

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:

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
Keith David Richards			1175472	Charity		

Part 3

Operating Schedule

When do you want the premises licence to start?

01/11/2020

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:

St Mary's Church is an Anglican place of worship on the edge of the village of Balcombe. The building is Grade 1 listed. Any sale of alcohol would take place within the church building (see attached plan).

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

Plays

Please indicate the standard days and timings of plays. 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 performance of the play take place? 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.

State any seasonal variations for performing plays:
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 a play 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.

Films

Please indicate the standard days and timings of films. 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 exhibition of the film take place? 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.

State any seasonal variations for the exhibition of the film: 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 exhibition of the film 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.

Live Music

Please indicate the standard days and timings for live music. 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 performance of live music take place? 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.

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.

Recorded Music

Please indicate the standard days and timings for recorded music. 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 playing of recorded music take place?
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.

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.

Performances of dance

Please indicate the standard days and timings for performances of dance. 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 performance of dance take place? 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.

State any seasonal variations for the performance of dance: 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 dance 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.

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.

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.

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

Name

Address

Postcode

Personal licence number (if known)

Issuing licensing authority (if known)

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.

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.

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

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.

We wish to hold some low-key periodic events during the year to raise funds for charities and projects, for the benefit the church and local community.

The prevention of crime and disorder:

Small scale, family and community events that are risk-assessed prior to the event.
A Challenge 25 Policy will always be in place. Recommended forms of ID will be requested, i.e. passports, driving licences with photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram.
Premises Supervisor and Licence Holder will always be in attendance and will ensure that those involved in the event, and the selling of alcohol, receive training prior to the event. The training will cover lawful selling of age restricted products and refusing the sale of alcohol to someone who is intoxicated.

We will at all times maintain and operate a refusals recording system to be reviewed by the Designated Premises Supervisor at intervals of no less than 4 weeks, and any feedback will be given to staff.

We will display signs asking for attendees to leave quietly.

Public safety:

Small scale family and community events that are risk-assessed prior to the event.
A Challenge 25 policy will always be in place.
Premises Supervisor and Licence Holder will always be in attendance and will ensure those involved in the event and the selling of alcohol receive training, prior to the event, in lawful selling of age restricted products and refusing the sale of alcohol to someone who is intoxicated.
Staff to be given regular training (at least every three months) with the event clearly documented. The training log to be kept safely on the premises. We will at all times maintain and operate a refusals recording system to be reviewed by the Designated Premises Supervisor at intervals of no less than 4 weeks and any feedback given to staff.
The Refusals book will also be kept safely at the premises for inspection.
Monitored bar area in designated place.

The prevention of public nuisance:

Alcohol on sale for only those who are 18+. We will operative a Challenge 25 policy at all times. Recommended forms of ID will be requested, i.e. passports, driving licences with photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram.
Signs requesting that those attending events when leaving, respect the peace of the local community.

The protection of children from harm:

Challenge 25 policy at all times (sale of alcohol to only those who are 18+ - id. check - as above).
Safe manning of the bar area at all times with staff who are fully trained.
Challenge 25 signage to be clearly displayed at all times.

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:

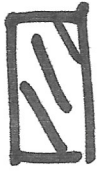
Payment Amount:

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.

**AREA WHERE ALCOHOL
WILL BE SERVED**



Licenced Area

EXIT IF NEEDED

