

Application for a premises licence

Your Details

Your Details	
Title	Mrs
First name	Rebecca
Last name	Stevens

Premises

Premises Information	
Postal address of premises or, if none, ordnance survey map reference or description	The Broadway, Haywards Heath, West Sussex
Postcode	
Non-domestic rateable value of premises.	£0 - £4300

Applicant Type

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

Applicant Type

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

Applicants

Other Applicants

Other 1.0 Applicants	
Applicants first name	St Peter and St James Hospice Charitable Trust
Applicants last name	Hospice

Registered number (where applicable)	1056114
Description of applicant	Hospice

Operating Schedule

Operating Schedule	
When do you want the premises licence to start?	2026-05-24

Description of Premises

Operating Schedule	
Describe the premises	<p>The Broadway road with businesses either side. To be closed between the junctions of Heath Road and Muster Green North. A stage either end with rotating performances of music and dance. Additional toilets. Onsite first Aid. Activity area middle of site. Fundraising stalls along one side of The Broadway. Fencing for security. Security.</p> <p>The premises licence is valid for 1 day a year and the licensing authority must be informed of the event date at least 3 months prior to the event taking place.</p>

Activities Guidance

Which types of licensable activity will you be provisioning?	Live Music, Recorded Music, Performances of dance, Similar to live music recorded music or performances of dance
--	--

Activities

Activity #1.0	
Live Music	
Type of Activity	Live Music
Activity Verb	performance of live music
Please indicate standard days of Live Music	Sunday
Please indicate the standard days and timings. Provide times using the 24 hour clock.	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Sunday from	11:00
Sunday to	23:00
Where will the performance of live music take place? Indoors may include a tent.	Outdoors

Please state type of activity to be authorised, if not already stated, and give relevant further details.	bands on stage with music amplified
---	-------------------------------------

Activity #2.0

Recorded Music

Type of Activity	Recorded Music
ActivityVerb	playing of recorded music
Please indicate standard days of Recorded Music	Sunday
Please indicate the standard days and timings. Provide times using the 24 hour clock.	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Sunday from	11:00
Sunday to	23:00
Where will the playing of recorded music take place? Indoors may include a tent.	Outdoors
Please state type of activity to be authorised, if not already stated, and give relevant further details.	Music for dance performances - through speakers

Activity #3.0

Performances of Dance

Type of Activity	Performances of Dance
ActivityVerb	performance of dance
Please indicate standard days of Performances of Dance	Sunday
Please indicate the standard days and timings. Provide times using the 24 hour clock.	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Sunday from	11:00
Sunday to	23:00
Where will the performance of dance take place? Indoors may include a tent.	Outdoors
Please state type of activity to be authorised, if not already stated, and give relevant further details.	Dance and song performances on stage - music through speakers

Activity #4.0

Similar to live music, recorded music or performances of dance

Type of Activity	Similar to live music, recorded music or performances of dance
------------------	--

Activity Verb	entertainment
Please indicate standard days of Similar to live music, recorded music or performances of dance	Sunday
Please indicate the standard days and timings. Provide times using the 24 hour clock.	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Sunday from	11:00
Sunday to	23:00
Where will the entertainment take place? Indoors may include a tent.	Outdoors
Please state type of activity to be authorised, if not already stated, and give relevant further details.	Comedy, magic shows and event hosts to use mics and music when needed - through speakers

Activity #5.0

Hours premises is open to the public

Type of Activity	Hours premises is open to the public
Please indicate standard days of Hours premises is open to the public	Sunday
Please indicate the standard days and timings. Provide times using the 24 hour clock.	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Sunday from	11:00
Sunday to	23:00

Premises Supervisor

Premises Supervisor

Adult Entertainment

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.	No adult entertainment - Child friendly event

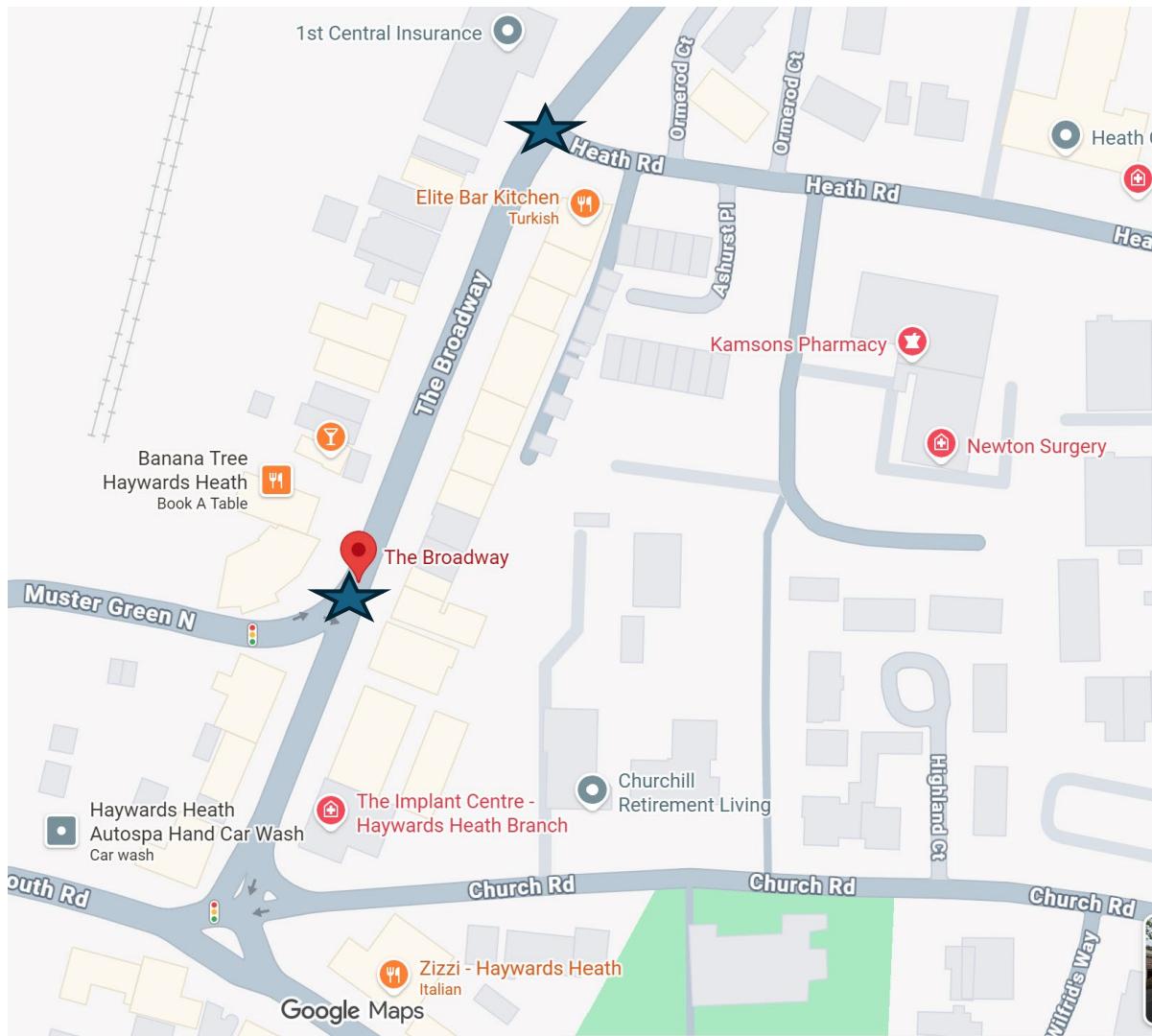
Objectives

Licensing Objectives	
----------------------	--

Please list here steps you will take to promote all four licensing objectives together.	Events Plan; Management and structure plan; Security Plan; SIA qualified security staff; Event crew and stage management plan; Entrance and exit staff; Bar door staff; Bag search at entrance; No alcohol allowed into event site; Child safety plan; Major Incident and evacuation plan; Risk assessment prior to event; Public liability insurance; First Aid on site; Lost child point; Fire evacuation procedure; Marshals with Hi Vis and volunteers - training for relevant job role. All plans to be shared with Broadway businesses. Pre event briefing. PA for announcements. Important signs up on site. Use of walkie talkies and phones for communication. Ticketed event with coloured wristbands to identify specific types of groups. Fencing to control event area.
The prevention of crime and disorder	Security staff with in event site and entrance and exit areas. Marshalls with Hi Vis. Tickets to be shown at entrance. List of pre paid tickets to save and confusion. No alcohol into event. Bag checks at entrance. Additional toilets. Bins for waste. Use of walkie talkies for comms. Fencing to secure event area.
Public safety	Security staff and marshals with in event and entrance and exit areas. Fencing of bent site area. First Aid on site. Emergency evacuation plan and major incident plan. Bag checks at entrance. Walkie talkies and phones for communication. Management plan. Emergency entrance and exit area clear at all times.
The prevention of public nuisance	Ticket event only. Fencing to secure site from outside distractions or unauthorised entry. Additional toilets. Bins for waste management. No alcohol to be brought in. Use of PA systems for public announcements. Crowd control.
The protection of children from harm	Lost child point. Coloured wristbands to write adult phone number on. Child safety plan. Pa use for announcements. Prior advertising to say all children should stay under adult supervision at all times. Marshalls in Hi Vis. Security. Fencing to secure event area and staff on entrances and exits to ensure no children enter or leave the event site unattended. Use of walkie talkies and phones for communication.

--	--

--	--



Licensable Area is between the two Stars

Muster Green, North

Broadway L11UE - 24th May 2026

Emergency
Entrance

+
Exit
Only.

Fencing

STAGE 2

Businesses

The Broadway Haywards Heath

Event
Entrance
+
Exit

Heath Local

Fencing

Toilets

Activity
Area

STAGE + FUNDRAISING

Toilets
First Aid

Lost
child
point.

STAGE F