

**Form** Application for a premises licence

**service\_team\_name**

**service\_email\_address**

**Your Details**

**Name/s:** McCarthy & Stone Ltd

**Premises**

**Postal address of premises or, if none, Ordnance Survey map reference or description:** Corbett Court (Retirement Living), The Brow, Burgess Hill, West Sussex

**Postcode** RH15 9BS

**Phone (at premises)**

**Email**

**Non-domestic rateable value of premises.**

**Plan of premises**

**Applicant type**

**Please state whether you are applying for a premises licence as:** a person other than an individual - i) as a limited company

**Applicant type**

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

**Individual Applicants**

**Second Applicant**

**Other Applicants**

**Name** McCarthy & Stone Limited

**Address**

**Postcode**

**Registered number (where applicable)** 06622199

**Description** Company

**Phone**

**Email**

**Operating Schedule**

**When do you want the premises licence to start?** 14/11/2021

**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.**

## **Description of premises**

### **Description**

McCarthy Stone build and manage retirement living developments across the UK.

McCarthy Stone's purpose is to champion the role, wellbeing and happiness of older people and has a vision of creating communities where its homeowners have a sense of belonging, independence, and peace of mind.

McCarthy Stone's mission is to be the natural choice for later living – by developing beautiful, sustainable, and more affordable places to live, with flexible services and a choice of ownership options, designed around the homeowner and their families.

We offer a very limited alcohol range and sales are very limited on the premises, largely for people aged +70 years and their guests – all of whom will be specifically invited, and/or bona fide relatives or friends of residents. The consumption of alcohol would generally take place with a meal (such as Sunday Lunch) however, occasionally groups of homeowners may choose to gather for a social drink or for an organised event in the communal area of the development.

The premises are not be open to the public and the property is secured by a keypad entry to the premises by a video door entry system. All visitors are required to pre-arrange their visit with the homeowner and sign in on arrival.

All staff involved in the sale of alcohol are trained in their responsibilities under the Licensing Act 2003, with refresher training undertaken every six months. All training is recorded and signed by the trained staff member. The personal licence holder for the development formally authorises members of staff to serve alcohol, once he/she has checked the training records and is comfortable that the individual clearly understands their responsibilities. Adequate supervision is provided by the catering partner, Estate or House Manager.

## **Licensable Activities**

### **Plays**

**Will you be provisioning Plays?** No

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

### **Films**

**Will you be provisioning Films?** No

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Indoor Sports**

**Will you be provisioning  
Indoor Sporting events?** No

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Boxing or wrestling**

**Will you be provisioning  
boxing or wrestling  
events?** No

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Live Music**

**Will you be provisioning  
Live Music?** No

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Recorded Music**

**Will you be provisioning Recorded Music?** No

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Performances of dance**

**Will you be provisioning Performances of dance?** No

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Similar to live music, recorded music or performances of dance**

**Will you be provisioning anything with a similar description to live music, recorded music or Performances of dance?** No

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**Late Night Refreshment**

**Will you be provisioning any late night refreshment?** No

**Monday**

**Tuesday**

|  |                             |
|--|-----------------------------|
| <b>Wednesday</b>   |                             |
| <b>Thursday</b>  |                             |
| <b>Friday</b>  |                             |
| <b>Saturday</b>  |                             |
| <b>Sunday</b>  |                             |
| <b>Supply of alcohol</b>   |                             |
| <b>Will you be provisioning any alcohol?</b>   | Yes                         |
| <b>Monday</b>  |                             |
| <b>Start Time</b>  | 11:00                       |
| <b>End Time</b>  | 23:00                       |
| <b>Tuesday</b>   |                             |
| <b>Start Time</b>  | 11:00                       |
| <b>End Time</b>  | 23:00                       |
| <b>Wednesday</b>   |                             |
| <b>Start Time</b>  | 11:00                       |
| <b>End Time</b>  | 23:00                       |
| <b>Thursday</b>  |                             |
| <b>Start Time</b>  | 11:00                       |
| <b>End Time</b>  | 23:00                       |
| <b>Friday</b>  |                             |
| <b>Start Time</b>  | 11:00                       |
| <b>End Time</b>  | 23:00                       |
| <b>Saturday</b>  |                             |
| <b>Start Time</b>  | 11:00                       |
| <b>End Time</b>  | 23:00                       |
| <b>Sunday</b>  |                             |
| <b>Start Time</b>  | 11:00                       |
| <b>End Time</b>  | 23:00                       |
| <b>Where will the supplied alcohol be consumed?</b>  | On the premises             |
| <b>State any seasonal variations : For example (but not exclusively) where the supply of alcohol will occur on additional days during the summer months.</b> |                             |
| <b>Non standard timings. Where the premises intends to use the premises for the supply of alcohol at different times from those listed above,</b>            | New Year's Eve 1100 to 0100 |

**please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.**

**Premises Supervisor**

**Name** Alexander Beaumont

**Address**

**Postcode**

**Personal licence number (if known)**

**Issuing licensing authority (if known)**

**Opening Hours**

**Monday**

**Start Time** 11:00

**End Time** 23:00

**Tuesday**

**Start Time** 11:00

**End Time** 23:00

**Wednesday**

**Start Time** 11:00

**End Time** 23:00

**Thursday**

**Start Time** 11:00

**End Time** 23:00

**Friday**

**Start Time** 11:00

**End Time** 23:00

**Saturday**

**Start Time** 11:00

**End Time** 23:00

**Sunday**

**Start Time** 11:00

**End Time** 23:00

**State any seasonal variations : For example** Please note: These premises are not open to the General Public - ONLY for use by homeowners and their invited guests

**(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.**

Not Applicable

### **Licensing Objectives**

**General - all four licensing objectives (b,c,d,e):** McCarthy Stone build and manage retirement living developments across the UK.

**Please list here steps you will take to promote all four licensing objectives together.** McCarthy Stone's purpose is to champion the role, wellbeing and happiness of older people and has a vision of creating communities where its homeowners have a sense of belonging, independence, and peace of mind.

McCarthy Stone's mission is to be the natural choice for later living – by developing beautiful, sustainable, and more affordable places to live, with flexible services and a choice of ownership options, designed around the homeowner and their families.

We offer a very limited alcohol range and sales are very limited on the premises, largely for people aged +70 years and their guests – all of whom will be specifically invited, and/or bona fide relatives or friends of residents. The consumption of alcohol would generally take place with a meal (such as Sunday Lunch) however, occasionally groups of homeowners may choose to gather for a social drink or for an organised event in the communal area of the development.

The premises are not be open to the public and the property is secured by a keypad entry to the premises by a video door entry system. All visitors are required to pre-arrange their visit with the homeowner and sign in on arrival.

All staff involved in the sale of alcohol are trained in their responsibilities under the Licensing Act 2003, with refresher training undertaken every six months. All training is recorded and signed by the trained staff member. The Personal Licence holder for the development formally authorises members of staff to serve alcohol, once he/she has checked the training records and is comfortable that the individual clearly understands their responsibilities. Adequate supervision is provided by the catering partner, Estate or House Manager.

### **The prevention of crime and disorder:**

The premises are secured 24 hours a day with limited access via a video door entry system. Each development is managed by a dedicated Estate or House Manager, who is responsible for the care and wellbeing of all homeowners. The development, mature nature of the customer base, and the care provision is designed to prevent an environment where crime and disorder has no place. In the extremely unlikely event, staff are on hand and a 24-hour emergency call system is in place.

The sale of alcohol in the development is very limited and is supported by dining facilities and an extensive range of cold soft drinks and hot beverages. Chilled tap water is always available as standard.

It is rare that anyone under the age of 18 to frequent the premises. On occasions, younger family members may visit homeowners and, in such circumstances, unless attending a meal, they are unlikely to go to an area where alcohol is served. If dining, the youngster will be under the supervision of both the homeowner and other responsible adults.

The premises will operate a "Challenge 25" proof of age scheme whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. Acceptable identification for the purposes of age verification will include a driving licence, passport or photographic identification bearing the "PASS" logo and date of birth.

If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to that person and a refusals book will be kept up to date. Challenge 25 signage will be displayed within the premises.

Each development has effective management of the premises, including written procedures for managing incidents.

McCarthy Stone and its catering partners ensure that staff receive proper training and refresher training on relevant issues, policies, and procedures.

CCTV, with a picture quality capable of being used for evidence, has been installed to cover the front entrance to the development. The CCTV will be operational at all times.

CCTV recordings will be retained for a minimum of 31 days and made available in a viewable format to any authorised authority on request.

Notices advising that CCTV has been installed on the premises are posted at the access door areas and within the premises so that they are clearly visible to the public within the licensed premises.

A refusals register will be kept and maintained at the premise which will record details of all refusals at the premise and will be made available to the Police and licensing authority for inspection on request.

#### **Public safety:**

The premises are not be open to the public and the property is secured by a keypad entry to the premises by a video door entry system. All visitors are required to pre-arrange their visit with the homeowner and sign in on arrival.

We are responsible for the safety and wellbeing of our homeowners, so we have both the personnel and safety systems in place to achieve this. As such we work tirelessly to ensure the safety of everyone who lives in, works in or visits the development.

Alcohol is be served only on the premises. Neither alcohol nor glassware ever leaves the confines of the development.

We purchase toughened glassware to minimise the likelihood of broken glass if the glassware were to be dropped by accident.



We pride ourselves in the look and feel of all our developments ensuring that premises, both internally and externally, are always maintained in a good, clean, and tidy condition. We carefully consider the needs of our homeowners who made need stepless access and space for mobility aids and scooters.

We take all elements of health & safety, fire safety and food hygiene very seriously. We fully complete risk assessments, for both the premises and proposed activities to be carried out. We regularly train and refresh the operational team on our safe systems of work. Firefighting equipment is in place; we test and check on a regular basis and conduct drills to ensure the effectiveness of our evacuation plans in the event of an emergency.

We have designating “safe spaces” within the premises in which vulnerable persons can be provided with assistance.

The Estates Manager, House Manager will always co-operate with police and Licensing Standards Officers including by allowing access to the premises and to all relevant policies and procedures.

McCarthy Stone have suitable litter and waste management programmes in place including provisions for recycling.

All staff involved in the sale of alcohol are trained in their responsibilities under the Licensing Act 2003, with refresher training undertaken every six months. All training is recorded and signed by the trained staff member. The personal licence holder for the development formally authorises members of staff to serve alcohol, once he/she has checked the training records and is comfortable that the individual clearly understands their responsibilities. Adequate supervision is proved by the catering partner, Estate or House Manager.

McCarthy Stone conducts regular testing and certification (where appropriate) of appliances.

The Estate/ House Manager, as part of their role, regularly check all areas of the development to ensure the safety of all homeowners, the development staff, and any visitors

The lay-out of the communal areas does not feature a bar counter. The consumption of alcohol takes place at a restaurant table or in low level lounge furniture.

As the development provides a care service to some of the homeowners, first aid items and defibrillation equipment and appropriately trained staff are available in the case of an emergency.

A fire risk assessment required under the Regulatory Reform (Fire Safety) Order 2005 (as amended) will be completed and be available for inspection by an authorised officer.

Valid public liability insurance shall be kept in force and a copy of the schedule will be displayed at the venue and made available for inspection by an authorised Local Authority or Police Officer on request.

The premises shall be equipped with a CCTV system that shall comply with the following criteria:

- The system shall be maintained in proper working order

- The system shall display on any recording the correct time and date of the recording
- Recorded VCR tapes or digital recordings shall be held for a minimum of 31 days after the recording is made and will be made available to the Police for inspection upon request.
- The system shall comprehensively cover all public areas of the premises where alcohol is served.

The sale of alcohol shall be limited to homeowners and their invited guests.

**The prevention of public nuisance:**

The sale of alcohol in the development is very limited and is supported by dining facilities and an extensive range of cold soft drinks and hot beverages. Chilled tap water is always available as standard.

Alcohol is be served only on the premises. Neither alcohol nor glassware ever leaves the confines of the development.

The premises are not be open to the public and the property is secured by a keypad entry to the premises by a video door entry system. All visitors are required to pre-arrange their visit with the homeowner and sign in on arrival.

McCarthy Stone is committed to making sure that the sale of alcohol doesn't affect neighbouring properties.

There will be no amplified music played, no outdoor drinking and no excessive noise. This is not appropriate for the profile of the development homeowners.

No litter will be created outside/around the development.

The development offers a very limited alcohol range (none of which will be premium strength products) and sales are very limited on the premises, largely for people aged +70 years and their guests – all of whom will be specifically invited, and/or bona fide relatives or friends of residents. The consumption of alcohol would generally take place with a meal (such as Sunday Lunch) however, occasionally groups of homeowners may choose to gather for a social drink or for an organised event in the communal area of the development.

**The protection of children from harm:**

It is rare that anyone under the age of 18 to frequent the premises. On occasions, younger family members may visit homeowners and, in such circumstances, unless attending a meal, they are unlikely to go to an area where alcohol is served. If dining, the youngster will be under the supervision of both the homeowner and other responsible adults.

The premises will operate a "Challenge 25" proof of age scheme whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. Acceptable identification for the purposes of age verification will include a driving licence, passport or photographic identification bearing the "PASS" logo and date of birth.

If the person seeking alcohol is unable to produce acceptable means of identification, no sale or supply of alcohol will be made to that person and a refusals book will be kept up to date. Challenge 25 signage will be displayed within the premises.

The premises are not be open to the public and the property is secured by a keypad entry to the premises by a video door entry system. All visitors are required to pre-

arrange their visit with the homeowner and sign in on arrival.

All persons under 18 will always be accompanied by an adult.

**Right to work**

**Signatures**

**Submit & Pay**

**Address for  
correspondence  
associated with this  
application**

**Postcode**

**Phone**

**Correspondence Email**

**Confirm Email**

|  |  |
|--|--|
|  |  |
|  |  |

| REVISIONS   | By  | Date       |
|---|-----|------------|
| A. UPDATED DRAWING TO REFLECT TO NEW LAYOUT AND NEW RISER IN STAIR 1. PROTECTED LOBBY AS PER NBC.   | ATT | 27/02/2012 |
| B. UPDATED DOOR AND WINDOW REF. NUMBERS TO BE CONSISTENT WITH THE REVISED DOOR SCHEDULE. REVISE MAIN ENTRANCE DOOR REF. FROM 1001 TO 1002. REVISE DOOR REF. IN KITCHEN AND WARDROBES AND PLANT TO BE REVISED AS PER 28/02/2012 ATT. | ATT | 14/02/2012 |
| C. REVISE STAIR WCN IN KITCHEN AND REVISE LOBBY TO ADD CLEANING CUPBOARD AS COVERED.  | ATT | 28/02/2012 |

**CONSTRUCTION ISSUE**

Steve Gillingham B.Arch, R.I.B.A.  
Regional Design Director  
Emerald House, 30-38 High Road,  
Byfleet, Surrey, KT14 6QG  
Tel: 01882 354114  
Fax: 01882 354114

Client

McCarthy & Stone  
Retirement Lifestyles Ltd

ALL DIMENSIONS TO BE CHECKED ON SITE  
WORK TO BE COMPLETED ONLY  
IF IT DOES NOT CONTRADICT  
A FORCE MAJEURE PROCEDURE

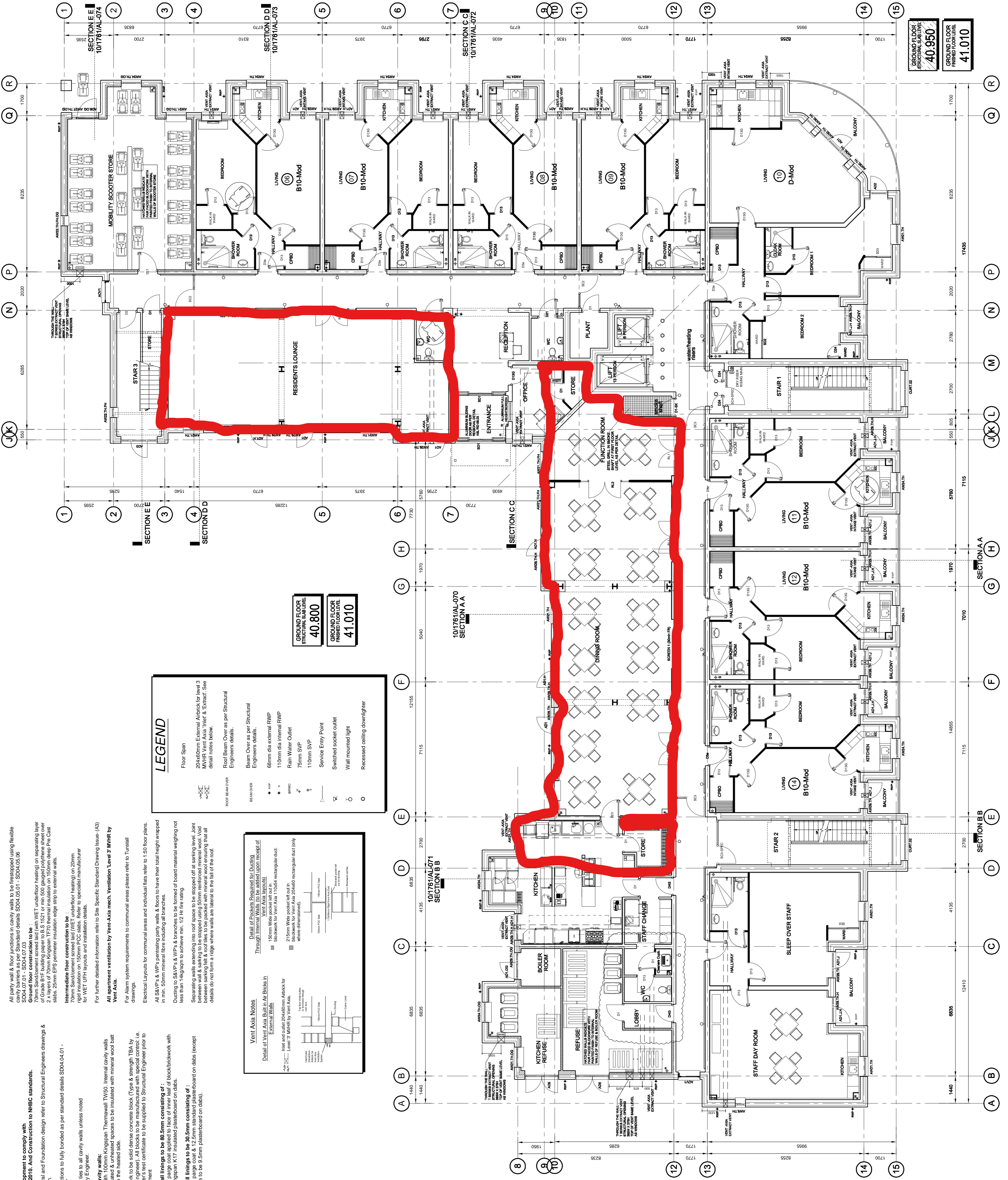
© McCarthy & Stone Retirement Lifestyles Limited

Project Title  
Proposed Assisted Living Dev.  
Queen Elizabeth Avenue  
BURGESS HILL  
EAST SUSSEX

Drawing Title  
COMMUNAL SERVICES  
GROUND FLOOR PLAN

Scale: 1:100 @ A1  
Date: Oct 10  
Checked: [Signature]  
Drawing No.: 10/1761/AL/031  
Rev: E

CAD job date: 27 Feb 2013 - 08:07am

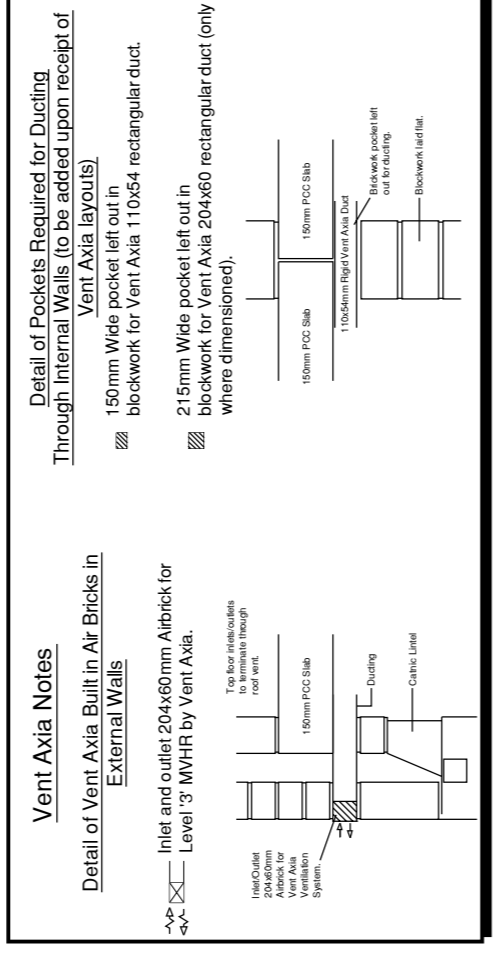


GROUND FLOOR  
STRUCTURAL SLAB LEVEL  
40.800

GROUND FLOOR  
FINISHED FLOOR LEVEL  
41.010

**LEGEND**

|  |   |
|--|---|
|  | Floor Slab  |
|  | 204x60mm External Airbrick for level 3 MHR Vent Area Inlet & Extract. See detail notes below. |
|  | Roof Beam Over as per Structural Engineers details.   |
|  | Beam Over as per Structural Engineers details.  |
|  | 68mm dia external RMP   |
|  | 110mm dia internal RMP  |
|  | Rain Water Outlet   |
|  | 75mm SVP  |
|  | 110mm SVP   |
|  | Service Entry Point   |
|  | Switched socket outlet  |
|  | Wall mounted light  |
|  | Recessed ceiling downlighter  |



**NOTES**

This development to comply with Part F & L 2010. All construction to NBC standards. For Structural and Foundation design refer to Structural Engineers drawings & specification.

All wall junctions to fully bonded as per standard details. SDO4.04.01 - SDO4.04.07

Type 2 wall ties to all cavity walls unless noted otherwise by Engineer.

**External cavity walls:** Kingspan ThermaWall TW50. Internal cavity walls between heated & unheated spaces to be insulated with mineral wool batt insulation to the heated side.

All Blockwork to be solid dense concrete block (Type & strength TBA by Structural Engineer). All blocks to be manufactured with special control. i.e. Manufacturer's test certificate to be supplied to Structural Engineer prior to commencement.

**External wall linings to be 80.5mm consisting of:**  
8mm Econo parge coat applied to face of inner leaf of blockwork with 62.5mm Kingspan K17 insulated plasterboard on dabs.

**Internal wall linings to be 80.5mm consisting of:**  
8mm Econo parge coat & 12.5mm standard plasterboard on dabs (except corner dabs to be 9.2mm plasterboard on dabs).

All party wall & floor junctions in cavity walls to be firestopped using flexible cavity barriers as per Standard detail SDO4.05.01 - SDO4.05.05 SDO4.07.01 - SDO4.07.03

Roofing to be as per Standard detail SDO4.05.01 - SDO4.05.05

20mm Kingspan K17 insulated plasterboard on dabs over separating layer of Grade B/F building paper to B.S.1521 or mm 500 gauged polythene sheet over 2 x layers of 70mm Kingspan T70 thermal insulation on 150mm deep PFC Cast dabs. 20mm EPS perimeter insulation edge ramp to external walls.

**Intermediate floor construction to be:**  
150mm Kingspan T70 thermal insulation on 150mm deep PFC Cast dabs. 20mm EPS perimeter insulation edge ramp to external walls.

For further detailed information refer to Site Specific Standard Drawing Issue (A3) Vent Axia.

All apartment ventilation by Vent-Axia mech. Ventilation 'Level 3' MHR by drawings.

For Alarm system requirements to communal areas please refer to Tunstall drawings.

Electrical Layouts for communal areas and individual flats refer to 1:50 floor plans.

All SVPs & WPs penetrating party walls & floors to have their total height wrapped in min. 50mm mineral fibre including all branches.

Ducts to SVPs & WPs & branches to be formed of board material weighing not less than 1.5kg/m<sup>2</sup> to achieve min. 12 hr fire rating.

Separating walls extending into roof space to be stopped off at ceiling level. Joint between sinking (left) & roof ties to be packed with mineral wool ensuring that all details do not form a ridge where walls are lateral to the fall of the roof.