

## Application for a premises licence to be granted under the Licensing Act 2003



### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Pembrokeshire Gin Co. Limited

*(Insert name(s) of applicant)*

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

#### Part 1 – Premises details

|   |               |                 |          |
|---|---------------|-----------------|----------|
| Postal address of premises or, if none, Ordnance Survey map reference or description<br><b>Pembrokeshire Gin Co. Distillery</b><br><b>Market Hall</b><br><b>Melville Street</b> |               |                 |          |
| <b>Post town</b>  | Pembroke Dock | <b>Postcode</b> | SA72 6XS |
| Telephone number at premises (if any)   | 02039165061   |                 |          |
| Non-domestic rateable value of premises   | £25,000       |                 |          |

#### Part 2 - Applicant details

Please state whether you are applying for a premises licence as **Please tick as appropriate**

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
- i as a limited company/limited liability partnership  please complete section (B)
  - ii as a partnership (other than limited liability)  please complete section (B)
  - iii as an unincorporated association or  please complete section (B)
  - iv other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)

- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a  
 statutory function or   
 a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

|  |                              |                               |  |                                |  |
|--|------------------------------|-------------------------------|--|--------------------------------|--|
| Mr <input type="checkbox"/>  | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/>  | Other Title (for example, Rev) |  |
| <b>Surname</b>   |                              |                               | <b>First names</b>   |                                |  |
| <b>Date of birth</b>   |                              |                               | I am 18 years old or over <input type="checkbox"/> Please tick yes |                                |  |
| <b>Nationality</b>   |                              |                               |  |                                |  |
| Current residential address if different from premises address   |                              |                               |  |                                |  |
| Post town  |                              |                               |  | Postcode                       |  |
| <b>Daytime contact telephone number</b>  |                              |                               |  |                                |  |
| <b>E-mail address (optional)</b>   |                              |                               |  |                                |  |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information) |                              |                               |  |                                |  |

**SECOND INDIVIDUAL APPLICANT (if applicable)**

|   |                              |                               |  |                                |  |
|---|------------------------------|-------------------------------|--|--------------------------------|--|
| Mr <input type="checkbox"/>   | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/>  | Other Title (for example, Rev) |  |
| <b>Surname</b>  |                              |                               | <b>First names</b>   |                                |  |
| <b>Date of birth</b>  |                              |                               | I am 18 years old or over <input type="checkbox"/> Please tick yes |                                |  |
| <b>Nationality</b>  |                              |                               |  |                                |  |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information) |                              |                               |  |                                |  |
| Current residential address if different from premises address  |                              |                               |  |                                |  |
| Post town   |                              |                               |  | Postcode                       |  |
| <b>Daytime contact telephone number</b>   |                              |                               |  |                                |  |
| <b>E-mail address (optional)</b>  |                              |                               |  |                                |  |

**(B) OTHER APPLICANTS**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

|  |
|--|
| Name<br>Pembrokeshire Gin Co. Limited  |
| Address<br>Dale Farm<br>High Street<br>St Florence<br>Pembrokeshire<br>SA70 8LW                                  |
| Registered number (where applicable)<br>11896402   |
| Description of applicant (for example, partnership, company, unincorporated association etc.)<br>Limited Company |

|   |
|---|
| Telephone number (if any)<br>07399 457762 |
| E-mail address (optional)<br>[REDACTED]   |

**Part 3 Operating Schedule**

When do you want the premises licence to start? DD MM YYYY  

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

  
AS SOON AS POSSIBLE

If you wish the licence to be valid only for a limited period, when do you want it to end? DD MM YYYY  

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

Please give a general description of the premises (please read guidance note 1)  
Pembrokeshire Gin Co. Distillery will contain a distillery, visitor centre, licenced bar and events venue which will also retail products.  
The venue will have a low key, relaxed atmosphere, and will produce and sell high quality award winning gins.

We aim to provide food pop ups so as not to encourage stand alone drinking, unless part of a pre booked gin tasting experience which will be a session time so that we do not encourage people to stay and drink for long periods of time.

The venue will be open 6 days a week, closed on a Sunday. We will be open on Friday and Saturday evenings, with scope to open more evenings in peak season, or when a pre booked private event is on.

On sales relate primarily to the consumption of alcohol both indoors, and outside in the courtyard.

Off sales would relate to the sale of our award winning spirits and/or the purchase of gift items, both intended to be consumed away from the premises.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend. N/A

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

- | Provision of regulated entertainment (please read guidance note 2)   | Please tick all that apply          |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A)                             | <input type="checkbox"/>            |
| b) films (if ticking yes, fill in box B)                             | <input type="checkbox"/>            |
| c) indoor sporting events (if ticking yes, fill in box C)            | <input type="checkbox"/>            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)                        | <input checked="" type="checkbox"/> |

- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g)  
(if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

**A**

|   |       |        |   |          |                          |
|---|-------|--------|---|----------|--------------------------|
| <b>Plays</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b><br>(please read guidance note 3)  | Indoors  | <input type="checkbox"/> |
|   |       |        |   | Outdoors | <input type="checkbox"/> |
|   |       |        |   | Both     | <input type="checkbox"/> |
| Day   | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)  |          |                          |
| Mon   |       |        |   |          |                          |
| Tue   |       |        | <b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)  |          |                          |
| Wed   |       |        |   |          |                          |
| Thur  |       |        | <b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |                          |
| Fri   |       |        |   |          |                          |
| Sat   |       |        |   |          |                          |
| Sun   |       |        |   |          |                          |

## B

|   |       |        |  |          |                          |
|---|-------|--------|--|----------|--------------------------|
| <b>Films</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b><br>(please read guidance note 3)   | Indoors  | <input type="checkbox"/> |
|   |       |        |  | Outdoors | <input type="checkbox"/> |
|   |       |        |  | Both     | <input type="checkbox"/> |
| Day   | Start | Finish |  |          |                          |
| Mon   |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)   |          |                          |
|   |       |        |  |          |                          |
| Tue   |       |        |  |          |                          |
|   |       |        |  |          |                          |
| Wed   |       |        | <b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)  |          |                          |
|   |       |        |  |          |                          |
| Thur  |       |        |  |          |                          |
|   |       |        |  |          |                          |
| Fri   |       |        | <b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |                          |
|   |       |        |  |          |                          |
| Sat   |       |        |  |          |                          |
|   |       |        |  |          |                          |
| Sun   |       |        |  |          |                          |
|   |       |        |  |          |                          |

# C

| Indoor sporting events<br>Standard days and<br>timings (please read<br>guidance note 7) |       |        | <u>Please give further details</u> (please read guidance note 4)   |
|---|-------|--------|--|
| Day   | Start | Finish |  |
| Mon   |       |        |  |
|   |       |        |  |
|   |       |        |  |
| Tue   |       |        | <u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)  |
|   |       |        |  |
|   |       |        |  |
| Wed   |       |        |  |
|   |       |        |  |
|   |       |        |  |
| Thur  |       |        | <u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6) |
|   |       |        |  |
|   |       |        |  |
| Fri   |       |        |  |
|   |       |        |  |
|   |       |        |  |
| Sat   |       |        |  |
|   |       |        |  |
|   |       |        |  |
| Sun   |       |        |  |
|   |       |        |  |
|   |       |        |  |

# D

|  |       |        |  |          |                          |
|--|-------|--------|--|----------|--------------------------|
| <b>Boxing or wrestling entertainments</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)  | Indoors  | <input type="checkbox"/> |
|  |       |        |  | Outdoors | <input type="checkbox"/> |
|  |       |        |  | Both     | <input type="checkbox"/> |
| Day  | Start | Finish |  |          |                          |
| Mon  |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)   |          |                          |
| Tue  |       |        |  |          |                          |
| Wed  |       |        | <b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)  |          |                          |
| Thur   |       |        |  |          |                          |
| Fri  |       |        | <b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |                          |
| Sat  |       |        |  |          |                          |
| Sun  |       |        |  |          |                          |

**E**

|  |       |        |   |          |                                     |
|--|-------|--------|---|----------|-------------------------------------|
| <b>Live music</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b><br>(please read guidance note 3)  | Indoors  | <input type="checkbox"/>            |
|  |       |        |   | Outdoors | <input type="checkbox"/>            |
|  |       |        |   | Both     | <input checked="" type="checkbox"/> |
| Day  | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)<br>We would envisage being open 6 days a week.   |          |                                     |
| Mon  | 10:00 | 22:00  |   |          |                                     |
| Tue  | 10:00 | 22:00  | <b><u>State any seasonal variations for the performance of live music</u></b><br>(please read guidance note 5)  |          |                                     |
| Wed  | 10:00 | 22:00  |   |          |                                     |
| Thur   | 10:00 | 22:00  | <b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)<br>At Christmas we would intend extending opening hours 10 <sup>th</sup> December to 4 <sup>th</sup> January every year from 10:00 hours to 00:30 hours, on official bank holidays from 10:00 to 00:30, if the bank holiday falls on a Friday or a Monday those hours to apply for the saturday and Sunday of that weekend, and also New Years Eve from 10:00 hours to 10:00 hours the following day |          |                                     |
| Fri  | 10:00 | 23:00  |   |          |                                     |
| Sat  | 10:00 | 23:00  |   |          |                                     |
| Sun  | 10:00 | 22:00  |   |          |                                     |

# F

|  |       |        |  |          |                          |
|--|-------|--------|--|----------|--------------------------|
| <b>Recorded music</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b><br>(please read guidance note 3)   | Indoors  | <input type="checkbox"/> |
|  |       |        |  | Outdoors | <input type="checkbox"/> |
|  |       |        |  | Both     | <input type="checkbox"/> |
| Day  | Start | Finish |  |          |                          |
| Mon  |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)   |          |                          |
|  |       |        |  |          |                          |
| Tue  |       |        |  |          |                          |
|  |       |        |  |          |                          |
| Wed  |       |        | <b><u>State any seasonal variations for the playing of recorded music</u></b><br>(please read guidance note 5)   |          |                          |
|  |       |        |  |          |                          |
| Thur   |       |        |  |          |                          |
|  |       |        |  |          |                          |
| Fri  |       |        | <b><u>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</u></b> (please read guidance note 6) |          |                          |
|  |       |        |  |          |                          |
| Sat  |       |        |  |          |                          |
| Sun  |       |        |  |          |                          |
|  |       |        |  |          |                          |

# G

|   |       |        |   |          |                          |
|---|-------|--------|---|----------|--------------------------|
| <b>Performances of dance</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b><br>(please read guidance note 3)   | Indoors  | <input type="checkbox"/> |
|   |       |        |   | Outdoors | <input type="checkbox"/> |
|   |       |        |   | Both     | <input type="checkbox"/> |
| Day   | Start | Finish |   |          |                          |
| Mon   |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)  |          |                          |
| Tue   |       |        |   |          |                          |
| Wed   |       |        | <b><u>State any seasonal variations for the performance of dance</u></b><br>(please read guidance note 5)   |          |                          |
| Thur  |       |        |   |          |                          |
| Fri   |       |        | <b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |                          |
| Sat   |       |        |   |          |                          |
| Sun   |       |        |   |          |                          |

# H

|  |       |        |  |          |                          |
|--|-------|--------|--|----------|--------------------------|
| <b>Anything of a similar description to that falling within (e), (f) or (g)</b><br>Standard days and timings (please read guidance note 7) |       |        | Please give a description of the type of entertainment you will be providing   |          |                          |
| Day  | Start | Finish | <b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)   | Indoors  | <input type="checkbox"/> |
| Mon  |       |        |  | Outdoors | <input type="checkbox"/> |
|  |       |        |  | Both     | <input type="checkbox"/> |
| Tue  |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)   |          |                          |
| Wed  |       |        |  |          |                          |
| Thur   |       |        | <b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)  |          |                          |
| Fri  |       |        |  |          |                          |
| Sat  |       |        | <b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |                          |
| Sun  |       |        |  |          |                          |

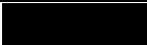
# I

|  |       |        |  |          |                          |
|--|-------|--------|--|----------|--------------------------|
| <b>Late night refreshment</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)   | Indoors  | <input type="checkbox"/> |
|  |       |        |  | Outdoors | <input type="checkbox"/> |
|  |       |        |  | Both     | <input type="checkbox"/> |
| Day  | Start | Finish |  |          |                          |
| Mon  |       |        | <u>Please give further details here</u> (please read guidance note 4)  |          |                          |
|  |       |        |  |          |                          |
| Tue  |       |        |  |          |                          |
|  |       |        |  |          |                          |
| Wed  |       |        | <u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)   |          |                          |
|  |       |        |  |          |                          |
| Thur   |       |        |  |          |                          |
|  |       |        |  |          |                          |
| Fri  |       |        | <u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6) |          |                          |
|  |       |        |  |          |                          |
| Sat  |       |        |  |          |                          |
| Sun  |       |        |  |          |                          |
|  |       |        |  |          |                          |

**J**

|   |              |               |   |                  |                          |
|---|--------------|---------------|---|------------------|--------------------------|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 7) |              |               | <b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)  | On the premises  | <input type="checkbox"/> |
|   |              |               |   | Off the premises | <input type="checkbox"/> |
|   |              |               |   | Both             | <input type="checkbox"/> |
| <b>Day</b>  | <b>Start</b> | <b>Finish</b> | <b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)<br>We would envisage being open 6 days a week  |                  |                          |
| Mon   | 10:00        | 22:00         |   |                  |                          |
|   |              |               |   |                  |                          |
| Tue   | 10:00        | 22:00         |   |                  |                          |
|   |              |               |   |                  |                          |
| Wed   | 10:00        | 22:00         |   |                  |                          |
|   |              |               |   |                  |                          |
| Thur  | 10:00        | 22:00         | <b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)<br>At Christmas we would intend extending opening hours 10 <sup>th</sup> December to 4 <sup>th</sup> January every year from 10:00 hours to 00:30 hours, on official bank holidays from 10:00 to 00:30, if the bank holiday falls on a Friday or a Monday those hours to apply for the saturday and Sunday of that weekend, and also New Years Eve from 10:00 hours to 10:00 hours the following day. |                  |                          |
| Fri   | 10:00        | 23:00         |   |                  |                          |
|   |              |               |   |                  |                          |
| Sat   | 10:00        | 23:00         |   |                  |                          |
|   |              |               |   |                  |                          |
| Sun   | 10:00        | 22:00         |   |                  |                          |
|   |              |               |   |                  |                          |

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

|   |   |
|---|---|
| <b>Name</b> Mrs Charlotte Alexandra Clark   |   |
| <b>Date of birth</b>  |  |
|  |   |
| <b>Postcode</b>   |  |
| <b>Personal licence number (if known)</b><br>PERS/N/1709                            |   |
| <b>Issuing licensing authority (if known)</b><br>Pembrokeshire County Council       |   |

## K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 9).

There will not be any adult entertainment that would rise concern in the respect of children.

## L

| <b>Hours premises are open to the public</b><br>Standard days and timings (please read guidance note 7) |       |        | <u>State any seasonal variations</u> (please read guidance note 5)  |
|---|-------|--------|---|
| Day   | Start | Finish |   |
| Mon   | 10:00 | 22:30  | <p><b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6)</p> <p>At Christmas we would intend extending opening hours 10<sup>th</sup> December to 4<sup>th</sup> January every year from 10:00 hours to 00:30 hours, on official bank holidays from 10:00 to 00:30, if the bank holiday falls on a Friday or a Monday those hours to apply for the Saturday and Sunday of that weekend, and also New Years Eve from 10:00 hours to 10:00 hours the following day.</p> |
|   |       |        |   |
| Tue   | 10:00 | 22:30  |   |
|   |       |        |   |
| Wed   | 10:00 | 22:30  |   |
|   |       |        |   |
| Thur  | 10:00 | 22:30  |   |
|   |       |        |   |
| Fri   | 10:00 | 23:30  |   |
|   |       |        |   |
| Sat   | 10:00 | 23:30  |   |
|   |       |        |   |
| Sun   | 10:00 | 22:30  |   |
|   |       |        |   |

## M

Describe the steps you intend to take to promote the four licensing objectives:

### **a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

The venue is first and foremost a distillery and visitor centre open to the public for tours and visitors. We will also run gin tasting sessions which will be booked for in advance with limited group sizes. We will also be serving tea and coffee, with water also available to all guests.

Food will be provided on weekends by pop up food companies, with any live music initially and predominantly being on Friday and Saturday evenings.

Drink prices, and the general marketing of the venue, are such that attendees will mostly comprise of older customers and couples.

Suitably qualified door persons will be engaged when alcohol is being sold after 8pm on Friday and Saturday nights when live music events are taking place.

Staff will be trained to either refer to door staff in the event of an incident if crime or disorder, or to call 999. Staff will also be fully familiar with our general risk assessment and fire risk assessment and regular fire drills will be undertaken.

Any live music will be intended to be acoustic bands and musicians, so as not to promote a 'party' atmosphere.

### **b) The prevention of crime and disorder**

Suitably qualified door supervisors will be employed when the premises is open past midnight and the supply of alcohol are taking place.

On Friday and Saturday nights door supervisors will be employed from 8pm until 30 minutes after alcohol supply has ended, when live music events are taking place.

Door supervisors will wear clothing that makes them clearly identifiable in that role.

A crime prevention policy will be put in place.

An incident book will be maintained within which full details of all occurrences of disorder and refused alcohol sales at the premises must be recorded. The incident book will be kept on the premises at all times and will be made available for inspection by licencing authorities and the police.

No one carrying open or sealed bottles or glasses will be admitted to the premises at any time.

No customers will be permitted to take open containers of alcoholic or soft drinks from the premises.

When live music events are not taking place, there will be very limited numbers allowed on premises at any one time, with the suitable amount of staff on duty for the amount of patrons.

### **c) Public safety**

The number of occupants at any given time shall not exceed 499, this being the number the building and courtyard has been calculated to comfortably accommodate, and for which there are more than sufficient fire exits.

Irresponsible drinks promotions will not be permitted.

The licence holder or persons authorised by them will check the premises before it opens to the public to ensure there are no risks to patrons and that all safety precautions are in place.

The licence holder will ensure that all staff are aware of their social and legal obligations and their responsibilities regarding the sale of alcohol.

Free drinking water is made available at all times the premises is open to the public.

The telephone numbers of local taxi operators will be prominently displayed at the premises for the benefit of customers.

All bottles, glasses and rubbish will be removed from public areas on a regular and frequent basis.

The electrical system at the premises, including portable appliances will be inspected and tested annually by a competent person and a satisfactory safety report obtained. A competent person will be a suitably qualified electrician who is registered with the ECA or NICEIC. All safety certificates and inspection reports will be kept on site and made available for inspection by officers of relevant statutory bodies.

The fire safety measures provided on the premises will be maintained in good working order, and their adequacy will be determined on a regular basis, by the carrying out of a fire risk assessment as required by, and in accordance with the Regulatory Reform (Fire Safety) Order 2005.

An adequate and appropriate supply of first aid equipment and materials will be available on the premises. All parts of the premises and all fittings and apparatus therein, door fastenings and notices and the seating, lighting, heating, electrical, ventilation, sanitary accommodation, washing facilities and other installations, will be maintained at all times in good order and in a safe condition.

**d) The prevention of public nuisance**

The licence holder will ensure that staff regularly patrol the premises both indoors and out to supervise the orderly conduct of patrons. Prominent, legible notices requesting people to leave the premises and the area quietly will be displayed at all exists.

Suitable signage will be displayed in the outdoor areas requesting patrons to respect the amenities of local residents.

Where outside areas are provided for the use of patrons facilities for the disposing and collecting of litter will be maintained.

To minimise the effect of littering, the applicant will provide litter bins both inside and directly outside the premises. During opening hours, and at the close of business, arrangement must be made for litter from the business to be collected from the immediate vicinity and stored inside the premises pending collection.

**e) The protection of children from harm**

A challenge 21/25 policy will be employed where those individuals who appear to be under the age of 21/25 attempting to purchase alcohol must be asked for identification. The only type of ID that will be accepted is PASS accredited ID, passport or photo driving licence.

No unaccompanied minor shall be admitted after 9pm any night

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.

- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

|                    |   |
|--------------------|---|
| <b>Declaration</b> | <ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul> |
| Signature          | [REDACTED]  |
| Date               | 16 <sup>th</sup> June 2022  |

|          |          |
|----------|----------|
| Capacity | Director |
|----------|----------|

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.**

|           |  |
|-----------|--|
| Signature |  |
| Date      |  |
| Capacity  |  |

|   |  |          |  |
|---|--|----------|--|
| Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) |  |          |  |
| Post town   |  | Postcode |  |
| Telephone number (if any)   |  |          |  |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional)   |  |          |  |
| [REDACTED]  |  |          |  |

### Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
  10. Please list here steps you will take to promote all four licensing objectives together.
  11. The application form must be signed.
  12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
  13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
  14. This is the address which we shall use to correspond with you about this application.

### **Right to work/immigration status**

A personal licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any personal licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this in one of two ways:

- 1) by providing with this application copies or scanned copies of the documents which an applicant may provide to demonstrate their entitlement to work in the UK (which do not need to be certified) that are published on GOV.UK and in [guidance issued under section 182 of the Licensing Act 2003](#).
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

