



FORM: L09

Case Reference Number:
(office use only)

LICENSING AUTHORITY

Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY

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 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 (insert name(s) of applicant)Brand Events TM Ltd..... apply for a Premises Licence under Section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant Licensing Authority in accordance with Section 12 of the Licensing Act 2003.

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description
Chichester College
Westgate Fields,
Post town: Chichester
Postcode: PO19 1SB

Telephone number at premises (if any) n/a
Non domestic rateable value of premises £0

Part 2 – Applicant Details

Please state whether you are applying for a Premises Licence as:

- a) an individual or individuals*
b) a person other than an individual*
i. as a limited company/limited liability partnership
ii. as a partnership (other than limited liability)
iii. as an unincorporated association or
iv. other (for example a statutory corporation)

- 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 please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the Chief Officer of Police of a police force in England and Wales please complete section (B)

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

Please tick

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

I am 18 years old or over Please tick if yes

Date of Birth Nationality

Current residential address if different from premises address

Post Town Postcode

Daytime contact telephone number

Email address (optional)

Where applicable (if demonstrating a right to work via the Home Office online via right to work checking service), the 9-digit '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

I am 18 years old or over

Please tick if yes

Date of Birth

Nationality

Current residential
address if different
from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

Where applicable (if demonstrating a right to work via the Home Office online via right to work checking service), the 9-digit '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 case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name: Brand Events TM Ltd
Address: 4 Vencourt Place London W6 9NU
Registered number (where applicable) 08742448
Description of applicant (for example, partnership, company, unincorporated association etc.) Private Limited Company
Telephone number (if any) 03300 555 745
E-mail address (optional) sarah-mayc@brandevents.co.uk

Part 3 - Operating Schedule

When do you want the Premises Licence to start?

Day	Month	Year
2	7	0 7 2 0 2 0

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

Day	Month	Year

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

'Tom Kerridge presents Pub in the Park' is a three-day food and music festival celebrating gastropub dining from across the UK. Under an invitation from Tom Kerridge, celebrity chefs will be producing Michelin starred dining, replicating dishes from each of their own pubs, whilst the audience enjoys live music and boutique shopping in a relaxed pub garden atmosphere.

The first Pub in the Park (PITP) took place in Marlow in May 2017. In 2018 we took this unique concept to four towns, Marlow, Bath, Tunbridge Wells and Knutsford drawing in over 67,000 people across the four shows. In 2019, we expanded into eight towns, Marlow, Leeds, Knutsford, Bath, Warwick, Tunbridge Wells, Chiswick and St Albans where we attracted 120,000 visitors. Following on from a successful tour, we plan to take the event in 2020 to Marlow, Essex, Warwick, Bath, Dulwich, Tunbridge Wells, Hackney, Hampshire, Chiswick and St. Albans. Each Pub in the Park will celebrate the best of British pub dining, combined with great live music, chef demonstrations, and other festival fun.

The event site is located on Chichester College. The space is an open park on the grounds of the College accessed from the A286.

The park is 32,000 m2. The proposed event is due to be held on the two green spaces in front of the college either side of Swieqi road.

Licensed activity such as the sale of alcohol and music entertainment will take place predominantly from temporary demountable structures, within the event site. The sale and consumption of alcohol will take place both within these structures and to outside areas within the event site.

Such likely activities include bars, wine and craft ale tasting sessions, restaurant style operations and music stages. Note; the premises license being applied for proposes a capacity of 4,999 persons on site at any one time. For clarity this includes all public, staff, contractors, chefs, performers and any other persons directly related to and specifically attending the PitP event, within the proposed footprint.

The license application is for an event to take place yearly and on an on-going basis.

If 5000 or more people are expected to attend the premises at any one time, please state the number expected to attend

4,999

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)

Provision of regulated entertainment

Please tick any that apply

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

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 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 a films take place indoors or outdoors or both – please tick (✓) (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	x
Mon	11:00	20:45	Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur					
Fri	17:00	22:45	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	11:00	22:45			
Sun	11:00	22:45			

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			<p>State any seasonal variations for indoor sporting events (please read guidance note 5)</p>
Tue			
Wed			
Thur			
Fri			<p>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)</p>
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 (✓) (please read guidance note 3)	Indoors				
Day	Start	Finish		Outdoors				
Mon			<p>Please give further details here (please read guidance note 4)</p>	Both				
Tue				<p>State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 5)</p>	Both			
Wed					<p>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)</p>	Both		
Thur						<p>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)</p>	Both	
Fri			<p>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)</p>	Both				
Sat				<p>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)</p>	Both			
Sun					<p>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)</p>	Both		

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 (✓) (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon	11:00	20:45	<p>Please give further details here (please read guidance note 4) The provision of playback of amplified / recorded music providing patrons with the opportunity to enjoy music accompanying the main event(s). This may take the form of background / incidental music to accompany a meal or background music played across the site across to the day to provide gentle ambience. Recorded / incidental music may be played throughout PITP show period.</p> <p>State any seasonal variations for the performance of live music (please read guidance note 5)</p> <p>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)</p>	Both	x
Tue					
Wed					
Thur					
Fri	17:00	22:45			
Sat	11:00	22:45			
Sun	11:00	22:45			

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	
Day	Start	Finish		Outdoors	
Mon	11:00	20:45	<p>Please give further details here (please read guidance note 4) The provision of playback of amplified / recorded music providing patrons with the opportunity to enjoy music accompanying the main event(s). This may take the form of background / incidental music to accompany a meal or background music played across the site across to the day to provide gentle ambience. Recorded / incidental music may be played throughout PITP show period.</p> <p>State any seasonal variations for the playing of recorded music (please read guidance note 5)</p> <p>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)</p>	Both	x
Tue					
Wed					
Thur					
Fri	17:00	22:45			
Sat	11:00	22:45			
Sun	11:00	22:45			

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 (✓) (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 the performance of dance (please read guidance note 5)		
Thur					
Fri			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)		
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	Will this entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 3)	Indoors	
				Outdoors	
Mon			Please give further details here (please read guidance note 4)	Both	
Tue					
Wed			State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
Thur					
Fri			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. (please read guidance note 6)		
Sat					
Sun					

I

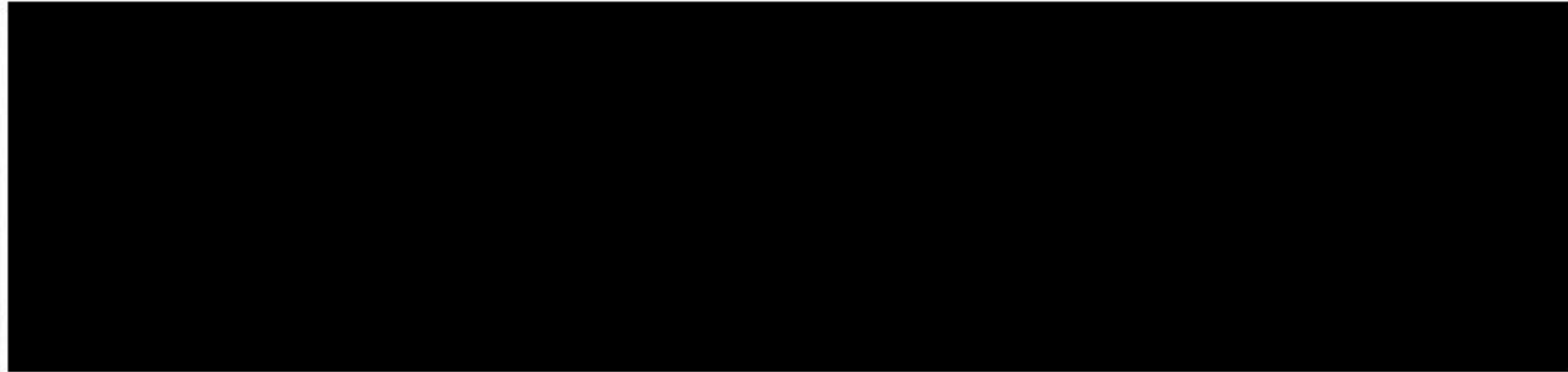
Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (✓) (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)	Both	
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur					
Fri			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)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the sale of alcohol be for consumption on or off the premises or both – please tick (✓) (please read guidance note 8)	On the premises	
Day	Start	Finish		Off the premises	
Mon	11:00	20:30	State any seasonal variations for the supply of alcohol (please read guidance note 5)	Both	x
Tue					
Wed			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)		
Thur					
Fri	17:00	22:30			
Sat	11:00	22:30			
Sun	11:00	22:30			

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: Katie Gaines



Personal Licence number (if known): 2018-00077-LAPER

Issuing Licensing Authority (if known): Hammersmith and Fulham

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 is no planned adult entertainment or services for PITP.

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	11:00	20:45	
Tue			
Wed			
Thur			Non standard timings. Where you intend to open 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)
Fri	17:00	22:45	
Sat	11:00	22:45	
Sun	11:00	22:45	

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)

The Premises Licence shall be restricted to one 3 day event per calendar year therefore if the event opens on a Friday, it is only allowed to run Friday, Saturday and Sunday. However, if the event opens on a Saturday, it is only allowed to run Saturday, Sunday and Monday. Where the event takes place on Saturday, Sunday and Monday, the Monday must constitute a statutory bank holiday.
A copy of the statutory register may be in

Key Date 1 No later than 6 months prior to the proposed dates of the event taking place: - • The Premises Licence Holder shall notify all Responsible Authorities and SAGE of their intention to hold the event and the proposed date(s) it is to be held.

Key Date 2 No later than 120 days prior to the event taking place:
• The Premises Licence Holder shall consult with Council Highways and Police with regard to his proposals for traffic management, security and stewarding

Key Date 3 No later than 90 days prior to the event taking place:
• The Premises Licence Holder shall submit draft copies of the Event Management Plan to SAGE for consultation

Key Date 4 No later than 35 days prior to the event taking place:
• The Premises Licence Holder will submit final copies of the event management plan and any subsequent changes must immediately be brought to the attention of SAGE

Key Date 5 During the week immediately prior to the event and if requested to do so: • The Premises Licence Holder shall provide access to the event site to any member of SAGE or other Responsible Authority for the purposes of a site inspection and confirmation of compliance with the Event Safety Management Plan. All Events will be planned and managed by experienced professionals with a track record of large-scale outdoor public events and food event production.

- Carry out liaison and attendance at meetings as required with SAG representatives, enforcing agencies etc.
- Appropriate fencing will be installed around the event site perimeter to restrict access and to create safe working areas – as well as defining the limits of the licensed premises.
- Production of comprehensive risk assessments for each event and for the use of the licensed premise.
- Production of a schedule of all licensed activities.
- Collation and review of all necessary safety related documentation from third party suppliers.
- Production of detailed event safety management plan (ESMP).
- Entry to each event, regardless of type will be restricted to ticket / wristband access only.
- Numbers on site shall be regulated and monitored.
- Events shall all be given suitable lead time to ensure proper scheduling, appointment of reputable contractors etc.
- Provision of suitable food hygiene facilities such as hot and cold hand wash facilities, cold stores, food hygiene inspections, storage spaces, cleaning regimes, cleansing schedules and food management systems.
- Provision of sanitary facilities, hand-wash toilets etc in accordance with respective national guidance.
- Production of final versions of detailed site layout plan, showing clear ingress / egress routes, audience circulation areas, welfare, medical facilities etc.
- Establish clear method of communication between all key personnel on site in the event of a minor and major incident.
- Facilities shall be established for use by less abled patrons such as toilets and access routes.
- Designated parking areas shall be established and managed by experienced traffic management providers.
- To undertake site cleansing operations in order to manage litter on site and to provide staff, waste receptacles etc and to ensure a large build-up of waste on site is not permitted
- The organisers shall ensure that detailed contingency and cancellation policies and procedures are

in place for each event.

b) The prevention of crime and disorder

Engagement of competent and experienced security company who shall provide a detailed crowd management plan depending on the size and nature of the event.

- Provision of event control operation to oversee the safe management of the event and to coordinate resources and contingencies in the event of an incident.
- Provision of competent and experienced stewarding and security personnel.
- Provision of SIA accredited staff at key points to carry out specific jobs, namely bar areas, eviction etc
- Remove any items of contraband from patrons and agree chain of custody with local police.
- Advance liaison with police to identify any trends / intelligence which may surround a particular group or audience profile.
- A list of all persons evicted from the event site will be logged and handed over to the police if required.
- PitP has produced specific Alcohol and Drugs policies. These will be communicated out to all relevant staff.

c) Public safety

- A general assessment of the site has been carried out and its suitability as a venue confirmed.
- There are numerous escape routes afforded throughout the event site and into places of relative safety.
- Enclosed venues shall be subject to specific fire risk assessments.
- Engagement of competent suppliers and service providers.
- Engagement of experienced event safety advisors.
- The proposed site provide ample footprint for the proposed content and activities.
- Seating will be provided though a mixture of temporary seating installations plastic furniture and or picnic bench style provisions.
- All temporary structures and other major infrastructure elements will be subject to a formal sign off by a competent person prior to use of opening.
- Installation, distribution and sign off of temporary electrical systems to be carried out by a competent professional contractor.
- Provision of appropriate medical and welfare facilities, which are clearly signed and staffed for the duration of the event.
- Access to fresh and tested drinking water for working personnel and members of the public.
- Production of detailed fire safety assessment and ensure all necessary controls are in place and monitored throughout the event period.
- Access to potentially hazardous areas will be restricted to members of the public and unauthorised personnel.
- The location of significant buried services will be established and communicated to relevant personnel.
- Generators and other electrical / technical areas shall only be accessible by technical crew, contractors and event staff.
- Appropriate warning signage will be prominently displayed to advise of potential hazards on site.
- A suitable and sufficient front of stage barrier will be installed and signed off by a competent person.
- Lighting levels throughout the event site will be set to allow patrons to clearly navigate their way around the site.
- Non-essential vehicle movement shall not be permitted on site during the public opening period. Any essential vehicle movement shall be carried out using a banksman.
- Production and or servicing vehicles shall use the back of house / production roads SFARP.
- No alcohol shall be served in glass vessels* and patrons shall not be permitted to bring glass onto site. * With the exception of managed taster sessions and master classes, and VIP Enclosures
- Weather monitoring shall take place during the build, event and break periods and appropriate contingency plans (predominantly for high winds, lightning and heavy rains) shall be in place.

--

d) The prevention of public nuisance

- A noise management plan and propagation tests shall be produced and carried out for each event if required.
- Dedicated noise complaint line during key events for local residents to contact if noise levels become a nuisance. At least three calendar months in advance of the event taking place, the Premises Licence Holder shall submit to the Environmental Protection Department a "Noise Management Plan" for prior written approval in advance of the event taking place. Thereafter, the approved "Noise Management Plan" shall be observed and complied with in full.
- Limited overnight work shall be carried out during the build or break periods.
- The position of direct lighting (e.g. tower lights) shall not be in such a way which affects local residents but must be balanced to provide adequate / suitable lighting levels for navigation in and around the site.
- No build-up of litter or waste will be permitted anywhere out of the event site or on local highways.
- The event shall minimise the effect on the environment where possible
- Encourage patrons to share transport to minimise disruption and environmental impact SFARP.
- Consultation shall be carried out with local residents via engagement local groups and councils wherever possible.
- Traffic Management Plan to minimise impact on local environs and facilitate ready access to and from the event site.
- Every effort will be made to prevent pollution of any watercourse

e) The protection of children from harm

- No under 16's are permitted on site without a responsible adult.
- No under 16's shall work at the licensed site unless a suitable and sufficient Risk Assessment has been carried out and all control measures effectively implemented.
- Provision of DBS accredited personnel on site.
- Challenge 25 rule for the sale of alcohol shall be adopted for the event.
- Any films shown shall have appropriate age certification or theatre shows etc with adult content will be clearly advertised.
- Any persons believed to be drinking under-age shall be intercepted by security personnel and alcohol disposed of.

Please tick ✓

- | | |
|---|---|
| • I have made or enclosed payment of the fee. | X |
| • I have enclosed a 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). | 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.**

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)

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 *16th April 2020*

Capacity *OPERATIONS MANAGER*

For joint applications, signature of 2nd applicant or 2nd applicant’s Solicitor or other authorised agent (see 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)	
Sarah-May Clarke 4 Vencourt Place Hammersmith	
Post town: London	Postcode: W6 9NU

Telephone number (if any)

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)
sarah-mayc@brandevents.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 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.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, 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 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicants date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicants 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 checked online. 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 copy documents as set out above.