Leeds CITY COUNCIL

PREM1

Entertainment Licensing, Leeds City Council, Civic Hall, Leeds, LS1 1UR

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 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.

We ...HEADINGLEY NORTH-SOUTH STAND LIMITED ..... (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	
NORTH STAND Headingley North-South Stand Limited Emerald Headingley Stadium St Michael's Lane Headingley	
Post town LEEDS	Post code LS6 3BR

Telephone number of premises (if any)	0113 2033 850
Non domestic rateable value of premises	£138,000

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/limited liability partnership	☑	please complete section (B)
	ii. as a partnership (other than limited liability)	☐	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 (by ticking yes to one box below:

- 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

Please tick yes

Date of Birth

I am 18 years old or over ☐

Nationality

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email 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

Please tick yes

Date of Birth

I am 18 years old or over ☐

Nationality

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email 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 case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	HEADINGLEY NORTH-SOUTH STAND LIMITED
Address	Emerald Headingley Stadium St Michael's Lane Headingley Leeds LS6 3BR
Registered number (where applicable)	10747361
Description of applicant (for example, partnership, company, unincorporated association etc.)	Limited Company
Telephone number (if any)	0113 2033 850
E-mail address (optional)	

Part 3 Operating Schedule

	Day		Month		Year			
When do you want the premises licence to start?	0	1	0	5	2	0	1	9
If you wish the licence to be valid only for a limited period, when do you want it to end?								

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

Multi functional stadium spectator grandstand containing

- One bar on the ground floor
- Two bars on the first floor concourse
- Two bars in the Emerald Suite and a private box (13) on the second floor
- 12 private boxes on the third floor
- One bar on the fourth floor concourse

To be operated within two different scenarios

a. Match day operation for rugby league, rugby union and cricket matches providing facilities for public (ticket holders) refreshment, corporate client and corporate entertaining

b. Special events and banqueting facilities (weddings, corporate, dinners and similar events)

The 02:00 finish for the supply of alcohol, 01:30 finish for the provision of late night refreshment and recorded music and the 23:30 finish for the performance of dance and the performance of live music will only apply to the Emerald Suite and Box 13 on Level 2 of the premises.

The remainder of the premises will have a 23:00 finish for the provision of regulated entertainment and the sale of retail by alcohol.

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)

Please tick ☑ yes

Provision of regulated entertainment

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) performance 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) ☑

Sale by retail 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)			**Will the performance of a play take place indoors or outdoors or both** – please tick (please read guidance note 3)	**Indoors**	☐
Day	**Start**	**Finish**		**Outdoors**	☐
				Both	☐
Mon			**Please give further details here** (please read guidance note 4)		
Tue					
Wed			**State any seasonal variations for performing play** (please read guidance note 5)		
Thur					
Fri			**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** (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			**Will the exhibition of a films take place indoors or outdoors or both** – please tick (please read guidance note 3)	**Indoors**	☐
Day	**Start**	**Finish**		**Outdoors**	☐
				Both	☐
Mon			**Please give further details here** (please read guidance note 4)		
Tue					
Wed			**State any seasonal variations for the exhibition of films** (please read guidance note 5)		
Thur					
Fri			**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** (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			**Please give further details** (please read guidance note 4)
Day	**Start**	**Finish**	
Mon			
Tue			**State any seasonal variations for indoor sporting events** (please read guidance note 5)
Wed			
Thur			
Fri			**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.** (please read guidance note 6)
Sat			
Sun			

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 7)			**Will the boxing or wrestling entertainment take place indoors or outdoors or both** – please tick (please read guidance note 3)	**Indoors**	☐
				Outdoors	☐
Day	**Start**	**Finish**		**Both**	☐
Mon			**Please give further details here** (please read guidance note 4)		
Tue					
Wed			**State any seasonal variations for the boxing or wrestling entertainment** (please read guidance note 5)		
Thur					
Fri			**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.** (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)		
Day	**Start**	**Finish**
Mon	08:00	23:30
Tue	08:00	23:30
Wed	08:00	23:30
Thur	08:00	23:30
Fri	08:00	23:30
Sat	08:00	23:30
Sun	08:00	23:30

Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)

Indoors	☑
Outdoors	☐
Both	☐

Please give further details here (please read guidance note 4)

Occasional performance of live bands for private functions in the Emerald Suite.

State any seasonal variations for the performance of live music (please read guidance note 5)

Usual increased frequency in the Christmas season

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 6)

These standard days and timings will apply to the Emerald Suite and Box 13 on Level 2 only. There will be an occasional performance of live bands for private functions in the Emerald Suite.

The remainder of the premises require the following timings Monday to Saturday 08:00 to 23:00, Sunday 08:00 to 22:30.

The above is to allow for the occasional performance of live bands for private functions. In addition busker type musicians may occasionally appear at the entrances to the ground floor concourse, level 1 concourse, the break out area adjacent to the boxes on level 3 and the 4th floor concourse.

F

Recorded music Standard days and timings (please read guidance note 7)		
Day	**Start**	**Finish**
Mon	08:00	01:30
Tue	08:00	01:30
Wed	08:00	01:30
Thur	08:00	01:30
Fri	08:00	01:30
Sat	08:00	01:30
Sun	08:00	01:30

Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)

Indoors	☐
Outdoors	☐
Both	☑

Please give further details here (please read guidance note 4)

These standard days and timings will apply to the Emerald Suite and Box 13 on Level 2 only.

Recorded music will be provided by DJs for private functions.

State any seasonal variations for the playing of recorded music (please read guidance note 5)

Usual increased frequency in the Christmas Season

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. (please read guidance note 6)

The remainder of the premises require the following timings Monday to Saturday 08:00 to 23:00 Sunday 08.00 to 22:30

Recorded music is played over the tannoy on match days

G

Performance of dance Standard days and timings (please read guidance note 7)		
Day	**Start**	**Finish**
Mon	08:00	23:30
Tue	08:00	23:30
Wed	08:00	23:30
Thur	08:00	23:30
Fri	08:00	23:30
Sat	08:00	23:30
Sun	08:00	23:30

Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)

Indoors	☐
Outdoors	☐
Both	☑

Please give further details here (please read guidance note 4)

These standard days and timings will apply to the Emerald Suite and Box 13 on Level 2 only.

Occasional dance group performances at private functions.

State any seasonal variations for the performance of dance (please read guidance note 5)

n/a

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. (please read guidance note 6)

The remainder of the premises require the following timings Monday to Saturday 08:00 to 23:00 Sunday 08:00 to 22:30

Occasional small ethnic dance group performances in conjunction with accompanying music for themed welcome parties or occasionally on match days

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)		
Day	**Start**	**Finish**
Mon		
Tue		
Wed		
Thur		
Fri		
Sat		
Sun		

Please give a description of the type of entertainment you will be providing

Will the entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)

Indoors	☐
Outdoors	☐
Both	☐

Please give further details here (please read guidance note 4)

State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)

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. (please read guidance note 6)

I

Late night refreshment Standard days and timings (please read guidance note 7)		
Day	**Start**	**Finish**
Mon	23:00	01:30
Tue	23:00	01:30
Wed	23:00	01:30
Thur	23:00	01:30
Fri	23:00	01:30
Sat	23:00	01:30
Sun	23:00	01:30

Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)

Indoors	☑
Outdoors	☐
Both	☐

Please give further details here (please read guidance note 4)

These standard days and timings will apply to the Emerald Suite and Box 13 on Level 2 only

Provision of tea and coffee only

State any seasonal variations for the provision of late night refreshment (please read guidance note 5)

Usual increased frequency at Christmas

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)

J

Supply of alcohol Standard days and timings (please read guidance note 7)		
Day	**Start**	**Finish**
Mon	10:00	02:00
Tue	10:00	02:00
Wed	10:00	02:00
Thur	10:00	02:00
Fri	10:00	02:00
Sat	10:00	02:00
Sun	10:00	02:00

Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 8)

On the premises	☐
Off the premises	☐
Both	☑

State any seasonal variations for the supply of alcohol (please read guidance note 5)

These standard days and timings will apply to the Emerald Suite and Box 13 on Level 2 only.

Usual seasonal variations.

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)

The timings shown will apply to the Emerald Suite and Box 13 on Level 2 only.

The remainder of the premises require the following timings Monday to Saturday 10:00 to 23:00 Sunday 10:00 to 22:30

Sales from the concession bars will be for consumption within the Headingley Stadium only.

Off sales from the concession bars at the premises for consumption within the Headingley Stadium. No off sales for consumption outside the Headingley Stadium will be allowed

NOTE – consumption of alcohol on the seating and standing terraces of the premises will only be allowed on match days

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

Name John Hill

Address [redacted]

Postcode [redacted]

Personal licence number (if known) [redacted]

Issuing licensing authority (if known) [redacted]

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)

Day	Start	Finish
Mon	10:00	02:30
Tue	10:00	02:30
Wed	10:00	02:30
Thur	10:00	02:30
Fri	10:00	02:30
Sat	10:00	02:30
Sun	10:00	02:30

State any seasonal variations (please read guidance note 5)

None

The timings shown are to allow for a 30 minute wind down period

Non standard timings. Where you intend to open 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)

These standard date and timings will apply to the Emerald Suite and Box 13 on Level 2 only

They are to allow for a 30 minute wind down period from the last sale of alcohol to closure of the Emerald Suite and Box 13 on Level 2

The remainder of the premises require the following timings Monday to Saturday 12:00 to 23:30 Sunday 12:00 to 23:00

These timings are to allow for a 30 minute wind down period from the last sale of alcohol to the closure of the remainder of the premises

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)

Following assessment at the premises and its surrounding area the following is proposed:-

30 minutes "drinking up" time for the whole of the premises including the Emerald Suite and Box 13 on Level 2 to allow appropriate dispersal, use of lavatories etc.

The Applicant is particularly mindful of local residents and will adopt a policy consistent with existing policies at the Headingley Stadium to minimise any nuisance or noise disruption.

b) The prevention of crime and disorder

Effective and responsible management of premises

Training and provision of staff

Lighting in car parks and exterior areas

Good relationship with other public houses in the area

Good relationship with local taxi services

Incident Log maintenance

Door Supervisors are employed at events where there presence is deemed appropriate depending on the nature of the event such staff monitor abuse of alcohol, the risk of drug use and public safety

7PF001, 7PF003, 7PF004, 7PF006, 7PF007, 7PF008, 7PF009, 7PF010, 7PF011, 7PF012, 7PF013, 7PF014, 7PF015, 7PF016, 7PF017, 7PF018, 7PF019, 7PF020, 7PF021, 7PF021, 7PF022, 7PF023, 7PF024, 7PF025, 7PF026, 7PF027, 7PF028, 7PF029, 7PF035, 7PF037, 7PF039, 7PF040, 7PF041, 7PF042; 7PF045

c) Public safety

Effective and responsible management of premises

Appropriate instruction, training and supervision of those employed

Regular testing (and certification) of procedures, appliances etc

Fire alarm system, emergency lighting, illuminated fire exit signs, provision of first aid boxes

Smoking policy adopted

Exterior lighting to front and rear (including car parks) of premises

Incident Log maintenance

No special effects (strobes/lasers/smoke machines or fireworks) will be allowed on the premises

7PF063, 7PF064, 7PF065, 7PF066, 7PF067, 7PF068, 7PF069, 7PF070, 7PF071, 7PF072, 7PF073, 7PF074, 7PF075, 7PF076, 7PF077, 7PF079, 7PF080

d) The prevention of public nuisance

Effective and responsible management of premises

Appropriate instruction, training and supervision to prevent incidents of public nuisance

Liaison with local transport providers

Exterior lighting to front and rear (including car park of premises)

Collection and disposal of litter

Display of notices asking for quiet dispersal

Effective monitoring and control of noise

The use of existing car parking to minimise noise

All car parks to be stewarded

7PF086, 7PF094, 7PF095, 7PF096

e) The protection of children from harm

Effective and responsible management of premises

No unaccompanied children allowed in premises

Limitation on the hours when accompanied children are allowed on the premises

Child policy displayed

No entertainment of an adult or sexual nature provided

Non-smoking throughout the premises

Proof of age schedule will be in operation and enforced

Soft drinks and non-alcoholic drinks will be available for children's consumption

7PF107, 7PF108, 7PF109, 7PF110, 7PF111, 7PF112, 7PF113, 7PF114, 7PF115, 7PF116, 7PF117, 7PF118, 7PF119

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 ☑

[Applicable to all individual applicants, including those in 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 PURUANT 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 12). **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, if appropriate (please see note 15).
Signature	Chadwick Lawrence.
Date	15th March 2019
Capacity	SOLICITORS FOR 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 address for correspondence associated with this application (please read guidance note 14)

HOWARD WILLIS
CHADWICK LAWRENCE LLP
13 RAILWAY STREET

Post town HUDDERSFIELD	**Post code** HD1 1JS
Telephone number (if any) 01484 519999	

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)
howardwillis@chadlaw.co.uk

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 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 premises 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 listed below (which do not need to be certified), or 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).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].

- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.

- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.

- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.

- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.

- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.

- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:

    - evidence of the applicant's own identity – such as a passport,
    - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
    - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:

        i. working e.g. employment contract, wage slips, letter from the employer,
        ii. self-employed e.g. contracts, invoices, or audited accounts with a bank,
        iii. studying e.g. letter from the school, college or university and evidence of sufficient funds; or
        iv. self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

i. any page containing the holder's personal details including nationality;
ii. any page containing the holder's photograph;

iii. any page containing the holder's signature;
iv. any page containing the date of expiry; and
v. any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

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.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, 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 checking 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 chare code from the service should submit copy documents as set out above.