

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We The Royal Borough of Greenwich –Events team, Department of Culture, Sport and Media

(Insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Circus Field Blackheath Common Shooters Hill Road			
Please see map at Annex 1			
Post town	Blackheath, London	Postcode	SE3 7AS

Telephone number at premises (if any)	N/A
Non-domestic rateable value of premises	£ £100 (Cost Code: F1090203553F)

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | | |
|---|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i. as a limited company | <input type="checkbox"/> | please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> | please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv. other (for example a statutory corporation) | <input checked="" type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |

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

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

Please tick yes

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

(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 The Royal Borough of Greenwich –Events team, Department of Culture, Sport and Media
Address Events team, Department for Culture Sport and Media, Royal Borough of Greenwich, 3 rd Floor, The Woolwich Centre, 35 Wellington Street, SE18 6HQ
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.) Local Authority
Telephone number (if any) 020 8921 5408
E-mail address (optional) events@royalgreenwich.gov.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
01	02	2016

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

Circus Field is a large open greenfield site which forms part of Blackheath Common. It is boarded by Shooters Hill Road (the A2) to the south, Charlton Way/Greenwich Park to the north, Prince Charles Road to the East and Duke Humphrey Road to the West. The nearest residential properties are 180 metres away. Circus Field is adjacent to the rest of Blackheath which also has a premises license and is regulated by Lewisham Council. Licensed events are held of the Lewisham side of the heath. The field has in the past been used for circuses, funfairs and other large events such as the London Marathon, and the London 2012 Olympic and Paralympic Games. A site map is below at Annex 1.

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 tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Performances may take place within a temporary demountable structure (for example a tent or marquee), in a covered area with open sides, or completely outdoors.		
Mon	10:00	22:30			
Tue	10:00	22:30			
Wed	10:00	22:30			
Thur	10:00	22:30			
Fri.	10:00	22:30			
Sat	10:00	22:30			
Sun	10:00	22:00			
			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5) Timings will vary according to the event. The times advised, as throughout the application, provide the parameters within which an event may operate. It is highly unlikely that any event will operate for the whole of these operating times. Events may open slightly earlier than these times for non-licensable activities such as audience arrival.		

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Mon	10:00	22:30	<u>Please give further details here</u> (please read guidance note 3) Performances may take place within a temporary demountable structure (for example a tent or marquee), in a covered area with open sides, or completely outdoors.		
Tue	10:00	22:30			
Wed	10:00	22:30	<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Thur	10:00	22:30			
Fri	10:00	22:30	<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5) Timings will vary according to the event. The times advised, as throughout the application, provide the parameters within which an event may operate. It is highly unlikely that any event will operate for the whole of these operating times. Events may open slightly earlier than these times for non-licensable activities such as audience arrival.		
Sat	10:00	22:30			
Sun	10:00	22:00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3) Tournaments, competitions or sporting displays may take place within a temporary demountable structure (for example a tent or marquee). Events could potentially be anything with the ability to be held in such a structure – from table tennis to taekwondo.
Day	Start	Finish	
Mon	10:00	22:30	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Tue	10:00	22:30	
Wed	10:00	22:30	
Thur	10:00	22:30	<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5) Timings will vary according to the event. The times advised, as throughout the application, provide the parameters within which an event may operate. It is highly unlikely that any event will operate for the whole of these operating times. Events may open slightly earlier than these times for non-licensable activities such as audience arrival.
Fri	10:00	22:30	
Sat	10:00	22:30	
Sun	10:00	22:00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day				Outdoors	<input type="checkbox"/>
Start	Finish			Both	<input checked="" type="checkbox"/>
Mon	10:00	22:30		<u>Please give further details here</u> (please read guidance note 3) Performances may take place within a temporary demountable structure (for example a tent or marquee), in a covered area with open sides, or completely outdoors. Stages or other performance areas may be used.	
Tue	10:00	22:30			
Wed	10:00	22:30	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Thur	10:00	22:30			
Fri	10:00	22:30	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) Timings will vary according to the event. The times advised, as throughout the application, provide the parameters within which an event may operate. It is highly unlikely that any event will operate for the whole of these operating times. Events may open slightly earlier than these times for non-licensable activities such as audience arrival.		
Sat.	10:00	22:30			
Sun	10:00	22:00			

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Performances may take place within a temporary demountable structure (for example a tent or marquee), in a covered area with open sides, or completely outdoors. Stages or other performance areas may be used.					
Mon	10:00	22:30						
Tue	10:00	22:30						
Wed	10:00	22:30				<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur	10:00	22:30						
Fri	10:00	22:30				<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) Timings will vary according to the event. The times advised, as throughout the application, provide the parameters within which an event may operate. It is highly unlikely that any event will operate for the whole of these operating times. Events may open slightly earlier than these times for non-licensable activities such as audience arrival.		
Sat	10:00	22:30						
Sun	10:00	22:00						

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	10:00	22:30	<u>Please give further details here</u> (please read guidance note 3) Performances may take place within a temporary demountable structure (for example a tent or marquee), in a covered area with open sides, or completely outdoors. Stages or other performance areas may be used.		
Tue	10:00	22:30			
Wed	10:00	22:30	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur	10:00	22:30			
Fri	10:00	22:30	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5) Timings will vary according to the event. The times advised, as throughout the application, provide the parameters within which an event may operate. It is highly unlikely that any event will operate for the whole of these operating times. Events may open slightly earlier than these times for non-licensable activities such as audience arrival.		
Sat	10:00	22:30			
Sun	10:00	22:00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing: Roaming performers and other cultural performances may take place throughout the event site. These will often be moving around and can potentially be used to help direct people, or alongside the queues of people to entertain them as they wait. Some of the performances will include amplified music, or dance. There may also be some other larger static cultural performances pieces which may include amplified music and dance.		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon	10:00	22:30		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue	10:00	22:30	<u>Please give further details here</u> (please read guidance note 3) Performances may take place within a temporary demountable structure (for example a tent or marquee), in a covered area with open sides, or completely outdoors. Stages or other performance areas may be used.		
Wed	10:00	22:30			
Thur	10:00	22:30	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Fri	10:00	22:30			
Sat	10:00	22:30	<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5) Timings will vary according to the event. The times advised, as throughout the application, provide the parameters within which an event may operate. It is highly unlikely that any event will operate for the whole of these operating times. Events may open slightly earlier than these times for non-licensable activities such as audience arrival.		
Sun	10:00	22:00			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 6)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun			<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		

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

Name	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

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 8).

Any activities such as a comedy show or theatre performance where content may be unsuitable for children will have an age limit and may restrict admission. Proof of age will be required on entry and this process will be managed by the event security team.

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	10:00	22:30	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5) Timings will vary according to the event. The times advised, as throughout the application, provide the parameters within which an event may operate. It is highly unlikely that any event will operate for the whole of these operating times. It should be noted that the event takes place on a site that includes some open public land that is open and accessible to the public at all times. Events may open slightly earlier than these times for non-licensable activities such as audience arrival.
Tue	10:00	22:30	
Wed	10:00	22:30	
Thur	10:00	22:30	
Fri	10:00	22:30	
Sat	10:00	22:30	
Sun	10:00	22:00	

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 9)

All events operating under this licence must be managed by an Event Management Team as designated by the Event Organiser, and overseen by the Royal Borough of Greenwich Events Team. The RBG Event Team will only hire Circus field to experienced Event Organisers who employ professional event service providers for all elements of the event for example infrastructure, security etc. Professional service providers can be defined as those companies who have suitable accreditation and training, membership of a trade body or association, and adequate references detailing previous experience. The event management team, overseen by RBG, must employ the support of agencies such as the Police, independent security, and the expertise of other council departments to ensure the event is delivered safely and with due consideration to risk management. Event organisers must produce and widely distribute an event management plan that details all plans for the event include risk assessments, noise management plan, emergency and security procedures, crowd management plans, transport plan, waste management plan, lost children policy and all aspects of health and safety. All processes must be designed and procured in accordance with industry guidelines, relevant legislation and event industry guidance – ie: the HSE publication ‘The Event Safety Guide’.

All events, no matter number of people attending, will be discussed at the Major Events Group and overseen by the RBG Events Team as described above. Events with attendance of over 999 people, or when the Licensing Authority deems necessary, will require the Event Organiser to attend an Entertainment Licensing Safety Advisory Group meeting (“ELSAG”). Membership of the ELSAG will include, as a minimum, the licensee/applicant (RBG Events team) and the Event Holder, the Licensing Authority, Environmental Health (Pollution), Environmental Health (Health & Safety), Highways Department, the Metropolitan Police Service, the London Ambulance Service, and the London Fire & Emergency Planning Authority. In any event, but with agreement of the applicant and the Event Organiser, any measures or further conditions that the ELSAG deem appropriate for the promotion of the licensing objectives shall be adhered to; and thus may form part of the conditions attached to any licence granted. This license provides for a maximum number of people on the event site as 4999.

A contract Hire Agreement detailing all licencing objectives and conditions will be drawn up and signed by the RBG Events Team and the Event Organiser. The Event Management Plan, and all of its sub plans will be approved by the RBG Events team and the production of satisfactory plans will be detailed in the Hire Agreement as a condition of Hire.

The RBG event team as the Applicant offer the following additional conditions:

1. No more than 5 licensable events per year are permitted to take place. For 1 event per year only the duration may exceed 10 days, with a maximum of 20 operating days. All other events may operate for a maximum of 10 operating days. (Operating days are days open to ticketholders/the public and are different to build and breakdown days))
2. Due consideration will be given to the time period between events. The Royal Borough Parks dept. will always be consulted with regard to maintenance of the ground and may impose conditions before agreeing the ground suitable for the event to go ahead.
3. All activities associated with the build and breakdown of an event which are audible at 1m from the façade of the nearest noise sensitive property will take place between the hours of 08:00 and 18:00

Monday-Friday and 08:00-13:00 on a Saturday.

4. The Royal Borough of Greenwich will work with Lewisham Council and Glendale event officers to establish mutually agreeable dates for events prior to confirming an Event booking.

5. The Blackheath Joint Working Party's event pre approval questionnaire will be completed by every Event Organiser and the subsequent process adhered to.

6. All Event Organisers will be required to sign a Hire Agreement with the Royal Borough of Greenwich making them contractually bound to operate within the terms of the premises licence.

7. Event organisers must consult with the Greenwich and Lewisham Planning departments regarding event advertising.

8. 14 days prior to the event the applicant should write to all surrounding residents advising of the event, the letter should include a contact telephone number for the event management on the day. The telephone line should be manned for the duration of the event. A written record of all noise complaints should be kept and submitted to the Pollution Team no later than 7 days after the event

b) The prevention of crime and disorder

Event Organisers will be required to liaise with the Greenwich Police Events hub, and should make contact with them as soon as the Event booking is confirmed by RBG and no later than 2 months prior to the event date. Professional security/stewards with industry recognised accreditation and SIA licensed officers must be employed. The RBG Event team will ensure the event is discussed at the Major Events Group (or equivalent) and circulated to additional local Police representatives. An event-based communications plan shall be implemented and supported by the issue of two-way radios to ensure adequate communication between the police and the security/stewarding company.

All staff shall be instructed to record in an incident book/log of all incidents of crime and disorder occurring at the premises and details of when the police are called. These records shall include the time and date of any incident and the identities of the staff members involved. The incident log shall be made available for inspection by the Police and authorised officer of the Local Authority upon demand.

c) Public safety

The venue is an open greenfield site and gives adequate space to establish a major incident evacuation / dispersal area. A full crowd management plan including capacity calculations and flow rates must be provided as part of the event management plan. There is a limit of 4999 people on the site at any one time. A full site risk assessment must also be carried out and included as part of the Event Management Plan. The organisers must have a dedicated event control centre. A first aid provider must be appointed to provide First Aid services throughout the event. As previously detailed the Event Management team must employ the support of a professional stewarding company.

The site must be adequately lit to allow the safe egress of the public after dark.

d) The prevention of public nuisance

Any stage or sound system will be positioned with due regard to the nearby residential properties. Whenever regulated entertainment is taking place which is audible at nearby noise sensitive premises, the noise level (LAeq 15min) measured at 1m from the façade of the nearest noise sensitive premises shall not exceed the following:

- a. 1 to 3 days per year – 65 dB(A) LAeq 15min
- b. 4 to 12 days per year – the noise level shall not exceed the background noise level by more than 15 dB(A) over a 15min period.
- c. 12 or more days per year – the noise level shall be inaudible inside the nearest noise sensitive premises. In addition noise levels at 63 & 125Hz shall not exceed 75 dB Leq 15min at anytime.

Contact details for the event manager shall be supplied to the Royal Borough of Greenwich Environmental Health Pollution Team no later than 7 days prior to the event. In the event of any noise complaints being received a competent person shall monitor the noise at the complainant’s premise and take immediate action to reduce music levels if permitted levels are exceeded. The event management team must work with the Borough’s Environmental Health Officer and the Stage/Pa system contractor to ensure the level is not breached. The contractor must have the facility to measure the noise levels and must under the supervision of the event management team, monitor levels throughout the event.

Conditions of entry must be prominently displayed at all entrances and notices shall be provided to remind persons leaving the premises to do so in a quiet and orderly manner to minimise disturbance to local residents.

Event advertisements must comply with planning laws and must be detailed in the site Hire Agreement. Site branding must also comply with the controls implemented by the RBG event team as detailed in the Hire Agreement.

Event catering concessions shall be positioned away from residential properties.

The organisers must provide waste receptacles, litter picking staff and approved waste disposal methods and detail these in the Event Management Plan.

e) The protection of children from harm

The event organisers must ensure they have a policy relating to lost children. All security officers, and stewards, as well as event staff must be briefed on the lost children procedure and this must also be detailed in the Event Management Control document. There must be a Lost Children’s point staffed by personnel appropriately trained and accredited by the Disclosure Barring Service.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. ✓
- I have enclosed the plan of the premises. ✓
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ✓
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ✓

- I understand that I must now advertise my application. ✓
- I understand that if I do not comply with the above requirements my application will be rejected. ✓

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

Signature	J Whittaker
Date	04/12/2015
Capacity	Deputy for Events and Engagement

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

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. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. 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.
7. 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'.
8. 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.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

Annex I

Site map

