



Operating Schedule Requirements

1. The operating schedule is an important part of the application and should include all the information necessary to allow any responsible authority or interested party to assess whether steps are being taken to promote each of the four licensing objectives.
2. When granting a premises licence the City of London licensing authority may attach conditions to that licence that are consistent with the information supplied in the operating schedule. It is important therefore that proposed measures are precise, realistic and within the control of the applicant and management of the premises. If no measures are proposed, this should be clearly stated on the application form and not just left blank.
3. When preparing an operating schedule, applicants are expected to have regard to the City of London's statement of licensing policy, in particular paragraphs 30 - 42 and 59 – 61. The City of London also has a list of model conditions to help applicants identify measures they can include in their operating schedule. Applicants are strongly advised to read both documents prior to completing their application.
4. Applicants should consider the nature of the area where the premises are situated, the type of premises concerned, the licensable activities to be provided, operational procedures and the needs of the local community. In most cases, applicants will need to complete their own detailed risk assessments on their businesses and/or obtain an acoustic report prior to completing the operating schedule.
5. When preparing an operating schedule, applicants may find it useful to seek the views of the key responsible authorities such as the police and environmental health before formally submitting their application. This is to ensure that proposed measures to promote the licensing objectives meet the expectations of those responsible authorities and should minimise representations. It is important to get the application and operating schedule right before formally submitting the application as any amendments to an application after it has been submitted and advertised may not be accepted or may lead to the application having to be withdrawn and resubmitted.
6. An operating schedule must include details of:
 - the licensable activities
 - the times when the activities will take place
 - any other times when the premises will be open to the public
 - in the case of applicants who wish to have a limited licence, the period the licence is required for
 - information in respect of the premises supervisor
 - whether any alcohol that is to be sold is for consumption on or of the premises or both
 - the steps proposed to be taken to promote the licensing objectives
 - any other required information