

Part 1

Serial Number:

I/We apply for a premises licence under section 17 of (Insert name(s) of applicant) 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

Name/s:

The Premises

Postal address of premises or, if none, ordnance survey map reference or description:

Postcode:

Tel (at premises):

Email:

Non-domestic rateable value of premises.

Part 2

Please state whether you are applying for a premises licence as:

Please confirm:

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	Address	Postcode	Registered number	Description	Tel	Email
The Mug Tree Tea Room	Shop 2, Old Stone Link Ship Street East Grinstead West Sussex	RH19 4EF		Limited Company		

Part 3

Operating Schedule

When do you want the premises licence to start?

10/08/2020

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.

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.

Description:

The premises is a small retail unit, currently utilised as a Tea Room and party/function venue with a small kitchen to the rear and a small toilet with lobby.

It is the penultimate shop on the terrace known as Old Stone Link, on Ship Street. It has an entrance to the public at the front and a staff entrance at the rear in the kitchen.

In the main shop space is a functioning counter area with coffee machine and till and in front of this is seating/dining area comprising 18 covers. to the right of the counter is the lobby for the toilet, comprising hand wash sink and toilet.

behind the counter area is a small, separate kitchen area, comprising appliances and food preparation area.

To the rear of the property is a shared car park with waste bins. The premises is at ground floor level only, there is no basement. Above are residential flats.

Our intention is to continue trading as a Tea Room but we would like to complement our offering with a premises licence. This would allow us to serve prosecco and Champagne alongside our famous Afternoon Teas, and would also allow us to serve beers, ales, gin and tonic, Baileys hot chocolates and other similar drinks alongside afternoon and early evening dining. The licence would further allow us to sell off sales, whereby we could include bottles of prosecco and Champagne with our afternoon tea deliveries/takeaways and small beers, cocktails, etc alongside our takeaway/delivery picnic boxes and celebration boxes. We also offer event catering which we could now include alcoholic refreshments.

Activities

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

- a) plays
- b) films
- c) indoor sporting events
- d) boxing or wrestling entertainments
- e) live music
- f) recorded music
- g) performances of dance
- h) anything of a similar description to that falling within (e), (f) or (g)

Provision of late night refreshment

Supply of alcohol

Supply of alcohol

Please indicate the standard days and timings for the supply of alcohol. Provide times using the 24 hour clock.

Monday

Start

Finish

Tuesday

Start

Finish

Wednesday

Start

Finish

Thursday

Start

Finish

Friday

Start

Finish

Saturday

Start

Finish

Sunday

Start

Finish

Where will the supplied alcohol be consumed? Indoors may include a tent.

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

We would like to engage in town wide initiatives and special social occasions, including the May Fair, The BIG Reveal, Christmas Eve, New Year's Eve and other such ad hoc special occasions

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.

We don't anticipate needing to utilise extra hours other than between 10am-10pm, however they may possibly be the odd occasion where we have private hire or run special events (like cheese and wine evenings, New Year's Eve, etc) whereby we may wish to extend hours slightly, but this would most likely finish by Midnight at the latest, if it were to be after 10pm.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor.

Name

Kathryn Hibberd-Little

Address

Postcode

Personal licence number (if known)

Issuing licensing authority (if known)

Mid Sussex

This person needs to complete the form entitled 'Consent of an individual to being specified as a premises supervisor'

Open Hours

Hours premises are open

Please indicate the standard days and timings for premises hours. Provide times using the 24 hour clock.

Monday

Start

Finish

Tuesday

Start

Finish

Wednesday

Start

Finish

Thursday

Start

Finish

Friday

Start

Finish

Saturday

Start

Finish

Sunday

Start

Finish

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

We would like to engage in town wide initiatives and special social occasions, including the May Fair, The BIG Reveal, Christmas Eve, New Year's Eve and other such ad hoc special occasions

Non standard timings. Where you intend to use the premises to be open at different times from those listed above, please list:
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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.

None

Licensing Objectives

Describe the steps you intend to take to promote the four 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.

The Licensee, the person in whose name the premises licence is issued, will ensure that whenever the premises is used for licensable activity, there are sufficient competent staff on duty at the premises for purpose of fulfilling the terms and conditions of the licence and to prevent crime and disorder. The Licensee will ensure that all staff undertake regular training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage persons. Records will be kept of training and refresher training.

The prevention of crime and disorder:

Any incidents of a criminal nature will be reported to the Police. Where possible, photographic records and detailed descriptions of any persons engaging in incidents of a criminal nature will be kept. Police will be given access to any records and logs kept at any time.

Public safety:

All emergency exits will be kept free from obstruction at all times. Appropriate fire safety procedures are in place, including smoke detectors (which are checked weekly), fire blanket, fire exit signs and fire extinguishers.

The prevention of public nuisance:

All customers will be asked to leave quietly to respect the neighbours. Clear and legible notices will be displayed to remind customers to leave quietly and have regard for our neighbours.

The protection of children from harm:

The Licensee and staff will ask persons who appear to be under the age of 25 for photographic ID (proof of age card, photographic driving licence, passport, or any such official photographic identification card/document bearing the photograph and date of birth of the bearer). All staff will be regularly trained for underage sales prevention and a register of refused sales will be kept and maintained on the premises.

Right to work

Right to work

- 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

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.

Signatures

- 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 indicate your agreement by entering your name

Kathryn Hibberd-Little

Date

10/06/2020

Capacity

Owner

Submit & Pay

It is an offence, liable on conviction to a fine up to 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

Address for correspondence
associated with this application

Postcode:

Tel:

The email address provided below will receive a copy of this completed application form.

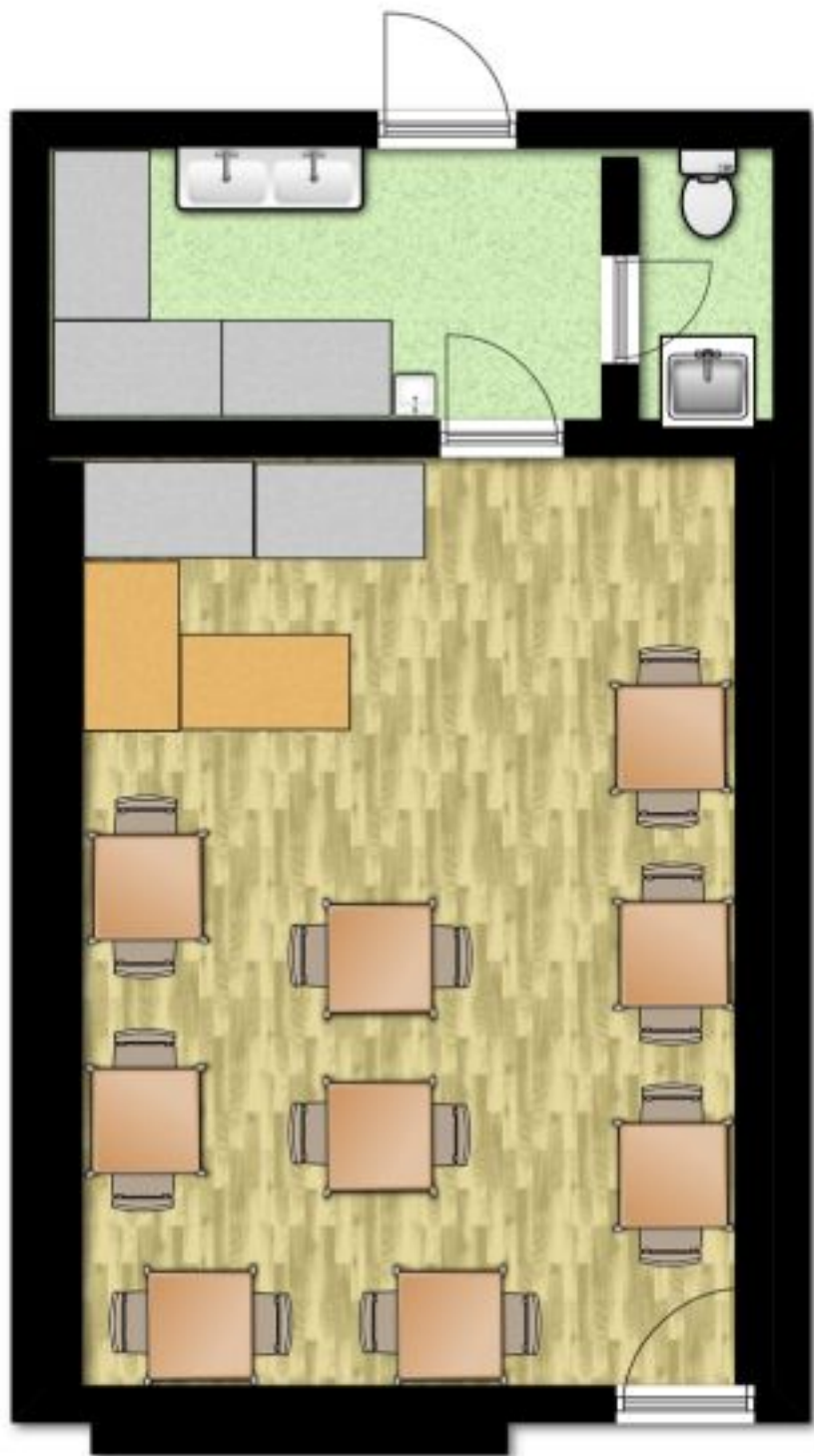
Email:

Payment Amount:

Please read the next pages relating to payment forms and instructions carefully.

Once payment has been accepted, you will be given a receipt number and a copy of your request will be sent to you by email.

If you don't receive either please contact the Licensing Team on 01444 477419.





N

Queen's Walk

Red Cross Hall

West Street Baptist Church

129.8m
Seven Court

Constitutional Buildings

PH

West House

Ship Inn (PH)

Judge's Terrace

Old Stone House

Clarendon House

Old Stone Link

Clarendon Cottage

Hampton House

War Meml

Link Cottage

JUDGES CLOSE

Clarendon Court

Church

R1 Sub Sta

130.8m

Surpury

The Commil

1 to 8

BELL HAMMER

10 m
50 ft



The Mug Tree Tea Room
 Shop 2, Old Stone Link
 Ship Street
 East Grinstead
 West Sussex
 RH19 4EF

- Property Boundary
- Public Highway
- Buildings
- Carpark

