

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:

Individual Applicants

Title: (e.g. Mr/Mrs)

Ms

Name:

Nicola Louise Todd

Address:

Postcode:

Tel:

Email:

Date of Birth

I am 18 years old or over

Nationality:

Second Individual Applicant (if applicable)

Title: (e.g. Mr/Mrs)

Name:

Address:

Postcode:

Tel:

Email:

Date of Birth

Nationality:

Part 3

Operating Schedule

When do you want the premises licence to start?

23/11/2020

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:

Cafe, converted from old bank building, located off East Grinstead High Street.

One room on ground floor, with one toilet. Room includes kitchen preparation area and seating area.

Cafe will serve breakfast, morning coffee, lunches and afternoon teas. Licence is wanted in order to be able to serve wine/beer with lunch or in the afternoon.

Opening hours will mainly be 8am till 6pm, but may open for special themed nights/charity events in the evening, where alcohol will be consumed - no later than 23:00hrs.

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

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.

Unamplified, maximum 3 musicians (as space is limited)

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.

Music will be Friday OR Saturday, and Sunday,

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.

Possibility of additional days/evenings for special occasions, such as St Patricks Day, or May Day or town events - no later than 23:00hrs

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.

Background music in cafe

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.

Where cafe is open for special occasions and occasional events in evening
- no later than 23:00hrs

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.

On

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.

Staff Induction & ongoing Staff Training will include the licensing objectives and our policies

Responsible over 18 year old will always be on the premises when open.

Appropriate number of staff would be employed

All customers would be seated and served at their tables.

The prevention of crime and disorder:

Check ID where necessary to confirm over 18

No alcohol would be served where buyer is intoxicated.

Strict no drug policy would be enforced.

Alcohol only sold to be consumed on premises

Public safety:

Health & Safety guidelines followed on premises

For town functions etc plastic glasses would be supplied

All customers would be seated at tables

Signage to customers on premises

The prevention of public nuisance:

Adherence to opening and closing hours. Last orders half an hour before cafe closes to allow completion of drinks on premises.

Alcohol only to be consumed on premises.

Signage to customers on premises

Refusal to serve intoxicated persons

The protection of children from harm:

Check ID where necessary to confirm over 18

Children would not be welcome at evening events

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

Nicola Todd

Date

30 October 2020

Capacity

Applicant

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.

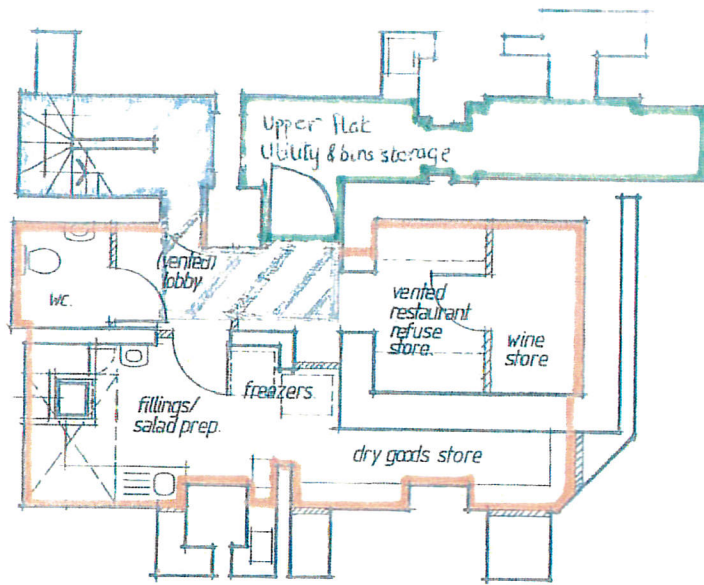
Email:

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.



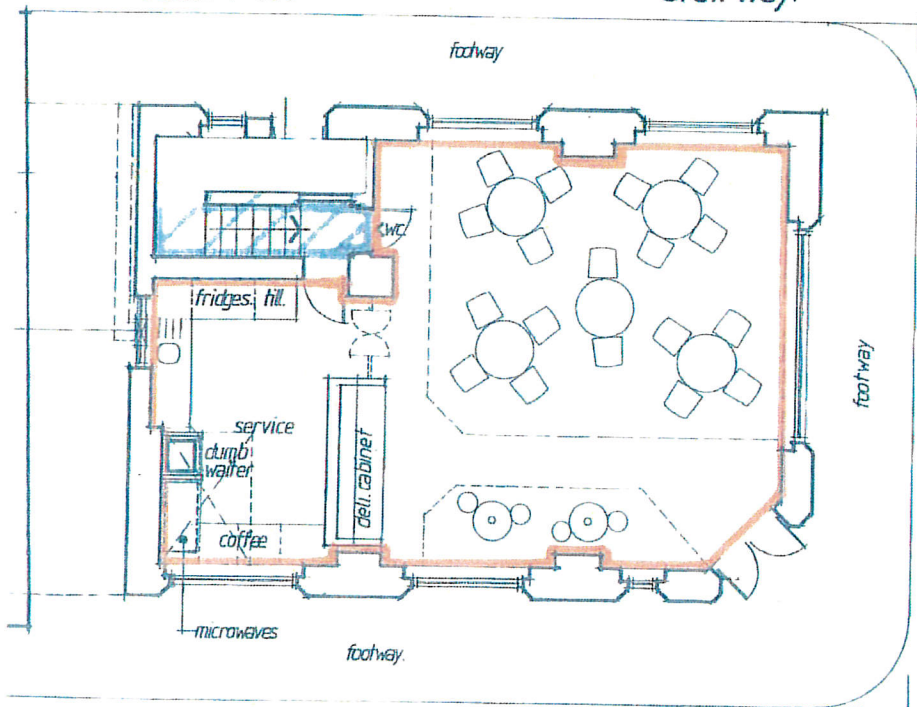
 dedicated area for upper floors apartments.

basement level. Δ
scale 1:100

 dedicated area for restaurant.

Ground floor ∇
scale 1:100

 shared access stairway.



Basement & Ground floors.
1. Middle Row. East Grinstead.