

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 Sip & Socialize Ltd T/A The In-Between

(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

61 Main Street Shirebrook NG20 8AN Proposed Name – “ The In-between “			
Post town	Shirebrook	Postcode	NG20 8AN

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 2700.00

Part 2 - Applicant details

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

a)	an individual or individuals *	<input type="checkbox"/>	please complete section (A)
b)	a person other than an individual *	<input type="checkbox"/>	

	i	as a limited company/limited liability partnership	X	please complete section (B)
	ii	as a partnership (other than limited liability)		please complete section (B)
	iii	as an unincorporated association or		please complete section (B)
	iv	other (for example a statutory corporation)		please complete section (B)
c)	a recognised club			please complete section (B)
d)	a charity			please complete section (B)
e)	the proprietor of an educational establishment			please complete section (B)
f)	a health service body			please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales			please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England			please complete section (B)
h)	the chief officer of police of a police force in England and Wales			please complete section (B)

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

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

(A) individual applicants (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					

Current residential address if different from premises address			
Post town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)			

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		Please tick yes or	
over					
Nationality					
Current residential address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service:
(please see note 15 for information)

(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 Sip And Socialize T/A " The In-between "
Address [REDACTED]
Registered number (where applicable) [REDACTED]
Description of applicant (for example, partnership, company, unincorporated association etc.) Company (Café/Micro Pub)
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
3	08	2025

27.08.2025

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

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Please give a general description of the premises (please read guidance note 1) **We are planning to open a micropub that primarily caters to middle-aged and older patrons, with a potential expansion into a café next year. The micropub will offer a relaxed, community-focused environment where guests can enjoy a range of quality drinks. Our aim is to create a welcoming and tranquil space, distinct from venues that typically attract younger crowds.**

Key Details

Target Audience

Our focus will be on serving middle-aged and older customers, offering a comfortable, laid-back setting for socialising. We are also considering introducing a café option next year to broaden our daytime customer base.

Beverage Offerings

Drinks: The micropub will serve a selection of alcoholic beverages, including beer, wine, and limited spirits, along with non-alcoholic options like soft drinks and juices.

We will ensure full compliance with all licensing regulations inc the Challenge 25 Initiative, with a focus on responsible service.

If we introduce the café, we will expand the drink offerings to include coffees, teas, and other hot beverages, catering to a broader audience during the day.

Entertainment & Music

The venue will play low-level background music suited to our demographic to maintain a relaxed atmosphere.

Occasionally, we may host live acoustic performances, though these will be rare and carefully curated for our target audience.

Hours of Operation

Planned operating hours are Monday to Sunday, from 09:00 AM to 11:00 PM. Alcohol will be available throughout these hours, with peak activity expected in the late afternoon and early evening.

The micropub will not operate as a late-night bar, maintaining a calm, community-centric environment.

Should the café option be added, we will extend our focus to include morning and lunchtime trade.

Considerations

Licensing

We will obtain the necessary alcohol licenses for the micropub and prepare for any future licensing requirements related to the café expansion, ensuring compliance with local regulations on noise, public safety, and community impact.

Acoustic Measures

We have already taken steps to manage noise, including acoustic measures to prevent disturbances to nearby residents and businesses, especially in the case of live music events or background music.

Community Engagement

We are committed to being a positive addition to the local community. We will engage with local residents and businesses to address any concerns about noise, traffic, or other potential impacts, ensuring we are considerate neighbours.

Conclusion

Our micropub will provide a calm, community-oriented space for older patrons, with the possibility of expanding into a café next year. We are focused on creating a welcoming environment while ensuring full compliance with local regulations and maintaining strong relationships within the community.

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 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)		Please tick all that apply
a)	plays (if ticking yes, fill in box A)	
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)	X
f)	recorded music (if ticking yes, fill in box F)	X
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)

<u>Supply of alcohol</u> (if ticking yes, fill in box J)	X
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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 (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 4)		
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 (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon					

			<u>Please give further details here</u> (please read guidance note 4)
Tue			
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)
Thur			
Fri			<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 6)
Sat			
Sun			

C

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

			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

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

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E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	X
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) Occasional Live Artist to Perform Indoors		
Mon	9.00	23.00			
Tue	9.00	23.00	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Wed	9.00	23.00	<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 6)		
Thur	9.00	23.00			
Fri	9.00	23.00			
Sat	9.00	23.00			
Sun	9:00	23:00			

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 (please read guidance note 3)	Indoors	X
				Outdoors	
Day	Start	Finish		Both	
Mon	9.00	23.00	Please give further details here (please read guidance note 4) Recorded Amplified Low Level Background Music		
Tue	9.00	23.00			
Wed	9.00	23.00	State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur	9.00	23.00			
Fri	9.00	23.00	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 (please read guidance note 6)		
Sat	9.00	23.00			
Sun	9.00	23.00			

G

Performances of dance		Indoors	
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Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri			<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 6)		
Sat					
Sun					

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	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Mon				Outdoors	

				Both	
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<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 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 (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed					

			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)
Thur			
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)
Sat			
Sun			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8)	On the premises	
				Off the premises	
Day	Start	Finish		Both	X
Mon	9:00	23:00	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5)		
Tue	9:00	23:00			
Wed	9:00	23:00			
Thur	9:00	23:00	<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 6)		
Fri	9:00	23:00			

Sat	9:00	23:00
Sun	9:00	23:00

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

Name Andrew Slater	
Date of birth [REDACTED]	
Address [REDACTED]	
Postcode	[REDACTED]
Personal licence number (if known) [REDACTED]	
Issuing licensing authority (if known) [REDACTED]	

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)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	
Mon	9:00	23:00	
Tue	9:00	23:00	<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)
Wed	9:00	23:00	
Thur	9:00	23:00	
Fri	9:00	23:00	
Sat	9:00	23:00	
Sun	9:00	23:00	

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 10)

Here are the key steps I would take to promote all four licensing objectives in a coordinated way:
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Comprehensive Risk Assessment

Crime and Disorder: Use CCTV, trained staff, and protocols for dealing with disorderly conduct.

Public Safety: Regularly inspect the premises for safety hazards, checking emergency exits, lighting, and fire equipment.

Public Nuisance: Identify and manage noise, crowding, and litter with measures like soundproofing (Already Installed) and designated smoking areas.

Children's Protection: Enforce age restrictions using the Challenge 25 for alcohol sales.

Staff Training and Procedures

Crime and Disorder: Train staff to manage intoxication, prevent underage drinking, and handle disturbances.

Public Safety: Provide first-aid training and conduct emergency drills.

Public Nuisance: Educate staff on managing crowds and noise control.

Children's Protection: Train staff on safeguarding children and recognising signs of exploitation.

Collaboration with Local Stakeholders

Crime and Disorder: Work with police and local businesses to address community concerns.

Public Safety: Collaborate with fire services and health inspectors to meet safety standards.

Public Nuisance: Engage with residents and councils to address noise and litter concerns.

Use of Technology and Infrastructure

Crime and Disorder: Install CCTV and electronic ID scanners to prevent underage access.

Public Safety: Equip premises with fire alarms and clear signage.

Public Nuisance: Already Installed soundproofing to reduce external noise.

Children's Protection: Use clear signage for age restrictions.

Clear Communication Strategy

Communicate zero-tolerance policies on drugs and violence through signage and social media.

Display emergency procedures and safety guidelines prominently.

Inform residents about events and noise management strategies.

Clearly display age-restriction policies to ensure compliance.

Monitoring and Enforcement

Regularly check for underage sales.

Conduct routine checks on safety equipment and review policies.

Monitor noise levels and review community feedback.

Enforce strict age-verification and monitor compliance with age restrictions.

Promote Responsible Drinking and Behaviour

Offer non-alcoholic alternatives and promote moderate drinking.

Ensure transport options are available for patrons.

Manage closing times to prevent noise and crowding.

Design family-friendly events that prioritise child safety.

These steps ensure a balanced approach to meeting all four licensing objectives effectively.

Engage with Authorities: Maintain good relationships with local police and the community to address concerns.

b) The prevention of crime and disorder

To promote the prevention of crime and disorder in a micropub, focus on creating a safe, community-friendly environment with vigilant management:

Foster a Welcoming Culture: Cultivate a friendly atmosphere and display clear house rules to deter disruptive behaviour.

Responsible Alcohol Service: All individuals employed at the premises who are involved in the retail sale or service of alcohol shall undergo comprehensive training to ensure compliance with current licensing legislation, including but not limited to the Licensing Act 2003, age verification requirements, and responsible alcohol retailing practices.

This training must be delivered prior to the commencement of their duties and shall cover, as a minimum:

- The legal responsibilities of alcohol sales;
- The principles of Challenge 25 or an equivalent age verification scheme;
- The refusal of service to underage persons, intoxicated individuals, or those purchasing alcohol on their behalf;
- Record-keeping and incident reporting procedures.

Ongoing refresher training shall be provided at regular intervals, with formal reviews conducted at least every six months to assess each staff member's understanding and adherence to alcohol licensing laws and internal policies.

Accurate and up-to-date records of all training delivered, including the date, content covered, staff name, and trainer's details, must be maintained. These records shall be kept either in a bound, sequentially paginated logbook or a secure and regularly updated electronic system.

All training documentation shall be retained on the premises for a minimum of 12 months and made available upon request to the Police, Licensing Authority, or any other authorised officer for inspection and copying.

Basic Security Measures: A comprehensive and fully operational CCTV system shall be installed, maintained, and in continuous operation at the premises at all times when licensable activities are taking place. The system shall be capable of providing clear and high-quality images that are suitable for evidential purposes in a court of law.

All CCTV recordings must:

- Clearly display the correct time and date of the recording;
- Be retained securely for a minimum period of 31 days from the date of capture;
- Be made available for viewing and copying upon request to the Police, Licensing Authority, or any other authorised officer, without undue delay.

A suitably trained and authorised member of staff, who is fully conversant with the operation of the CCTV system, shall be present on the premises at all times when it is open to the public. This individual must be able to access and demonstrate the functionality of the system immediately, and retrieve any recent footage requested by the Police or other authorised personnel with the minimum of delay.

The CCTV system must be regularly maintained to ensure it remains fully operational, and any faults or technical issues must be rectified as a matter of urgency.

Maintenance logs should be retained and made available for inspection upon request.

Promote Responsible Drinking: To promote responsible alcohol consumption and support the licensing objectives, particularly the prevention of public nuisance, the following measures will be implemented at the premises:

1. **Availability of Non-Alcoholic and Low-Alcohol Alternatives**

A comprehensive range of non-alcoholic and low-alcohol beverages will be stocked and readily available at all times. This includes alcohol-free beers, ciders, mocktails, hot drinks, and soft drinks. These options will be clearly advertised on menus and promoted equally alongside alcoholic beverages.

2. **Staff Training in Responsible Alcohol Service**

All staff involved in the sale and service of alcohol will receive comprehensive training prior to commencing duties. This training will include:

- The principles of responsible alcohol retailing;
- Recognising signs of intoxication;
- Techniques for de-escalation and encouraging moderation;
- Procedures for refusing service when necessary.

Training will be refreshed at regular intervals and documented in the staff training log.

3. **Point-of-Sale and Awareness Signage**

Clear and visible signage promoting responsible drinking will be displayed throughout the premises, including near the bar area and main exits. This will include information from nationally recognised campaigns (e.g. Drinkaware) and will highlight the availability of non-alcoholic options.

4. **Engagement with Public Health Campaigns**

The premises will actively support and promote recognised public health and

safety initiatives such as “Drinkaware” and “Ask for Angela.” Posters may be used to raise awareness among customers.

Drug Policy: To help prevent drug misuse on the premises, toilets will be checked at regular intervals for signs of drug use or supply. These checks will include the use of cocaine detection wipes. Each check will be recorded in a bound and sequentially numbered logbook or secure electronic system, with records available to authorised officers upon request.

If drugs are found during a personal search or observed being used within the premises, the Premises Licence Holder, Designated Premises Supervisor, or Duty Manager will, where possible, ensure a clear CCTV image of the individual is captured. If safe and appropriate, the person may be detained while the Police are contacted immediately.

All staff will receive drug awareness training and be briefed on the venue’s drug policy, including how to identify and respond to incidents. The Designated Premises Supervisor will also complete a recognised drug awareness course to ensure effective oversight of drug-related issues on site.

Incident Response: A clearly identifiable incident and accident log shall be maintained at the premises, either in the form of a bound and sequentially paginated book or a secure electronic system. This record shall be used to document all incidents of crime and disorder, anti-social behaviour, damage to property, and any personal injury occurring on or immediately outside the premises that are connected to its operation. Each entry shall include the date, time, nature of the incident, individuals involved (where known), and the action taken by staff or management. The log shall be updated promptly following each incident and shall be retained on site for a minimum of 12 months from the date of the last entry.

This record shall be made readily available for inspection and copying by the Police, Licensing Authority, or any other authorised officer upon request.

c) Public safety

To promote the public safety objective in a micropub, We will focus on these key steps:

Adequate Lighting: Internal and external lighting installed for the safety of customers, staff, and the security of the premises shall be carefully positioned and operated to ensure it does not cause disturbance or nuisance to neighbouring or adjoining properties.

Staff and Customer Safety Training: Train staff on emergency procedures, and display clear safety instructions for patrons.

Engagement with Public Health Campaigns

The premises will actively support and promote recognised public health and safety initiatives such as “Drinkaware” and “Ask for Angela.” Posters may be used to raise awareness among customers.

d) The prevention of public nuisance

Noise Control: Full soundproofing has already been installed, keep music at low levels, As part of our commitment to upholding the licensing objectives, particularly the prevention of public nuisance, the following measures will be implemented and maintained at all times:

1. Customer Dispersal and Signage

Prominent, clear, and legible notices shall be displayed at all public exits requesting that customers respect the needs of local residents and leave the premises and surrounding area quietly and without causing disturbance.

2. Control of Noise Escape from the Premises

All external doors and windows shall be kept closed during periods when regulated entertainment is taking place, except for entry, exit, or in case of emergency, to prevent noise breakout.

External Area Restrictions

The external areas of the premises shall not be used for the sale or consumption of alcohol, or for the consumption of food or beverages, beyond the following times:

Fridays and Saturdays: No later than 22:00 hours

Sunday to Thursday: No later than 21:30 hours

3. Admission and Re-Admission Control

No new admissions or re-admissions to the premises shall be permitted after 22:30 hours, except for patrons temporarily leaving to access a designated external smoking area.

4. Prohibition of Outdoor Amplified Entertainment

No regulated entertainment involving amplified speech or music shall take place in any external area of the premises at any time.

• Sound Containment During Amplified Events

During any event or period of regulated entertainment involving amplified music or speech:

- All windows in the area where such entertainment is taking place shall remain closed.
- All external doors in that area shall remain closed, except for the purpose of access, egress, or emergency evacuation.

5. External Speaker Use

No amplified music, speech, or regulated entertainment shall be relayed via external speakers at any time.

Customer Behaviour: Display signage reminding patrons to leave quietly, have staff monitor outside areas, and manage orderly dispersal.

Litter Management: Provide bins, clean exterior areas regularly, and ensure timely waste disposal.

Quiet Deliveries: Schedule deliveries and collections during quieter hours and minimise noise during loading/unloading.

These measures help balance business needs while minimising disruption to the local community.

e) The protection of children from harm

To promote the protection of children from harm in a micropub, implement the following strategies:

1. Age Verification

A **Challenge 25 policy** will be in operation at the premises at all times. Any individual who appears to be under the age of 25 will be required to provide valid photographic

identification before being permitted to purchase alcohol or, where applicable, before being granted entry to the premises.

Acceptable forms of ID include:

- A valid passport
- A photocard driving licence
- Military ID
- A PASS-accredited proof-of-age card

Clear and prominent Challenge 25 signage will be displayed at entry points and in key customer-facing areas throughout the premises to inform customers of the policy.

Limit Access to Alcohol

The Premises Licence Holder shall ensure that a notice outlining any restrictions on the admission of children is prominently displayed on or immediately outside the premises, in a location where it is clearly visible and easily readable by members of the public.

Clear Policies

Establish a clear policy on children's presence and behaviour expectations, and display it prominently.

Engage Parents

Encourage parents to supervise their children and offer non-alcoholic drinks to foster a family-friendly environment.

By following these steps, you can effectively safeguard children and comply with licensing objectives.

Checklist:

Please tick to indicate agreement



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

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

Part 4 – Signatures (please read guidance note 11)

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

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 licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	21/08/25
Capacity	

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 postal address for correspondence associated with this application (please read guidance note 14)			
Andrew Slater [REDACTED]			
Post town	[REDACTED]	Postcode	[REDACTED]
Telephone number (if any)	[REDACTED]		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			
[REDACTED]			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined

as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.

- Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority

where the entertainment is provided by or on behalf of the local authority;

- any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.
 15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:
 - A license may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:
 - does not have the right to live and work in the UK; or
 - is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

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

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:

- 1) by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Home Office online right to work checking service.

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

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

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

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

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.