

Form Application for a premises licence

service_team_name

service_email_address

Your Details

Name/s: Burgess Hill Town Council

Premises

Postal address of premises or, if none, ordnance survey map reference or description: 96 Church Walk & Church Walk, Burgess Hill

Postcode RH15 9AS

Phone (at premises)

Email

Non-domestic rateable value of premises. £4301 - £33000

Plan of premises

Applicant type

Please state whether you are applying for a premises licence as: a person other than an individual - iv) other (for example a statutory corporation)New Choice

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 Burgess Hill Town Council

Address

Postcode

Registered number (where applicable)

Description Town Council

Phone

Email

Operating Schedule

When do you want the premises licence to start? 12/11/2021

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

The Premise Licence relates to Burgess Hill Town Council's premises and Church Walk in its entirety for selling a limited range of alcohol in the Town Council's Help Point Shop, Burgess Hill Town Market and occasional events organised by the Town Council.

Church Walk is pedestrianised and access can be gained from Church Road, Crescent Road, The Martlets Shopping Centre and also the walkway from Crescent Way.

Burgess Hill Town Council Help Point is a one stop shop providing single point of contact for all local government enquiries in West Sussex. The Help Point is run by a friendly, dedicated team who will go that 'extra mile' to help their customers and they aim to provide immediate answers to residents and visitors' questions. If they are unable to help then they will signpost the person to a partner organisation who can help.

The Help Point and Burgess Hill Town Council Offices were officially opened on the 11th November 1996 by the late Rt. Hon. Paddy Ashdown, M.P. and as such on the 13th November 2021, we will be celebrating the Help Point's 25th anniversary of being open. The Town Council will be marking this occasion with the unveiling and subsequent re-launch of the Help Point; following an extensive re-fit to introduce a shop supporting local traders, public terminal computer and alongside a wider use of technology within the Council.

The introduction of the Help Point Shop, located on the ground floor facing onto Church Walk, is designed to be an open, attractive store frontage, acting as an extension of the current Burgess Hill Town Market and providing local small businesses, market stall holders and artisans another affordable platform for them to sell their alcohol products within the town, outside of the market. It is part of the Town Council's support for the town centre and fledgling local businesses.

Burgess Hill Town Council are supporting local small businesses and market traders with the sale of a limited range of alcohol from the Help Point Shop, on Market Days and for Burgess Hill Town Council organised events, taking place in Church Walk.

Consumption of alcohol will be permitted on occasion, and under the control of Burgess Hill Town Council, within the Help Point Shop and Church Walk to further support local businesses and market traders.

The Help Point Shop is open to the public during office hours and occasional weekends during the year for events organised by Burgess Hill Town Council.

All Help Point staff involved in the sale of alcohol are trained in their responsibilities under the Licensing Act 2003 with refresher training undertaken every 6 months. All training is recorded and signed by the trained staff member. The Personal Licence holder for the premises formally authorises members of staff to serve once he has checked the training records and is comfortable that the individual clearly understands their responsibilities. Adequate supervision is provided by the Customer Services Section Head.

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	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Supply of alcohol	
Will you be provisioning any alcohol?	Yes
Monday	
Start Time	09:00
End Time	17:00
Tuesday	
Start Time	09:00
End Time	17:00
Wednesday	
Start Time	09:00
End Time	17:00
Thursday	
Start Time	09:00
End Time	17:00
Friday	
Start Time	09:00
End Time	17:00
Saturday	
Start Time	09:00

End Time	17:00
Sunday	
Start Time	
End Time	
Where will the supplied alcohol be consumed?	Both on and off premises
State any seasonal variations : For example (but not exclusively) where the supply of alcohol will occur on additional days during the summer months.	Specific events organised by the Town Council for example Christmas market, Christmas Lights switch on event, Market days, late night shopping. Monday to Sunday 09:00 to 21:00
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.	
Premises Supervisor	
Name	Steven Cridland
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	
Opening Hours	
Monday	
Start Time	09:00
End Time	17:00
Tuesday	
Start Time	09:00
End Time	17:00
Wednesday	
Start Time	09:00
End Time	17:00
Thursday	
Start Time	09:00
End Time	17:00
Friday	
Start Time	09:00
End Time	17:00
Saturday	

Start Time 09:00

End Time 17:00

Sunday

Start Time

End Time

State any seasonal variations : For example (but not exclusively) where the supply of alcohol will occur on additional days during the summer months.

Specific events organised by Burgess Hill Town Council for example Christmas Market, Christmas Lights switch on, Market Days and late night shopping. Monday to Sunday 09:00 to 21:00

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.

Nil

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.

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The introduction of the Help Point Shop, located on the ground floor facing onto Church Walk, is designed to be an open, attractive store frontage, acting as an extension of the current Burgess Hill Town Market and providing local small businesses, market stall holders and artisans another affordable platform for them to sell their alcohol products within the town, outside of the market. It is part of the Town

Council's support for the town centre and fledgling local businesses.

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Consumption of alcohol will be permitted on occasion, and under the control of Burgess Hill Town Council, within the Help Point Shop and Church Walk to further support local businesses and market traders.

The Help Point Shop is open to the public during office hours and occasional weekends during the year for events organised by Burgess Hill Town Council.

In the Help Point Shop there are two interior observation mirrors attached to the front walls to increase visibility and security within the premises.

All Help Point staff involved in the sale of alcohol are trained in their responsibilities under the Licensing Act 2003 with refresher training undertaken every 6 months. All training is recorded and signed by the trained staff member. The Personal Licence holder for the premises formally authorises members of staff to serve once he has checked the training records and is comfortable that the individual clearly understands their responsibilities. Adequate supervision is provided by the Customer Services Section Head.

On Market Days and other events organised by Burgess Hill Town Council, market traders and third parties must have their own Personal Alcohol Licence and provide documentation to verify this to Burgess Hill Town Council's appointed Market Operator and/or Burgess Hill Town Council.

Challenge 25 notices will be prominently displayed within the Help Point Shop and on all market stalls selling alcohol. An Incident Refusal Report will be held and completed by Burgess Hill Town Council for any persons who do not meet the Challenge 25 criteria and subsequently are refused the sale of alcohol within the Help Point Shop. An Incident Refusal Report will be held and completed by individual market traders selling alcohol, for any persons who do not meet the Challenge 25 criteria and subsequently are refused the sale of alcohol.

The prevention of crime and disorder:

In the Help Point Shop there are two interior observation mirrors attached to the front walls to increase visibility and security within the premises.

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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.

An Incident Refusal Register will be held and completed by Burgess Hill Town Council for any persons who do not meet the Challenge 25 criteria and subsequently are refused the sale of alcohol within the Help Point Shop and will be made available to the Police and :Licensing Authority for inspection on request. An Incident Refusal Register will be held and completed by individual market traders selling alcohol, for any persons who do not meet the Challenge 25 criteria and subsequently are refused the sale of alcohol and will be made available to the Police and :Licensing Authority for inspection on request.

Public safety:

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Consumption of alcohol will be permitted on occasion, and under the control of Burgess Hill Town Council, within the Help Point Shop and Church Walk.to further support local businesses and market traders.

Any alcohol for consumption at Burgess Hill Town Council events will not be served in glassware but in polycarbonate or paper containers. Rubbish will be collected and disposed of appropriately.

Events organised by Burgess Hill Town Council will be notified to the Police and Mid Sussex District Council's Licensing Team.

Burgess Hill Town Council take all elements of health & safety, fire safety and food hygiene very seriously and complete risk assessments, for both the premises and the Town Council's organised events.

Firefighting equipment is in place; tested and checked on a regular basis and drills are conducted to ensure the effectiveness of the evacuation plan in the event of an emergency.

Burgess Hill Town Council is registered as a Safe Place under the Mid Sussex District Council/National Safe Places Scheme within the Help Point Shop in which vulnerable persons can be provided with assistance.

The Customer Services Section Head will always co-operate with the Police and Licensing Standards Officers including by allowing access to the premises and to all relevant policies and procedures.

Burgess Hill Town Council has suitable litter and waste management programmes in place including provisions for recycling.

Burgess Hill Town Council staff have undertaken Emergency First Aid training and first aid equipment is available in case of an emergency. A Defibrillator is located outside B&M Local shop located in Church Walk.

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

Burgess Hill Town Council hold £10m Public Liability Insurance and market traders selling alcohol also hold £5m Public Liability Insurance and these can be made available for inspection by an authorised Local Authority or Police Officer on request.

The prevention of public nuisance:

Prevention of public nuisance

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Events organised by Burgess Hill Town Council will be notified to the local Police Team and Mid Sussex District Council's Licensing Team.

Burgess Hill Town Council is committed to making sure that the sale of alcohol does not affect neighbouring properties in Church Walk.

The protection of children from harm:

In the Help Point Shop there are two interior observation mirrors attached to the front walls to increase visibility and security within the premises.

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Right to work

Signatures

Submit & Pay

**Address for
correspondence
associated with this
application**

Postcode

Phone

Correspondence Email

Confirm Email



96 CHURCH WALK - GROUND FLOOR

