrases are listed to assist you in completing your operating schedule .You do not have to use any of them it is for you to decide. **However you should remember that anything mentioned in the operating schedule may be incorporated as a condition on your licence.**

## Making your Application

Having given consideration to the completion of the application form and operating schedule the licensing team at Ryedale District Council will be pleased to go through them with you to try to ensure that no problems arise after submission. Alternatively you may feel that you wish to seek help from a reputable licensing professional such as a solicitor or consultant who will submit the completed application on your behalf.

To submit your application send the following:

- The completed Application Form
- The completed Operating Schedule of proposed activities and times, which for a Variation should show any changes to your current operations and how the licensing objectives will be promoted
- The correct fee (details are provided later in this document)
- The Designated Premises Supervisor (DPS) form (with regard to Premises licences requiring Sale of Alcohol)
- Any currently held licences and certificates (with regard to Variations)
- A plan of 1:100 scale (unless an alternative scale is specifically agreed with the licensing authority) of the premises should include the following details:
  - The extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;
  - The location of points of access to and egress from the premises;
  - If different from the above, the location of escape routes from the premises;
  - In a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity;
  - In a case where an existing activity relates to the supply of alcohol, the location on the premises which is used for consumption of alcohol (include any beer gardens etc);
  - Fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
  - In a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
  - In a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
  - In a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
  - The location and type of any fire safety and any other safety equipment; and
  - The location of a kitchen, if any, on the premises.

You must submit a copy of your application to all “Responsible Authorities” **on the same day as you give your application to Ryedale licensing authority**, contact details of the responsible authorities in Ryedale can be found under contact details in this guidance (see later). For your own benefit you may wish to get a receipt for the delivery of the applications or send the applications by registered post and keep the tickets as evidence that the applications have been sent. Responsible authorities have 28 consecutive days to make relevant representations with regard to your application.

## Incomplete Applications

Incomplete applications will be dealt with in one of two ways. If the application is simply missing one or two simple details, a letter requesting the missing documentation will be sent to the applicant and the application will be kept on hold. If there are more than one or two simple details missing, the application will be rejected and returned to the sender. The application must be resubmitted.

## Advertise Your Application

As the applicant you have a duty to advertise your Application in two ways:

(a) **Blue Notice at the Premises**

The application must be advertised by you by displaying a pale blue notice – size at least A4, with black printing or type equal to or greater than font size 16. The notice must contain details about the application and be placed in a prominent position at or on the premises concerned where it can be conveniently read from the exterior of the premises. If the premises cover more than 50 metres square further blue notices must be placed every 50 metres along the external perimeter of the premises abutting any highway. This notice must be displayed for not less than 28 consecutive days following the day on which the application was given to the Licensing Authority.

(b) **Newspaper Advertisement**

You must also advertise your application in a local newspaper circulating in the vicinity of the premises. Such advertisement must be circulated on at least one occasion within 10 working days, starting on the day that the application was given to Ryedale District Council, both the newspaper notice and the notice for the application must contain the following information:

- The relevant licensable activities proposed to carry on at the premises;
- Any proposed changes to the licensable activities of the premises;
- The name of the applicant;
- The postal address of the premises, if any, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises to be identified;
- The postal address and, where applicable, the worldwide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected;
- The date by which an interested party or responsible authority may make representations to the relevant licensing authority;
- That representations shall be made in writing; and
- That it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.

Finally.....

**If there are no representations within 28 working days of a complete application form been submitted with the appropriate fee and other paperwork, and the appropriate notices having been advertised/displayed, the licence will be granted.**

However, if representations from any interested parties or responsible authorities have been received, the licensing team will decide whether the representation is relevant. If the licensing team find the representation relevant they will try to arrange mediation between the appropriate parties to try and find a reasonable compromise. If this informal process is unsuccessful a hearing before the licensing committee will ensue. All relevant parties will be notified. A decision will be made by the licensing sub-committee and the details of that decision will be circulated to the parties concerned.

The applicant does have a right to appeal and this should be made to the appropriate magistrates court. Professional advice should be sought if there is uncertainty as to the best course of action .

## **HOW TO CONTACT US**

### **By Personal visit to:**

Ryedale District Council Offices, Ryedale House, Old Malton Road, Malton.  
Please telephone first to make an appointment.

### **By writing to us at:**

The Licensing Team, Health and Environment Services, Ryedale District Council, Ryedale House, Old Malton Road, Malton YO17 7ZG

### **By phone:**

Licensing Team: (01653) 600666 ext 250/253

**Fax us on:** (01653) 600764

**Internet:** [www.ryedale.gov.uk](http://www.ryedale.gov.uk)

**Email:** [licensing@ryedale.gov.uk](mailto:licensing@ryedale.gov.uk)

## Fees

Fees for all Licensing Act 2003 permissions have been set by central government. Such fees are based on the non-domestic rateable value of the premises. These are divided into 5 bands:

Band	A	B	C	D	E
<b>Non-Domestic rateable value</b>	£0 - £4300	£4,301 - £33,000	£33,001 - £87,000	£87,000 - £125,000	£125,001 and over

Applications for premises licences are as shown below

A	B	C	D	E
£100	£190	£315	£450	£635

Fees will be annually payable by those holding premises licences and club premises certificates as follows:

A	B	C	D	E
£70	£180	£295	£320	£350

To find out how much your non-domestic rateable value of your premises is please enter your postcode into the Valuation Office's website, [www.voa.gov.uk](http://www.voa.gov.uk).

The following is a summary of occasions when fees and charges must be paid to Ryedale District Council:

Occasion on which a fee may be payable	Who should be sent copies of application other than Ryedale Licensing Team	All fees are to be paid to Ryedale District Council
New Premises Licence or Club Premises Certificate	<ul style="list-style-type: none"> <li>• North Yorkshire Police</li> <li>• North Yorkshire Fire and Rescue</li> <li>• RDC Planning</li> <li>• RDC Pollution Team</li> <li>• RDC Health and Safety or Health and Safety Executive</li> <li>• Social Services//Child Protection</li> <li>• North Yorkshire Trading Standards</li> <li>• Advertise in local paper</li> </ul>	Please see above as dependent of Non-domestic Rateable Value
Personal Licence		£37

Application		
Variation of premises licence or club premises certificate	<ul style="list-style-type: none"> <li>• North Yorkshire Police</li> <li>• North Yorkshire Fire and Rescue</li> <li>• RDC Planning</li> <li>• RDC Pollution Team</li> <li>• RDC Health and Safety or Health and Safety Executive</li> <li>• Social Services/Child Protection</li> <li>• North Yorkshire Trading Standards</li> <li>• Advertise in local paper</li> </ul>	Please see above as dependent of Non-domestic Rateable Value
Supply of copies of information contained in register	N/A	Set by Ryedale
Application for copy of licence or summary on theft, loss etc of premises licence or summary	N/A	£10.50 in all cases
Notification of change of name or address (holder of premises licence)	N/A	£10.50 in all cases
Application to vary to specify individual as premises supervisor	North Yorkshire Police	£23.00
Interim Authority Notice	North Yorkshire Police	£23.00
Application to transfer premises licence	North Yorkshire Police	£23.00
Application for making a provisional statement	<ul style="list-style-type: none"> <li>• North Yorkshire Police</li> <li>• North Yorkshire Fire and Rescue</li> <li>• RDC Planning</li> <li>• RDC Pollution Team</li> <li>• RDC Health and Safety – if in on council land Health and Safety Executive</li> <li>• Social Services/Child Protection</li> <li>• North Yorkshire Trading Standards</li> </ul>	£315.00
Application for copy of	N/A	£10.50 in all cases

certificate or summary on theft, loss etc of certificate summary		
Notification of change of name or alteration of club rules	N/A	£10.50 in all cases
Change of relevant registered address of club	N/A	£10.50 in all cases
Temporary Event Notices	North Yorkshire Police	£21.00
Application for copy of notice on theft, loss etc of temporary event notice	N/A	£10.50
Application for copy of licence on theft, loss etc of personal licence	N/A	£10.50
Notification of change of name or address (personal licence)	N/A	£10.50
Notice of interest in any premises	N/A	£21.00

Exceptionally large events of a temporary nature that require premises licences are to be charged as follows:

Number of people	Additional Fee(annual)	Fees(appl)	Additional Fee
5,000 – 9,999	£1,000		£500
10,000 – 14,999	£2,000		£1,000
15,000 – 19,999	£4,000		£2,000
20,000 – 29,999	£8,000		£4,000
30,000 – 39,999	£16,000		£8,000
40,000 – 49,999	£24,000		£12,000
50,000 – 59,999	£32,000		£16,000
60,000 – 69,999	£40,000		£20,000,
70,000 – 79,999	£48,000		£24,000
80,000 – 89,999	£56,000		£28,000
90,000 and over	£64,000		£32,000

For premises under construction, and have not been allocated a non-domestic rateable value but will be given such a value as soon as a completion certificate is given. In these cases it is proposed to allocate such premises to band C. Subsequent annual fees will relate to the non-domestic rateable value given to the property.

## Contact Details

Consultation with all responsible authorities should be encouraged prior to the submission of the application. During the transition period Ryedale District Council licensing staff will try to assist applicants

<p>The Licensing Team Health &amp; Environment Services PO Box 67 Ryedale House Old Malton Road Malton North Yorkshire YO17 7ZG</p> <p>01653 600666 <a href="mailto:Licensing@ryedale.gov.uk">Licensing@ryedale.gov.uk</a> <a href="http://www.ryedale.gov.uk">www.ryedale.gov.uk</a></p>	<p>Police Licensing Officer - Ryedale Malton Police Station Old Malton Road Malton North Yorkshire YO 17 7YD</p> <p>01723 509668 <a href="http://www.northyorkshire.police.uk">www.northyorkshire.police.uk</a></p>
<p>Child Protection Address Mrs L.Carr Social Services Directorate North Yorkshire County Council County Hall Northallerton DL7 8BR 01609 532954</p>	<p>North Yorkshire Fire &amp; Rescue Services Station Manager Malton Fire Station Sheepfoot Hill Malton North Yorkshire YO17 0EB</p> <p>01653 692626 <a href="mailto:stuart.simpson@northyorksfire.gov.uk">stuart.simpson@northyorksfire.gov.uk</a></p>
<p>Development Control Manager Development Control Department Ryedale District Council Ryedale House Old Malton Road Malton North Yorkshire YO17 7ZG 01653 600666</p> <p>For properties which fall within the North York Moors National Park their Planning Unit should also be contacted: North York Moors National Park Authority Chief Planning Officer The Old Vicarage Bondgate Helmsley York YO62 5BP 01439 770657</p>	<p>Health and Safety Section Health &amp; Environment Services Ryedale District Council Ryedale House Old Malton Road Malton North Yorkshire YO17 7ZG (for premises <b>not</b> owned/operated by Local Authorities/County Councils) 01653 600666</p>

<p>Pollution Section Health &amp; Environemnt Services Ryedale District Council Ryedale House Old Malton Road Malton North Yorkshire YO17 7ZG</p> <p>01653 600666</p>	<p>North Yorkshire Trading Standards F.A.O.Sharon Green, Licensing Officer Unit 4/5,Block B Thornfield Business Park Standard Way Northallerton North Yorkshire DL6 2XQ</p> <p>01609 768616</p>
<p>Local paper public notice contact details</p> <p>Malton Gazette &amp; Herald 22 Yorkersgate Malton N Yorks Tel 01653 693212</p> <p>Malton &amp; Pickering Mercury 49 Market Place Malton N Yorks Tel 01653 600051</p> <p>York &amp; County Press 76/86 Walmgate York YO1 9YN Tel 01904 653051</p>	<p>The Operations Manager Health &amp; Safety Executive Marshall Mill Marshall Street Leeds LS11 9YJ (for premises owned/operated by Local Authority/County Council)</p>