

**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 Dunston Hall Leisure 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 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  Dunston Hall, Dunston Road, Dunston	
Post town Chesterfield	Post code S41 9RL

Telephone number of premises (if any)

Non-domestic rateable value of premises

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as

- |   | Please tick ✓                       |                             |
|---|-------------------------------------|-----------------------------|
| a) An individual or individuals*  | <input type="checkbox"/>            | please complete section (A) |
| b) a person other than an individual*   |                                     |                             |
| i. as a limited company   | <input checked="" type="checkbox"/> | please complete section (B) |
| ii. as a partnership  | <input type="checkbox"/>            | please complete section (B) |
| iii. as an unincorporated association or  | <input type="checkbox"/>            | please complete section (B) |
| iv. other (for example a statutory corporation)   | <input type="checkbox"/>            | please complete section (B) |
| c) a recognised club  | <input type="checkbox"/>            | please complete section (B) |
| d) a charity  | <input type="checkbox"/>            | please complete section (B) |
| e) the proprietor of an educational establishment   | <input type="checkbox"/>            | please complete section (B) |
| f) a health service body  | <input type="checkbox"/>            | 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 | <input type="checkbox"/>            | please complete section (B) |
| h) the chief officer of police of a police force in England and Wales   | <input type="checkbox"/>            | 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:       I am 18 years old or over  Please tick  
Nationality:

Current postal address if different from premises address

Post Town       Postcode

Daytime contact telephone number

Email address (optional)

**Second Individual Applicant (if applicable)**

Mr       Mrs       Miss       Ms       Other title (For example, Rev)

Surname       First names

Date of Birth:       I am 18 years old or over  Please tick  
Nationality:

Current postal address if different from premises address

Post Town       Postcode

Daytime contact telephone number

Email address (optional)

**(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 nature (other than a body corporate), please give the name and address of each party concerned.

Name Dunston Hall Leisure Limited
Address Dunston Hall Leisure Limited, Dunston Road, Chesterfield, Derbyshire, S41 9RL
Registered number (where applicable) 12947578
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited company
Telephone number (if any)
E-mail address (optional)

**Part 3 – Operating Schedule**

When do you want the premises licence to start?

Day    Month    Year

**As soon as possible.**

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

Day    Month    Year

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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.

N/A
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**Please give a general description of the premises (please read guidance note 1)**

Dunston Hall dates back to the 16<sup>th</sup> century and is part of a wider site operated by Dunton Hall Leisure that comprises Dunston Hall Garden Centre and Dunston Hall Farm.

Dunston Hall has had the benefit of an ongoing restoration since 2021 to create a multi-use space alongside the established Garden Centre with new facilities including the Bistro/Restaurant and Barn/Stables function spaces. The Hall itself also operates as a holiday let and wedding venue and has approved premises status from Derbyshire County Council for marriages/civil ceremonies.

Car parking provision for over 150 cars is available on site across the different business elements.

The Bistro/Restaurant successfully applied for a premises licence in 2021 and operates the provision of licensable activities under premises licence PL/VF/0496. Numerous Temporary Event Notices have also been used throughout the site to approve licensable activities, principally in relation to a Marquee operated in external areas.

This application seeks to license the premises specifically to authorise the following activities under the Licensing Act 2003:

- sale of alcohol by retail;
- live music;
- recorded music;
- performance of dance; and
- late night refreshment.

The appropriate drawings deposited with this application are:

- Plan number:
  - SK056 (site plan);
  - 01 (Bistro/Restaurant and Gift Shop);
  - 02 (Garden Centre / Glass House);
  - SK060 (Barn/Stables); and
  - 03 (Hall).

The licensable activities and timings proposed differ depending on the area but essentially it is intended for the entire site edged red on drawing SK056 (site plan) to be licensed for the sale of alcohol for those hours stated in Box J with regulated entertainment and late night refreshment being limited to the Barn/Stables and Hall (see areas edged blue on the deposited plans).

Permitted times for licensable activities will be limited across discrete areas as set out below.

### **1. Marquee**

The Marquee has been operated for licensable activities under Temporary Event Notices principally for wedding receptions but also for markets with stalls and a pay bar (for example Christmas and summer markets).

Should this application be granted then there is no intention for regulated entertainment to be provided in the Marquee under the premises licence.

The Marquee area is therefore to be licensed as follows but with a restriction that sale of alcohol will not take place in the Marquee after 18.00 other than 3 times per month.

- sale of alcohol by retail – 12.00 to 23.00 daily.

### **2. Bistro / Restaurant**

As stated above, the Bistro has operated under premises licence PL/VF/0496 since 2021. The current premises licence application seeks to substantially mirror that premises licence as it applies to the Bistro area and therefore seeks licensable activities as follows:

- sale of alcohol by retail – 12.00 to 23.00 daily.

However, the sale of alcohol for the Bistro areas will be limited as per premises licence PL/VF/0496 in that its sale shall not take place after 21.00 except on 12 occasions per calendar year.

### **3. Gift Shop and Garden Centre / Glass House**

The Gift Shop and Garden Centre / Glass House are to be licensed as follows principally for the provision of alcohol as gift items such as, but not limited to, including alcohol within gift boxes and with biscuits, fudge etc.

- sale of alcohol by retail – 08.30 to 18.00 daily.

#### **4. Barn / Stables**

The Barn/Stables will principally be used as a function space such as for wedding receptions.

The Barn/Stables will therefore be licensed as follows but with a restriction that events providing regulated entertainment shall not take place in the Barn/Stables or Hall (see point 5 below) more than three times per week.

- sale of alcohol by retail – 12.00 to 01.00 daily;
- live music – 12.00 to 00.00 daily;
- recorded music – 12.00 to 00.00 daily;
- performance of dance – 12.00 to 00.00 daily; and
- late night refreshment – 23.00 to 01.00 daily.

#### **5. Hall**

The Hall has 10 letting bedrooms, accommodating in the region of 25 guests but can be used as a modest function space as well.

Accordingly, the Hall will therefore be licensed as follows but with a restriction that events providing regulated entertainment will not take place in the Hall or Barn/Stables (see point 4 above) more than three times per week.

- sale of alcohol by retail – 12.00 to 01.00 daily;
- live music – 12.00 to 00.00 daily;
- recorded music – 12.00 to 00.00 daily;
- performance of dance – 12.00 to 00.00 daily; and
- late night refreshment – 23.00 to 01.00 daily.

#### **Non- standard timings**

A non-standard timing is also proposed that the premises shall remain open to permit the sale of alcohol to residents 24 hours a day, which is a typical allowance for premises with letting bedrooms.

#### **Box L – Public Opening**

The timings stated in Box L reflect the widest public opening hours for the different licensed areas sought in connection to the provision of licensable activities.

However, Dunston Hall and its businesses may be open to members of the public for non-licensable activities outside the hours stated in Box L and in respect of the hotel/letting residents then they will be permitted access 24 hours a day.

In light of the proposed operation, it is not anticipated that the application will adversely affect the four licensing objectives and the Operating Schedule has been completed on that basis.

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

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

Please tick  yes

**Provision of regulated entertainment (please read guidance note 2)**

- 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)			Will the performance of a play take place indoors or outdoors or both – please tick {Y} (please read guidance note 3).	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)	Both	
Tue					
Wed				State any seasonal variations for performing plays (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 films take place indoors or outdoors or both – please tick {Y}(please read guidance note 3).	Indoors	
Day	Start	Finish		Outdoors	
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			State any seasonal variations for indoor sporting events (please read guidance note 5)
Tue			
Wed			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)
Thur			
Fri			
Sat			When hours for sale of alcohol are extended hereunder these hours are also extended (see box J below)
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 {Y}(please read guidance note 3).	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)	Both	
Tue					
Wed					
Thur			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Fri					
Sat					
Sun			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)		

**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 {Y}(please read guidance note 3).	Indoors	X
Day	Start	Finish		Outdoors	
Mon	12.00	00.00	Please give further details here (please read guidance note 4)  Live music and amplified voice.	Both	
Tue	12.00	00.00			
Wed	12.00	00.00			
Thur	12.00	00.00	State any seasonal variations for the performance of live music (please read guidance note 5)  N/A – save as below		
Fri	12.00	00.00			
Sat	12.00	00.00			
Sun	12.00	00.00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)  When hours for sale of alcohol are extended hereunder these hours are also extended (see box J below)		



**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 {Y} (please read guidance note 3).	Indoors	X
				Outdoors	
				Both	
Day	Start	Finish			
Mon	12.00	00.00	Please give further details here (please read guidance note 4) Recorded music, with or without a DJ, during normal hours or as part of functions and including audience participation.		
Tue	12.00	00.00			
Wed	12.00	00.00	State any seasonal variations for playing recorded music (please read guidance note 5) N/A – save as below		
Thur	12.00	00.00			
Fri	12.00	00.00	Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 6) When hours for sale of alcohol are extended hereunder these hours are also extended (see box J below)		
Sat	12.00	00.00			
Sun	12.00	00.00			

**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 {Y} (please read guidance note 3).	Indoors	X
				Outdoors	
				Both	
Day	Start	Finish			
Mon	12.00	00.00	Please give further details here (please read guidance note 4) Principally to permit acts performing under this premises licence to incorporate elements of dance performances.		
Tue	12.00	00.00			
Wed	12.00	00.00	State any seasonal variations for the performance of dance (please read guidance note 5) N/A – save as below		
Thur	12.00	00.00			
Fri	12.00	00.00	Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 6) When hours for sale of alcohol are extended hereunder these hours are also extended (see box J below)		
Sat	12.00	00.00			
Sun	12.00	00.00			

## H

Anything of a similar description to that falling within (e), (f) or (g) 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	Will this entertainment take place indoors or outdoors or both – please tick {Y} (please read guidance note 3).	Indoors
				Outdoors
Mon				Both
Tue			Please give further details here (please read guidance note 4)	
Wed				
Thur				
Fri			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)	
Sat				
Sun			Non standard timings. Where you intend to use the premises for the entertainment of 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)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick {Y} (please read guidance note 3).	Indoors	X
Day	Start	Finish		Outdoors	
Mon	23.00	01.00	Please give further details here (please read guidance note 4)	Both	
Tue	23.00	01.00		To allow the provision of hot food and drinks for consumption on and off the premises at management's discretion.	
Wed	23.00	01.00	State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur	23.00	01.00	N/A – save as below		
Fri	23.00	01.00	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)		
Sat	23.00	01.00			
Sun	23.00	01.00	When hours for sale of alcohol are extended hereunder these hours are also extended (see box J below)		

**J**

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption (Please tick box Y) (please read guidance note 8)	On the premises	
Day	Start	Finish		Off the premises	
Mon	08.30	01.00	State any seasonal variations for the supply of alcohol (please read guidance note 5)  N/A – save as below	Both	X
Tue	08.30	01.00			
Wed	08.30	01.00			
Thur	08.30	01.00			
Fri	08.30	01.00			
Sat	08.30	01.00			
Sun	08.30	01.00			
			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)		
			The premises shall remain open to permit the sale of alcohol to hotel/letting residents 24 hours a day.		

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

**Name:** Adam Charles Staniforth-Fulleylove  
**Date of Birth:** [REDACTED]  
**Address:** [REDACTED]  
**Postcode:** [REDACTED]  
**Personal Licence number (if known):** 19/01164/LAPER  
**Issuing licensing authority (if known):** Bolsover District Council

**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**

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variation (please read guidance note 5)	
Day	Start	Finish	None	
Mon	08.30	01.30		
Tue	08.30	01.30		
Wed	08.30	01.30		
Thur	08.30	01.30		
Fri	08.30	01.30		
Sat	08.30	01.30		
Sun	08.30	01.30		
				Non standard timings. Where you intend to use 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)
				The premises shall remain open to hotel/letting residents and their guests 24 hours a day.

**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)**

I have undertaken my own risk assessment and propose to take the following steps.

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

No further risks have been identified which need to be addressed, save as below

1. The use of door staff will be risk assessed on an ongoing basis by the licence holder or premises supervisor. Where engaged, door staff shall be licensed by the Security Industry Authority.
2. Alcoholic drinks may not be removed from the licensed premises in open containers except for consumption in external areas provided for that purpose or areas within the control of the premises licence holder.
3. Staff selling alcohol or undertaking deliveries of alcohol will receive training on matters concerning the prevention of sales of alcohol to under 18s and drunk persons. Refresher training should be provided to such staff at regular intervals (at least every 6 months). Records detailing the training will be kept for a minimum of 2 years and made available to an authorised person on request.
4. There shall be a zero tolerance policy in relation to drugs at the premises and there shall be regular checks by management to prevent the use of drugs by patrons. Drugs seized shall be stored securely and handed to the police.
5. The premises shall operate a proof of age scheme and will require photographic identification from any person who appears to be under the age of 25 years and clear prominent signage to that effect will be displayed at appropriate locations including points of sale.
6. A refusals book (or equivalent) will be maintained and audited by management. It will be retained for a minimum of 2 years and made available to an authorised person on request.
7. CCTV is installed with recording facilities such recordings shall be retained for a period of 28 days (except where such retention cannot be achieved due to reasonable periods of maintenance or repair) and made available within a reasonable time upon request by the police as long as the request is in accordance with data protection principles.
8. Sale of alcohol shall only be permitted in the Marquee between 12.00 and 23.00 daily and shall not take place in the Marquee after 18.00 other than 3 times per month.
9. The sale of alcohol shall only be permitted in the Bistro/Restaurant between 12.00 and 23.00 daily but shall not take place in the Bistro/Restaurant after 21.00 except on 12 occasions per calendar year.
10. The sale of alcohol by retail shall only be permitted in the Gift Shop and Garden Centre / Glass House between 08.30 to 18.00 daily.

11. The sale of alcohol by retail shall only be permitted in the Barn/Stables or Hall between 12.00 and 01.00 the following mornings daily other than pursuant to any non-standard timings.
12. Regulated entertainment shall not be provided in the Barn/Stables or Hall more than three times per week.

**c) Public safety**

No further risks have been identified which need to be addressed, save as below

13. To comply with the reasonable requirements of the fire officer from time to time
14. The premises will have adequate safety and firefighting equipment and such equipment will be maintained in good operational order.
15. Staff will be trained on matters of safety, evacuation and use of emergency equipment as required.
16. Fire Exits and means of escape shall be kept clear and in good operational condition.
17. Information will be provided on the premises regarding local taxi provision.
18. When leaving the premises, customers will be advised to leave safely and to take account of neighbouring residents.

**d) The prevention of public nuisance**

No further risks have been identified which need to be addressed, save as below

19. Prominent, clear and legible notices shall be displayed at appropriate locations requesting the public respect the needs of local residents and to leave the premises and area quietly.
20. A telephone number that operates when the premises is providing licensable activities will be provided to the Licensing Authority.
21. Any noise complaints made by residents to the premises will be recorded in an incident book and retained for at least 12 months.
22. When regulated entertainment comprising live or recorded music is provided in enclosed spaces then external windows and doors shall be kept closed except for the purposes of access/egress or in the event of an emergency.

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

The restrictions set out in the Licensing Act 2003 will apply. No unusual or additional risks of harm to children have been identified.

23. No films or videos of any description will be shown so that they can be viewed by persons under the age of any applicable BBFC/Local Authority certification.
24. There shall be adequate controls in place including staff training to safeguard against the sale of alcohol to persons under 18 years
25. The premises supervisor or appointed staff member shall ensure that when children are admitted to the premises their presence is not inconsistent with the style of operation of the premises at that time and the licensable activities that are being carried out.
26. The challenge 25 age verification scheme will be operated for any deliveries of alcohol undertaken by staff. Failure to produce satisfactory proof of age will result in the delivery being refused. Documented records of all refused deliveries of alcohol will be kept for a minimum of 2 years and made available to an authorised person on request.
27. It will be made clear on any website in respect of any online alcohol sales that the Challenge 25 policy is operated and that alcohol will not be delivered to anyone who appears to be under 25 who does not have an acceptable form of identification. Anyone making a telephone order will be given the same information.
28. Any couriers delivering the alcohol will have an appropriate age verification policy in place. A written record will be kept of couriers used for each delivery, this record will be kept for a minimum of 12 months.

**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 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 (please read note 15).

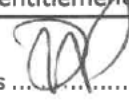
**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**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.** (Please read guidance note 11). **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 the UK (please read guidance note 15).</li> <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, if appropriate (please see note 15)</li> </ul>
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Signature: John Gaunt & Partners  .....

Date: 22/9/23 .....

Capacity: Solicitors.....

**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:.....

Date:.....

Capacity: .....

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

**John Gaunt & Partners  
Omega Court  
372 Cemetery Road**

Post town  
**Sheffield**

Post code  
**S11 8FT**

Telephone number (if any)

**0114 2668664**

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)  
**probson@john-gaunt.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:
    - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - o 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;
    - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - o 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 by providing with this application copies or scanned copies of the following documents (which do not need to be certified).*

**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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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.