

### Improving People's Lives

**B&NES Licensing Services** 

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# **Licensing Public Register**

Our public register has details of all licensing applications received and also those that have been granted. This is the most up-to-date list of our licences as it is directly linked to our back office database.

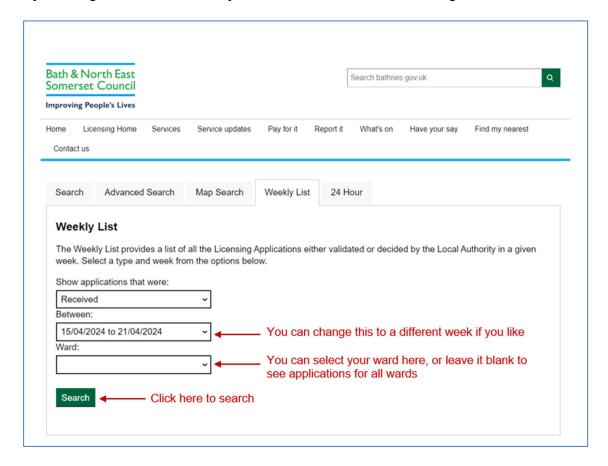
There are a number of ways of searching for records:

- Weekly List
- Quick Search
- Advanced Search

## **Weekly List**

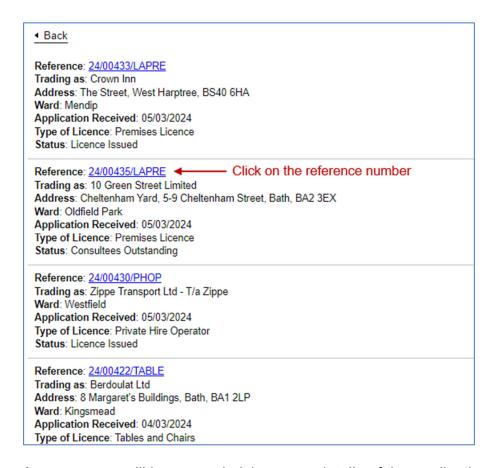
https://www.bathnes.gov.uk/webforms/licensing/#weeklyList

By clicking on the above link you will be taken to the following screen:

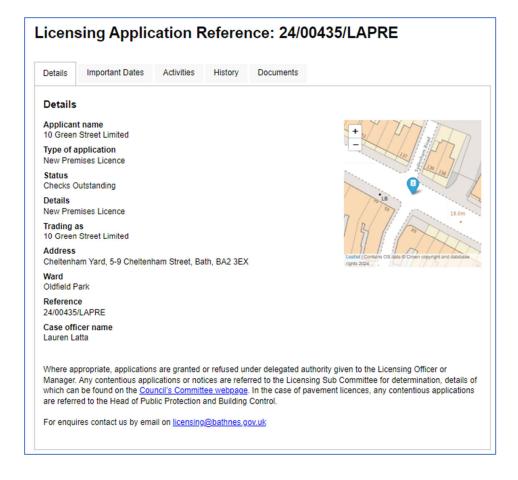


A list of all applications received between those two dates will then be displayed. For details of the different types of licences that we are responsible for please visit our website at <a href="https://beta.bathnes.gov.uk/licences">https://beta.bathnes.gov.uk/licences</a>

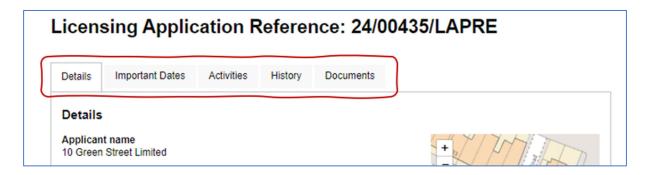
If you want to see further details of a particular application you will need to click on the underlined reference number:



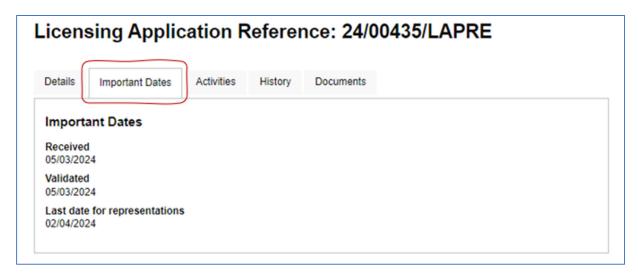
A new screen will be opened giving more details of the application such as Ward and Case Officer:



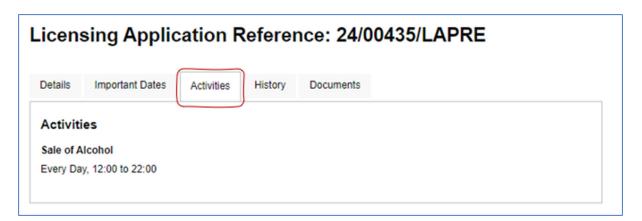
Further details can be found by clicking on each of the tabs at the top of the screen:



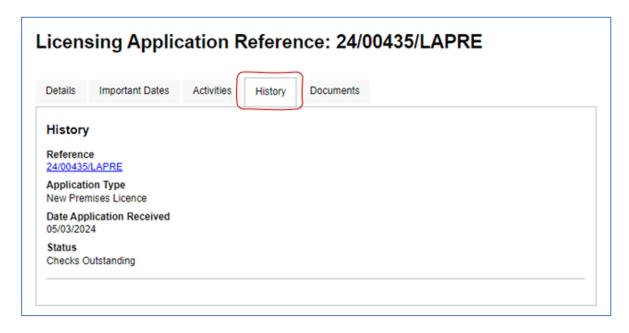
**Important Dates** includes the last date for making a representation either in support of or against the application (where applicable):



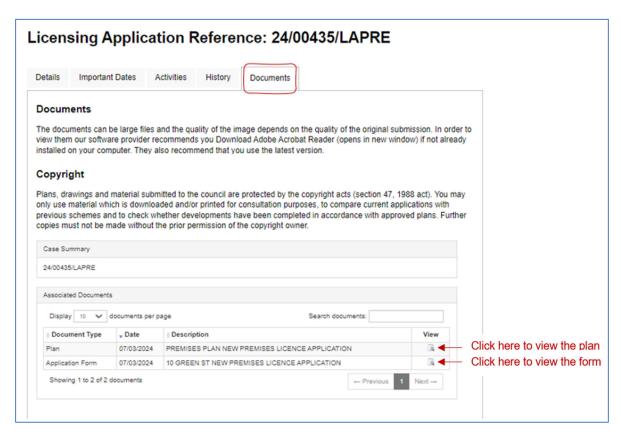
**Activities** shows what activity the applicant is applying for and the days and times of these activities. There may be more than one activity listed:



**History** lists the current application and any other licences that the applicant currently holds or held previously (there is no history for this example because it is a brand new application):



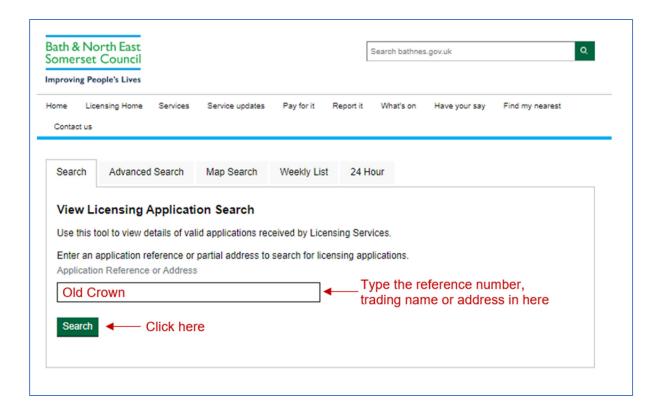
**Documents** provides a list of documents relating to the application such as a plan and a redacted version of the application form:



#### Basic (Quick) Search

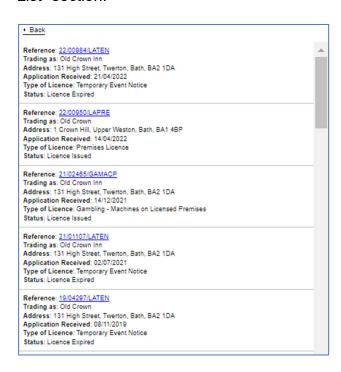
https://www.bathnes.gov.uk/webforms/licensing/#basicSearch

By clicking on the above link you will be taken to the following screen:



A list of applications with that number, name or address will then be displayed.

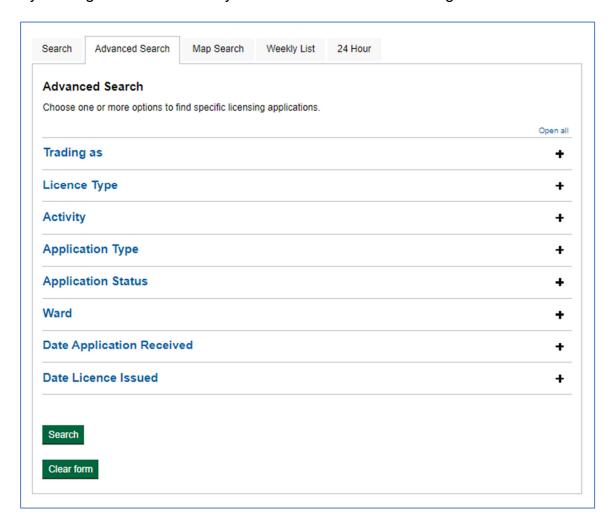
If you want to see further details of a particular application you will need to click on the underlined reference number and follow the steps outlined above in the "Weekly List" section:



#### **Advanced Search**

https://www.bathnes.gov.uk/webforms/licensing/#advancedSearch

By clicking on the above link you will be taken to the following screen:



In this screen you can narrow your search down even further by selecting specific wards, licence types, activities etc.

A list of applications with that criteria will then be displayed.

If you want to see further details of a particular application you will need to click on the underlined reference number and follow the steps outlined above in the "Weekly List" section: