

## 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.

We Thelnetham Village Hall Management Committee

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and 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 <b>Thelnetham Village Hall, School Lane , Thelnetham</b>			
<b>Post town</b>	Diss	<b>Postcode</b>	<b>IP22 1LD</b>

Telephone number at premises (if any)	<b>None</b>
Non-domestic rateable value of premises	<b>£ 2050 ( discretionary rate relief until 2025)</b>

### Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** **Please tick as appropriate**

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *	X	
	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	X	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):

- We are carrying on or proposing to carry on a business which involves the use of the premises for licensable activities;
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**(A) individual applicants** (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over		Please tick yes	
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)					


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**Second individual applicant** (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> or over		I am 18 years old		Please tick yes	
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the '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.**

<b>Name</b> Thelnetham Village Hall Management Committee
<b>Address</b> 

Registered number (where applicable) Charity Registered no. EW19523
Description of applicant (for example, partnership, company, unincorporated association etc.) Village Hall
Telephone number (if any)
E-mail address (optional) [REDACTED]

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
01	05	2024

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)  132 sq m village hall with kitchen and toilets  <ul style="list-style-type: none"> <li>the occupancy capacity of the premises – maximum of 60 seated at tables, 100 for a closely packed audience.</li> <li>anticipated maximum capacity/attendance for large, temporary outdoor events eg village fete - 300</li> </ul>
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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 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)	x
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)	x
f)	recorded music (if ticking yes, fill in box F)	x
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)	

<b><u>Provision of late night refreshment</u></b> (if ticking yes, fill in box I)	x
<b><u>Supply of alcohol</u></b> (if ticking yes, fill in box J)	x

**In all cases complete boxes K, L and M**

# A

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon				<b>Please give further details here</b> (please read guidance note 4)	
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 5)		
Thur					
Fri			<b>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</b> (please read guidance note 6)		
Sat					
Sun					

**B**

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	x
Day	Start	Finish		Outdoors	
				Both	
Mon	11.00 am	23.00 pm	<b>Please give further details here</b> (please read guidance note 4) None organised as yet. Amplifiers may be used for sound system		
Tue	11.00 am	23.00 pm			
Wed	11.00 am	23.00 pm	<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)		
Thur	11.00 am	23.00 pm			
Fri	11.00 am	23.00 pm	<b>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</b> (please read guidance note 6)		
Sat	11.00 am	23.00 pm			
Sun	11.00 am	23.00 pm			

**C**

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



**D**

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

# E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	
Day	Start	Finish		
Mon	11.00 am	23.00 pm	Both	x
Tue	11.00 am	23.00 pm		
Wed	11.00 am	23.00 pm	<b>Please give further details here</b> (please read guidance note 4) Occasional events eg Harvest supper indoors, Summer fete outdoors Amplifiers may be used	
Thur	11.00 am	23.00 pm		
Fri	11.00 am	23.00 pm		
Sat	11.00 am	23.00 pm	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)	
Sun	11.00 am	23.00 pm		
			<b>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</b> (please read guidance note 6)	
			New Years Eve Party will go on until 01.00am	

**F**

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	x
Day	Start	Finis h		Outdoors	
				Both	
Mon	9.00 am	23.00 pm	<b>Please give further details here</b> (please read guidance note 4) Occasional events eg quizzes and yoga . Amplifiers may be used		
Tue	9.00 am	23.00 pm			
Wed	9.00 am	23.00 pm		<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)	
Thur	9.00 am	23.00 pm			
Fri	9.00 am	23.00 pm	<b>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</b> (please read guidance note 6)  <b>New Years Eve Party will go on until 01.00am</b>		
Sat	9.00 am	23.00 pm			
Sun	9.00 am	23.00 pm			

# G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	x
Mon	11.00 am	23.00 pm	Please give further details here (please read guidance note 4) Occasional eg summer fete		
Tue	11.00 am	23.00 pm			
Wed	11.00 am	23.00 pm	State any seasonal variations for the performance of dance (please read guidance note 5)		
Thur	11.00 am	23.00 pm			
Fri	11.00 am	23.00 pm	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)  New Years Eve Party will go on until 01.00am		
Sat	11.00 am	23.00 pm			
Sun	11.00 am	23.00 pm			

# H

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

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	x
Day	Start	Finish		Outdoors	
				Both	
Mon	11.00 am	23.00 pm	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue	11.00 am	23.00 pm			
Wed	11.00 am	23.00 pm	<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur	11.00 am	23.00 pm			
Fri	11.00 am	23.00 pm	<b><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></b> (please read guidance note 6)  <b>New Years Eve Party will go on until 01.00am</b>		
Sat	11.00 am	23.00 pm			
Sun	11.00 am	23.00 pm			

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	x	
Day	Start	Finish		Off the premises		
				Both		
Mon	11.00 am	23.00 pm	<p><b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 5) At planned organised events at various dates within the times given and drunk on the premises.</p>			
Tue	11.00 am	23.00 pm				
Wed	11.00 am	23.00 pm				
Thur	11.00 am	23.00 pm		<p><b><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></b> (please read guidance note 6)</p> <p><b>New Years Eve Party will go on until 01.00am This would not include consumption outdoors or off the premises</b></p>		
Fri	11.00 am	23.00 pm				
Sat	11.00 am	23.00 pm				
Sun	11.00 am	23.00 pm				

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

<b>Name</b>	
<b>Date of birth</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Personal licence number (if known)</b>	
<b>Issuing licensing authority (if known)</b>	

## **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).**

None



**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)  Hall is not open on any standard day or timing – open for events only
Day	Start	Finish	
Mon	8.00 am	23.00 pm	
Tue	8.00 am	23.00 pm	
Wed	8.00 am	23.00 pm	
Thur	8.00 am	23.00 pm	
Fri	8.00 am	23.00 pm	
Sat	8.00 am	23.00 pm	
Sun	8.00 am	23.00 pm	

## 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 10)

### The relevant licensable activities

There are a range of activities organised by the Thelnetham Village Hall Management Committee (TVHMC) held at the hall where alcohol may be sold. (see The protection of Public Safety below). Only activities organised by TVHMC will be licenced for selling alcohol.

One or more members of the TVHMC are present at all of these activities. Any committee member that has a conflict of interest with the 'Licenced Premises' (for example due to the nature of their work) will have no active involvement in the decision making or operation around this specific business area.

No illegal drugs shall be permitted on the premises, and all hirers/users should be aware of a zero tolerance to drugs on the premises.

Also see Thelnetham Village Hall Health and Safety Policy documentation ( on Thelnetham Village Hall website ) .

### Licensing Objectives

To maintain order when alcohol is sold TVHMC will ensure that the following areas are promoted:

**b) The prevention of crime and disorder**

### **1.The prevention of crime and disorder**

This relates to any crime, disorder or anti-social behaviour related to the management of the premises. TVHMC cannot be responsible for the conduct of individuals once they leave the vicinity of the premises, however, TVHMC is committed to further improving the quality of life in its area by continuing to help reduce crime and disorder and the fear of crime. To this end, a range of relevant factors within our control which impact on crime and disorder have been considered:

- (a) The effective and responsible management of premises.  
Alcohol is to be consumed within the hall during the evening where the amount of alcohol consumed can be monitored. Drinks to be taken to seating areas. During day events seating areas also provided and field area to be monitored by TVHMC. Bins are provided for the recycling of bottles and cans, and areas provided for

glasses. Supervision and monitoring of areas immediately in the vicinity of the premises used by smokers to be undertaken by members of TVHMC on regular basis during events.

(b) training and supervision of personnel

All volunteers working in the hall will be trained in Responsible Alcohol Retailing. This training will be administered in house. Staff will be briefed on licensing conditions that are attached to the premises licence and fully understand the terms of the licence.

Training records will be kept documenting the above training, including the names of people undertaking it and the date. Training records shall be kept on the premises and produced to the Police/Local Authority on request.

Volunteers selling alcohol to be aware of the need to:

- not sell to young people under 18 and use of accredited 'proof of age' schemes (Challenge 25 - see below),
- sell alcohol in controlled amounts that are displayed in a menu, price list or other printed material which is available to customers on the premises,
- refuse to sell alcohol when necessary to limit drunkenness on the premises, or drunkenness in public. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.
- act appropriately if necessary to de-escalate the need to deal with any possible violent behaviour or anti-social behaviour (both on and in the vicinity of licensed premises) Violent or criminal behaviour will not be tolerated and any person behaving in a disorderly manner must be asked to leave immediately,
- only sell alcohol during the hours stipulated.

(c) An incident log will be kept at the premises, recording all incidents and refusals of the sale of alcohol. It will be made available to an authorised officer of the Police or Council on request. It must be completed within 24 hours of the occurrence and must record:

- the date and time of occurrence,
- names of staff and persons involved (if known),
- details of all incidents, crimes reported, refusals of the sale of alcohol, ejections, seizures of drugs/weapons and/or the banning of customers, and

- any visits by relevant authorities or emergency services, and the purpose of the visit.

### c) Public safety

#### 2. The protection of public safety

TVHMC is committed to ensuring that the physical safety of any person visiting or working in the hall is not compromised. To this end, they have written a full Health and Safety Policy which is available on the Village Hall website and in hard copy at the hall. All hirers are required to read this document prior to hiring.

- This document includes risk assessments for activities that take place at the hall and is reviewed annually to ensure that relevant factors within the management committee's control which impact on public safety have been considered and identified. This relates to the safety of the public on the premises, such as fire safety, lighting and fire exits.

The following areas have been considered:

- the occupancy capacity of the premises – maximum of 60 seated at tables, 100 for a closely packed audience.
- anticipated maximum capacity/attendance for large, temporary outdoor events - 300
- the age, design and layout of the premises including means of escape in the event of fire or other emergency
- customer profile (such as age, disability or culture)
- the nature of the licensable activities to be provided and whether those activities are of a temporary, occasional or permanent nature.

Many of the activities are held in the evening between the hours of 7pm – 11pm. These include the annual Harvest Supper, Quizzes, Bingo, and parties e.g. New Year where the sale of alcohol may extend to 12am.

Other events are held during the day between the hours of 11am – 4pm and include Summer and Christmas Fayres.

The hall is not open for the sale of alcohol on a regular i.e. daily /weekly basis and all alcohol supplied must be consumed on the premises.

The Village Hall license is not available to external hirers. If people or organisations who hire the hall wish to sell alcoholic drinks, then they must obtain the necessary Temporary Event Notice and abide by the conditions of that notice and by the additional conditions required under the hall 's

premises license described below. People who hire the hall can supply alcoholic drinks free of any charge or on a “bring your own” basis, but they must observe the conditions described below.

**d) The prevention of public nuisance**

**3.The prevention of public nuisance**

TVHMC recognises that licensed premises can have significant potential to impact adversely on persons in the vicinity through public nuisances that arise from their operation and is fully committed to doing everything in its power to ensure that this is not an issue.

The TVHMC will:

- reduce noise by keeping any music down to a reasonable level.
- ensure loudspeakers are not located in the entrance lobby or outside the premises building.
- prominently display notices on the premises requesting that attendees/users of the licensed premises leave the premises and the vicinity quickly and quietly and with respect to the needs of neighbouring properties.
- only using necessary safety outdoor lights when the hall is occupied.
- ensure there is no outdoor litter at the end of any activity
- minimise any opportunity for any anti-social behaviour by any means possible
- ensure that close residents are kept informed of the programme of events to be held at the licensed premises.
- make available a contact telephone number/ email to local residents and businesses which they can use to report noise disturbances to a responsible member of the committee. The phone line/ email will be available at all times the premises are open.
- ensure there are no commercial deliveries, or collections and storage/ disposal of waste; all refuse collections and storage / disposal of waste and recyclables in external areas are restricted to normal working hours between 8am and 7pm Monday to Friday.

**e) The protection of children from harm**

**4.The protection of children from harm**

Theltham Village Hall does not hold 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.

All matters of a safeguarding nature reported during an event will be recorded and appropriate action taken by Chairperson, who has relevant and up to date safeguarding training.

If film exhibitions are authorised, then TVHMC will ensure that children are restricted from viewing age-restricted films in accordance with the British Board of Film Classification (BBFC).

All children under the age of 16 must be accompanied by a responsible adult.

Anyone purchasing alcohol must be over 18 and if there is any doubt about their age they will be challenged by TVHMC.

TVHMC operates the Challenge 25 policy and those selling alcohol will apply the following principles:-

- Be Cautious – it is very hard to tell a young person's age, so ensure that you check even those that look older than 18. We call this 'Challenge 25'. If they look 25 or under then check for proof.
- Be Consistent – always check, even if you think you've served the young person before or you are pretty certain they are of the right age.
- Be Clear – use signage to inform people that they will be checked. - IT IS AN OFFENCE TO PURCHASE OR ATTEMPT TO PURCHASE ALCOHOL IF YOU ARE UNDER THE AGE OF 18 (section 147 Licensing Act 2003)
- Be Careful – there is evidence that bar staff can often fail to challenge underage purchasers if they feel afraid of the consequences.
- Be Courteous – if you have to refuse a sale explain that you are complying with the law and advise the young person that they can obtain a proof of age card.

ONLY ACCEPT CREDIBLE PHOTO PROOF OF AGE – this includes:

- A Proof of age card schemes carrying a PASS logo. The PASS scheme, which is a voluntary industry initiative supported by the retail and hospitality industries, is endorsed by the UK Government since the Home Office only recognises schemes accredited to PASS. The Trading Standards Institute advises retailers only to accept cards from the issuers who are signed up to PASS
- A Passport
- A Photo driving licence
- military ID.

If the customer is unable to provide identification then no sale is made

Remember - IF YOU ARE IN ANY DOUBT, YOU ARE PERFECTLY WITHIN YOUR RIGHTS TO REFUSE A SALE EVEN IF SOMEONE HAS SHOWN ID.

- All refused sales will be recorded in a refusals book, which will be made available for inspection by Police or Licensing Officers of the local authority.

Notices are prominently displayed in the premises to advise patrons and staff that a 'Challenge 25' scheme operates.

**Checklist:**

**Please tick to indicate agreement**

•	I have made or enclosed payment of the fee.	x
•	I have enclosed the plan of the premises.	x
•	I have sent copies of this application and the plan to responsible authorities and others where applicable.	x
•	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	n/ a
•	I understand that I must now advertise my application.	x
•	I understand that if I do not comply with the above requirements my application will be rejected.	x
•	[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 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [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</li> </ul>
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	<p>the UK (please read guidance note 15).</p> <ul style="list-style-type: none"> <li>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)</li> </ul>
Signature	
Date	
Capacity	

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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	James McMillan
Date	2.4.2024
Capacity	Treasurer Thelnetham Village Hall Management Committee

<p>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)</p> <p>██████████ ██████████ ██████████</p>			
Post town	██████████	Postcode	██████████
Telephone number (if any)	██████████		
<p>If you would prefer us to correspond with you by e-mail, your e-mail address (optional)</p> <p>██████████</p>			



## 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 issued to 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 the right 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 has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 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 checking service, applicants should include in this application their 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, 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 shared digitally. 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.