



East
Cambridgeshire
District Council
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Premises Licence Application

Case Ref FS-Case-96625154

Date Submitted 2018-11-23 08:19:44

Environmental Services

East Cambridgeshire District Council The Grange Nutholt Lane Ely Cambs CB7 4EE

Application for a premises licence to be granted

under the Licensing Act 2003

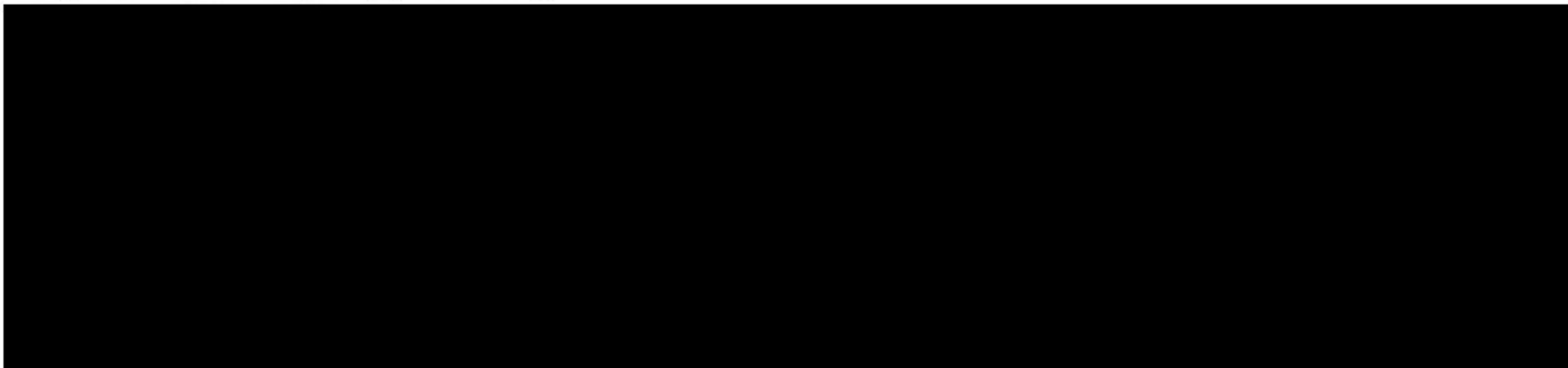
PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.

I/We the applicants named below 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

Are you completing this form as **an Agent**

Agent Details (if applicable)



Part 1 - Premises Details

Postal address of premises:	Hereward 45-49 Market Street, , Ely, CB7 4LT
Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 93000

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as:

(a) an individual or individuals*: No

OR

(b) a person other than an individual*: Limited Company

*If you are applying as a person described in (a) or (b) please confirm:

I am carrying on or propose to carry on a business which involves the use of the premises for licensable activities or

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

If completed by Applicant:

(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
Address
Registered number (where applicable) FC029833
Description of applicant (for example. partnership, company, unincorporated association etc.)
Telephone number (if any) N/A
E-mail address (optional)

Part 3 - Operating Schedule

When do you want the premises licence to start?: 20/12/2018

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

Please give a general description of the premises (please read guidance note 1) The premises is located over one floor, with customer facilities and back of house areas all on the ground floor. There are two external areas, one to the front and one to the side of the premises, as detailed on the enclosed plan, drawing number 2867-81A.

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

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

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

Provision of regulated entertainment: (please read guidance note 2)

(b) Films, (c) Indoor Sporting Events, (e) Live Music, (f) Recorded Music, (g) Performance of Dance, (i) Provision of late night refreshment, (j) Supply of alcohol

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)
Will the performance of a play take place indoors or outdoors or both (please read guidance note 3)
Please give further details here (please read guidance note 4)
State any seasonal variations for performing plays (please read guidance note 5)

Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed above, please list (please read guidance note 6)

B

Films

Standard days and timings (please read guidance note 7)

Day Monday Start Time 07:00:00 End Time 00:00:00

Day Tuesday Start Time 07:00:00 End Time 00:00:00

Day Wednesday Start Time 07:00:00 End Time 00:00:00

Day Thursday Start Time 07:00:00 End Time 01:00:00

Day Friday Start Time 07:00:00 End Time 03:00:00

Day Saturday Start Time 07:00:00 End Time 03:00:00

Day Sunday Start Time 07:00:00 End Time 01:00:00

Will the exhibition of films take place indoors or outdoors or both(please read guidance note 3)

Indoors

Please give further details here (please read guidance note 4)

Films including but not limited to amplified music videos, sports, and TV programmes

State any seasonal variations for the exhibition of films(please read guidance note 5)

Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed above, please list (please read guidance note 6)

- From the end of permitted hours on New Years Eve to the start of permitted hours on New Years Day.
- An additional hour to the terminal hour on the day that British Summertime commences.

C

Indoor Sporting Events

Standard days and timings (please read guidance note 7)

Day Monday Start Time 09:00:00 End Time 00:00:00

Day Tuesday Start Time 09:00:00 End Time 00:00:00

Day Wednesday Start Time 09:00:00 End Time 00:00:00

Day Thursday Start Time 09:00:00 End Time 01:00:00

Day Friday Start Time 09:00:00 End Time 03:00:00

Day Saturday Start Time 09:00:00 End Time 03:00:00

Day Sunday Start Time 09:00:00 End Time 01:00:00

Please give further details (please read guidance note 4)

The playing of indoor pub games, eg skittles, pool, snooker and darts

State any seasonal variations for indoor sporting events (please read guidance note 5)

Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed above, please list (please read guidance note 6)

- From the end of permitted hours on New Years Eve to the start of permitted hours on New Years Day.
- An additional hour to the terminal hour on the day that British Summertime commences.

D

Boxing or wrestling entertainments

Standard days and timings (please read guidance note 7)

Will the boxing or wrestling entertainment take place indoors or outdoors or both(please read guidance note 3)

Please give further details here (please read guidance note 4)

State any seasonal variations for boxing or wrestling entertainment(please read guidance note 5)

Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed above, please list (please read guidance note 6)

E

Live Music

Standard days and timings (please read guidance note 7)

Day Monday Start Time 09:00:00 End Time 00:00:00

Day Tuesday Start Time 09:00:00 End Time 00:00:00

Day Wednesday Start Time 09:00:00 End Time 00:00:00

Day Thursday Start Time 09:00:00 End Time 01:00:00

Day Friday Start Time 09:00:00 End Time 03:00:00

Day Saturday Start Time 09:00:00 End Time 03:00:00

Day Sunday Start Time 09:00:00 End Time 01:00:00

Will the performance of live music take place indoors or outdoors or both(please read guidance note 3)

Indoors

Please give further details here (please read guidance note 4)

Playing of amplified or unamplified live music through the premises

State any seasonal variations for the performance of live music(please read guidance note 5)

Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed above, please list (please read guidance note 6)

- From the end of permitted hours on New Years Eve to the start of permitted hours on New Years Day.
- An additional hour to the terminal hour on the day that British Summertime commences.

F

Recorded Music

Standard days and timings (please read guidance note 7)

Day Monday Start Time 07:00:00 End Time 00:00:00

Day Tuesday Start Time 07:00:00 End Time 00:00:00

Day Wednesday Start Time 07:00:00 End Time 00:00:00

Day Thursday Start Time 07:00:00 End Time 01:00:00

Day Friday Start Time 07:00:00 End Time 03:00:00

Day Saturday Start Time 07:00:00 End Time 03:00:00

Day Sunday Start Time 07:00:00 End Time 01:00:00

Will the playing of recorded music take place indoors or outdoors or both(please read guidance note 3)

Indoors

Please give further details here (please read guidance note 4)

Playing of recorded music via an in house music system.

State any seasonal variations for the playing of recorded music(please read guidance note 5)

Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed above, please list (please read guidance note 6)

- From the end of permitted hours on New Years Eve to the start of permitted hours on New Years Day.
- An additional hour to the terminal hour on the day that British Summertime commences.

G

Performance of dance

Standard days and timings (please read guidance note 7)

Day Monday Start Time 09:00:00 End Time 00:00:00

Day Tuesday Start Time 09:00:00 End Time 00:00:00

Day Wednesday Start Time 09:00:00 End Time 00:00:00

Day Thursday Start Time 09:00:00 End Time 01:00:00

Day Friday Start Time 09:00:00 End Time 03:00:00

Day Saturday Start Time 09:00:00 End Time 03:00:00

Day Sunday Start Time 09:00:00 End Time 01:00:00

Will the performance of dance take place indoors or outdoors or both(please read guidance note 3)

Indoors

Please give further details here (please read guidance note 4)

Performances of dance by staff and performers throughout the venue

State any seasonal variations for the performance of dance(please read guidance note 5)

Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed above, please list (please read guidance note 6)

- From the end of permitted hours on New Years Eve to the start of permitted hours on New Years Day.
- An additional hour to the terminal hour on the day that British Summertime commences.

H

Anything of a similar description to that falling within (e), (f) or (g)

Standard days and timings (please read guidance note 7)

Please give a description of the type of entertainment you will be providing

Will this entertainment take place indoors or outdoors or both(please read guidance note 3)

Please give further details here (please read guidance note 4)

State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)

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 above, please list (please read guidance note 6)

I

Late night refreshment

Standard days and timings (please read guidance note 7)

Day Monday Start Time 23:00:00 End Time 00:00:00

Day Tuesday Start Time 23:00:00 End Time 00:00:00

Day Wednesday Start Time 23:00:00 End Time 00:00:00

Day Thursday Start Time 23:00:00 End Time 01:00:00

Day Friday Start Time 23:00:00 End Time 03:00:00

Day Saturday Start Time 23:00:00 End Time 03:00:00

Day Sunday Start Time 23:00:00 End Time 01:00:00

Will the provision of late night refreshment take place indoors or outdoors or both(please read guidance note 3)

Both

Please give further details here (please read guidance 4)

Hot food and drink

State any seasonal variations for the provision of the late night refreshment(please read guidance note 5)

Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed above, please list (please read guidance note 6)

- From the end of permitted hours on New Years Eve to the start of permitted hours on New Years Day.
- An additional hour to the terminal hour on the day that British Summertime commences.

J**Supply of alcohol**

Standard days and timings (please read guidance note 7)

Day Monday Start Time 09:00:00 End Time 00:00:00

Day Tuesday Start Time 09:00:00 End Time 00:00:00

Day Wednesday Start Time 09:00:00 End Time 00:00:00

Day Thursday Start Time 09:00:00 End Time 01:00:00

Day Friday Start Time 09:00:00 End Time 03:00:00

Day Saturday Start Time 09:00:00 End Time 03:00:00

Day Sunday Start Time 09:00:00 End Time 01:00:00

Will the supply of alcohol be for consumption on the premises or off the premises or both (please read guidance note 8)

Both

State any seasonal variations for the supply of alcohol(please read guidance note 5)

Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed above, please list (please read guidance note 6)

- From the end of permitted hours on New Years Eve to the start of permitted hours on New Years Day.
- An additional hour to the terminal hour on the day that British Summertime commences.

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):

Name	Mr Simon Pac-Pomarnacki
Address	45 Market Street Ely Cambridgeshire CB7 4LZ

Date of Birth	
Personal licence number (if known)	13961
Issuing licensing authority (if known)	London Borough of Richmond

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)
None

L

Hours premises are open to the public
Standard days and timings (please read guidance note 7)
Day Monday Start Time 07:00:00 End Time 00:30:00
Day Tuesday Start Time 07:00:00 End Time 00:30:00
Day Wednesday Start Time 07:00:00 End Time 00:30:00
Day Thursday Start Time 07:00:00 End Time 01:30:00
Day Friday Start Time 07:00:00 End Time 03:30:00
Day Saturday Start Time 07:00:00 End Time 03:30:00
Day Sunday Start Time 07:00:00 End Time 01:30:00

State any seasonal variations (please read guidance note 5)

Non standard timings. Where you intend the premises to be open to the public at different times from those listed above, please list (please read guidance note 6)

- From the end of permitted hours on New Years Eve to the start of permitted hours on New Years Day.
- An additional hour to the terminal hour on the day that British Summertime commences.

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 information provided in this box is solely for information only and not intended to be converted into conditions on the licence.]

Stonegate Pub Company Limited have owned and operated the Hereward since 2013.

The premises operate under Stonegate's 'Great Traditional Pubs' brand and provide a substantial quality food offering as well as entertainment in the form of music and other events and activities provided for customers.

The Hereward has the benefit of an existing premises licence, number 14/00715/LIQ_05.

The existing premises permits licensable activities from 11:00 hours to midnight Sunday to Wednesday and from 11:00 hours to 01:00 hours Thursday to Saturday. Opening hours, recorded music and films are permitted from 7am, and there is an additional 30 minutes drinking up time. In addition, the licence permits existing non-standard timings for New Year's Eve to New Year's Day and British Summertime.

This New Premises Licence Application seeks to extend the start time for licensable activities to commence at 9am (save for films and recorded music which will be 7am as per existing premises

licence), and to extend the permitted terminal hours on Fridays, Saturdays and Sundays. The application has also been submitted to update the premises licence conditions to ensure that they are suitable for the style of operation at the premises following pre-consultation with the Police Licensing officer, Licensing Authority Officer and Environmental Health. Much of the current operating schedule is replicated and offered as new updated conditions in boxes b) to e) below. However, new conditions are also offered which bolster the operating schedule ensuring it is robust, clear, appropriate and enforceable.

The inclusion of a new condition relating to the use of door staff and a body cam, which are not currently conditions on the premises licence, will help continue to promote the licensing objectives. In addition, the retention of the conditions regarding operation of the side external area will ensure that the premises does not cause a nuisance.

Given the changes proposed, the applicant has carefully considered the application, the effect of the licensing objectives and the Council's Licensing Policy. Steps have been taken to ensure that the application and proposed operation will continue to promote the licensing objectives without undermining the licensing objectives. In particular, pre-consultation on the application has taken place with the Licensing Officer, the Police Licensing Officer and Environmental Health Officer prior to submission of the application and their comments have been taken into consideration in preparing and submitting this application.

The purpose for seeking later hours comes from requests from our customers, who want to continue their night in a safe and comfortable environment, rather than leave and go to other premises. The applicant feels the extension of the terminal hours will ensure customers can stay in a well-managed, controlled and supervised environment for longer, if they wish (rather than go elsewhere), preventing double migration of customers leaving our premises and then another premises later on, as well as allowing a longer wind down period and a more gradual dispersal of customers which can be managed and contained, reducing impact on the area and licensing objectives by a mass dispersal at any one time.

Stonegate are an experienced licensed operator and have in place an extensive licensing manual containing policies and procedures across the whole estate, which are adapted at site level to ensure the premises operates to a high standard and promotes the Licensing Objectives. These include policies regarding social responsibility, training, underage sales and challenge policies, incident logs, queuing policy, drugs and dispersal policy, and noise management and the management of outside areas policies as well as procedures to prevent crime and disorder and public nuisance. These robust policies and procedures that are already in place will continue to operate if the extended hours are granted.

In the event that this new premises licence is granted as applied for or in an acceptable form, the intention will be to surrender the existing premises licence number 14/00715/LIQ_05.

Considering the above, we believe that the New Premises Licence Application will not have an adverse impact on the licensing objectives. The Applicant believes that the new proposed conditions, along with existing measures within the operating schedule and robust internal policies in place, as well as experience of the applicant, will ensure the premises continues to promote the Licensing Objectives if the application is granted and further conditions are not required

b) The prevention of crime and disorder

Please see box a) above. In addition, the following new condition is proposed in the event that the application sought is granted as applied for:-

1. A CCTV system shall be installed at the premises and maintained in good working order and used at all times when the premises are open for licensable activities. Any CCTV footage shall be held for at least 28 days and shall be made available to an officer of the Licensing Authority or Police on reasonable request.
2. Where Pubwatch exists covering the area of which the premises is situated then the DPS or other nominated employee shall participate in Pubwatch.
3. The need for door supervisors will be assessed by way of risk assessment and cognisance will be taken of any police advice.
4. There shall be a minimum of one body worn camera devices in use at the premises whenever door staff are on duty. The cameras will be used in accordance with the Information Commissioners Office Guidance. The body worn devices shall be capable of recording video (images) and sound. Recorded images shall be stored for a minimum of 31 days.
5. The premises shall maintain a written drugs policy, which shall be made available to the Police or an authorised officer of the Council upon request.
6. An incident log book (which may be electronic) shall be kept on the premises and made available on request to an authorised officer of the Council or Police which will record the following:-
 - a. Any incidents of disorder
 - b. Any seizures of drugs or offensive weapons
 - c. Any ejections of patrons
7. The premises shall maintain a written dispersal policy, which shall be made available to the Police or an authorised officer of the Council upon request.

c) Public safety

We understand our obligations under existing legislation and take our responsibilities seriously.

d) The prevention of public nuisance

Please see box a) above. In addition, the following new condition is proposed in the event that the application sought is granted as applied for:-

1. Reasonable steps will be taken to recognise the rights of local residents and notices will be displayed at the premises exits requesting customers to leave quietly and reminding them that they are in a residential area.
2. All doors and windows to be kept shut, except for access and egress, after 23.00 hours when regulated entertainment in the form of live or recorded music is being played.

Chequers Lane Outside Seating Area Conditions

1. The following conditions apply to the external area adjacent to the side of the premise and adjacent to Chequers Lane, as edged on the plan lodged with the Licensing Authority showing that external area.
2. Whilst the external courtyard seating area adjacent to the side of the premises and adjacent to Chequers Lane is in use by the venue, it must be adequately supervised, checks must be made at half hourly intervals (this to include removal of empty glassware and breakages etc.), a log of such checks to be kept at site and available to the Police or a representative of the Licensing Authority upon reasonable request. Such records to be kept for a period of 3 months.

3. The area used to be clearly delineated by barriers provided by the venue and must be limited to four tables accommodating sixteen covers in all.
4. Whilst that area is in use by the venue, the staff shall use best endeavours to ensure that customers remain within the area delineated by the barriers provided by the venue.
5. Whilst the area is in use by the venue, staff must ensure any customers who may be smoking in that area do not encroach upon the public right of way, known as Chequers Lane and allow free and unfettered access to persons wishing to use it.
6. The external side courtyard seating area must not be used by the venue after 22:00hrs each evening.
7. Tables and chairs to be removed and securely stored away from the area as soon as reasonably practical after that time and in any event by 22:30hrs.
8. A CCTV camera must monitor the area whilst it is being used by the venue.
9. The Police will liaise with the Management concerning use of this area by the venue and in the event that there should be any issues that undermines one or more of the licensing objectives, the Management, having been notified, will use their best endeavours to address the situation in good time and if necessary remove the tables from use until such a time is agreed by the Police in writing that those concerns are addressed.
10. The Environmental Health Officer will liaise with the Management concerning use of this area by the venue and in the event that there should be any issues that undermine the public nuisance licensing objective, the Management having been notified will use their best endeavours to address the situation in good time and if such issue is not addressed and a public nuisance is proved, if necessary the tables and chairs will be removed from use until such time as it is agreed in writing by the Environmental Health Officer and those concerns are addressed.
11. Notices to be placed in the external area, asking customers to respect the needs of local residents.
12. Suitable notices to be placed asking customers to ensure that they remain within the approved area and do not take glass drinking vessels from that area.

e) The protection of children from harm

Please see box a) above. In addition, the following new condition is proposed in the event that the application sought is granted as applied for:-

1. Children must not be permitted on the premises after 9pm when regulated entertainment is provided (other than recorded music)
2. A proof of age scheme such as Challenge 21 will be operated at the premises where the only acceptable forms of identification are photographic identification cards such as a driving licence or passport.
3. A log (which may be electronic) shall be kept detailing all refused sales of alcohol. The log shall include the date and time of the refusal and the name of the member of staff who refused the sale. A copy of the log or electronic report shall be made available to an authorised police officer and licensing authority officer upon request.
4. All bar staff to receive appropriate training in relation to alcohol sales prior to commencing their duties. This will include the premise licence conditions, underage sales policy and other relevant licensing matters. Training documents (which may be in an electronic format) shall be made available to an authorised police officer and licensing authority officer upon request.

Checklist

I am making a payment with this application, I have attached the plan of the premises, I have attached 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

Upload any documents here : [sandbox-files://5bf7b6a540f1f632206710](#), [sandbox-files://5bf7b6a5596ec217030960](#)

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

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

Declaration

[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).

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, if appropriate (please see note 15)

Fees

Amount Paid: 450

Payment Code: 9398LI001

Payment Reference: AP2/084418

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.
 15. **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 by providing with this application copies or scanned copies of the following documents

(which do not need to be certified).

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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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
- 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 relation 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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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
- 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.

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.
