

**Application for a premises licence to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I Age UK West Sussex Brighton & Hove

(Insert name(s) of applicant)

apply for a premises licence under section 17 of 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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Age UK West Sussex Brighton & Hove Lamb House 2 Kleinwort Close Haywards Heath West Sussex			
Post town	Haywards Heath	Postcode	RH16 4XG

Non-domestic rateable value of premises	£9,300

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | | |
|--|--------------------------|-----------------------------|
| a) an individual or individuals * | ☐ | please complete section (A) |
| b) a person other than an individual * | | |
| i. as a limited company | ☐ | please complete section (B) |
| ii. as a partnership | ☐ | please complete section (B) |
| iii. as an unincorporated association or | ☐ | please complete section (B) |
| iv. other (for example a statutory corporation) | ☐ | please complete section (B) |
| c) a recognised club | ☐ | please complete section (B) |
| d) a charity | √ | please complete section (B) |

- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☐

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr ☐	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				☐ Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr ☐	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					☐ Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) 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 Age UK West Sussex Brighton and Hove
Address Lamb House 2 Kleinwort Close Haywards Heath West Sussex RH16 4XG
Registered number (where applicable) Registered charity number 1086323
Description of applicant (for example, partnership, company, unincorporated association etc.) Charity

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
0	9	1	1	2	0	2	6

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD		MM		YYYY			

Please give a general description of the premises (please read guidance note 1)

Lamb House primarily operates as a community facility providing activities, social events, health and wellbeing services, educational opportunities and community engagement for older people. Alcohol sales will be ancillary to the café daily community events, celebrations, fundraising activities and social gatherings. The premises management is committed to promoting the licensing objectives and maintaining good relationships with neighbouring residents and businesses.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- | | |
|---|--------------------------|
| a) plays (if ticking yes, fill in box A) | ☐ |
| b) films (if ticking yes, fill in box B) | ☐ |
| c) indoor sporting events (if ticking yes, fill in box C) | ☐ |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | ☐ |
| e) live music (if ticking yes, fill in box E) | √ |
| f) recorded music (if ticking yes, fill in box F) | √ |
| g) performances of dance (if ticking yes, fill in box G) | √ |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | ☐ |

Provision of late night refreshment (if ticking yes, fill in box I)

☐

Supply of alcohol (if ticking yes, fill in box J)

☒

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	☐
				Outdoors	☐
				Both	☐
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Wed					
Thur					
			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	☐
				Outdoors	☐
				Both	☐
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Wed					
Thur					
			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			
Fri			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors	☐
					Outdoors	☐
					Both	☐
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)			
Mon						
Tue						
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)			
Thur						
Fri						
Sat			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)			
Sun						

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	☐
				Outdoors	☐
				Both	√
Day	Start	Finish	Please give further details here (please read guidance note 3) • Live music performances will take place on an occasional basis during organised events, celebrations, fundraising activities, themed events, and community gatherings held at Lamb House. • Live music may be provided within the café, and garden areas of the premises. • Activities may include performances by solo singers, musicians, choirs, bands, community music groups, and visiting entertainers. • Live music will generally take place when the café is open, Monday to Sunday, during the normal operating hours of the premises. • Outdoor live music in the garden area will be limited to organised events and suitable weather conditions. • All live music events will be managed and supervised by Age UK West Sussex, Brighton & Hove staff and authorised volunteers. • Sound levels will be monitored and controlled to minimise disturbance to neighbouring properties and the wider community. • Where appropriate, doors and windows will be managed to reduce noise breakout from the premises. • Adequate seating, customer access, and unobstructed emergency exit routes will be maintained throughout all performances. • Events are intended to create opportunities for social interaction, reduce isolation, and enhance the visitor experience. • The frequency of live music events will vary throughout the year and will primarily be linked to special events, community celebrations, and organised activities. • All live music activities will be conducted in accordance with the four licensing objectives, including the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm.		
Mon	11.00	21.00			
Tue	11.00	21.00			
Wed	11.00	21.00	State any seasonal variations for the performance of live music (please read guidance note 4) N/A		
Thur	11.00	21.00			
Fri	11.00	21.00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5) N/A		
Sat	11.00	21.00			

Sun	11.00	21.00	

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	☐
				Outdoors	☐
				Both	√
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) - Recorded music will be played within the café, reception area, and garden areas of Lamb House. Daily. - Recorded music will be provided Monday to Sunday during the operating hours of the premises. - Music will be used to support played in the community events, social activities, entertainment programmes, fundraising events, themed celebrations, and wellbeing activities. - Music may include background music within the café and reception areas, as well as music played as part of organised events, performances, exercise sessions, dances, and community gatherings. - All recorded music activities will be managed and supervised by Age UK West Sussex, Brighton & Hove staff or authorised representatives. - Sound levels will be monitored and maintained at an appropriate level to minimise disturbance to neighbouring properties. - Doors and windows will be managed appropriately during amplified events where necessary to reduce noise breakout. - Clear access routes and emergency exits will be maintained at all times.		
Mon	11.00	21.00			
Tue	11.00	21.00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4) N/A		
Wed	11.00	21.00			
Thur	11.00	21.00	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) N/A		
Fri	11.00	21.00			
Sat	11.00	21.00			
Sun	11.00	21.00			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	☐
				Outdoors	☐
				Both	√
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) • Performance of dance will take place on an occasional ad hoc basis within the building and Garden area of Lamb House. • Activities will form part of organised community events, themed activity, celebrations, fundraising events, and entertainment programmes for older people. • Dance performances may include seated dance sessions, ballroom demonstrations, cultural dance displays, exercise and movement activities, and performances by local dance groups. • All events will be held indoors and managed by Age UK West Sussex, Brighton & Hove staff. • The premises will remain under the supervision of responsible staff at all times. • Music and dance activities will be conducted at an appropriate volume to minimise disturbance to neighbouring properties. • Adequate seating, customer access, and unobstructed emergency exit routes will be maintained throughout all performances.		
Mon	11.00	21.00			
Tue	11.00	21.00			
Wed	11.00	21.00			
Thur	11.00	21.00			
Fri	11.00	21.00			
Sat	11.00	21.00			
Sun	11.00	21.00			
			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4) N/A		
			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5) N/A		

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	☐
Mon				Outdoors	☐
				Both	☐
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	☐
					Outdoors	☐
					Both	☐
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)			
Mon						
Tue						
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)			
Thur						
Fri						
Sat			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)			
Sun						

J

Supply of alcohol Standard days and timings (please read guidance note 6)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 7)	On the premises	☒			
				Off the premises	☐			
				Both	☐			
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4) N/A					
Mon	11.00	21.00						
Tue	11.00	21.00						
Wed	11.00	21.00						
Thur	11.00	21.00				<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri	11.00	21.00						
Sat	11.00	21.00						
Sun	11.00	21.00						

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

Name	
Emily Emmess	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

N/A

L

Hours premises are open to the public
Standard days and timings
(please read guidance note 6)

Day	Start	Finish
Mon	11.00	21.00
Tue	11.00	21.00
Wed	11.00	21.00
Thur	11.00	21.00
Fri	11.00	21.00
Sat	11.00	21.00
Sun	11.00	21.00

State any seasonal variations (please read guidance note 4)

N/A

Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)

N/A

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

- CCTV will be installed and maintained at key areas of the premises, including the main entrance and exit.
- Staff and volunteers will report any incidents of anti-social behaviour to the Police where appropriate.
- An incident log will be maintained and made available to authorised officers upon request.
- Alcohol will only be sold by authorised staff or volunteers who have received appropriate training.
- A refusals register will be maintained for any refused alcohol sales.

b) The prevention of crime and disorder

- A current Fire Risk Assessment will be maintained and reviewed regularly.
- Emergency exits will be clearly signed and kept free from obstruction at all times.
- Staff and volunteers will be familiar with evacuation procedures.
- First aid equipment will be available on site.
- The premises capacity will be monitored to ensure safe occupancy levels are not exceeded.
- Regular health and safety checks will be undertaken.

c) Public safety

- Noise levels will be monitored by staff to minimise disturbance to neighbouring properties.
- Patrons will be encouraged to leave the premises quietly.
- Waste and recycling collections will take place at reasonable hours.
- Outdoor areas will be supervised during events.

d) The prevention of public nuisance

- CCTV coverage.
- Staff training on licensing laws.
- Challenge 25 age-verification policy.
- Noise management measures.
- Incident and refusals logs.

e) The protection of children from harm

- A Challenge 25 policy will be operated for all alcohol sales.
- Acceptable forms of identification will include a passport, photocard driving licence or PASS-approved card.
- Children attending events must be accompanied by a responsible adult where appropriate.
- Safeguarding procedures will be in place, and staff and volunteers will receive safeguarding awareness training.
- Any concerns regarding a child's welfare will be reported in accordance with safeguarding procedures.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises. √
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. √
- I understand that I must now advertise my application. √
- I understand that if I do not comply with the above requirements my application will be rejected. √

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 11).
If signing on behalf of the applicant, please state in what capacity.

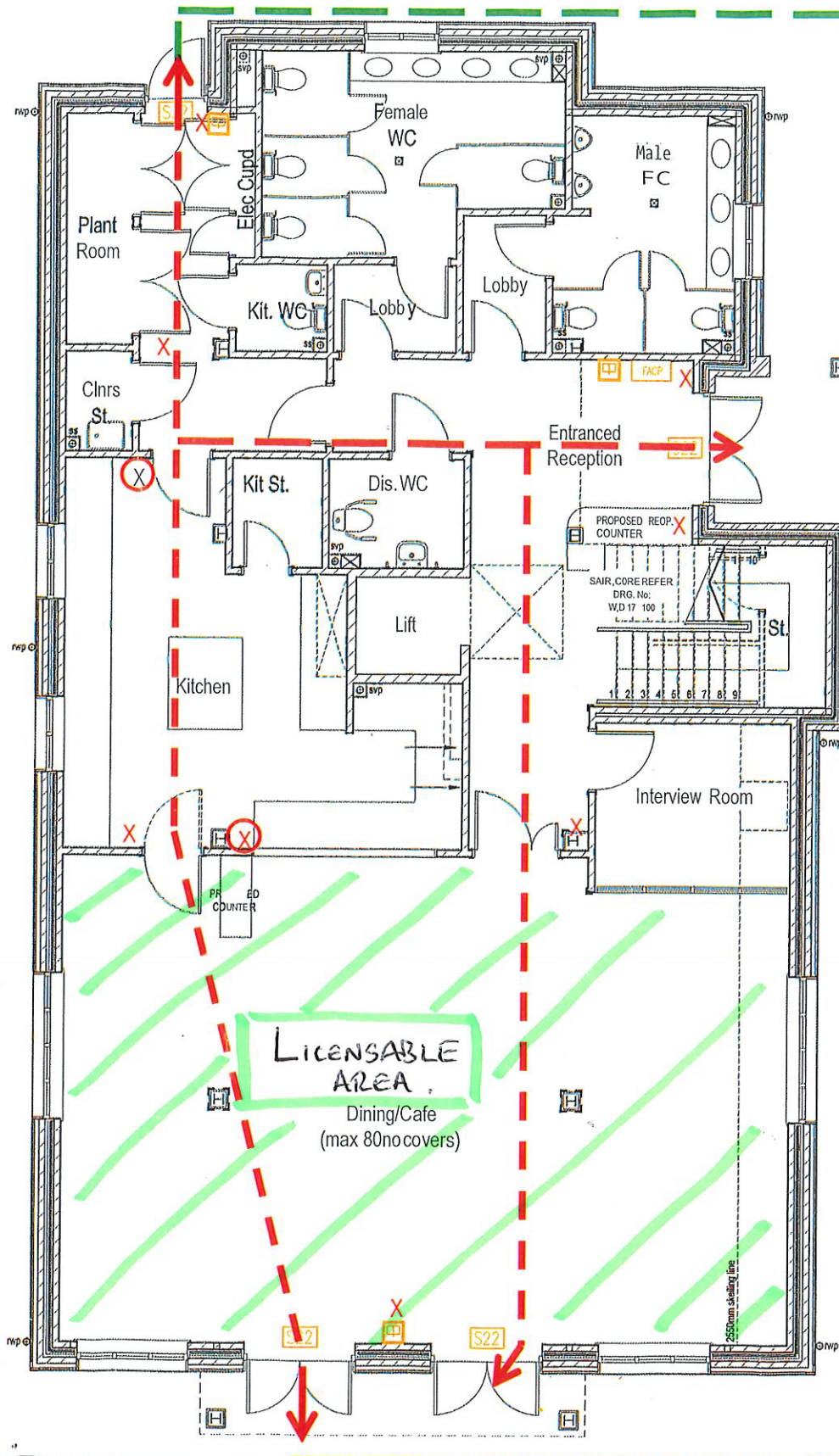
Signature	E.Emmess
Date	09/10/2026
Capacity	Senior Centre Coordinator

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Ground Floor Evacuation Route

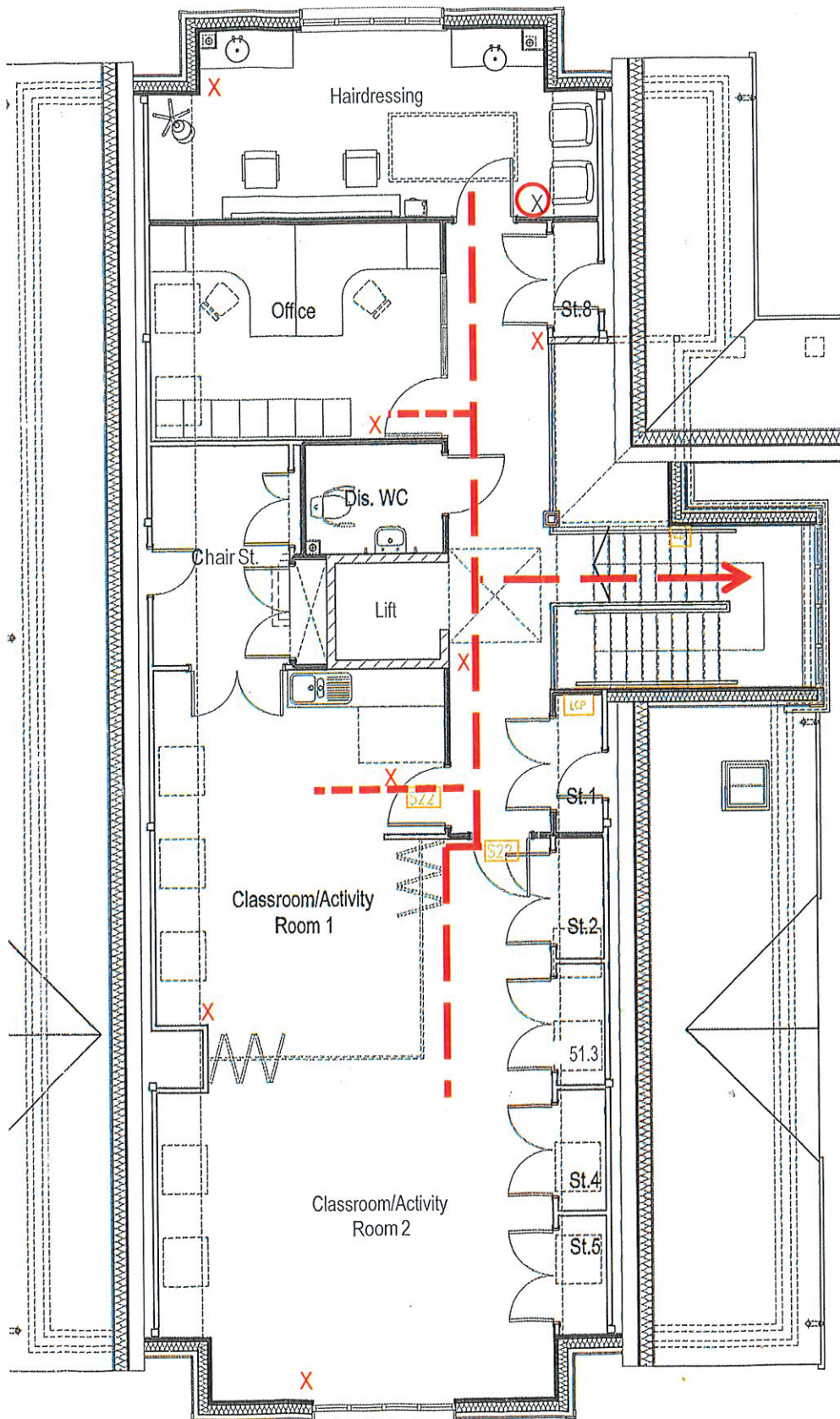
Muster Point



Key

-  = Co2 - 1 Upper Floor Hairdressers 1 Kitchen
-  = Water F.E - 7 Upper Floor 7 Ground Floor
-  = FIRE BLANKET - Kitchen

Upper Floor Evacuation Route



Muster Point

Fire Alarm Call Point
Emergency Escape Signage
Lift Control Panel

Client:
W.T. Lamb Holdings Ltd

PRC

Project:
Age UK Community Building
Butlers Green Road
Hazards Heath

24 Church St West,
Woking, Surrey,
GU24 0HT
01483 414 350
info@prc-group.com
www.prc-group.com

Drawing Title:
FLOOR PLANS FOR
BUILDING NCENSING

Architecture
Planning
Master Planning
Urban Design
Interiors

Scale @ A1: 1:50
Checked by: GV
Date: Mar 2017

Job No: 9291
Stage: WD
Drawing No: 200
Rev:

Issue Status:
Construction ☐ Preliminary ☐
In Review ☐ Approval ☐
Tender ☐
Offices:
Woking
London
Milton Keynes
Warrav

PRC Architecture & Planning