

**Form** Application for a premises licence

**Your Details**

**Name/s:** Lisa Rogers

**Premises**

**Postal address of premises or, if none, ordnance survey map reference or description:** 26 High Street  
East Grinstead  
West Sussex

**Postcode** RH193AS

**Non-domestic rateable value of premises.** £4301 - £33000

**Applicant type**

**Please state whether you are applying for a premises licence as:** a person other than an individual - i) as a limited company

**Applicant type**

**Please confirm:** I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities

**Individual Applicants**

**Second Applicant**

**Other Applicants**

**Name** Unique Bright Star Limited t/a Bench RH19

**Registered number (where applicable)** 15158382

**Description** High Street Restaurant with 68 covers occupied over Ground Floor and Basement. A further 56 covers are provided on the Market Square and directly outside our premises.

## Operating Schedule

**When do you want the premises licence to start?** 08/05/2024

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

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

## Description of premises

### Description

The premises is a family run restaurant based in the heart of the High Street in East Grinstead. We provide a varied menu and cover Breakfast, Lunch and Evening Food Services.

The building has been sympathetically refurbished and is enjoyed by a broad section of local residents and tourists.

We wish to serve alcohol in the premises and within our designated external space covered with our pavement license.

The business has changed hands recently and therefore our previous premises license has lapsed hence the requirement for a new one.

During the 3 years that Bench has been trading in the High Street we had never had any issues relating to inappropriate licensing behaviour.

## Licensable Activities

### Plays

**Will you be provisioning Plays?** No

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

### Films

**Will you be provisioning Films?** No

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Indoor Sports**

**Will you be provisioning Indoor Sporting events?** No

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Boxing or wrestling**

**Will you be provisioning boxing or wrestling events?** No

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Live Music**

**Will you be provisioning Live Music?** Yes

**Monday**

**Start Time**

**End Time**

**Tuesday**

**Start Time**

**End Time**

**Wednesday**

**Start Time**

**End Time**

**Thursday**

**Start Time**

**End Time**

**Friday**

**Start Time**

**End Time**

**Saturday**

**Start Time**

**End Time**

**Sunday**

**Start Time**

**End Time**

**Where will the performance of live music take place? Indoors and outdoors**  
**Indoors may include a tent.**

**Please state 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.** Live music played inside will be amplified, music outside would not be amplified.

**State any seasonal variations for performing live music: For example (but not exclusively) where the activity will occur on additional days during the summer months.**

**Non standard timings. Where the premises intends to use the premises for the performance of live music at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.** Christmas Eve - 23:00 to 00:00 hours  
New Years Eve - 23:00 to 00:00 hours

**Recorded Music**

**Will you be provisioning Recorded Music?** Yes

**Monday**

**Start Time**

**End Time**

**Tuesday**

**Start Time**

**End Time**

**Wednesday**

**Start Time**

**End Time**

**Thursday**

**Start Time**

**End Time**

**Friday**

**Start Time**

**End Time**

**Saturday**

**Start Time**

**End Time**

**Sunday**

**Start Time**

**End Time**

**Where will the playing of recorded music take place?**  
Indoors may include a tent.

Indoors

**Please state 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.**

**State any seasonal variations for playing recorded music: For example (but not exclusively) where the activity will occur on additional days during the summer months.**

**Non standard timings. Where the premises intends to use the premises for the playing of recorded music at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.**

Christmas Eve - 23:00 to 00:00 hours  
New Years Eve - 23:00 to 00:00 hours

**Performances of dance**

**Will you be** No

**provisioning  
Performances of  
dance?**

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Similar to live music, recorded music or performances of dance**

**Will you be  
provisioning anything  
with a similar  
description to live  
music, recorded  
music or  
Performances of  
dance?**

No

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Late Night Refreshment**

**Will you be  
provisioning any late  
night refreshment?**

No

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Supply of alcohol**

**Will you be  
provisioning any  
alcohol?**

Yes

**Monday****Start Time** 10:00**End Time** 23:00**Tuesday****Start Time** 10:00**End Time** 23:00**Wednesday****Start Time** 10:00**End Time** 23:00**Thursday****Start Time** 10:00**End Time** 23:00**Friday****Start Time** 10:00**End Time** 23:00**Saturday****Start Time** 10:00**End Time** 23:00**Sunday****Start Time** 10:00**End Time** 22:00**Where will the supplied alcohol be consumed?** Both on and off premises**State any seasonal variations : For example (but not exclusively) where the supply of alcohol will occur on additional days during the summer months.****Non standard timings. Where the premises intends to use the premises for the supply of alcohol at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.** Christmas Eve - 10:00 to 00:00 hours  
New Years Eve - 10:00 to 00:00 hours**Premises Supervisor****Name** Gordon MacInnes

**number (if known)**

**Issuing licensing authority (if known)**

Mid Sussex District Council

**Opening Hours**

**Monday**

**Start Time**

09:00

**End Time**

23:30

**Tuesday**

**Start Time**

09:00

**End Time**

23:30

**Wednesday**

**Start Time**

09:00

**End Time**

23:30

**Thursday**

**Start Time**

09:00

**End Time**

23:30

**Friday**

**Start Time**

09:00

**End Time**

23:30

**Saturday**

**Start Time**

09:00

**End Time**

23:30

**Sunday**

**Start Time**

09:00

**End Time**

22:30

**State any seasonal variations : For example (but not exclusively) where the supply of alcohol will occur on additional days during the summer months.**

**Non standard timings. Where you intend to use the premises to be open at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.**

Christmas Eve - 09:00 to 00:30 hours  
New Years Eve - 09:00 to 00:30 hours

**Adult Entertainment**



**Please highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.**

## **Licensing Objectives**

**General - all four licensing objectives (b,c,d,e): Please list here steps you will take to promote all four licensing objectives together.**

SIA trained and licensed door supervisors shall be employed when a requirement is identified by the license holders own documented risk assessment.

The supply of alcohol will cease 30 minutes prior to the closure of-the premises.

No supply of alcohol maybe made under this license:

a, at a time when there is no designated premises supervisor in respect of the premises license or

B, at a time when the designated premises supervisor does not hold a personal license or his personal license is suspended.

**The prevention of crime and disorder:**

All staff members engaged, or to be engaged in selling alcohol on the premises shall receive full training pertinent to the licensing act, specifically in regards age restricted sales and the refusal of sales to persons believed to be under the influence of alcohol or drugs.

Refresher training shall be conducted thereafter at intervals of no more than 12 weeks. All restricted sales training undertaken by staff members shall be fully documented and signed by the employee and the DPS.

All training records shall be made immediately available upon request to the local authority licensing officers and Sussex police officers or licensing staff.

**Public safety:**

The premises will operate an age verification policy set at a minimum of 25 years, where by any person attempting to buy alcohol who appears to be under the specified age will be asked for photographic ID to prove their age. Signage advertising the challenge policy will be displayed in prominent locations in the premises and shall include a point of sale and the area where the alcohol is displayed as a minimum.

No open vessels should be allowed off the premises other than customers seated in areas authorised by pavement license.

The premises at all times will maintain and operate a sales refusal log and an instant log which will be kept to record all refusals and incidents of crime or disorder. These shall be reviewed and signed by the DPS at intervals of no more than 4 weeks. Feedback shall be given to staff to ensure these are used on each occasion that a refusal or incident occurs within the premises. These records shall be kept for a minimum of 24 months and made immediately available upon request to the local authority licensing officers and Sussex police officers or licensing staff.

**The prevention of public nuisance:**

No bottling up activities outside of the following hours 0800 to 2000 hours Monday to Saturday and 0900 to 1800 hours on a Sunday and bank/public holidays.

The main entrance doors shall remain closed after 2130 hours except

when used for access and egress. All other external windows and doors shall also remain closed after 2130 hours except when used in the event of an emergency.

Notices will be displayed in prominent positions close to the exit doors requesting patrons to have regard to neighbours and to leave the premises quickly and quietly.

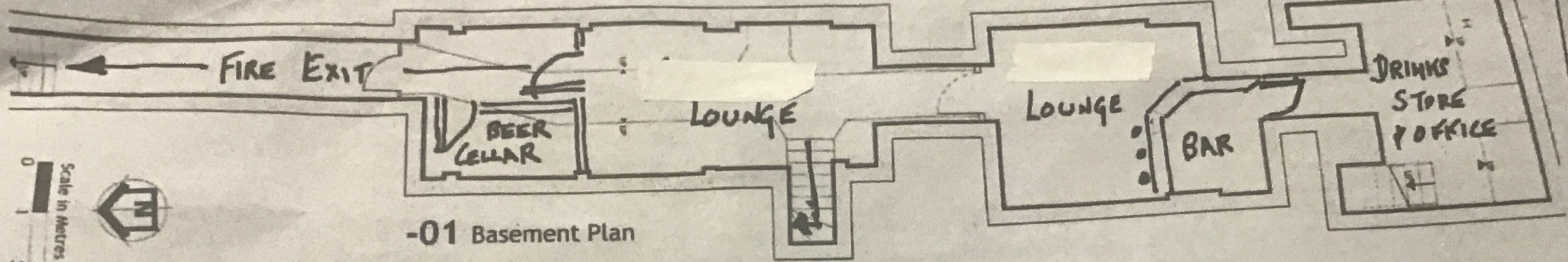
**The protection of children from harm:**

Children under the age of 18 years must be accompanied by a responsible adult aged 18 or over.

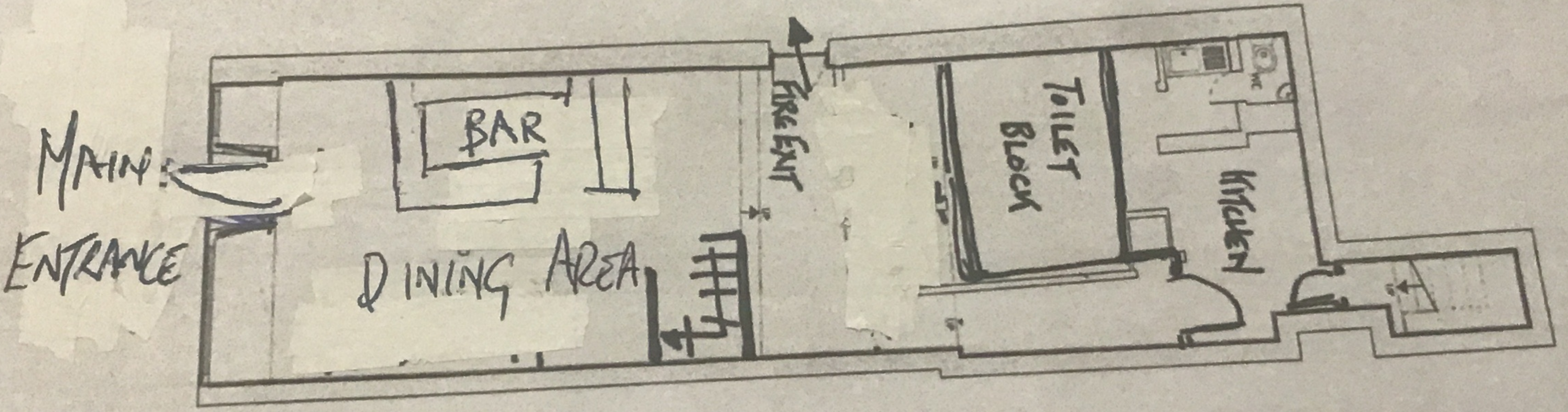
Children under the age of 18 must vacate the premises by 20.00 hours.

Premises license proposed layout  
Jan 2021

PLAN 1



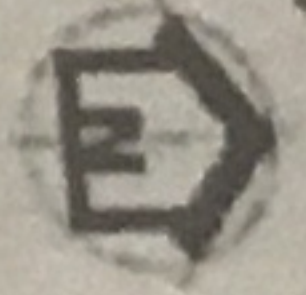
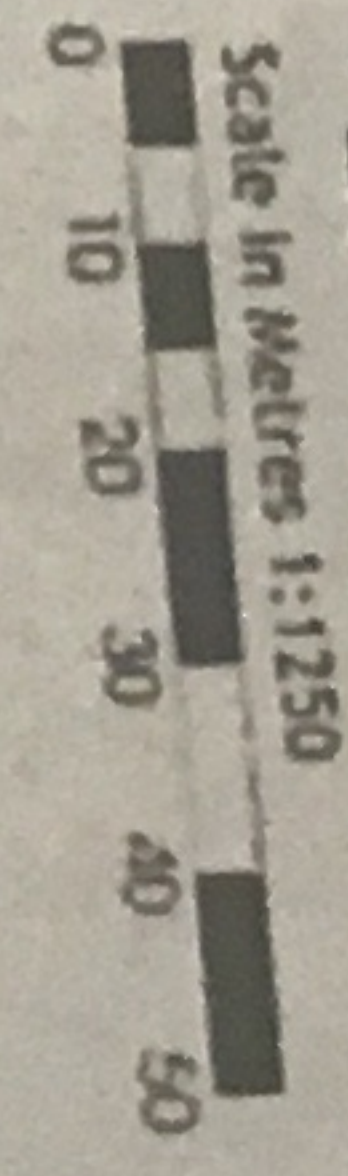
-01 Basement Plan



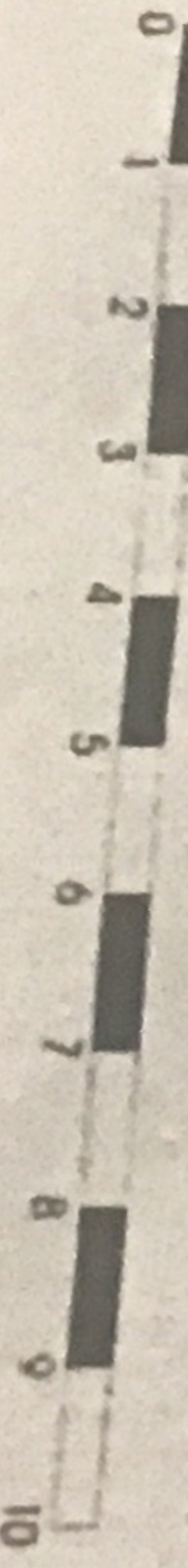
+00 Ground Floor Plan



+LP Location Map 1:1250



Scale in Metres 1:100



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brightonleaseplans

**BENCH**

26 High Street  
East Grinstead  
RH19 3AS

Lease Plan

Nov 2020

as shown@A4

20-892-1

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