



Ehh04/zd136/prem

Town Hall
The Parade
Epsom
Surrey, KT18 5BY
Telephone 01372 732000
www.epsom-ewell.gov.uk

Schedule 1, Regulation 3

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 Horton Chapel Arts & Heritage Society

(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

| | | | |
|--|-------|----------|----------|
| Postal address of premises or, if none, ordnance survey map reference or description The Horton Haven Way Epsom Surrey | | | |
| Post town | Epsom | Postcode | KT19 8NP |
| Telephone number at premises (if any) | | TBC | |
| Non-domestic rateable value of premises | | £ | |

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 type="checkbox"/> | please complete section (A) |
| b) | a person other than an individual * | | |
| | i as a limited company/limited liability partnership | <input type="checkbox"/> | please complete section (B) |
| | ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| | iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| | iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) | a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) | a charity | <input checked="" type="checkbox"/> | please complete section (B) |
| e) | the proprietor of an educational establishment | <input type="checkbox"/> | please complete section (B) |
| f) | a health service body | <input type="checkbox"/> | please complete section (B) |
| g) | a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales | <input type="checkbox"/> | 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 | <input type="checkbox"/> | please complete section (B) |
| h) | the chief officer of police of a police force in England and Wales | <input type="checkbox"/> | please complete section (B) |

* If you are applying as a person described in (a) or (b) please confirm (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 | <input checked="" type="checkbox"/> |
| I am making the application pursuant to a | |
| statutory function or | <input type="checkbox"/> |
| a function discharged by virtue of Her Majesty's prerogative | <input type="checkbox"/> |

(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) | | | | | |
| Where applicable (if demonstrating a right to work via the Home Office online 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 <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 | | | | | |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information) | | | | | |
| Current residential 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 Horton Chapel Arts & Heritage Society |
| Address 24 Hamilton Close Epsom KT19 8RG |
| Registered number (where applicable) CE007433 (Reg. Charity Number 1167510) |
| Description of applicant (for example, partnership, company, unincorporated association etc.) Charitable Incorporated Organisation |
| Telephone number (if any) 07979 800500 |
| E-mail address (optional) thehortonepsom@gmail.com |

Part 3 Operating Schedule

When do you want the premises licence to start?

| DD | | MM | | YYYY | | | |
|----|---|----|---|------|---|---|---|
| 0 | 1 | 0 | 8 | 2 | 0 | 2 | 1 |

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

| DD | | MM | | YYYY | | | |
|----|--|----|--|------|--|--|--|
| | | | | | | | |

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

The venue is located in re-developed building situated on Haven Way, in Epsom, Surrey. Horton Chapel is being renovated and converted into a new arts centre - The Horton – complete with flexible spaces that highlight the building's heritage features. Following this development, the venue will be home to an exciting cultural programme of events, courses and activities.

The venue will be open up to 7 days a week and is intended to offer a year-round hub for creativity in the region. The site will offer creative learning and high-quality arts entertainment opportunities while working in deep partnership with local organisations to bring a clear benefit to the community.

This events and activity offering will be combined with a premium food and beverage range to ensure the venue appeals to customers seeking a high-quality experience. Any marketing relating to alcohol will be carefully selected to uphold this focus on quality and at all times irresponsible drinks promotions will be avoided. This combination will help to promote sensible consumption of alcohol at the venue.

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

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

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- | | |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input checked="" 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 checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input checked="" 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)

☒

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"/> |
| | | | | Both | <input checked="" type="checkbox"/> |
| | | | | | |
| Day | Start | Finish | | | |
| Mon | 08:00 | 23:30 | Please give further details here (please read guidance note 4) In the event that this licensable activity is to take place Outdoors, the Finish time for the licensable activity on each day will be 23:00. | | |
| | | | | | |
| Tue | 08:00 | 23:30 | The areas Outdoors where this licensable activity would usually take place are noted on the submitted plans. In the event that a specific performance is to take place outside of these nominated areas, an Event Assessment will be completed as per the condition proposed in M)a). | | |
| | | | | | |
| Wed | 08:00 | 23:30 | State any seasonal variations for performing plays (please read guidance note 5) | | |
| | | | | | |
| Thur | 08:00 | 23:30 | | | |
| | | | | | |
| Fri | 08:00 | 23:30 | 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 | 08:00 | 23:30 | | | |
| | | | | | |
| Sun | 08:00 | 23:30 | From the end of authorised hours on New Year's Eve to the start of authorised hours on the following day. | | |
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B

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|---|-------|--------|---|-------------------------------------|
| 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"/> |
| | | | Outdoors | <input type="checkbox"/> |
| | | | Both | <input checked="" type="checkbox"/> |
| Day | Start | Finish | | |
| Mon | 08:00 | 23:30 | Please give further details here (please read guidance note 4) In the event that this licensable activity is to take place Outdoors, the Finish time for the licensable activity on each day will be 23:00. | |
| | | | | |
| Tue | 08:00 | 23:30 | The areas Outdoors where this licensable activity would usually take place are noted on the submitted plans. In the event that a specific performance is to take place outside of these nominated areas, an Event Assessment will be completed as per the condition proposed in M)a). | |
| | | | | |
| Wed | 08:00 | 23:30 | State any seasonal variations for the exhibition of films (please read guidance note 5) | |
| | | | | |
| Thur | 08:00 | 23:30 | | |
| | | | | |
| Fri | 08:00 | 23:30 | 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 | 08:00 | 23:30 | | |
| | | | | |
| Sun | 08:00 | 23:30 | From the end of authorised hours on New Year's Eve to the start of authorised hours on the following day. | |
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C

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|--|-------|--------|--|
| Indoor sporting events Standard days and timings (please read guidance note 7) | | | <u>Please give further details</u> (please read guidance note 4) |
| Day | Start | Finish | |
| Mon | 08:00 | 23:30 | |
| | | | |
| Tue | 08:00 | 23:30 | <u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5) |
| | | | |
| Wed | 08:00 | 23:30 | |
| | | | <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) From the end of authorised hours on New Year's Eve to the start of authorised hours on the following day. |
| Thur | 08:00 | 23:30 | |
| | | | |
| Fri | 08:00 | 23:30 | |
| | | | |
| Sat | 08:00 | 23:30 | |
| | | | |
| Sun | 08:00 | 23:30 | |
| | | | |

D

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|--|-------|--------|--|--|-----------------------------------|
| 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"/> |
| | | | | | Outdoors <input type="checkbox"/> |
| Day | Start | Finish | | | Both <input type="checkbox"/> |
| Mon | | | <u>Please give further details here</u> (please read guidance note 4) | | |
| | | | | | |
| Tue | | | | | |
| | | | | | |
| Wed | | | <u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5) | | |
| | | | | | |
| Thur | | | | | |
| | | | | | |
| Fri | | | <u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| | | | | | |
| Sat | | | | | |
| | | | | | |
| Sun | | | | | |
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E

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|--|-------|--------|---|----------|-------------------------------------|
| 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) In the event that this licensable activity is to take place Outdoors, the Finish time for the licensable activity on each day will be 23:00. | | |
| Mon | 08:00 | 23:30 | | | |
| Tue | 08:00 | 23:30 | The areas Outdoors where this licensable activity would usually take place are noted on the submitted plans. In the event that a specific performance is to take place outside of these nominated areas, an Event Assessment will be completed as per the condition proposed in M)a). | | |
| | | | | | |
| Wed | 08:00 | 23:30 | <u>State any seasonal variations for the performance of live music</u> (please read guidance note 5) | | |
| | | | | | |
| Thur | 08:00 | 23:30 | | | |
| | | | | | |
| Fri | 08:00 | 23:30 | <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) | | |
| | | | | | |
| Sat | 08:00 | 23:30 | | | |
| | | | | | |
| Sun | 08:00 | 23:30 | From the end of authorised hours on New Year's Eve to the start of authorised hours on the following day. | | |
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F

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|--|-------|--------|---|--|--|
| 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 <input type="checkbox"/> |
| | | | | | Outdoors <input type="checkbox"/> |
| Day | Start | Finish | | | Both <input checked="" type="checkbox"/> |
| Mon | 08:00 | 00:00 | Please give further details here (please read guidance note 4) In the event that this licensable activity is to take place Outdoors, the Finish time for the licensable activity on each day will be 23:00. | | |
| | | | | | |
| Tue | 08:00 | 00:00 | The areas Outdoors where this licensable activity would usually take place are noted on the submitted plans. In the event that a specific performance is to take place outside of these nominated areas, an Event Assessment will be completed as per the condition proposed in M)a). | | |
| | | | | | |
| Wed | 08:00 | 00:00 | State any seasonal variations for the playing of recorded music (please read guidance note 5) | | |
| | | | | | |
| Thur | 08:00 | 00:00 | | | |
| | | | | | |
| Fri | 08:00 | 00:00 | Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6) | | |
| | | | | | |
| Sat | 08:00 | 00:00 | | | |
| | | | | | |
| Sun | 08:00 | 00:00 | From the end of authorised hours on New Year's Eve to the start of authorised hours on the following day. | | |
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G

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|---|-------|--------|---|-------------------------------------|
| 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 | <input type="checkbox"/> |
| | | | Outdoors | <input type="checkbox"/> |
| | | | Both | <input checked="" type="checkbox"/> |
| Day | Start | Finish | Please give further details here (please read guidance note 4) In the event that this licensable activity is to take place Outdoors, the Finish time for the licensable activity on each day will be 23:00. | |
| Mon | 08:00 | 23:30 | | |
| Tue | 08:00 | 23:30 | The areas Outdoors where this licensable activity would usually take place are noted on the submitted plans. In the event that a specific performance is to take place outside of these nominated areas, an Event Assessment will be completed as per the condition proposed in M)a). | |
| Wed | 08:00 | 23:30 | | |
| Thur | 08:00 | 23:30 | State any seasonal variations for the performance of dance (please read guidance note 5) | |
| Fri | 08:00 | 23:30 | | |
| Sat | 08:00 | 23:30 | 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 (please read guidance note 6) | |
| Sun | 08:00 | 23:30 | | |
| | | | From the end of authorised hours on New Year's Eve to the start of authorised hours on the following day. | |

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 type="checkbox"/> |
| Tue | | | <u>Please give further details here</u> (please read guidance note 4) | | |
| | | | | | |
| Wed | | | | | |
| Thur | | | <u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5) | | |
| | | | | | |
| Fri | | | | | |
| Sat | | | <u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| | | | | | |
| Sun | | | | | |

I

| | | | | | |
|--|-------|--------|--|----------|-------------------------------------|
| Late night refreshment Standard days and timings (please read guidance note 7) | | | Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input checked="" type="checkbox"/> |
| Day | Start | Finish | Please give further details here (please read guidance note 4) In addition to desiring to make available suitable non-alcoholic refreshments from the servery, it is possible that ancillary food offerings are made available outside the premises on specific event occasions where this is appropriate – for example weddings, where guests are provided with food on exit. | | |
| Mon | 23:00 | 00:00 | | | |
| | | | | | |
| Tue | 23:00 | 00:00 | | | |
| | | | State any seasonal variations for the provision of late night refreshment (please read guidance note 5) | | |
| Wed | 23:00 | 00:00 | | | |
| | | | | | |
| Thur | 23:00 | 00:00 | | | |
| | | | Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6) | | |
| Fri | 23:00 | 00:00 | | | |
| | | | | | |
| Sat | 23:00 | 00:00 | | | |
| | | | From the end of authorised hours on New Year's Eve to the start of authorised hours on the following day. | | |
| Sun | 23:00 | 00:00 | | | |
| | | | | | |

J

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|---|--------------|---------------|---|--|------------------|-------------------------------------|
| 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 type="checkbox"/> |
| | | | It is possible that during events such as Food Fairs and similar, exhibiting producers of items will make their products available for retail purposes. | | Off the premises | <input type="checkbox"/> |
| | | | | | Both | <input checked="" type="checkbox"/> |
| Day | Start | Finish | | | | |
| Mon | 08:00 | 23:30 | State any seasonal variations for the supply of alcohol (please read guidance note 5) | | | |
| | | | | | | |
| | | | | | | |
| Tue | 08:00 | 23:30 | | | | |
| | | | | | | |
| Wed | 08:00 | 23:30 | | | | |
| | | | | | | |
| Thur | 08:00 | 23:30 | 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) | | | |
| | | | | | | |
| | | | | | | |
| Fri | 08:00 | 23:30 | | | | |
| | | | | | | |
| Sat | 08:00 | 23:30 | From the end of authorised hours on New Year's Eve to the start of authorised hours on the following day. | | | |
| | | | | | | |
| | | | | | | |
| Sun | 08:00 | 23:30 | | | | |
| | | | | | | |

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 Maria Jane Reeves | |
| Date of birth | |
| Address | |
| | |
| Postcode | KT19 8RG |
| Personal licence number (if known) EEBC/20/00049/LAPER | |
| Issuing licensing authority (if known) Epsom & Ewell Borough 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 9).

No adult entertainment, services, activity or any other entertainment will be provided.

L

| | | | |
|---|-------|--------|--|
| Hours premises are open to the public Standard days and timings (please read guidance note 7) | | | <u>State any seasonal variations</u> (please read guidance note 5) |
| Day | Start | Finish | <u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6) The Finish time for any activity taking place Outside is to be 23:00 on each day. From the end of authorised hours on New Year's Eve to the start of authorised hours on the following day. |
| Mon | 08:00 | 00:00 | |
| | | | |
| Tue | 08:00 | 00:00 | |
| | | | |
| Wed | 08:00 | 00:00 | |
| | | | |
| Thur | 08:00 | 00:00 | |
| | | | |
| Fri | 08:00 | 00:00 | |
| | | | |
| Sat | 08:00 | 00:00 | |
| | | | |
| Sun | 08:00 | 00:00 | |
| | | | |

M

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

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

Mandatory Conditions

The relevant mandatory conditions shall apply to the licence.

Use of Premises

The venue will operate as an arts centre with ancillary café. Events within this theme will take place both inside the building and outside on the surrounding land (see submitted plan). It is anticipated that the aspirational nature of the venue and its offering shall create an atmosphere which supports the four licensing objectives.

Venue Design & Layout

Care has been taken to carry out the internal design of venue with consideration to the licensing objectives. Line of sight from staff deployment points has been maximised where possible, and where not possible, sight lines have been established for CCTV installation.

Risk Assessment

There will be a written risk assessment carried out by the Designated Premises Supervisor. This risk assessment will be reviewed on a regular basis and also following any notable incident, or in the event of a material change in venue operational practices.

Event Assessment

Prior to the provision of any regulated entertainment outside of the normal day-to-day operation of the venue which would reasonably be expected by the DPS to increase risk factors – including all instances where attendance in excess of 500 people at any one time is anticipated - an Event Assessment (EA) will be completed. This EA will note, in addition to any other information considered relevant by the DPS, whether the event is anticipated to benefit from the presence of a PLH during operation and whether the event is intended to take place outside of the regular areas of regulated entertainment nominated on the attached plan. This will be submitted to the council licensing officer and police licensing officer by email (or other suitable communication method) at least 28 days prior to the event.

Site Operating Plan

Documented operational practices shall be maintained by the venue to govern the approach to upholding the licensing objectives. These will be based upon the completion of the risk assessment and will give due consideration to the Epson & Ewell Borough Council Statement of Licensing Policy (11th December 2018).

Staff Training

All staff concerned in the sale or service of alcohol who are not themselves holders of a Personal Licence issued under the Licensing Act shall receive training regarding their responsibilities under the Licensing Act, including their duty to uphold the licensing objectives and comply with the specifics of the October 2014 mandatory conditions. Refresher training for staff will take place every 6 months, and records of this training will be maintained and made available for inspection by authorised officers on request.

b) The prevention of crime and disorder

CCTV

The venue will install, and thereafter maintain in good working order, a comprehensive CCTV system. The deployment of the system will be designed with the assistance of the installer to provide maximum possible coverage of public areas (except the lavatories), external seating areas and entrance/exit points.

The system will be in operation at all times the premises is open to the public and will be accurate date and time marked.

Any material malfunction of the system will be reported to the licensing authority and rectified as soon as reasonably practicable.

Digital footage shall be retained for a minimum of 30 days and may be viewed, or requested in recorded form, by Police, Licensing or any other authorised officers on request – providing any such requests are compliant with prevailing data protection legislation.

Door Supervisors

The deployment of door supervisors shall be based upon the control measures proposed in the risk assessment.

Any door supervisor working at the premises shall wear a high-visibility arm band (or similar) and clearly display their valid SIA badge.

A documented security induction will ensure door supervisors are fully aware of venue operational practices before engagement.

The venue will maintain a log which will note the following.

- The name, SIA badge number and shift times of all deployed door supervisors.
- The number of persons admitted to the venue and the number leaving.
- The number of persons refused entry, and any relevant details.
- The number of persons searched, and any relevant details.

Drug Policy

The venue will adopt a 'zero tolerance' policy towards all illegal drugs. Where identified as a control measure in the risk assessment, searches will be carried out in accordance with documented operational procedures.

Refusals Register

The venue will maintain a register to document any and all occasions where a customer is refused alcohol or admission. This will note the date, time and reason for refusal.

This register will be checked and signed by the DPS on a regular basis and made available to enforcement officers when requested.

Incident Recording

The venue will maintain an incident log which will record any incident occurring at the premises that might have an adverse effect on the licensing objectives. Specifically, any incident involving violence and/or the ejection/removal of a customer shall be recorded, and as a result of this the risk assessment reviewed if deemed appropriate to do so by the DPS.

The incident log will be reviewed by the DPS on a regular basis and made available to enforcement officers when requested.

c) Public safety

Note – not to form part of any Licence Condition but provided for information only.

The applicant does not consider it appropriate to propose any specific condition in respect of this licensing objective as this would have the effect of duplicating other applicable legislation or regulations.

d) The prevention of public nuisance

Amplified Music

Unless music is being provided pursuant to the Live Music Act, the DPS will ensure that any noise emanating as a result of amplified music is controlled so that it shall not give rise to a nuisance in neighbouring noise sensitive properties.

Plant and Equipment

No noise generated in the venue, or by the venue's associated plant and equipment, shall emanate from the premises in such a manner which causes a nuisance to neighbouring noise sensitive properties.

Alcohol-Free Beverages

Alcohol-free beverage options will be available in the venue at all times where alcohol is offered.

Open Containers

No open containers of alcohol will be permitted to be taken from the premises.

Dispersal

The venue will implement a Dispersal Policy which will seek to minimise any potential disturbance as customers leave the venue. This will include a reasonable timed reduction in music volume and increase in lighting prior to closure. In addition, suitable notices shall be displayed at all exits requesting customers respect the needs of the local residents and leave the area quietly. Taxis will be encouraged to meet customers inside the entrance to the car park; in addition, during events which are outside the regular operating patterns of the site, the car park will be monitored by staff and customers encouraged to leave promptly.

Deliveries

No deliveries using commercial transport vehicles will be made to the venue outside of the hours of 08:00 – 21:00.

e) The protection of children from harm

Age Verification

The venue will follow a robust Age Verification Policy, which will include the usage of the Challenge 25 scheme. Clear Notices shall be prominently displayed confirming the Challenge 25 Policy and requirement for identification to be provided with respect to the sale of alcohol.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.



- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be 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. ☒
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). ☒

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

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

Part 4 – Signatures (please read guidance note 11)

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

| | |
|--------------------|---|
| Declaration | <ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15) |
|--------------------|---|

| | |
|-----------|-----------------|
| Signature | |
| Date | 14 July 2021 |
| Capacity | Interim manager |

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) Maria Jane Reeves 24 Hamilton Close | | | |
| Post town | Epsom | Postcode | KT19 8RG |
| Telephone number (if any) | 07979 800500 | | |
| 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 in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

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 birth or adoption certificate issued 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 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 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, 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 applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

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

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be 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.