

**B&NES Licensing Services**  
Lewis House  
Manvers Street  
Bath  
BA1 1JG  
licensing@bathnes.gov.uk

**Bath & North East  
Somerset Council**

Improving People's Lives

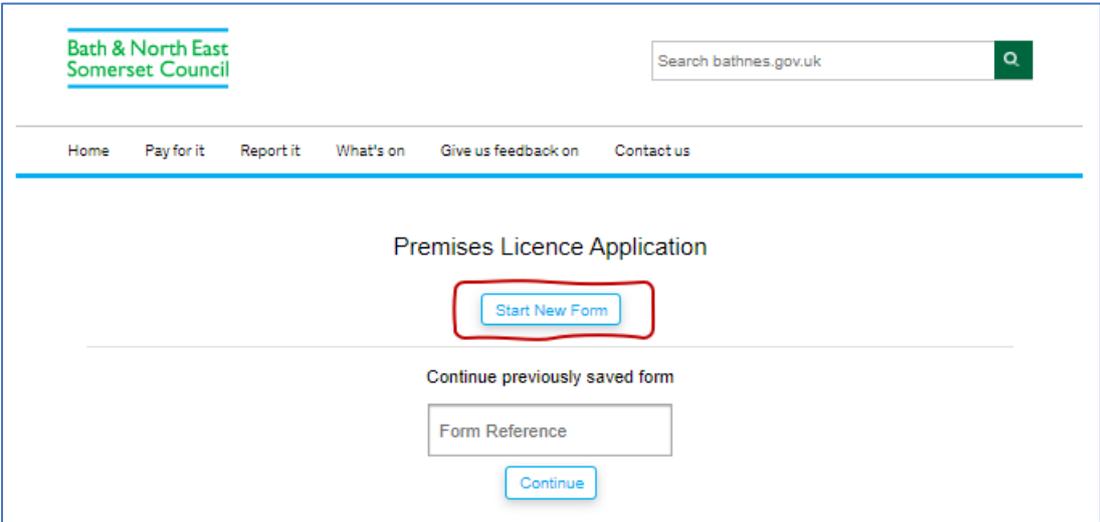
## Licensing Business Support Checking Service

You will need to complete the relevant online application form and submit a draft copy to us as follows.

Click on the link for the application form at:

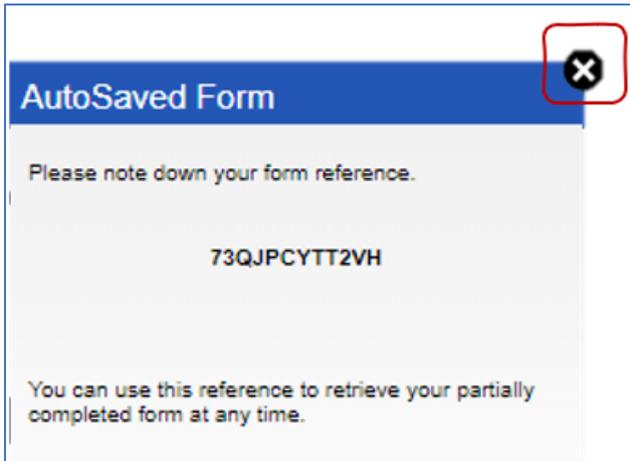
[Premises Licence New Application](#)

Click on the "Start New Form" button.

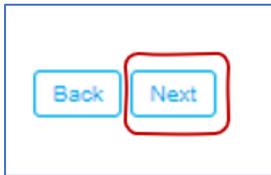


The screenshot shows the Bath & North East Somerset Council website. At the top left is the council logo. To the right is a search bar with the text "Search bathnes.gov.uk" and a magnifying glass icon. Below the search bar is a navigation menu with links: Home, Pay for it, Report it, What's on, Give us feedback on, and Contact us. The main content area is titled "Premises Licence Application". In the center, there is a button labeled "Start New Form" which is highlighted with a red rectangular box. Below this, there is a section titled "Continue previously saved form" which contains a text input field labeled "Form Reference" and a "Continue" button.

Click on the cross to close the message box

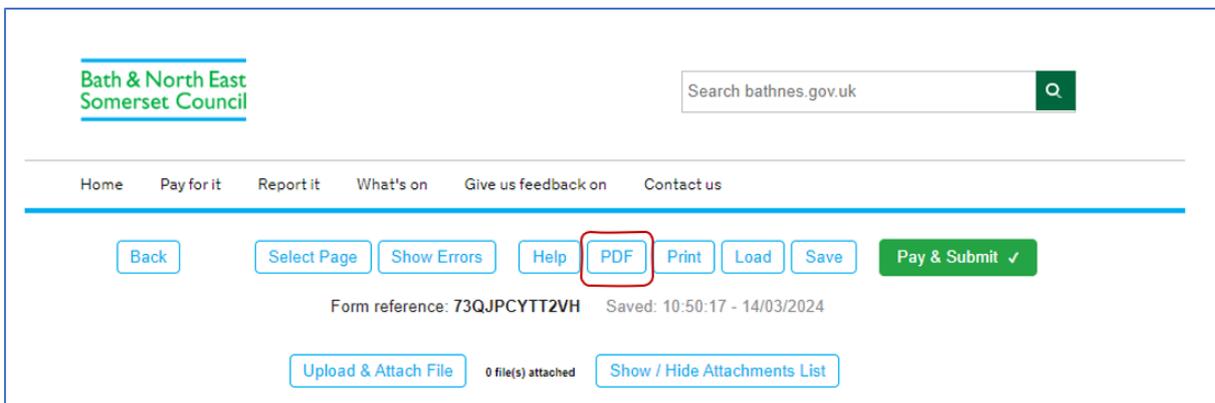


This will take you into the first page of the application form. You will need to complete the questions then click on the “Next” button at the bottom of the page.



Repeat this for each page of the form until you get the last page.

DO NOT click on Pay and Submit at this stage. Instead you need to click on the “PDF” button.



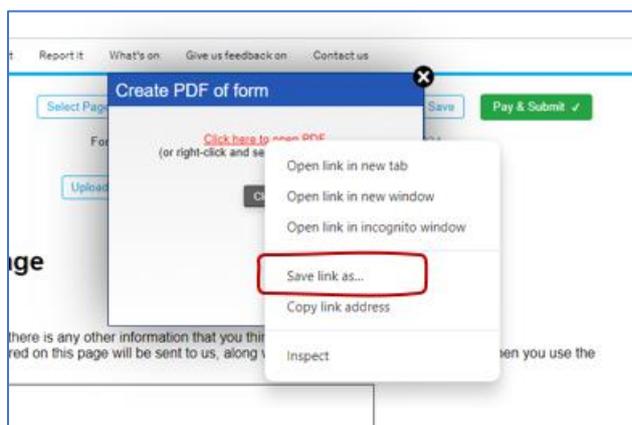
On the next screen, click on the “Create PDF” button.



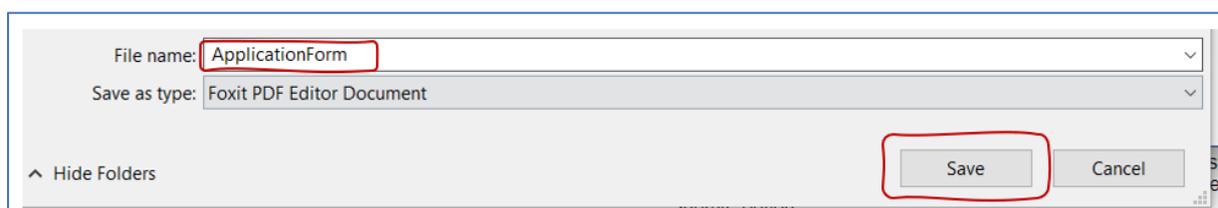
Right click on the link that says “Click here to open PDF”.



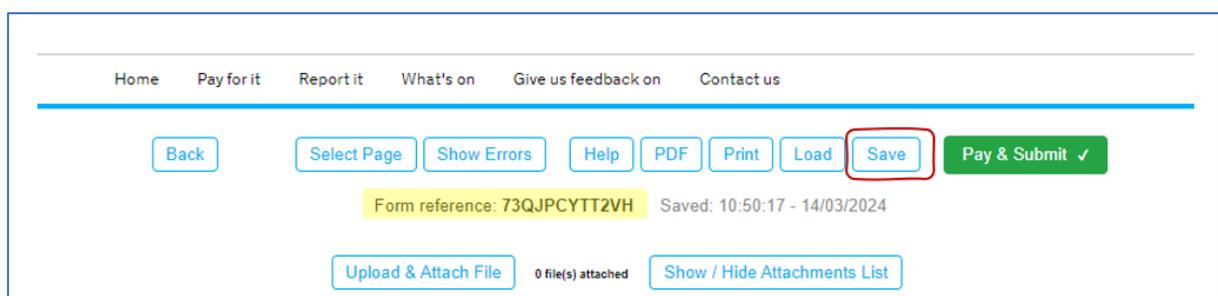
Select the option “Save link as...”.



You will then need to save this document to a location on your computer and give it a suitable file name.



You will now need to save your online form. Click on the “Save” button.



Click on the “Save online” button.

**Save** ✕

You can save your form online and return to it for up to 30 days, or you can save your form on your computer.

---

Enter a password (optional):

Password:

Confirm password:

Your email address should already be shown (if not you can type it in manually). Click on the “Send reference to Email Address” button.

**Save** ✕

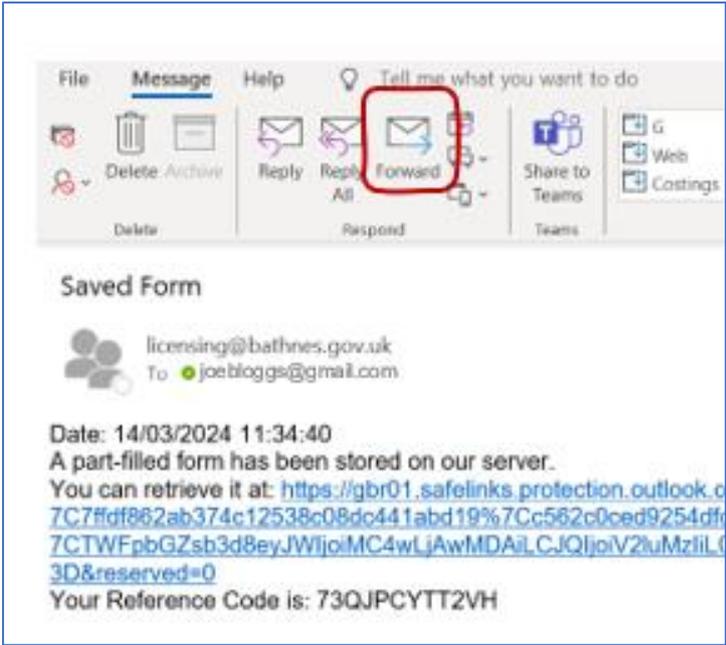
Your form has been saved. Please make a note of your reference number as you will need this later to retrieve the form.

73QJPCYTT2VH

**Your form has NOT been submitted, it has only been saved.**

To send a reminder of the reference number via email, please enter your email address.

You will now receive an email with details of the form and reference number. Open the email and click on “Forward”.



Attach the PDF form you saved earlier to this email then send it to us at licensing@bthnes.gov.uk.

File **Message** Insert Options Format Text Review Help Tell me what you want

Cut Copy Paste Format Painter Clipboard Basic Text Names Attach File

Send From: joebloggs@gmail.com To: licensing@bathnes.gov.uk Cc: Subject: Checking Service

ApplicationForm.pdf 302 KB

Dear Licensing

Please find attached my application form for checking.

Regards

Joe Bloggs

-----Original Message-----  
From: licensing@bathnes.gov.uk  
Sent: Thursday, March 14, 2024 11:35 AM  
To: joebloggs@gmail.com  
Subject: Saved Form

Date: 14/03/2024 11:34:40  
A part-filled form has been stored on our server.  
You can retrieve it at: <https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Flicensing%2F7C7ffd862ab374c12538c08dc441abd19%7C%562c0ced9254dfd8d99c9416eb03eb9%7C1%7C0%7C7CTWFpbGZsb3d8eyJWljoic4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikh1haWwiLCJXVCi6Mn0%7C%3E>  
Your Reference Code is: 73QJPCYTT2VH

A Licensing Officer will now check your application form. They will contact you to advise of any errors or amendments required or confirm that it is ok to submit.