

Application for an Annual Supply Licence under the Fireworks Act 2003 (& Fireworks Regulations 2004)

Please read the guidance notes before completing this form.

A licence is not required if you only intend to supply adult fireworks:

- During the period beginning on the 15th October and ending on the 10th November;
- During the period beginning on the 26th December and ending on the 31st December;
- On the first day of the Chinese New Year and the three days immediately preceding it; or
- On the day of Diwali and the three days immediately preceding it.

Details of the Applicant *(if you are applying on behalf of a company, please give its name)*

Name of applicant

Date and place of birth (where applicant is an individual)

Address (including postcode)

Daytime Tel No

Fax No

Email

Details of the Premises

Please give the trading name and full address of the premises from which fireworks are to be supplied:

Are these premises primarily controlled by the applicant?
(i.e. is the applicant responsible for the management and day-to-day running of the premises)

- Yes
 No

If no, please give the name and address of the person or organisation who controls the premises:

Name

Address including postcode
(if different from the premises address)

Daytime Tel No

Fax No

Are the premises subject to a current storage licence or registration under the Explosives Regulations 2014?

- Yes
 No

Other information in support of this application

This application is for: *(tick the box that applies)*

- a new annual suppliers licence
- renewal of an annual suppliers licence

If this is a renewal application please give the details of your current licence:

Date of expiry Reference number

Please indicate the period(s) during the year in which you intend to supply adult fireworks:

Have you had a previous licence revoked or application refused? *(tick the box that applies)* Yes No

Have you been convicted of any offence under legislation on health and safety, or on the sale or supply of fireworks? *(tick the box that applies)* Yes No

If you have answered 'yes' to either of the previous two questions, please give date(s) and details, including the name of the licensing authority and court where convicted.

Fee: I enclose payment of the appropriate fee of £500 *(tick box)*
(Please make cheques payable to 'Kingston Council')

Signature of applicant (or applicant's representative)

Signed: Date:

Name

Position

Organisation *(if applicable)*

The information gathered in this form may constitute personal data as defined in the Data Protection Act 1998. Any personal data will be processed in accordance with the requirements of that Act. Please note that it is an offence under Section 33 of the Health and Safety at Work Act to provide false information. Incomplete or inaccurate information could result in a delay in processing your application.

The information entered in this form may be stored electronically. The information may, where appropriate, be shared with other relevant bodies such as other licensing authorities, local authorities, the police or the Health and Safety Executive. You have the right to request a copy of any personal information and to have any inaccuracies corrected.

**Please return this form and the fee for your licence to:
Licensing Department, London Borough of Sutton, Civic Offices,
St. Nicholas Way, Sutton SM1 1EA**

Guidance to applicants

This form should be used by fireworks retailers wishing to supply (or expose for supply) any adult firework at a time other than the four standard periods (see below). A licence does not by itself allow fireworks to be stored at a premises – **a separate storage licence or registration must also be held under the Explosives Regulations 2014.**

Please complete the application form using either black ink or type. If there is insufficient room to provide the information requested please continue on a separate sheet(s).

Do I need a licence?

If you intend to supply (or expose for supply) any adult firework outside of the following periods, you will need a licence:

- During the period of 15th October and the 10th November;
- During the period of 26th December and the 31st December;
- On the first day of the Chinese New Year and the three days immediately preceding it; or
- On the day of Diwali and the three days immediately preceding it.

Professional fireworks display operators, fireworks transporters and firework manufacturers are exempt from the licensing requirement in certain circumstances.

Application process

When an application is received, we will carry out checks to ensure that the premises in question has been licensed to store explosives. An application cannot be granted unless this licence is in place. We may also consult with a number of statutory bodies, including the police, fire brigade and planning authority.

We can refuse to grant a licence if the applicant has been convicted of a relevant offence, relating primarily to fireworks, explosives and health & safety legislation. An existing licence can also be revoked if the authority is satisfied that offences are being committed.

If an application is refused (or a licence revoked), the applicant may appeal against the decision, by giving written notice to a local Magistrates Court within 28 days of being notified of the decision.

Period of validity

Annual fireworks supplier's licences are normally renewed annually on a common renewal date. Initial applications may be granted for a period of more or less than one year so that they fall due for renewal on the common renewal date. For example, an applicant applying in June might be granted a licence for 15 months to expire in September of the following year.

Important notes

It is your responsibility to ensure you are aware of, and complying with the regulations on the manufacture and storage of explosives.

Premises at which fireworks or other explosives are stored must be licensed under the Explosives Regulations 2014, irrespective of whether a supplier's licence is held.