Dear Members

Licensing Sub Committee

A meeting of the Licensing Sub Committee will be held in the Sheridan Room, Civic Centre, Riverside, Stafford on Monday 9 December 2019 at 10.00am to deal with the business as set out on the agenda.

Please note that this meeting will be recorded.

Members are reminded that contact officers are shown in each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

I. Currell

Head of Law and Administration
AGENDA

1 Apologies
2 Officer’s Reports

Page Nos

ITEM NO 2(a) Application for a Premises Licence 3 - 48

REPORT OF LICENSING OFFICER

Membership

Chair - Councillor A P Edgeller

C A Baron D Holbrook-Summers
J A Barron A M Loughran
A R G Brown M Phillips
A P Edgeller R M Sutherland
M Green

(The 3 Members to form the Sub Committee will be appointed from the above)
Ward Interest - Forebridge

Application for a Premises Licence

Report of Licensing Officer

Purpose of Report

To consider an application for a Premises Licence for The Space Station, 10 Princes Street, Stafford, Staffordshire, ST16 2BN.

1 Detail

1.1 On 17 October 2019 the Council received an application for a Premises Licence for The Space Station, 10 Princes Street, Stafford, Staffordshire, ST16 2BN.

1.2 The application for the Premises Licence has been made by Billie Barron-West, of Stafford Carnegie Old Library Trust.

1.3 Between the 17 October and 14 November 2019 the Council received one relevant representation from an interested party.

1.4 The Responsible Authorities have not made any relevant representations.

1.5 The documents relating to the application and a copy of the representation made are attached as an APPENDIX.

2 Recommendation

2.1 The Committee is asked to consider this report and determine:

Whether to grant the Premises Licence as applied for.

2.2 The procedure for meetings of the Licensing Sub Committee is attached to this report.

Previous Consideration

NIL
Background Papers

File available in Licensing Section

Contact Officer

Katie McKinney, Licensing Officer, 01785 619100
**Application for the mandatory alcohol condition under the Licensing Act 2003 requiring a Designated Premises Supervisor in respect of a premises licence to be dispensed**

**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 in written black ink. Use additional sheets if necessary.

Once completed please give your application to [insert name and address of relevant licensing authority]. You may wish to keep a copy of the completed form for your records.

We, being a board or committee of individuals with responsibility for the management of the community premises described in Part 1 below, and being the applicant for a premises licence / premises licence holder [delete as applicable] in respect of those premises apply for the condition referred to in section 19(4) of the Licensing Act 2003 to be included in the licence instead of the conditions referred to in section 19(2) and (3) of the said Act. (see guidance note 2).

**Part 1 – Community premises details**

<table>
<thead>
<tr>
<th>Name of premises</th>
<th>Space Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal address of premises or, if none, ordnance survey map reference, or description</td>
<td>10 Princes street</td>
</tr>
<tr>
<td>Post town</td>
<td>Stafford</td>
</tr>
<tr>
<td>Postcode</td>
<td>ST16 2BN</td>
</tr>
<tr>
<td>Telephone number at premises (if any)</td>
<td></td>
</tr>
<tr>
<td>Premises licence number (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>
Brief description of premises and the composition of the committee or board of individuals with responsibility for the management of the premises (Please see Guidance Note 3)

Space Station is a project that has been set up by Stafford Carnegie Old Library Trust (Reg: 1166001) in partnership with Konnaktiv Arts (CN: 96376203) to be a creative community hub within the town centre. We will offer a space that will be available for hire by local artists to display their work or put on performances and workshops. Charges for this space will be on a sliding scale which will enable smaller artists as it will provide them with an affordable space. The project will be managed by Konnaktiv.

Please describe how you will ensure that alcohol sales are properly supervised and what arrangements you have in place (if any) for hiring out the premises (Please see Guidance Note 4)

All staff/ volunteers will receive mandatory training. We will abide by all Challenge 25 laws. When the space is hired out, inclusion of the bar will incur a separate fee in order to cover having a volunteer staff the bar. Any matters or issues arising will be dealt with by the SCOLT board of trustees.

Part 2 – Applicant details

We are the premises licence holder ✓ (Please tick ✓ yes)

Contact phone number in working hours (if any) 

E-mail address (optional)  

Current address (if different from premises address)  

Post Town  

Postcode  

Telephone (if any)  

Please tick *yes as appropriate*

I have enclosed the premises licence

I have enclosed the relevant part of the premises licence

This form accompanies a new premises licence application ✔

If you are varying an existing licence and have not ticked one of the first two boxes above, please explain why in the box below.

**Reasons why you have failed to enclose the premises licence or relevant parts**

---

Any further information to support your application

---

**CHECKLIST:**

Please tick *yes*

If applying to remove the mandatory requirements from an existing premises licence that already authorises alcohol sales

- I have made or enclosed payment of the fee ✔
- I have included documents (if available) which identify the premises and how it is managed ✔
- I have included copies of any hiring agreements ✔
- I have sent a copy of this application to the chief officer of police ✔
- I understand that if I do not comply with the above requirements my application will be rejected ✔

If applying alongside a new application or variation for a permission to allow alcohol sales

- this application accompanies a new premises licence application / this application accompanies a request for application to vary an existing premises licence [delete as applicable]
- I have enclosed the premises licence or relevant part of it or provided an explanation ✓
- I understand that if I do not comply with the above requirements my application will be rejected ✓

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.

Part 3 - Signatures (Please see guidance note 5)

Signature of applicants. Please provide two signatories of members of the management committee stating in what capacity they represent the premises licence holder.

<table>
<thead>
<tr>
<th>First Signature</th>
<th>Date 7/10/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity</td>
<td>Chair</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Signature</th>
<th>Date 7/10/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity</td>
<td>Lead Developement Officer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact name (where not previously given) and address for correspondence associated with this application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billy Barron-West</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post town</th>
<th>Postcode</th>
</tr>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone number (if any)</th>
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<tr>
<td></td>
</tr>
</tbody>
</table>

If you would prefer us to correspond with you by e mail your e mail address (optional)
From: Nicola Bills <...>
Sent: 06 November 2019 15:21
To: ehlicensing
Subject: FW: The Space Station
Attachments: The Space Station, Stafford.docx

Dear Sirs/Madam,

Please find agreement with the applicant for a set of conditions, providing these and the following hours form part of the premises licence, then we have no representations to make in this matter.

Monday to Sunday, Opening hours 0800hrs – 2300hrs, Licensable activities as per your application, no non-standard seasonal variations.

I have attached a word copy of the conditions for ease of pasting.

Kind regards

Nicky Bills

STAFFORDSHIRE POLICE

Southern Licensing Unit, Staffordshire Police, Burton Police Station, Horninglow Street, Burton, Staffordshire DE14 1PA
t: 101 e: 
Find us on...

www.staffordshire.police.uk
www.facebook.com/StaffordshirePolice
www.twitter.com/StaffsPolice www.twitter.com/opdrinksafe
www.youtube.com/StaffordshirePolice

From: Carnegie Library Stafford <...>
Sent: 06 November 2019 15:18
To: Nicola Bills <...>
Subject: Re: The Space Station - URGENT

Hi Nicky,

That’s great thank you, I agree to these terms.
Best wishes,
Billie

On Wed, 6 Nov 2019 at 14:59, Nicola Bills wrote:

Hi Billie,

My apologies, please find attached a set of conditions with the correct address on now, if you could respond to this email with agreement that would be great.

Thank you

Nicky

Southern Licensing Unit, Staffordshire Police, Burton Police Station, Horninglow Street, Burton, Staffordshire
DE14 1PA

t: 101

www.staffordshire.police.uk
www.facebook.com/StaffordshirePolice
www.twitter.com/StaffsPolice www.twitter.com/opdrinksafe
www.youtube.com/StaffordshirePolice
Hi Nicola,

I am happy with these terms, just to clarify - the address of the premises we are licensing is 10 Princes Street. The Peel street address is the one that SCOLT is registered to.

Best wishes,

Billie Barron-West
Chair

On Wed, 6 Nov 2019 at 14:51, Nicola Bills wrote:

Hi Billie,

Thanks for the reply, please now find attached a set of conditions that we would be looking to include on the premises licence, if granted. This will be taking in account timings of;

Monday to Sunday, Opening hours 0800hrs – 2300hrs, Licensable activities as per your application, no non-standard seasonal variations.

Please reply to this email if you are happy with the hours as above and the conditions attached to form part of the premises licence.

As I said, this application is timely so your quick response will be appreciated.

Kind Regards
Hi Nicola,

The seasonal hours will be within the hours already requested. Apologies if this was unclear.

Thanks,
On Wed, 6 Nov 2019 at 10:10, Nicola Bills wrote:

Hi Billie,

Unfortunately I am not working any late shifts this week, I need to speak to you as I wanted to discuss the application.

On it you have missed out the seasonal times you require, are these within the hours that you have already requested? If not a new application will have to be submitted with the missing times.

This is a timely application, I am off next week so I will need a response as soon as possible please, if you wish all the times to remain as per your application with no seasonal variations I can process it this week.

Please advise.

Kind Regards

Southern Licensing Unit, Staffordshire Police, Burton Police Station, Horninglow Street, Burton, Staffordshire

DE14 1PA

t: 101

e: 177
From: Carnegie Library Stafford
Sent: 05 November 2019 12:42
To: Nicola Bills <nicola.bills@staffordshirepolice.com>
Subject: Re: The Space Station

Hi Nicola,

I am currently at work at the moment so I am unable to call you. Would we be able to arrange a different time to speak? I can do any evening this week, and I am free all day Friday.

Thanks,

Billie Barron-West
Chair

On Tue, 5 Nov 2019 at 11:28, Nicola Bills <nicola.bills@staffordshirepolice.com> wrote:

Hi,

I am currently dealing with the premises licence application for the above, I require some clarity in relation to the application please, could Billie Barron-West call me on [redacted]

Thanks

Nicky Bills
Licensing Officer
Staffordshire Police

*official*

---------------------------------------------------------------------

*Keeping our Communities Safe and Reassured*

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This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit http://www.symanteccloud.com
Ref: Property known as "The Space Station, 10 Princes Street, Stafford ST16 2BN"

Please accept this email as formal objection to the Premises License application received from SCOLT (Stafford Carnegie Old Library Trust) for the above mentioned property.

Our objection is on following grounds:

1. The change of use application (A1 to D1/2) on this property has not been approved and to which we note an objection has been lodged through the Planning Portal
2. The application for a Premises License is contrary to the stated aims and objectives of the venture i.e. a community hub for arts etc.
3. The granting of a Premises License would increase the noise to commercial and nearby residential properties and may cause additional street pollution to the area (bottles, glasses, human waste etc.)
4. The Charitable Status of SCOLT is questioned, as it was granted only with reference to their initial campaign (to save the Carnegie Library) and NOT for the above mentioned property.
5. The granting of a Premises License is not in keeping with the surrounding commercial properties and is in direct competition to those nearby properties whose business is based on the sale of alcohol e.g. Slaters Bar, Weatherspoons etc.

Yours sincerely,

Nick Gallagher-Hughes

---

Hello

Please send it to: [email]

Kind regards,

Leo

---

Do we send it to this email address?

Get [Outlook for Android](https://www.outlook.com)
Good Morning

Thank you for your email.

An objection via email would be classed as a written objection so this is perfectly acceptable.

Kind regards,

Leo

---

From: Nicholas Gallagher-Hughes
Sent: 27 October 2019 22:12
To: ehlicensing
Subject: Objecting to an application

Good morning

Does an objection to a Premises License need to be in writing (posted) or is an email objection acceptable. Nick Gallagher.

Get Outlook for Android

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# Stafford
Application for a premises licence
Licensing Act 2003

## Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

<table>
<thead>
<tr>
<th>System reference</th>
<th>Not Currently In Use</th>
<th>This is the unique reference for this application generated by the system.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your reference</td>
<td></td>
<td>You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.</td>
</tr>
</tbody>
</table>

Are you an agent acting on behalf of the applicant?

- [ ] Yes
- [x] No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

<table>
<thead>
<tr>
<th>* First name</th>
<th>Billie</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Family name</td>
<td>Barron-West</td>
</tr>
<tr>
<td>* E-mail</td>
<td></td>
</tr>
<tr>
<td>Main telephone number</td>
<td></td>
</tr>
<tr>
<td>Other telephone number</td>
<td></td>
</tr>
</tbody>
</table>

Include country code.

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

- [x] Applying as a business or organisation, including as a sole trader
- [ ] Applying as an individual

### Applicant Business

Is your business registered in the UK with Companies House?

- [x] Yes
- [ ] No

Note: completing the Applicant Business section is optional in this form.

<table>
<thead>
<tr>
<th>Registration number</th>
<th>1166001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business name</td>
<td>Stafford Carnegie Old Library Trust</td>
</tr>
<tr>
<td>VAT number</td>
<td>none</td>
</tr>
<tr>
<td>Legal status</td>
<td>Charity or Association</td>
</tr>
</tbody>
</table>

If your business is registered, use its registered name.

Put "none" if you are not registered for VAT.
Continued from previous page...

Your position in the business: Chair

Home country: United Kingdom

Registered Address

<table>
<thead>
<tr>
<th>Building number or name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td></td>
</tr>
<tr>
<td>District</td>
<td></td>
</tr>
<tr>
<td>City or town</td>
<td></td>
</tr>
<tr>
<td>County or administrative area</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
</tbody>
</table>

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- [ ] Address
- [ ] OS map reference
- [ ] Description

Postal Address Of Premises

<table>
<thead>
<tr>
<th>Building number or name</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td>Princes Street</td>
</tr>
<tr>
<td>District</td>
<td></td>
</tr>
<tr>
<td>City or town</td>
<td>Stafford</td>
</tr>
<tr>
<td>County or administrative area</td>
<td>Staffordshire</td>
</tr>
<tr>
<td>Postcode</td>
<td>ST16 2BN</td>
</tr>
<tr>
<td>Country</td>
<td>United Kingdom</td>
</tr>
</tbody>
</table>

Further Details

<table>
<thead>
<tr>
<th>Telephone number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-domestic rateable value of premises (£)</td>
<td></td>
</tr>
</tbody>
</table>
### Section 3 of 21

**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- [ ] An individual or individuals
- [ ] A limited company / limited liability partnership
- [ ] A partnership (other than limited liability)
- [ ] An unincorporated association
- [ ] Other (for example a statutory corporation)
- [ ] A recognised club
- [x] A charity
- [ ] The proprietor of an educational establishment
- [ ] A health service body
  
  - A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
  
  - A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- [ ] The chief officer of police of a police force in England and Wales

### Section 4 of 21

**NON INDIVIDUAL APPLICANTS**

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

**Non Individual Applicant's Name**

Name: Stafford Carnegie Old Library Trust

**Details**

Registered number (where applicable): 1166001

Description of applicant (for example partnership, company, unincorporated association etc)

CIO
Continued from previous page...

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

* Date of birth

* Nationality

Documents that demonstrate entitlement to work in the UK

Add another applicant

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start? 15 / 10 / 2019

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

Provide a general description of 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.

The premises is a two storey building on Princes street. Both floors will be available for public use, with the front entrance being the public entrance and the rear being a loading entrance and fire exit.
Continued from previous page...

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

Section 6 of 21

PROVISION OF PLAYS

See guidance on regulated entertainment.

Will you be providing plays?

☐ Yes  ☐ No

Standard Days And Timings

MONDAY

Start 17:00  
End 19:00  
Start 19:00  
End 21:00

TUESDAY

Start 17:00  
End 19:00  
Start 19:00  
End 21:00

WEDNESDAY

Start 17:00  
End 19:00  
Start 19:00  
End 21:00

THURSDAY

Start 17:00  
End 19:00  
Start 19:00  
End 21:00

FRIDAY

Start 17:00  
End 19:00  
Start 19:00  
End 21:00

SATURDAY

Start 12:00  
End 16:00  
Start 17:00  
End 21:00

SUNDAY

Start 12:00  
End 16:00  
Start  
End

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.

Will the performance of a play take place indoors or outdoors or both?

☐ Indoors  ☐ Outdoors  ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.
Continued from previous page...

State 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.

Music will be amplified during performances

State any seasonal variations for performing plays

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Christmas Eve, New Years Eve, Easter Weekend, any sundays that fall the day before a bank holiday monday.

Section 7 of 21

PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

☐ Yes  ☐ No

Standard Days And Timings

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>17:00</td>
<td>17:00</td>
<td>17:00</td>
</tr>
<tr>
<td>End</td>
<td>19:00</td>
<td>19:00</td>
<td>19:00</td>
</tr>
</tbody>
</table>

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.

Start 19:00  
End 21:00
Continued from previous page...

THURSDAY
Start 17:00          End 19:00
Start 19:00          End 21:00

FRIDAY
Start 17:00          End 19:00
Start 19:00          End 21:00

SATURDAY
Start 12:00          End 16:00
Start 17:00          End 21:00

SUNDAY
Start 12:00          End 16:00
Start          End

Will the exhibition of films take place indoors or outdoors or both?
☐ Indoors ☑ Outdoors ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Sound will be amplified during showings

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Christmas Eve, New Years Eve, Easter Weekend, any sundays that fall the day before a bank holiday monday.

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment
Continued from previous page...

Will you be providing indoor sporting events?
- Yes  
- No  

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?
- Yes  
- No  

Section 10 of 21

PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?
- Yes  
- No  

Standard Days And Timings

<table>
<thead>
<tr>
<th>Day</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>08:00</td>
<td>23:00</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>08:00</td>
<td>23:00</td>
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<tr>
<td>WEDNESDAY</td>
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<td>FRIDAY</td>
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<tr>
<td>SATURDAY</td>
<td>08:00</td>
<td>23:00</td>
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</table>

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.
Continued from previous page...

**SUNDAY**

Start 08:00  
End 23:00  
Start  
End  

Will the performance of live music take place indoors or outdoors or both?  
☐ Indoors  ☐ Outdoors  ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Music will be amplified

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Christmas Eve, New Years Eve, Easter Weekend, any sundays that fall the day before a bank holiday monday.

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**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

See guidance on regulated entertainment

Will you be providing recorded music?  
☐ Yes  ☐ No

**Standard Days And Timings**

**MONDAY**

Start 08:00  
End 23:00  
Start  
End  

**TUESDAY**

Start 08:00  
End 23:00  
Start  
End  

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.
### Wednesday

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Will the playing of recorded music take place indoors or outdoors or both?

- [ ] Indoors
- [ ] Outdoors
- [ ] Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

**Music will be amplified**

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Christmas Eve, New Years Eve, Easter Weekend, any sundays that fall the day before a bank holiday monday.
**PROVISION OF PERFORMANCES OF DANCE**

See guidance on regulated entertainment.

Will you be providing performances of dance?

☐ Yes ☐ No

### Standard Days And Timings

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Will the performance of dance take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Music will be amplified
State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Christmas Eve, New Years Eve, Easter Weekend, any sundays that fall the day before a bank holiday monday.

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes  ☐ No

**Standard Days And Timings**

**MONDAY**

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**TUESDAY**

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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.
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FRIDAY

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SATURDAY

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SUNDAY

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Give a description of the type of entertainment that will be provided

Workshops for various types and styles of art and performance art.

Will this entertainment take place indoors or outdoors or both?

- [ ] Indoors
- [ ] Outdoors
- [ ] Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Music will be amplified

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Christmas Eve, New Years Eve, Easter Weekend, any sundays that fall the day before a bank holiday monday.
Continued from previous page...

Will you be providing late night refreshment?
- Yes
- No

Standard Days And Timings

MONDAY
Start 08:00
End
Start
End

TUESDAY
Start 08:00
End 23:00
Start
End

WEDNESDAY
Start 08:00
End 23:00
Start
End

THURSDAY
Start 08:00
End 23:00
Start
End

FRIDAY
Start 08:00
End 23:00
Start
End

SATURDAY
Start 08:00
End 23:00
Start
End

SUNDAY
Start 08:00
End 23:00
Start
End

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.

Will the provision of late night refreshment take place indoors or outdoors or both?
- Indoors
- Outdoors
- Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Music will be amplified
**Continued from previous page...**

**SATURDAY**

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**SUNDAY**

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Will the sale of alcohol be for consumption:
- [ ] On the premises
- [ ] Off the premises
- [ ] Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

---

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Christmas Eve, New Years Eve, Easter Weekend, any sundays that fall the day before a bank holiday monday.

---

State the name and details of the individual whom you wish to specify on the licence as premises supervisor.

**Name**

<table>
<thead>
<tr>
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<tr>
<td>Family name</td>
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<td>Date of birth</td>
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[ ] / [ ] / [ ]

dd mm yyyy
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State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Christmas Eve, New Years Eve, Easter Weekend, any sundays that fall the day before a bank holiday monday.

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☐ Yes

☐ No

Standard Days And Timings

MONDAY

Start 08:00

End 23:00

TUESDAY

Start 08:00

End 23:00

WEDNESDAY

Start 08:00

End 23:00

THURSDAY

Start 08:00

End 23:00

FRIDAY

Start 08:00

End 23:00

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.
Enter the contact's address

Building number or name
Street
District
City or town
County or administrative area
Postcode
Country United Kingdom

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

☐ Electronically, by the proposed designated premises supervisor
☐ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

Not Applicable

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start 08:00
End 23:00

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.
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State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Christmas Eve, New Years Eve, Easter Weekend, any sundays that fall the day before a bank holiday monday.

Section 18 of 21

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)
List here steps you will take to promote all four licensing objectives together.

**We will promote all four licensing objectives through positive community engagement and appropriate policies and procedures.**

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

Signage will indicate our zero tolerance policy on drug use and disorderly behavior and we will have regular contact with the local Community Police Officers.

**c) Public safety**

All potential hazards will be identified and addressed appropriately in our risk assessments.

**d) The prevention of public nuisance**

We will have signage at all exits requesting that customers respect our neighbours by leaving in a quiet and orderly manner.

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

Young children must be supervised at all times by a parent or guardian. We will have a designated safeguarding officer.
Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a 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 premises 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 an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 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).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK (please see note below about which sections of the passport to copy).
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, when produced in combination with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
Continued from previous page...

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relating to the carrying on of a licensable activity.

- A current Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.

- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A Certificate of Application, less than 6 months old, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.

- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    (i) working e.g. employment contract, wage slips, letter from the employer,
    (ii) self-employed e.g. contracts, Invoices, or audited accounts with a bank,
    (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:**

(i) any page containing the holder's personal details including nationality;
(ii) any page containing the holder's photograph;
(iii) any page containing the holder's signature;
(iv) any page containing the date of expiry; and
(v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.
Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

**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](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.

Section 20 of 21
NOTES ON REGULATED ENTERTAINMENT
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.
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- Dance: no licence is required for performances between 08.30 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:
  o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  o 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;
  o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  o 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.

section 21 of 21

payment details

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non-domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00
Band B - £4301 to £87000 £190.00
Band C - £87001 to £125000 £315.00
Band D - £125001 to £125000 £450.00*
Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £125000 £900.00
Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00
Capacity 10000-14999 £2,000.00
Capacity 15000-19999 £4,000.00
Capacity 20000-29999 £8,000.00
Capacity 30000-39000 £16,000.00
Capacity 40000-49999 £24,000.00
Capacity 50000-59999 £32,000.00
Capacity 60000-69999 £40,000.00
Capacity 70000-79999 £48,000.00
Capacity 80000-89999 £56,000.00
Capacity 90000 and over £64,000.00

* Fee amount (£) 190.00

declaration
Continued from previous page...

How we use your personal information

The information that you have provided on this form will be used by Stafford Borough Council, who are the data controller, for the processing of your application and providing you with a licence. We will only share your information with/ or on The Public Register, The Home Office, other Government agencies, Council departments and Enforcement agencies and the National Fraud Initiative when necessary or where the law otherwise requires or allows us to do so. For further information, please see www.staffordbc.gov.uk/privacynotices

☑ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name  
Billie Barron-West

* Capacity  
Chair of SCOLT

* Date  
22 / 09 / 2019  
DD / MM / YYYY

Once you're finished you need to do the following:
1. Save this form to your computer by clicking file/save as...
2. Go back to https://www.gov.uk/apply-for-a-licence/premises-licence/stafford/apply-1 to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

IT IS AN OFFENCE UNDER SECTION 248 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
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No. 10 Princess St
STAFFORD
INTERNAL
DIMENSIONS
Scale 1:100

2500

1st Floor

4000

Kitchen

1745

Ground Floor

Door to Street

Rear Access & Fire Escape

All dimensions shown are in ft. m.
Stafford Borough - Civic Centre  
Transaction Date: 17/10/2019 14:22:37  
Operator: BJK01  
Machine: BGAL

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Premises Licence App / Full Variations (No Vat)  
The Space Station 10 Princes Street

Thank you for making a payment to Stafford Borough Council. Should you have any queries regarding this transaction please telephone us on (01785) 619000 between 09:00 and 17:00
Prevention of Crime and Disorder

CCTV must be installed and operating correctly to manufacturer’s instructions internally and externally and must cover all public areas where licensable activity takes place whilst the premises is open to the public. This must include all areas that smokers/drinkers are allowed to congregate.

The time and date must be set to the correct time relating to BST/GMT.

A competent trained person in the use of and operation of the CCTV must be in attendance at the premises at all times that licensable activities take place and be able to fully operate the CCTV system to be able to download at the time of the visit/upon request onto a CD/DVD/USB stick any information requested by any Responsible Authority.

All CCTV images must be retained for a period of not less than 28 days and any evidential incidents must be downloaded and stored in a secure system until such time as collected by an appropriate authority.

All persons involved in the sale of alcohol who are not the holder of a Personal Licence to sell alcohol must receive initial and regular 12 monthly refresher training by the Designated Premises Supervisor or external training provider with regards to the law in relation to the sale of alcohol. Such training must be recorded and up to date training records of all such persons must be maintained at the premises and produced and made available for inspection at the time of the visit/upon request by a responsible authority. There must be twelve months records retained.

An incident register of all occurrences and ejections from the premises must be maintained at the premises and any details of any incidents of crime or disorder or misuse of drugs offences must be recorded. The register must be produced and made available at the time of the visit/upon request to any responsible authority.

Prior to the premises trading on New Year’s Eve/Bank Holidays/Sunday prior to a Bank Holiday, where licensable activity is to take place there must be a written risk assessment which must include the need for door supervisors and where door supervisors are not used the rationale for that decision must be recorded. These risk assessments must be retained for 12 months and made available at the time of the visit/upon request to any Responsible Authority.
The Premises will be an active member of PABCIS (Partners against Business Crime in Staffordshire). The Licence holder and the DPS or another nominee will attend all meetings relevant to the premises as organised by the initiative and will actively participate in the partnership scheme and fully adhere to all the rules and regulations of the scheme.

Public safety

No persons will be permitted to take any open vessels containing any alcoholic/non-alcoholic drinks from the boundaries of the premises.

The Prevention of Public Nuisance

A notice advising customers to leave the premises quietly must be displayed at the exit of the premises.

The Protection of Children from Harm

A Challenge 25 policy must be adopted and enforced at the premises where all persons who appear to be under the age of 25 must be challenged for acceptable identification to prove they are over the age of 18 prior to the purchase of alcohol.

The only acceptable forms of identification will be a valid photo driving licence, valid passport or a valid PASS approved proof of age card.

Challenge 25 posters must be displayed at all entrances to the premises, all areas where alcohol is displayed and at the cash till payment area.

A refusals register with details of all refusals must be maintained at the premises. The register must contain details of the staff member refusing the sale and must be checked on a monthly basis by the Designated Premises Supervisor and signed and dated by the Designated Premises Supervisor.

The refusals register must be produced and made available for inspection at the time of the visit/ or upon request by any Responsible Authority.
LICENSING SUB COMMITTEE PROCEDURE

The Chairman will introduce the Members of the Sub-Committee and invite those present at each hearing to introduce themselves.

1. The Licensing Officer outlines the details of the application, and relevant representations received, to the Sub Committee.

2. Any person who has submitted a relevant representation will be given the opportunity to present details of their representation. The running order for such presentations will be decided by the Chairman prior to the first presentation commencing.

3. Following each submission, the Applicant or his representative may question the person concerned.

4. Members of the Sub-Committee may then ask questions of the person concerned.

5. Once all relevant representations have been heard, the Applicant or his representative presents his application for the licence and calls any witnesses in support.

6. Any person who has submitted relevant representations may then question the Applicant (if he has given evidence) and any witnesses.

7. Members of the Sub-Committee may then ask questions of the Applicant and any witnesses.

8. All parties who have presented relevant representations can summarise their case and comment briefly on the Applicant’s replies to questions. They cannot introduce new issues.

9. The Applicant can summarise their case and comment briefly on the any parties replies to his questions, they cannot introduce new issues.

10. All parties will then withdraw whilst the Sub Committee considers the case.

11. The Sub Committee will deliberate in private only recalling any party to clear points of uncertainty on evidence already given. If recall is necessary all parties will return notwithstanding only one is concerned with the point giving rise to doubt.

12. The Chairman will announce the Sub Committee’s decision and will give reasons for the decision to the parties at the end of the hearing; the decision being confirmed in writing afterwards.