

**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.

We West Street Leisure Limited apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and 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 173 - 179 West Street	
Post town Sheffield	Post code S1 4EW

Telephone number of premises (if any)

Non-domestic rateable value of premises

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

- | | |
|---|---|
| | Please tick ✓ |
| 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 checked="" 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 type="checkbox"/> please complete section (B) |
| c) a recognised club | <input type="checkbox"/> please complete section (B) |
| d) a charity | <input type="checkbox"/> please complete section (B) |
| e) the proprietor of an educational establishment | <input type="checkbox"/> please complete section (B) |
| f) a health service body | <input type="checkbox"/> 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 | <input type="checkbox"/> please complete section (B) |
| h) the chief officer of police of a police force in England and Wales | <input type="checkbox"/> 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 Mrs Miss Ms Other title (For example, Rev)

Surname First names

Date of Birth: I am 18 years old or over Please tick
Nationality:

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

Email address (optional)

Second Individual Applicant (if applicable)

Mr Mrs Miss Ms Other title (For example, Rev)

Surname First names

Date of Birth: I am 18 years old or over Please tick
Nationality:

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

Email address (optional)

(B) OTHER APPLICANTS

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

Name West Street Leisure Limited
Address 440 Firth Park Road, Sheffield, S5 6HH
Registered number (where applicable) 08799413
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited company
Telephone number (if any)
E-mail address (optional)

Part 3 – Operating Schedule

When do you want the premises licence to start?

As soon as possible.

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

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

Day Month Year

A	S	A	P						
---	---	---	---	--	--	--	--	--	--

Day Month Year

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

N/A

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

The premises is an established licensed property operating for many years as such and recently under premises licence SY2426PR. Due to the insolvency of that licence holder, the licence lapsed and could not be reinstated by way of licence transfer by the time that event came to light.

Accordingly, a premises licence application was submitted by the landlord of the premises seeking to reinstate licensable activities at the premises principally on the same terms previously authorised. That application was granted in April 2021 with a variation application then submitted in relation to the external areas and licence conditions. The variation was granted by the licensing sub-committee on 8th June 2021. The premises licence number for the current premises licence is not known.

The licence was then subsequently transferred to the current tenant who is currently responsible for its operation.

The landlord wishes to obtain a separate premises licence for the same property on exactly the same terms and conditions as the premises licence held by its tenant. Such a licence is colloquially known as a 'shadow licence' and protects the landlord's position in the event the current premises licence is put at risk, as was the case when previous premises licence SY2426PR lapsed.

The application therefore seeks to permit licensable activities as follows:

- Sale of alcohol by retail: 10.00 – 03.00 daily;
- Exhibition of films: 10.00 – 03.00 daily;
- Live music: 10.00 – 03.00 daily;
- Recorded music: 10.00 – 03.00 daily;
- Late night refreshment: 23.00 – 03.00 daily; and
- Opening hours: 10.00 – 03.30 daily.

Non-standard timings are also sought as detailed in the relevant sections of the application below.

Due to the fact that the terms and conditions exactly mirror the current premises licence in force (including the changes made under the variation granted in June 2021), it is not anticipated that the licence sought will adversely affect the licensing objectives.

The relevant licensing plans for the premises are those already held by the Licensing Authority for the in force premises licence, being drawing 101E. The proposed extent of the licensed area is to be the same as the drawing approved under the current premises licence, namely all licensable activities being permitted within the internal areas edged red on the deposited drawing and late night refreshment and sale of alcohol being permitted in the external areas edged red.

On the basis that the landlord (applicant) does not intend to engage in the sale of alcohol by retail from the premises then no details have been provided for a proposed Designated Premises Supervisor).

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

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

Please tick yes

Provision of regulated entertainment (please read guidance note 2)

- 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 7)			Will the performance of a play take place indoors or outdoors or both – please tick {Y} (please read guidance note 3).	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)	Both	
Tue					
Wed				State any seasonal variations for performing plays (please read guidance note 5)	
Thur					
Fri			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 (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick {Y}(please read guidance note 3).	Indoors	X
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4) As per current premises licence in force		
Mon	10.00	03.00			
Tue	10.00	03.00	State any seasonal variations for the exhibition of films (please read guidance note 5) n/a – save as below		
Wed	10.00	03.00			
Thur	10.00	03.00	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 (please read guidance note 6) <ul style="list-style-type: none"> • New Year’s Eve – from 10.00 until 03.00 on 2nd January • An additional hour into the morning every Friday, Saturday, Sunday and Monday of each bank holiday weekend • An additional hour into the morning every Thursday, Friday, Saturday, Sunday and Monday of Easter bank holiday weekend • At the start of British summertime the terminal hour for all licensable activities and the closing time shall be extended by one hour. 		
Fri	10.00	03.00			
Sat	10.00	03.00			
Sun	10.00	03.00			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4)		
Day	Start	Finish			
Mon			State any seasonal variations for indoor sporting events (please read guidance note 5)		
Tue					
Wed			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 (please read guidance note 6)		
Thur					
Fri					
Sat					
Sun					

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick {Y}(please read guidance note 3).	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)	Both	
Tue					
Wed					
Thur			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Fri					
Sat					
Sun			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 (please read guidance note 6)		

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick {Y}(please read guidance note 3).	Indoors	X
Day	Start	Finish		Outdoors	
Mon	10.00	03.00	Please give further details here (please read guidance note 4) As per current premises licence in force	Both	
Tue	10.00	03.00			
Wed	10.00	03.00			
Thur	10.00	03.00	State any seasonal variations for the performance of live music (please read guidance note 5) n/a – save as below		
Fri	10.00	03.00			
Sat	10.00	03.00			
Sun	10.00	03.00	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 (please read guidance note 6) <ul style="list-style-type: none"> • New Year's Eve – from 10.00 until 03.00 on 2nd January • An additional hour into the morning every Friday, Saturday, Sunday and Monday of each bank holiday weekend • An additional hour into the morning every Thursday, Friday, Saturday, Sunday and Monday of Easter bank holiday weekend • At the start of British summertime the terminal hour for all licensable activities and the closing time shall be extended by one hour. 		

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick {Y} (please read guidance note 3).	Indoors	X
Day	Start	Finish		Outdoors	
				Both	
Mon	10.00	03.00	Please give further details here (please read guidance note 4) As per current premises licence in force		
Tue	10.00	03.00			
Wed	10.00	03.00	State any seasonal variations for playing recorded music (please read guidance note 5) n/a – save as below		
Thur	10.00	03.00			
Fri	10.00	03.00	Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 6) <ul style="list-style-type: none"> • New Year's Eve – from 10.00 until 03.00 on 2nd January • An additional hour into the morning every Friday, Saturday, Sunday and Monday of each bank holiday weekend • An additional hour into the morning every Thursday, Friday, Saturday, Sunday and Monday of Easter bank holiday weekend • At the start of British summertime the terminal hour for all licensable activities and the closing time shall be extended by one hour. 		
Sat	10.00	03.00			
Sun	10.00	03.00			

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick {Y} (please read guidance note 3).	Indoors	X
Day	Start	Finish		Outdoors	
				Both	
Mon	10.00	03.00	Please give further details here (please read guidance note 4) As per current premises licence in force		
Tue	10.00	03.00			
Wed	10.00	03.00	State any seasonal variations for the performance of dance (please read guidance note 5) n/a – save as below		
Thur	10.00	03.00			
Fri	10.00	03.00	Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 6) <ul style="list-style-type: none"> • New Year's Eve – from 10.00 until 03.00 on 2nd January • An additional hour into the morning every Friday, Saturday, Sunday and Monday of each bank holiday weekend • An additional hour into the morning every Thursday, Friday, Saturday, Sunday and Monday of Easter bank holiday weekend • At the start of British summertime the terminal hour for all licensable activities and the closing time shall be extended by one hour. 		
Sat	10.00	03.00			
Sun	10.00	03.00			

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	
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick {Y} (please read guidance note 3).	Indoors
				Outdoors
				Both
Mon			Please give further details here (please read guidance note 4)	
Tue				
Wed				
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)	
Fri				
Sat			Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)	
Sun				

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick {Y} (please read guidance note 3).	Indoors	
Day	Start	Finish		Outdoors	
				Both	X
Mon	23.00	03.00	Please give further details here (please read guidance note 4) As per current premises licence in force		
Tue	23.00	03.00			
Wed	23.00	03.00	State any seasonal variations for the provision of late night refreshment (please read guidance note 5) n/a – save as below		
Thur	23.00	03.00			
Fri	23.00	03.00	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 (please read guidance note 6) <ul style="list-style-type: none"> • New Year's Eve – from 23.00 until 03.00 on 2nd January • An additional hour into the morning every Friday, Saturday, Sunday and Monday of each bank holiday weekend • An additional hour into the morning every Thursday, Friday, Saturday, Sunday and Monday of Easter bank holiday weekend • At the start of British summertime the terminal hour for all licensable activities and the closing time shall be extended by one hour. 		
Sat	23.00	03.00			
Sun	23.00	03.00			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption (Please tick box Y) (please read guidance note 8)	On the premises	
Day	Start	Finish		Off the premises	
Mon	10.00	03.00	State any seasonal variations for the supply of alcohol (please read guidance note 5) n/a – save as below 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 (please read guidance note 6) <ul style="list-style-type: none"> • New Year's Eve – from 10.00 until 03.00 on 2nd January • An additional hour into the morning every Friday, Saturday, Sunday and Monday of each bank holiday weekend • An additional hour into the morning every Thursday, Friday, Saturday, Sunday and Monday of Easter bank holiday weekend • At the start of British summertime the terminal hour for all licensable activities and the closing time shall be extended by one hour. 	Both	X
Tue	10.00	03.00			
Wed	10.00	03.00			
Thur	10.00	03.00			
Fri	10.00	03.00			
Sat	10.00	03.00			
Sun	10.00	03.00			

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

Name: None
Date of Birth: n/a
Address: n/a
Postcode: n/a
Personal Licence number (if known): n/a
Issuing licensing authority (if known): n/a

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)

Adult entrainment is prohibited while persons under the age of 18 years are at the premises.

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variation (please read guidance note 5) n/a – save as below
Day	Start	Finish	Non standard timings. Where you intend to use 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 6) The premises will close 30 minutes after the end of the hours of licensable activities when non-standard timings are applicable.
Mon	10.00	03.30	
Tue	10.00	03.30	
Wed	10.00	03.30	
Thur	10.00	03.30	
Fri	10.00	03.30	
Sat	10.00	03.30	
Sun	10.00	03.30	

M

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

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

I have undertaken my own risk assessment and propose to take the following steps.

b) The prevention of crime and disorder

No further risks have been identified which need to be addressed, save as below

1. The premises will operate a 'Challenge 25' Policy.
2. Acceptable identification for the purposes of age verification include a driving licence, passport or photographic identification bearing the "PASS" logo and the person's date of birth, military identification or other internationally recognised photographic ID documents.
3. Challenge 25 poster shall be clearly displayed in a prominent position at the entry to the premises.
4. Customers will not be permitted to enter or leave the premises carrying open bottles or drinking vessels other than coming to and from areas within the control of the licence holder.
5. A CCTV system shall be installed and maintained to the satisfaction of the South Yorkshire Police, which shall include cameras recording footage of evidential quality covering main public access, including all entrance and exit doors. Footage shall be retained from all cameras for a minimum of 31 days. At least one trained member of staff will be available at all times the premises is open for licensable activities to operate the CCTV system. Footage shall be made available to for viewing by police upon request and recordings of footage will be provided, in a form agreed with South Yorkshire Police.
6. Notices stating that CCTV is in operation 24 hours a day will be displayed in the venue.
7. The Manager, DPS or other representative will attend and participate in Pub/Town watch where such a scheme is in existence.
8. All door supervisors exercising security activities will wear identifiable clothing and be licensed by the Security Industry Authority. Door Supervisors exercising their security functions outside the premises will wear a high visibility vest, jacket or identification arm-band.
9. An incident book shall be kept at the premises and maintained on site at all times. It shall be made available on request to an authorised officer of the local authority or a member of Police Staff.

10. The incident book will record the following:
- All crimes reported to the venue
 - All ejections of patrons
 - All complaint received in relation to crime or licensing matters
 - Any incidents of disorder
 - The seizure of drugs and offensive weapons
 - Any faults on the CCTV system and steps taken to rectify the fault
 - Any visits by a relevant authority or emergency service

c) Public safety

No further risks have been identified which need to be addressed, save as below

11. A permanent fixed residual current device (RCD) must protect the electrical power serving all amplified music equipment used for the purposes of live music or similar entertainment.
12. There shall be no transportation of hot food using the main public staircase between the ground floor and first floor.

d) The prevention of public nuisance

No further risks have been identified which need to be addressed, save as below

13. The DPS or a designated member of staff must take a pro-active approach to noise control, regularly checking outside the premises to ensure that noise breakout of internal noise and noise from patrons using the external areas is managed so as not to cause a nuisance to occupiers of nearby residential properties.
14. Clear signage shall be erected and maintained in each section of the external areas advising customers to use the facilities in a quiet and orderly fashion and to respect the local neighbour's needs.
15. The lower tier of the external area shall have 18 tables in situ at all times and seating for 108 people. No speakers shall be operated in any external area of the premises unless the maximum operational noise level has been set and agreed in advance with Sheffield City Council's Environmental Protection Service. No external speakers shall be used after 23:00 hours on any day.
16. All doors forming part of any acoustic lobby shall be kept closed save for access and egress (or in case of emergency), and shall not be propped open at any time.
17. No amplified sound shall be played except through an in-house amplified sound system fitted with a sound limiting facility of limiting the sound level of the system to a pre-set level which may then be secured in a tamperproof manner.
18. All external doors and windows will be closed from 23:00 hours on any day except for the purposes of access, egress or in the event of an emergency.
19. All ventilation outlets which serve the licensed area are to be acoustically baffled and thereafter retained.
20. Notices will be displayed in prominent positions at the exit of the premises requesting customers to leave quietly.

e) The protection of children from harm

The restrictions set out in the Licensing Act 2003 will apply. No unusual or additional risks of harm to children have been identified or need to be addressed, save as below

21. Unaccompanied persons under the age of 18 shall not be allowed entry to the premises except for events specifically organised for the under 18s market.
22. When holding events solely aimed at the youth market (under 18s):
 - No alcohol is to be visible, sold or made available on the premises
 - Teen events will be non-smoking events
 - Cigarettes will not be permitted into, or sold during the event.
 - No adult entertainment will be provided at any time a person under 18 is on the premises
 - AWP machines will be covered, unplugged and prevented from being used.
 - Any youth found to have consumed any alcoholic beverage prior to entry will be given care and assistance with contacting family and arranging transportation, but will be refused entry to the event.
 - Any youth found to have consumed alcohol preceding the event, after being permitted entry, will be given care and assistance with contacting family and arranging transportation, but will be required to leave with appropriate care and support.

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 premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected
- {Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships} I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

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

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

Part 4 – Signatures (please read guidance note 11)

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

Declaration	<ul style="list-style-type: none"> • {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 licesable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
--------------------	---

Signature: John Gaunt & Partners.....

Date: 4th October 2021

Capacity: Solicitors.....

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

Signature:

Date:

Capacity:

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 14)	
John Gaunt & Partners Omega Court 372 Cemetery Road	
Post town Sheffield	Post code S11 8FT
Telephone number (if any)	0114 2668664
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) probson@john-gaunt.co.uk	

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 of 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 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.

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.