

**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/We East of England Showground Services Limited

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 Peterborough Arena Oundle Road			
Post town	Peterborough	Post code	PE2 6XE

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£262,000

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick yes

- | | | |
|---|-------------------------------------|-----------------------------|
| 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 | ☐ | 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		
Date of Birth old or over			I am 18 years ☐ Please tick yes		
Nationality					
Current residential address if different from premises address					
Post Town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr ☐	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname			First names		
Date of Birth old or over			I am 18 years ☐ Please tick yes		
Nationality					
Current residential address if different from premises address					

Post Town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)			

(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 East of England Showground Services Limited
Address 1 The Forum Minerva Business Park Lynch Wood Peterborough PE2 6FT
Registered number (where applicable) 00990944
Description of applicant (for example, partnership, company, unincorporated association etc.) Private Limited Company
Telephone number (if any)

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
A	S	A

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

Day	Month	Year

A

Please give a general description of the premises (please read guidance note1)

Licensed events space and showground for open air and under cover events.

For information only. Not offered as a condition:

This application seeks to replicate, insofar as is reasonable practicable, the activities, hours and conditions which were applicable to the premises under premises licence 116802 before it was surrendered. The licence sought in this application is only for an area of 50 acres which is significantly smaller than the previous licensed area.

The application is for the same hours and activities as the previous licence as it is believed that there is a solid evidence base that these have not undermined the licensing objectives. Further we seek to apply for this licence with conditions which are the same as the previous licence, follow the spirit of the old conditions or reflect current policies where it has been practical to do so.

The premises licence held until 20205, encompassed the full 164 acre site and accommodated up to 100,000 visitors. The new application is condensed with significantly lower capacity and is substantially further away from residential occupiers.

The proposed DPS is awaiting the grand of her personal licence.

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

14,999

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 read guidance note 2)

Please tick all 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 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	☐
				Outdoors	☐
				Both	☒
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	00:00	24:00			
Tue	00:00	24:00			
Wed	00:00	24:00	<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur	00:00	24:00			
Fri	00:00	24:00			
Sat	00:00	24:00	<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 6) Between 08:00 and 02:00 (Outdoors).		
Sun	00:00	24:00			

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	☐
					Outdoors	☐
					Both	☒
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)			
Mon	00:00	24:00				
Tue	00:00	24:00				
Wed	00:00	24:00	<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)			
Thur	00:00	24:00				
Fri	00:00	24:00				
Sat	00:00	24:00	<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 6) Between 08:00 and 02:00 (Outdoors).			
Sun	00:00	24:00				

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)						
							Day	Start	Finish
							Mon	00:00	24:00
Tue	00:00	24:00	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)						
Wed	00:00	24:00							
Thur	00:00	24:00							
Fri	00:00	24:00	<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 6) Between 08:00 and 02:00 (Outdoors).						
Sat	00:00	24:00							
Sun	00:00	24:00							

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	☐
					Outdoors	☐
					Both	☒
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)			
Mon	00:00	24:00				

Tue	00:00	24:00	
Wed	00:00	24:00	<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)
Thur	00:00	24:00	
Fri	00:00	24:00	<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 6)
Sat	00:00	24:00	
Sun	00:00	24:00	
			Between 08:00 and 02:00 (Outdoors).

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	☐
				Outdoors	☐
				Both	☒
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	00:00	24:00			
Tue	00:00	24:00			
Wed	00:00	24:00	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Thur	00:00	24:00			
Fri	00:00	24:00			
Sat	00:00	24:00	<u>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</u> (please read guidance note 6) Between 08:00 and 02:00 (Outdoors).		
Sun	00:00	24:00			

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	☐
				Outdoors	☐
				Both	☒
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	00:00	24:00			
Tue	00:00	24:00			
Wed	00:00	24:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur	00:00	24:00			
Fri	00:00	24:00			
Sat	00:00	24:00	<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 6) Between 08:00 and 02:00 (Outdoors).		
Sun	00:00	24:00			

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	☐
					Outdoors	☐
					Both	☒
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)			
Mon	00:00	24:00				
Tue	00:00	24:00				
Wed	00:00	24:00	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)			
Thur	00:00	24:00				
Fri	00:00	24:00				
Sat	00:00	24:00	<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 6) Between 08:00 and 02:00 (Outdoors).			
Sun	00:00	24:00				

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			<u>Please give a description of the type of entertainment you will be providing</u>			
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	☐
Mon	00:00	24:00			Outdoors	☐
Tue	00:00	24:00			Both	☒
Wed	00:00	24:00	<u>Please give further details here</u> (please read guidance note 4)			
Thur	00:00	24:00				
Fri	00:00	24:00				
Sat	00:00	24:00	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)			
Sun	00:00	24:00				
			<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 6) Between 08:00 and 02:00 (Outdoors).			

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	☐
				Outdoors	☐
				Both	☒
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	23:00	05:00			
Tue	23:00	05:00			
Wed	23:00	05:00	State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur	23:00	05:00			
Fri	23:00	05:00			
Sat	23:00	05:00	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 (please read guidance note 6)		
Sun	23:00	05:00			
			Between 23:00 and 02:00 (Outdoors) Between 23:00 and 05:00 (Indoors)		

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 8)	On the premises	☐
				Off the premises	☐
				Both	☒
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	08:00	02:00			
Tue	08:00	02:00			
Wed	08:00	02:00	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 (please read guidance note 6)		
Thur	08:00	02:00			
Fri	08:00	02:00			
Sat	08:00	02:00	From the end of permitted hours on New Years Eve to the start of permitted hours on New Years Day.		
Sun	08:00	02:00			
			An additional hour at the commencement of British Summer Time.		

State the name and details of the individual whom you wish to specify on the licence as premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name
Jennifer Ebeling



Personal Licence number (if known) TBC (awaiting grant of licence)	
Issuing licensing authority (if known) TBC (awaiting grant of licence)	

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 9)

n/a

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	00:00	00:00	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 6)
Tue	00:00	00:00	
Wed	00:00	00:00	
Thur	00:00	00:00	
Fri	00:00	00:00	
Sat	00:00	00:00	
Sun	00:00	00:00	

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

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 10)

1. East of England Showground Services Ltd, or those individuals/organisations authorised by the trust, shall notify Peterborough City Council's Licensing and Environmental Health Service Teams, Cambridgeshire Constabulary's Police Licensing Officer and Operations Planning Officer for Peterborough District and Cambridgeshire Fire and Rescue Service of all 'major' events where the numbers of spectators will exceed 1000. This written notification will be made at the point of

booking any qualifying event. This notification will not be required for any 'corporate' bookings or any events that will not have licensable activities taking place.

2. An Event Management Plan (EMP) will be produced as soon as practicable upon request, and no later than 14 days before the planned event.
3. All assistance will be provided to the above-named authorities in the event of any regulatory inspections that take place.
4. At least one member of the senior management team will be present at all events.
5. All staff authorised to sell alcohol will be trained on:
 - a. Obligations under Licensing Act 2003
 - b. Obligations under this licence, and
 - c. Age-verification

A record of this training shall be kept for a minimum of 2 years and be made available to the police or authorised council officer upon request. Refresher training shall take place every 12 months.

6. An incident log shall be kept at the premises and made available upon request of the police or authorised request. It shall record the following:
 - a. All crimes reported to the venue,
 - b. All ejections of patrons,
 - c. Any complaints received regarding crime and disorder,
 - d. Any incidents of disorder at the premises,
 - e. All seizures of drugs or offensive weapons,
 - f. Any faults in the CCTV,
 - g. Any refusal of the sale of alcohol,
 - h. Any visit by a responsible authority or emergency service

b) The prevention of crime and disorder

7. The premises shall install a CCTV system with cameras in both indoor and outdoor areas. The CCTV shall record when the premises are open for licensable activities. Recordings from the CCTV will be retained for no less than 31 days. Recordings from the CCTV will be made available to the police or authorised council officer upon request.
8. The premises licence holder and/or designated premises supervisor shall ensure that any outside area included in the licence will be controlled in a safe and effective manner to the same standard operated within the premises building and will pay special attention to the impact that the use of the outside area has on the surrounding community.
9. Door supervisors will be used or employed at all times when a licensable activity is being carried out when considered necessary to:

- a. Prevent the admission and ensure the departure from the premises of drunk and disorderly persons, without causing further disorder;
 - b. Keep out excluded individuals (subject to court or pub watch bans);
 - c. Search and exclude persons suspected of carrying illegal drugs or offensive weapons; or maintain an orderly queue outside the venue.
10. The number of SIA security personnel shall be determined by way of risk assessment having regard to the nature of the event, any advice received from Responsible Authorities and industry practices.
11. All door staff shall be trained in the requirements of the Challenge 25 policy, the identification & recognition of drunks and the correct procedures to be followed when refusing service.
12. The premises license holder or event organiser shall ensure door supervisors are properly briefed and trained to manage queues in a safe and efficient manner.
13. All door supervisors employed at the access doors of a licensed premises will wear, as a minimum, their SIA badge in an arm display badge holder or lanyard at all times, and where considered necessary, a reflective over garment.
14. The premises shall adopt a Search Policy. All door staff engaged in searching persons (as a condition of entry) shall be fully trained in the use of their powers to do so. Where a licensed premises engages in searching persons, the Premises Licence holder and / or event organiser shall ensure that door supervisors of both sexes are on duty.
15. The Premises Licence holder or nominated person shall provide a comprehensive written drugs policy detailing the actions to be undertaken to minimize the opportunity to use or supply illegal substances within the Arena.
16. The premises licence holder or nominated person shall ensure that a clearly visible notice is displayed advising those attending the premises that the Police will be informed if anyone is found in possession of controlled substances or weapons.
17. Amnesty bins will be made available at all entrances to the Arena, and used where any risk assessment has highlighted a risk of illegal drug abuse. Arena management will liaise with the Cambridgeshire Police Drugs Liaison Officer to ensure correct disposal of any surrendered illegal substances.
18. Any conditions of entry to the premises shall be displayed in the vicinity of any entrance to the premises. This will include a customer code of conduct, and prohibition of illegal substances.

c) Public safety

19. All alcoholic drinks shall be served in plastic/paper/toughened glass or polycarbonate containers.
20. The collection of glasses and bottles shall be undertaken at regular intervals to ensure there is no build-up of empties in and around the premises.
21. The Premises Licence holder or nominated person shall deliver a structured program at regular intervals to all staff that deal with persons who are in possession of / or incapacitated through the use of drugs or the combined effect of drugs and alcohol.
22. The Licence Holder shall ensure that any event organiser is made aware of the premise's fire risk assessment and to produce to the event organiser an event specific fire risk assessment. This assessment should be available for inspection by an authorised officer.

d) The prevention of public nuisance

23. The LAeq,5min level measured 1 metre outside a window to a habitable room, with entertainment taking place, shall show no increase when compared with the representative LAeq,5min level measured from the same position, under the same conditions and during a comparable period with no entertainment taking place.
24. The Leq,5min level in the 63Hz and 125Hz octave bands measured 1 metre outside a window to a habitable room with entertainment taking place, shall show no increase when compared with the representative Leq,5min level in the 63Hz and 125Hz octave bands measured from the same position, under the same conditions and during a comparable period with no entertainment taking place.
25. In relation to ALL events the Licence Holder will give Peterborough City Council Pollution Control Department, the Licensing Authority and Cambridgeshire Constabulary not less than 28 days' notice in advance of any activity involving amplified music with an expected audience in excess of 500 persons. The Licence Holder will provide those authorities above at least 72 hours prior to the activity commencing the out of hours contact details of the event organisers and senior management team.
26. Amplified music, speech or noise from other sources (eg food traders, fairground rides) is only permitted daily between 08.00 and 23.00hrs in outside areas.
27. The Licence Holder shall have full control over the sound amplification equipment and the volume shall be adjusted according to the requirements of the Responsible Authority for Environment Health (Pollution Control).
28. The Licence Holder shall ensure that all persons (including individual sound engineers) involved with the sound system are informed of the sound control limits and that any instructions from the Responsible Authority for Environment Health (Pollution Control) regarding noise levels are complied with.

29. Unrestricted access to the front of house position and backstage areas shall be allowed at all times to the Responsible Authority for Environmental Health (Pollution Control) for the purpose of sound level measurements, communications with the nominated noise consultant / sound engineer and monitoring licence conditions.
30. All complaints about noise received by the site office / event organiser / Licence Holder shall be logged and shall be notified to the Responsible Authority for Environmental Health (Pollution Control) within 24 hours of the complaint being received.
31. The Licence Holder shall effect full control over traders or other organisations on site where there is any type of amplified music or speech being played. At the request of the Responsible Authority for Environmental Health (Pollution Control) the Event Organiser shall arrange for the volume to be reduced or the playing to cease, or if necessary, the equipment to be confiscated.
32. The Licence Holder shall be aware of the document 'Code of Practice on Environmental Noise Control at Concerts' and adhere to the guidelines of best practice contained within.

e) The protection of children from harm

33. The premises shall adopt a Challenge 25 age verification policy. The only forms of acceptable ID shall be a photographic driving licence, passport, ID card with the PASS hologram, HM Forces ID card or any Home Office approved ID card. The Licence Holder will ensure that any outside contractor selling alcohol at the premises is made aware of this policy.
34. The Premises Licence holder shall ensure that the organiser of an event involving child performers have ensured that staff who are working either supervised or unsupervised with children have undergone a Disclosure & Barring Service (DBS) check.
35. Children under the age of 18 are admitted only with an appropriate accompanying adult when licensable activities are taking place at the premises.

Please tick yes

- I have made or enclosed payment of the fee or ☒
- I have not made or enclosed payment of the fee because the application has been made in relation to the introduction of the late night levy ☐
- 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 ☒
- ***[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships]*** I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). ☐

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

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.**

Declaration	• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15) • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	14/08/2026
Capacity	Poppleston Allen – Solicitors for and on behalf of the applicant

For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 13). If signing on behalf of the applicant please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)

Notes for Guidance

1. 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.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.

- a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).

4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.
15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways:

1. by providing with this application copies or scanned copies of the documents which an applicant may provide to demonstrate their entitlement to work in the UK (which do not need to be certified) that are published on GOV.UK and in guidance issued under section 182 of the Licensing Act 2003.
2. by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below)

Home Office online right to work checking service

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work check service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and /or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.