

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
ACSC Services Limited	Ansty Village Centre Recreation Ground, Deaks Lane, Ansty, Haywards Heath, West Sussex	RH17 5AS	13010467	Limited Company		

Part 3

Operating Schedule

When do you want the premises licence to start?

01/04/2021

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 Ansty Sports and Social Club (ASSC, 'the Social Club') was established between the wars as a members' club operating from the Ansty Village Hall. The premises were extended in 1953 to increase the social club area and further extended in 1973 to provide a snooker hall and sports changing facilities. The Social Club currently holds a Club Premises Certificate.

In April 2021, Ansty Community Sports Club (ACSC), a new charity, and its trading subsidiary, ACSC Services Ltd, together the successor entities to the Social Club, will take a 150-year lease on new premises in the Ansty Village Centre. The Centre has been built on a site in the Recreation Ground adjoining the existing Village Hall and Social Club, which will be demolished to create space for the extension of the car park.

ACSC will lease all the first floor of the Centre consisting of a clubroom with a bar (100 m2), a snooker room, a meeting room, a kitchen / servery, and toilet (male, female and disabled). The ACSC also has the use the first-floor balcony. The ACSC will also lease four team changing rooms and two officials changing rooms on the ground floor. The rest of the ground floor consists of a village hall (leased by the Ansty Village Hall Trust) and the common areas of the lobby and toilets. Both the ACSC and the AVHT have the use of the patio areas on the North and East elevations of the building.

The Social Club's members have authorised its winding up. The winding up is expected to be completed by the end of March 2021 in time for the transfer of its charitable activities to the ACSC and the non-charitable activities to the company. ACSC Services Limited will be responsible for the operation of the bar and will gift aid profits or other gains from this and any other trading activity to the Club annually, as part of the charity's funding.

The ACSC was registered as a Charitable Incorporated Organisation with the Charity Commission on 6th November 2020 (Registration Number 1192207). ACSC Services Limited was registered with Companies House

on 11 November 2020 (Company Number 13010467).

As ACSC Services Limited we are seeking a more flexible licence in the new Centre which will allow the consumption of alcohol throughout the whole premises comprising the Clubroom, the Snooker Room, and the Meeting Room, all of which are on the First Floor, and, where the function requires, in the Village Hall premises on the Ground Floor and in an outdoor area comprising the balcony, the patio, and an area in the Recreation Ground.

Consumption of Alcohol in the Outdoor Areas

The location of the Centre in the Recreation Ground offers the opportunity for community events to be delivered both indoors and outdoors (e.g., village barbecues and fetes). This is particularly important in the current Covid-19 environment when the delivery of events in open space allows the Club to encourage and maintain social distancing.

The premises as far as the consumption of alcohol in outdoor areas is concerned will be the first floor viewing balcony, the ground floor patio area and, when the Centre is running an outdoor event, an area of the Recreation Ground extending 25 metres North of the building immediately in front of the north elevation. Outdoor consumption will also include ancillary consumption of alcohol for cricket spectators, for example, when watching the game from the boundary.

We recognise the proximity of the Centre to the properties on the west and eastern boundary of the Recreation Ground and the risk of public nuisance. To safeguard against the impact on neighbouring properties we will restrict the outdoor consumption of alcohol and other beverages to the defined areas and to specified times.

Members Club

The bar will not be run as public bar, it will be open to members and other users of the Centre (without the need for signing in). While the Club will remain a members' club, the premises licence will offer the flexibility in allowing alcohol and other beverages to be served to guests and visitors to the Centre to participate in competitive sport or attend events in the Village Hall, such as weddings.

Both the ACSC and the trading subsidiary will have members. Consistent with its charitable objects for healthy recreation the ACSC's membership will comprise playing members and non-playing members of the charity. Other memberships will be available through ACSC Services Ltd covering those membership classes that are not compatible with ACSC's charitable objects, namely a social membership (including snooker and billiards) and a new 'community membership' that will be available to the residents of Antsy and the wider Parish at a discounted rate through the trading subsidiary.

The Members Club will be jointly administered by the charity and the company under common rules. This includes common articles setting out the procedures for the admission of members, the duties of members, and provision for the termination of an individual's membership where the trustees / directors determine that this is in the best interests of the Club.

Alcohol Committee

The ACSC will be managed by a general committee of trustees elected by the members, who will in turn appoint the (three) directors of the bar company. An Alcohol Committee comprising the directors of the trading subsidiary, the bar manager and a representative from the charity will be responsible for the policies and procedures of the company including the compliance with the provision of the Licencing Act and in meeting the

licencing objectives.

Off Supplies

We are not seeking a licence for off-supplies.

Flexibility of the Premises Licence

The Premises Licence will offer flexibility to support events throughout the Centre and not just in the Clubroom, avoiding the need to apply for Temporary Event Notices where events are delivered in the Village Hall. It will also allow people attending events in the village hall or visiting sports teams to enjoy refreshment in the Clubroom without having to sign-in as guests as is currently required.

Children and Young People

As a Club dedicated to increasing participation sport including the introduction of children and young people to healthy recreation, we are committed to creating a family-friendly environment in the Clubroom that is not frustrated by overly restrictive conditions relating to children. At the same time, we recognise the importance of meeting the Club's responsibilities under the licencing objectives to create a secure environment that protects children from harm and does not expose them to inappropriate behaviour.

Equally, there will be young people in the membership and from visiting sports teams below the legal age for the consumption of alcohol who will also use the bar regularly. We will ensure that all young people are required to demonstrate their age and identity with official identity documents when the bar is open for the sale of alcohol.

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

12:00

Finish

23:00

Tuesday

Start

12:00

Finish

23:00

Wednesday

Start

12:00

Finish

23:00

Thursday

Start

12:00

Finish

23:00

Friday

Start

12:00

Finish

23:00

Saturday

Start

12:00

Finish

23:00

Sunday

Start

12:00

Finish

23:00

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

On the 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.

While the the standard timings allow for the premises to be open to 23.00 hours on Friday and Saturday evenings, we propose non standard timings to supply alcohol up to 24.00 closing on up to 12 days in the year , including Christmas Eve and New Years Eve. The 24.00 closing will be for special events, such as, birthday parties and Club Awards Nights. In the unlikely event of 24.00 closing being required on more than the 12 days proposed we will apply for a Temporary Event Notice.

In addition, while we are proposing 12.00 opening throughout the week, we anticipate that this will only apply on a regular basis to Saturdays and Sunday lunchtimes. Lunchtime opening during the weekend will not be routine and will be associated with events taking place in the Centre, such as, a fundraising lunch.

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.

While the the standard timings allow for the premises to be open to 23.00 hours on Friday and Saturday evenings, we propose non standard timings up to 24.00 closing on up to 12 days in the year, including Christmas Eve and New Years Eve. The 24.00 closing will be for special events, such as, birthday parties and Club Awards Nights.

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 Applicable

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.

Knowledge and understanding of the Licensing Act 2003

The company will ensure that all staff have a knowledge or understanding of the Licensing Act 2003 and a responsible approach to the sale of alcohol.

We will recruit a General Manager who will be responsible for managing the bar and act as the Designated Premises Supervisor (DPS). The General Manager will hold formal qualifications to a Personal Licence level. All staff working in the bar under the Manager's supervision will be advised of licensing law in writing and premises specific policies relevant to the operation of the Centre before they can serve alcohol. A record will be kept of the date and name of each person trained or advised and be made available for inspection by the police or licensing authority.

During the recruitment period the Chair of the Trust, who is seeking a formal qualification to a Personal Licence level, will act as the interim DPS and be on the premises most evenings. Pending the Chair securing a Personal Licence, a second trustee who already holds a Personal Licence will act as DPS.

Operation as a Members Club

A membership scheme will be operated across the Club, which will establish and require members to accept the duties and standards of conduct expected. The Club may refuse an application for membership if it believes that it is in the best interests of the Club for them to do so. Equally, membership will be terminated where the Club decides that it is in the best interests of the Club that the member in question should be removed from membership.

The prevention of crime and disorder:

Security in and around the Centre

An intruder alarm system will be installed at the premises to protect it when it is closed or empty.

CCTV is being installed inside and outside the premises. The cameras will cover the bar area and areas immediately outside the premises. The recordings will be made with the correct date and time and be in real time and on hard drive with the availability to copy disks for other agencies such as the police. Recordings will be kept for a minimum period of one month.

The General Manager will be responsible for the CCTV system. Staff will be trained in the maintenance and operation of the CCTV system with a record kept of the date and name of person trained. Records will be retained for inspection by the police or licensing authority.

Appropriate external lighting will be installed around the premises and in the car park as a means of crime deterrence. In installing the external lighting, we will take care to ensure the impact on neighbours is kept to a minimum. [The landlord, the Ansty Village Centre Trust, will shortly be reviewing the scheme for the extension of the car park and will be consulting neighbours on the proposals in advance of its planning application.]

The security systems will be integrated so that the alarm, CCTV, and lighting work together in an effective manner.

Security reviews will be held every three months with minutes kept.

Regular staff briefing and debriefing at least every month will be held to assess the effective operation of working practices in their premises and identify areas for improvement. Any problems identified and remedial action taken will be recorded with records kept in the main office.

Conflict management

Persons will be refused entry to the premises where they are not members or otherwise do not meet the Club's admissions policy or are behaving in a violent or aggressive manner. In such cases, an entry will be made in an incident book.

We will operate a robust glass collection policy including the regular collection of glassware by staff and prevention of glassware being removed from the premises.

The General Manager and other staff will be provided with training in conflict management to give them the knowledge and confidence to deal with difficult situations and reduce crime and disorder at the premises. The training will also cover dealing with, logging, and reporting incidents if they occur. A record will be kept of the date and name of each person trained and retained for inspection by the police or licensing authority.

Responsible drinking

Drinks promotions will be socially responsible and not encourage excessive drinking. A documented policy on responsible drinks promotions will be in place at the premises and will adhere to industry codes, e.g., British Beer and Pub Association (BBPA), in addition to adherence with the mandatory licensing condition regarding irresponsible promotions. All drinks promotions will also market the availability of soft drinks.

A duty of care policy regarding persons suffering adversely from the effects of drink will be in place at the premises. The policy will clearly express that every effort will be made by staff to prevent members and their guests from deteriorating to an uncontrolled intoxicated extent. All staff will be briefed on the policy.

Public safety:

General safety of staff and customers

A full risk assessment (using HSE templates) considering public, staff and customers' safety will be carried out at the premises to identify potential hazards posed to staff or customers and setting out precautions to manage the hazards. The risk assessment will be regularly reviewed at least every 12 months. All staff will be made aware of the risk assessment and precautionary measures therein. A copy of the risk assessment will be kept at the premises and made available for inspection.

First aid boxes will be available at the premises and maintained with sufficient in date stock. A recognised qualification in first aid will be held by at least one member of staff who should always be on duty when the premises licence is in use. Other staff will be trained to a basic first aid standard with records kept of the date and name of person trained. A first aid room on the ground floor will be available to anyone requiring medical attention.

Temperature levels and humidity in premises will be controlled for the comfort and safety of customers through use of a heating and cooling system and, where appropriate, through natural ventilation where this will not cause a nuisance to neighbours.

Overcrowding

A documented capacity is being set for the premises overall and for individual rooms within the premises, determined by a risk assessment in consultation with the fire safety authority.

These capacity limits will be strictly adhered to.

Accumulation and disposal of glasses

The glass collection policy will include provisions for the regular collection of and disposal of glassware by staff. Glassware will not be allowed to accumulate or cause obstruction. Regular checks of the premises will be performed, including outdoor areas and perimeter checks around the building, for any glasses or bottles.

Spillages and broken glass will be cleaned up immediately to prevent floors from becoming slippery and unsafe.

All staff will be made aware of the glass collection policy and their responsibility for the task.

For outside events, such as fetes or barbecues, alternatives to glassware will be considered where it is appropriate to do so.

Bottle bins will be secured and kept away from public areas.

Accident or other emergency incidents.

A written policy to deal with all types of accidents and emergency incidents will be in place at the premises. The policy will be based on risk assessments and include matters such as emergency management, contingency planning, and evacuation procedures in the event of fire or other threats and when to contact emergency services.

Evacuation responsibilities and roles will be clearly communicated to staff. Escape routes and exits will be well defined and evacuation plans exercised periodically. A copy of the fire risk assessment will be kept at the premises and available for inspection by the fire authority and licensing authority.

The fire detection system will be in place at the premises and will always be fully functional. The system will be tested regularly with records kept and made available for inspection.

Means of escape in case of any emergency will be clearly visible, unobstructed, and well-maintained including areas outside exits leading to a place of ultimate safety either on the Recreation Ground or in the car park.

Checks will be carried out before opening each day to ensure that exits are unlocked and unobstructed.

Fire extinguishers will be checked and maintained regularly with a record kept of the date and findings of the checks.

Staff training in fire safety and any premises safety policy will be provided for all staff to give them the knowledge and confidence to deal with emergency situations, including location of equipment, utilities, services,

and layout of premises. Training will include how to use fire extinguishers. Records will be kept of the date and name of person trained and made available for inspection.

An accident book will be kept recording all accidents or incidents and made available for inspection.

Smoking on the premises

Staff will be made aware of their responsibilities regarding smoke-free legislation and for monitoring compliance. An outdoor area on the ground floor will be designated as a smoking area.

Smoking will not be permitted on the external balcony.

Safety of customers when leaving the premises

We will discourage drink driving when leaving the premises by promoting schemes such as Designated Driver, with notices clearly displayed throughout the premises.

We will display information to customers with regards to safe options for travelling home including access to licensed taxi cabs or licensed private hire vehicles.

Increased external lighting in the car park will provide added safety for customers as they leave the premises. As previously noted, we will take care so that lighting does not impact on neighbours.

Disabled Access

The building has been designed to ensure disabled access throughout. Both ground and first floors allow wheelchair access, including lift access to the first floor. Wheelchair accessible lavatories are installed on both the ground and first floors.

The prevention of public nuisance:

Noise breakout from the premises

A noise management policy will be in place that sets out measures to prevent nuisance and control music, singing and speech noise breakout from the premises. All staff will be trained on the content of the policy to ensure a commitment to good noise management. A record will be kept of the date and name of person trained and made available for inspection by the licensing authority or environmental health responsible authority.

DJs, event promoters or other entertainment providers will be made aware of the policy in advance of any performance. Only DJs, event promoters or other entertainment providers who have signed up to the policy will be used.

Windows and doors will be kept closed whenever noise breakout is likely to occur.

Methods for monitoring noise will be included in a noise policy, including perimeter checks and listening tests by the General Manager and staff. Noise monitoring will actively be carried out on a regular basis, when a new form of entertainment is introduced at the premises, and when a complaint is made directly to the venue.

Reporting Noise Disturbances

A contact telephone number will be made available to local residents which they can use to report noise disturbances to a responsible person at the venue as and when they occur. The phone line will always be available when the licence is in use. All reports of noise disturbance and actions taken will be logged.

Engagement with local residents and the landlord.

We will meet with local residents to outline how we intend to comply with licence conditions generally, to prevent public nuisance, and the arrangements for managing noise disturbances.

We will continue to meet with residents periodically to seek feedback and manage any risk of public nuisance proactively. The Parish Council nominated trustees of the Ansty Village Centre Trust will be invited to these meetings.

We will meet regularly with the trustees of the Ansty Village Centre Trust, at least once per annum, to review compliance with steps to promote licencing objectives.

Noise and nuisance from customers leaving the premises

Prominent notices will be displayed close to the exit doors, requesting patrons to leave the premises quickly and quietly.

Display notices in car parks will remind patrons that they are in a residential area and to leave quickly and quietly and not to slam doors, rev engines, sound horns or play loud music.

Noise and nuisance from customers using external areas

We will display prominent signs in external areas, such as, on the viewing balcony and the patio, reminding customers that the use of external areas is conditional on acting responsibly and keeping noise to a minimum.

The use of external areas after 22.00 (on Sunday to Thursday) and 22.30 on Fridays and Saturday will be prohibited.

The smoking areas will be located away from neighbouring residential premises. We will discourage smokers from loitering outside by not permitting them to take their drinks with them.

Noise and disturbance caused by deliveries, collections, and storage / disposal of waste

Commercial deliveries, collections, and storage/disturbance, including beer deliveries, waste and recyclables collections in external areas will be restricted to normal working hours between 08.00 and 18.00 Monday to Friday.

Litter and waste around the premises.

Procedures will be in place for the prompt collection of litter generated by the premises, for example, cigarette butts or food wrappers.

Regular patrols of the area outside the premises will be undertaken by staff to clear any litter attributable to the premises. Wall or floor mounted cigarette bins will be used in designated smoking areas for customers.

Rubbish bins and glass refuse / recycling bins will be kept away from the public access area and neighbouring residential property.

We will not empty bottles, bins, and rubbish between 23.00 and 07.00.

Disturbance from external lighting

External lighting for the premises will be limited to security lighting after the premises are closed to the public.

The protection of children from harm:

Children accessing the premises

A documented policy setting out measures to protect children from harm will be in place at the premises. The policy will consider all activities associated with the premises including the sale of alcohol and when children should be allowed on or restricted from the premises. All staff and bar staff will be trained on the policy.

Protection of children from moral and psychological harm.

All members will be reminded that the Club is a family club and to refrain from using strong language and sexual expletives that may offend other members and risk children being exposed to such language. Any member who is using inappropriate language on the premises will be asked by the bar staff to stop. Where a member consistently ignores requests to refrain from using inappropriate language their membership will be reviewed in accordance with the Club rules.

Underage sales of alcohol

We will operate a strict 'No ID – No Sale' policy in accordance with the 'Challenge 21' scheme, reminding staff of the need to be vigilant in preventing underage sales and to customers that it is against the law for anyone under 18 to purchase alcohol. We are exploring the use of till prompts to remind staff to ask for proof of age. We will prominently advertise the scheme in the premises so that customers are aware with the display of proof of age signs at the point of sale. We will display posters at the premises stating that it is an offence to purchase alcohol on behalf of an underage person (proxy sales).

We will keep a refusals book on the premises and ensure it is completed whenever a sale is refused to a person who cannot prove they are over the age of 18. We are also exploring a refusal button on Electronic Point of Sale. The book will contain the date and time of the incident, a description of the customer, the name of the staff member who refused the sale, and the reason the sale was refused. The book will be made available to Police and authorised Council officers on request.

Staff training in the age-related sections of the Licensing Act 2003 will be provided to all door, bar and till staff. This includes the ability to competently check customers' identification where necessary. A record will be kept of the date and name of person trained.

Age Restricted Access

The Centre will not show age restricted films, install age restricted gaming machines, or provide entertainment of an adult nature.

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.

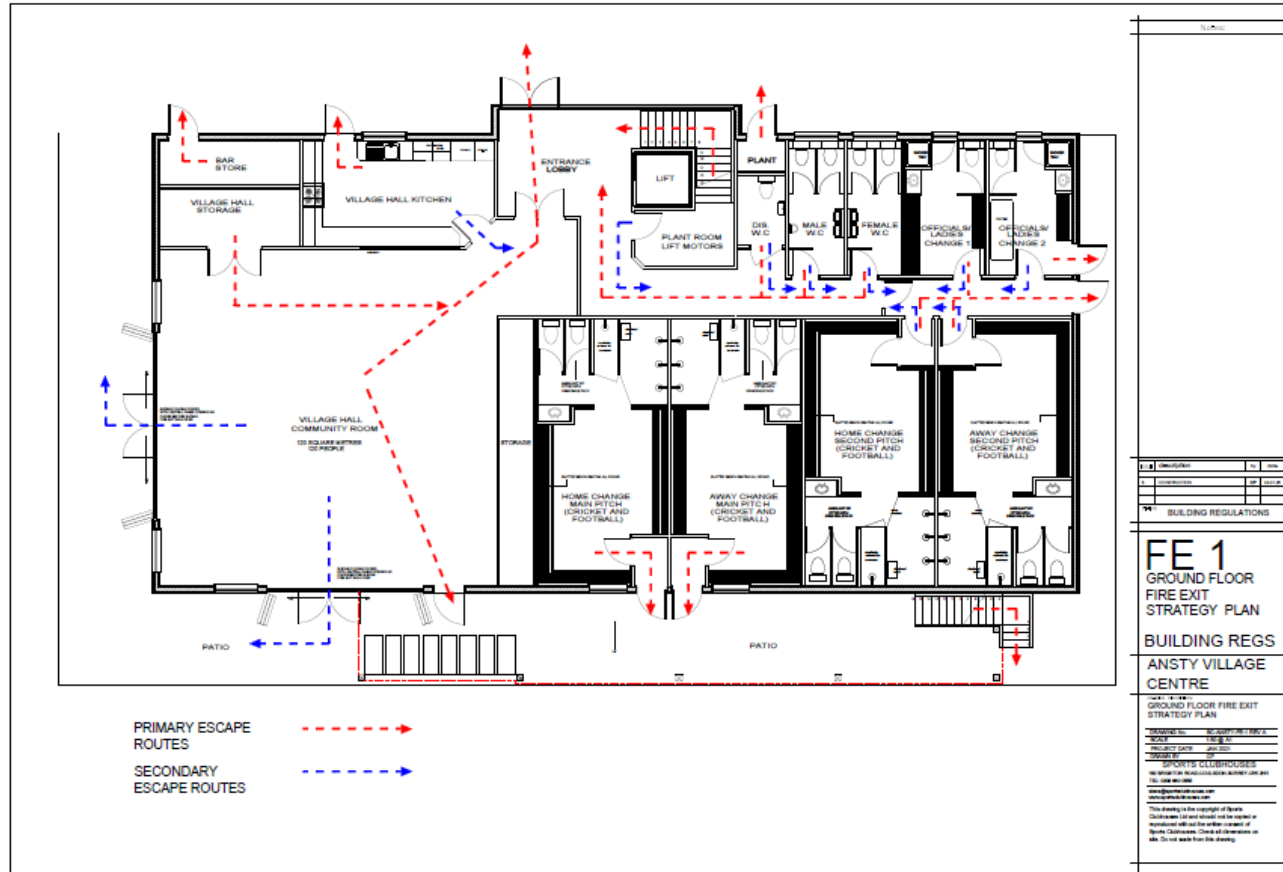
Once payment has been accepted, you will be given a receipt number and a copy of your request will be sent to you by email.

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

Ansty Village Centre

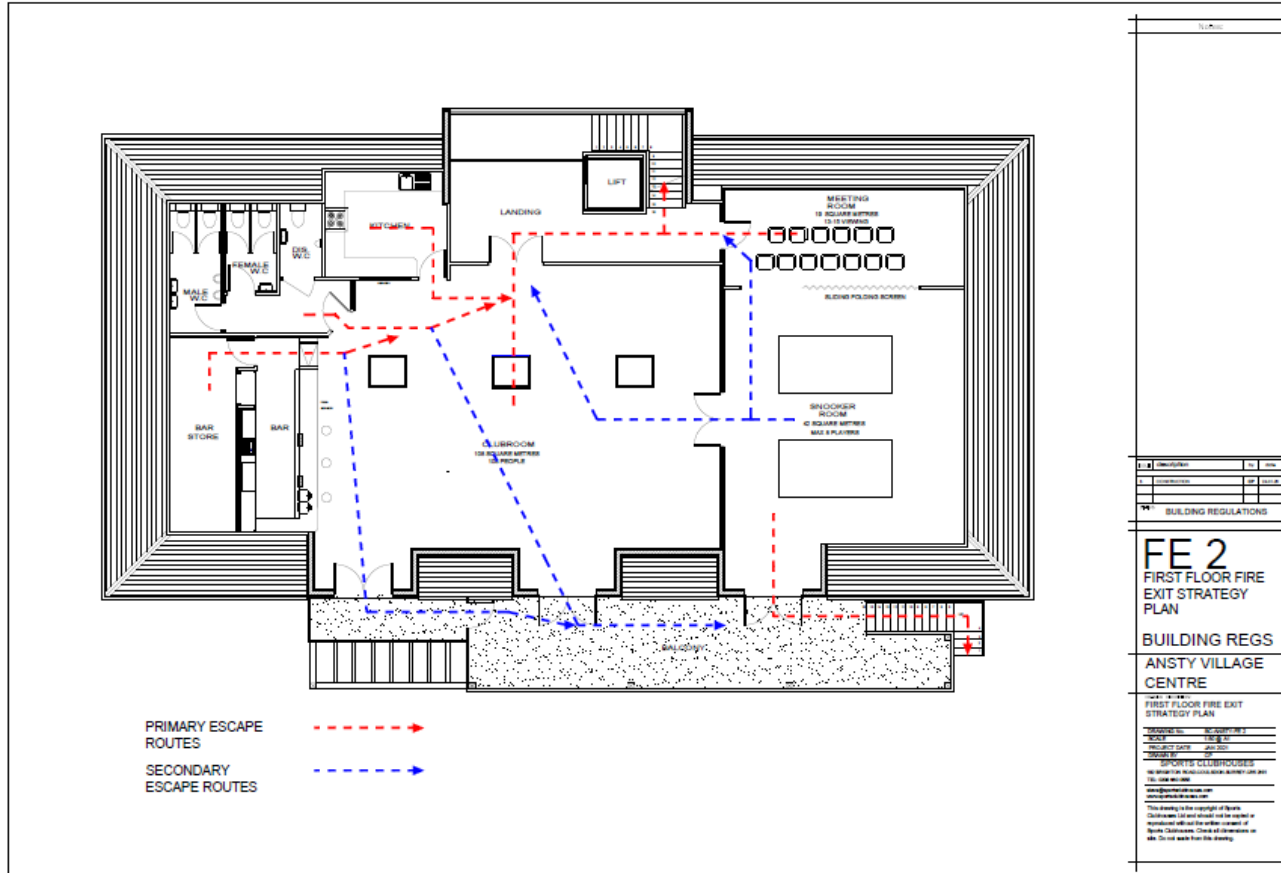
Plan of the Premises

1. Ground Floor – showing primary and secondary escape routes



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2. First Floor – showing primary and secondary escape routes



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4. Plan of Premises – Car Park

Note that the landlord, Ansty Village Centre Trust, is reviewing the car park scheme.

