

**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 EL ROW UK LIMITED
(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

Parsloes Park, Gale Street, Dagenham,			
	Post town	Dagenham	Postcode
			RM9 5PU

Telephone number at premises (if any)	Not until event
Non-domestic rateable value of premises	Zero

Part 2 - Applicant details

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

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i as a limited company/limited liability partnership 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 <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		<input type="checkbox"/>	Please tick yes
Nationality					
Current residential 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		
Date of birth		I am 18 years old or over		<input type="checkbox"/>	Please tick yes
Nationality					
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 EL ROW UK LIMITED
Address 7 th Floor 362-366 Kensington High Street, London W14 8NS
Registered number (where applicable) 09837240
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited company producing public events.
Telephone number (if any) +34 663 86 13 34 (UK number available if required)

E-mail address (optional) Uk.invoices@elrowfamily.com

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
01	08	2022

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

DD	MM	YYYY
01	10	2024

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

Parsloes Park is a council owned, municipal park open to the public. The park contains facilities such as a playground, football pitches a pond and managed planting.

A licence is being sought for the whole, however the event space to be occupied for each event will be agreed with London Borough of Barking and Dagenham (LBBD) in advance.

The application is for a three year licence for one 2-3 weekend event on Friday, Saturday and Sunday in June, July, August or September, dates to be agreed 6 months in advance with the Council.

There will be a single day in 2022 which will be Saturday 20th August, for 22,999 people including artist and staff.

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

29,999

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

All of a to j apply as 'tick' does not work on this Word document

- | | |
|--|--------------------------|
| a) plays (if ticking yes, fill in box A) | X |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| 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) X
- h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H) X

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

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

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	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	X
Mon			Please give further details here (please read guidance note 4) Such is the theatrical nature of Elrow events that activities within the wider delivery of entertainment may constitute a ‘play’.		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 5)		
Thur					
Fri	1100	2230	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	1100	2230			
Sun	1100	2200			

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	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 4) Not applicable		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur					
Fri			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)		
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) Not applicable
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Tue			
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	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon				Please give further details here (please read guidance note 4) Not applicable	Both
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Thur					
Fri			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)		
Sat					
Sun					

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	<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 4) The delivery of live music on open stages and internal structures such as marquees, the content of which will be agreed in the Event Management Safety Plan (ESMP).		
Mon					
Tue			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Wed					
Thur			<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)		
Fri	11.00	22.30			
Sat	11.00	22.30			
Sun	11.00	22.00			

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	X
Mon			<u>Please give further details here</u> (please read guidance note 4) The delivery of recorded music, (amplified or unamplified) on open stages and internal structures such as marquees, the content of which will be agreed in the Event Management Safety Plan (ESMP).		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur					
Fri	11.00	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 6)		
Sat	11.00	22.30			
Sun	11.00	22.00			

G

Performances of dance 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)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4) General dance associated with the delivery of live or recorded music or other permitted entertainment.		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri	11.00	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 6)		
Sat	11.00	22.30			
Sun	11.00	22.00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 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	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4) Any entertainment similar in nature and ancillary to the delivery of (e), (f) or (g)		
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	11.00	22.30			
Sat	11.00	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 6)		
Sun	11.00	22.00			

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	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4) Not applicable		
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)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri	1100	2230			
Sat	1100	2230			
Sun	1100	2200	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)		

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

Name Mr Oliver David Kay	
Date of birth	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known) Milton Keynes	

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).

There will be no adult entertainment and the events will be for those 18 years old and over.

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri	1100	2300	
Sat	1100	2300	
Sun	1100	2230	

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)

In addition to the Annex 1 -Mandatory Conditions, the premises will undertake the following general steps to promote the licensing objectives:

A bespoke Event Safety Management Plan (ESMP) will be produced for each event to be held at the premises. A draft ESMP will be submitted to London Borough of Barking and Dagenham (LBBD), the Metropolitan Police Service (MPS), and other Responsible Authorities at least 12 weeks prior to the event, unless all parties agree it can be submitted in a shorter period. A final plan will be agreed with the responsible authorities 30 days prior to the event taking place, subject to any unforeseen need to change due to a new safety or crime risk. Any such change will only be made in consultation with the Responsible Authorities.

The ESMP document to be completed outlining the proposed management structure, responsibilities, and contact details for each individual event. The event management plans for each event shall include the following information as a minimum; site plans, stewarding/security plans to including weapons policy, crowd management plans, medical plan, fire plan, specific safety policies, risk assessments, traffic management plans, possible noise nuisance plans, and ingress/egress plan.

A draft site plan will also be produced for each event and submitted at least 12 weeks prior to the event and agreed with the Responsible Authorities 30 days prior to the event.

This agreement and submission timetable will also apply to any individual policy required to be part of the ESMP.

Where there is in existence an operating Safety Advisory Group (SAG) covering the area of the event, the premises licence holder or representative will attend any meeting on request of the SAG in order to discuss the event with the SAG members. This will include a debrief SAG within three months of the end of the event.

Specific capacities for each event, and each venue within the event, will be agreed with the Responsible Authorities through the ESMP, Fire Risk Assessment (FRA) and Crowd Management Plans, and based on any advice from the SAG.

The right to refuse entry should any person fail to comply with terms and conditions of the event will be publicised.

The Designated Premises Supervisor will on the premises at all times the licence is in operation, along with an agreed number of further of Personal Licence Holders.

b) The prevention of crime and disorder

In addition to the conditions suggested in the General section the following conditions will apply:

The premises licence holder will produce documented Search, Drugs, Alcohol, Security and Eviction policies as part of the ESMP in consultation with, and to the satisfaction of MPS and the SAG.

We will seek and act upon any knife crime advice provided by the MPS including detaining anyone found in possession of a weapon.

The Search Policy will include agreed procedures on pre-event communications, signage on entry that search is a condition of entry, amnesty bins, actions on finding drugs, seizure, retention and disposal. This policy will be linked to the Eviction Policy. The search and eviction policies will equally apply to staff, traders and artists including their vehicles. The Premises Licence Holder shall deploy passive drugs detection dogs at designated entry points in consultation with MPS.

Bag sizes will be limited to A4.

The premises licence holder will act upon any counter terrorism or crime specific intelligence provided by MPS. The organisers will promote ACT and SCAN training and implementation by both regular staff and contractor/agency staff.

The premises licence holder will carry out an Event Risk Assessment, which will include an assessment of entertainment content, and produce a security and stewarding operation and deployment plan. This will be submitted to MPS and the SAG 12 weeks prior to the event and agreed no later than 30 days prior to the event. SIA to public ratio will be set to reflect the nature of the event and individually agreed with MPS. This will include discussions regarding any requirement for Special Policing Services.

The organisers will act on any advice from the MPS on acceptability of music acts.

Where SIA staff are employed the premises licence holder will ensure all details of SIA staff are recorded including their identity, duties and any staffing agency they have been provided by. This record will be made available for inspection for up to 6 months. The premises licence holder will also ensure any required SIA or similar badge is displayed whilst on duty.

The premises licence holder will ensure that an incident, security and medical logs are completed throughout the duration of any event. These logs will be retained for at least 6 months and be available for inspection by any Responsible Authority.

CCTV will be installed to cover entry and exit lanes and for any eviction. A site map showing CCTV coverage will be provided in advance of the event. Any further coverage required will be discussed with MPS. It will be installed, operated and maintained in line current MPS CCTV policy and images will be retained for at least 31 days. CCTV operators will be present during the event and able to download recordings for the MPS and other agencies on request.

The organisers will install a double fence line including steel shield or similar on the outside, to a height of 3.2m with additional overhang at assessed risk areas. The area between these fences will be maintained as sterile to the public.

All drinks will be provided in plastic glasses and any drinks in bottles will be decanted into glasses and the bottles retained by staff. Customers will not be allowed to bring bottles onto site.

A bar briefing will be delivered to all staff by the DPS or their nominated deputy. A copy of the bar briefing will be included in the ESMP. Staff will sign to state they

have received and understood the briefing and these records will be retained for inspection.

A refusal register will be maintained at each bar in respect of no proof of age, intoxication or other reason. These registers will be available for inspection both during and after the event.

c) Public safety

In addition to the conditions suggested in the General section the following conditions will apply:

The Premises Licence Holder shall engage an event safety officer to oversee the build, live event and derig. Their duties will include but not be limited to the following:

- Assessment of contractors and their safety documentation prior to their arrival on site
- The undertaking of site and task specific risk assessments
- Sign off Policy for temporary installations by contractors
- Checks relating to integrity of temporary structures by independent structural engineers
- Protection of audience and staff from noise
- Installation of appropriate front of stage barriers
- Adherence to food hygiene standards
- Safe installation and operation of generators and temporary power supplies
- Designated access routes and trackway roads around the site perimeter
- Appropriately illuminated signage above exits
- Clear demarcation of specific hazards through highlighting and signage

An additional health protection assessment and mitigation plan will be undertaken in respect of transmittable diseases and the premises licence holder will follow HM Government guidance, and guidance from any body operating on behalf of the Government. In addition, the organisers will further consult LBBB Public Health and Safety Officers, London Ambulance Service and local NHS in the production and delivery of these plans. This will include a provision for cancellation of the event if required.

The premises licence holder will seek wider event specific Health and Safety advice from LBBB in addition to statutory legislation and guidance.

The premises licence holder will submit a Fire Risk Assessment (FRA) and associated mitigation plans in consultation with London Fire Brigade (LFB). This FRA will be agreed with LFB and the SAG at least 30 days before the event.

The premises licence holder will provide LBBB with full details of any catering provision including details of operators, their contact details and certification. This will be provided at least 4 weeks before the event. Caterers will only be used if they meet any certification level set by LBBB. Any introduction of a new catering provider will only be made with the agreement of LBBB.

The premises licence holder will undertake a medical risk assessment which will specify the necessary medical cover required to be provided at the event. LAS and local NHS will be consulted as part of this assessment. This will include welfare considerations and provisions.

See (e) regarding the creation of a Safeguarding policy for consideration of vulnerable persons of all ages.

d) The prevention of public nuisance

In addition to the conditions suggested in the General section the following conditions will apply:

The premises licence holder will submit a Noise Management Policy to LBBB Environmental Health at least 12 weeks before any event and this policy will be agreed with at least 30 days before the event. The policy will include a publicised system for making complaints, logging complaints including time, date and callers details if disclosed, and the response to any noise issues. The public contact number will be staffed at least one hour before opening and one hour after closing of the event. This will be located in the control room in order to inform responses by the event management and to available for police and enforcement officers on request.

A post event compliance report should be produced following each event and submitted to LBBB Environmental Health.

The premises licence holder will submit an Ingress, Egress and Transport Management Policy to the satisfaction the responsible 'Highways Authority', TfL, MPS and LBBB. This will include consideration as to reducing the impact of the event on local residents, external security/stewarding provision and external toilets.

The premises licence holder will ensure there is no fly posting of the event and will maintain a register of any promoters advertising the event.

The premises licence holder will create a litter plan in consultation with LBBB which will include cleaning of the park and adjacent streets, the later being undertaken by LBBB.

The premises licence holder will engage with local stakeholders and local residents to minimise any impact on businesses, park users and residents. A Communications Plan will be agreed with LBBB which will include at least two public meetings, one pre-event and one post event.

e) The protection of children from harm

In addition to the conditions suggested in the General section the following conditions will apply:

This an 18/18+ event.

A Challenge 25 policy will be applied on entry to the site and at any point of alcohol sales. Acceptable proof of age documents such as passports, photo driving licences and PASS cards will be agreed with LBB and MPS in advance, and advertised in advance to customers.

Challenge 25 and related notices will be placed at each point of alcohol sales.

A refusal register will be maintained at each point of sale.

The premises licence holder will produce an event specific Safeguarding Policy in consultation with the MPS and other SAG members, including actions should an incident occur with an under 18-year-old or a vulnerable adult.

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. X
- 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 (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, if appropriate (please see note 15)
Signature	
Date	4 th April 2022
Capacity	Paul Rooney Production Manager, Slammin Events, On behalf of EL ROW UK LIMITED

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) Paul Rooney
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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. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community

- premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.

15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

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

- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of 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.