



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 Tim Sturton-Davies 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

The Quarterdeck Itchenor Shipyard Itchenor	
Post town: Chichester	Post code PO20 7AE

Telephone number at premises (if any)

07795831814

Non domestic rateable value of premises

£0-£4300

Part 2 – Applicant Details

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

Please tick as appropriate

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

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

Email address (optional)

SECOND INDIVIDUAL APPLICANT (if applicable)

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

Surname First names

I am 18 years old or over Please tick if yes

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

Email address (optional)

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 - Operating Schedule

When do you want the Premises Licence to start?

Day		Month		Year			
1	6	1	2	2	0	1	6

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)

The Quarterdeck is a coffee shop located in Northshore Shipyard in Itchenor. The shop occupies part of the ground floor of the two-story building occupied by Northshore Shipyard Ltd. The surrounding area is mostly the commercial area of the shipyard. There is minimal residential property nearby, with the nearest property being occupied only on a temporary basis and is currently mostly demolished.

The coffee shop consists of a serving area, incorporating a small 'kitchen' area where sandwiches are prepared. In front of the serving area there is the 21m² coffee shop customer area with capacity for 20 people seated inside, with an additional outside roped off area directly in front of the premises. The roped off area measures 6m x 12m and currently contains a further 32 seats, on picnic benches and garden 'sofa' furniture.

Currently the coffee shop serves a range of hot and cold drinks, with a limited food menu of panini, cakes and snacks. We would now like to apply for a licence to supply alcohol for consumption on and off the premises, to enable us to open for longer hours and maximise the potential of the business, as the requirement for our current menu decreases significantly after 5pm. We would like to increase our food menu and be able to accompany the food with beer, wine or spirits. We would also like to increase our existing hot drinks menu to include spirits option for coffees and hot chocolates, eg Irish coffee, Baileys hot chocolate etc.

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

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

(Please see Sections 1 and 14 of the Licensing Act 2003 and 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) | <input type="checkbox"/> |
| 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) | <input type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

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 6)			Will the performance of a play take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
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 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
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 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed			
Thur			
Fri			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 5)
Sat			
Sun			

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon					
Tue			Please give further details here (please read guidance note 3)		
Wed			State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 4)		
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 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur						
Fri				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 5)		
Sat						
Sun						

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 3)	Both	
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur					
Fri			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 5)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 3)	Both	
Tue					
Wed				State any seasonal variations for the performance of dance (please read guidance note 4)	
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 5)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 3)	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 4)	
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 5)		
Sat					
Sun					

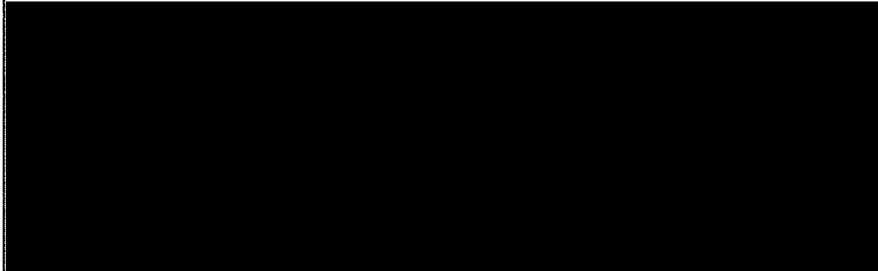
Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	
Day	Start	Finish	Indoors	
Mon			Outdoors	
Tue			Both	
Wed			Please give further details here (please read guidance note 3)	
Thur				
Fri				
Sat			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)	
Sun				
			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 5)	

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption on or off the premises or both – please tick (✓) (please read guidance note 7)	
Day	Start	Finish	On the premises	
Mon	1000	2300	Off the premises	
Tue	1000	2300	Both	x
Wed	1000	2300	State any seasonal variations for the supply of alcohol (please read guidance note 4)	
Thur	1000	2300		
Fri	1000	2300		
Sat	1000	2300	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 5)	
Sun	1000	2300		

State the name and details of the individual whom you wish to specify on the licence as Designated Premises Supervisor

Name
Tim Sturton-Davies



Personal Licence number (if known) 3815/16/00540/LAPER

Issuing Licensing Authority (if known) Chichester District Council

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	<p>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 5)</p> <p>Currently the coffee shop is open at these times. With the successful addition of a premises license, we will employ more staff and be able to open for longer hours. The intention is to be open 7 days per week, so that our standard timings will be extended.</p>
Mon			
Tue			
Wed	1000	1700	
Thur	1000	1700	
Fri	1000	1700	
Sat	1000	1700	
Sun	1000	1700	

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 9)

- Installation of CCTV system on grant of license and before any licensable activity takes place
- Think 25 Policy to be adopted
- Entrances/Exits to be clearly marked and adequately lit
- No smoking policy in effect in all seating areas, inside and outside. Consideration will be given implementing a 'designated smoking area' far enough away from the public areas so as not to cause a nuisance to non-smokers

b) The prevention of crime and disorder

- CCTV to be installed to cover seating areas inside and outside and will be maintained in working order
- Notices will be put in place, clearly visible to the public within the seating areas, to advise that CCTV has been installed
- Alcohol consumption is to be restricted to be within the designated seating areas only
- Any person selling or supplying alcohol under the authority of a personal license holder will be required to request a photo ID proof of age, where they have reason to suspect that the individual may be under 18 years of age
- The policy relating to alcohol promotions, as laid out in the Home Office Guidelines on Mandatory Licensing Conditions will be adopted and adhered to.
- Public information notices about crime and disorder will be displayed at the request of the Council or West Sussex Constabulary
- Any restrictions on the admittance of individuals according to age will be displayed on or immediately outside the premises
- Communication will be made with The Ship Inn to advise of any individuals who may be acting in a disorderly fashion
- Lighting will be provided outside the premises during the hours of darkness, when any licensable activity takes place on the premises

c) Public safety

- Escape routes and exits, including external exits, will be clearly marked and maintained to ensure that they are not obstructed
- Notices detailing the action to be taken in the event of a fire, including how the fire brigade are to be summoned, will be prominently displayed and protected from damage and deterioration
- Access for emergency vehicles will be kept clear at all times – restricted height barrier can be opened by on site staff
- There will be at least one member of first aid trained staff within the coffee shop, with access to an adequate and appropriate first aid kit
- Suitable exterior lighting to be installed to ensure easy and safe pedestrian access to the building entrance
- In the absence of adequate daylight, the lighting in the areas accessible to the public will be maintained to ensure that it is fully operational
- Suitable and up to date fire fighting equipment has been installed
- All electrical equipment within the coffee shop will be checked and inspected by suitable qualified persons and records of these checks will be kept
- The coffee machine boiler will be inspected, serviced and certified in accordance with manufacturers requirements
- Valid public liability insurance will be maintained and a copy will be made available to an authorised officer on request
- I will make free drinking water available at all times the premises is open to the public

d) The prevention of public nuisance

- Prominent, clear notices to be placed at all exits reminding customers to respect the needs of local residents and to leave the premises and the area quietly
- Adequate and suitable receptacles for refuse from the premises will be provided
- I will make sure litter is regularly cleared from the vicinity of the premises
- Receptacles for waste will be emptied regularly to minimise nuisance smells
- I will ensure that particularly bright lights on or outside the licensed premise do not cause a nuisance to nearby properties, whilst balancing the need for lighting in the interests of the prevention of crime and disorder
- Music will generally be limited to background music within the building and noise levels will be monitored by staff members to ensure that levels do not cause a nuisance to neighbouring properties.

e) The protection of children from harm

- A 'Think 25' proof of age policy will be adopted
- Children under the age of 12 will be required to be accompanied by an adult after 2100
- A no smoking policy is currently in place in all seating areas internal and external. Consideration will be given to implementing a 'designated smoking area' far enough away from the public areas so as not to cause a danger to children or a nuisance to non-smokers

Please tick ✓

- I have made or enclosed payment of the fee.
- I have enclosed a plan of the premises.
- I have sent copies of this application and the plan to Responsible Authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be Designated Premises Supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

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

Part 4 – Signatures (please read guidance note 10)

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

Signature 

Date 16/11/16

Capacity APPLICANT + BUSINESS OWNER

Date

Capacity

Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 19)	
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) hello@quarterdeckcafe.co.uk	