



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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Barton Seagrave Parish Council

(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			
Barton Seagrave Village hall Bertone Road Barton Seagrave			
Post town	Kettering	Postcode	NN15 6WF
Telephone number at premises (if any)	01536 723064		
Non-domestic rateable value of premises	£ 22,250		

Part 2 - Applicant details

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

- | | | |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability) | <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 checked="" type="checkbox"/> | 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 <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		<input type="checkbox"/>	Please tick yes
Nationality					
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	Barton Seagrave Parish Council
Address	Barton Seagrave Village Hall Bertone Road Barton Seagrave Kettering NN15 6WF
Registered number (where applicable)	
Description of applicant (for example, partnership, company, unincorporated association etc.)	Parish Council
Telephone number (if any)	01538 723064
E-mail address (optional)	bsvillagehall@gmail.com

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Village hall consisting of a cafe/bar lounge, conference room, main hall and meeting room and garden, alcohol will be served from the cafe/bar which can be consumed with the premises of the cafe/bar lounge, conference room, main hall and garden.
Toilet facilities are available near the main entrance as you enter the building along with a wet room for disabled and a baby changing room. Parking is available at the front of the building and the side giving 40 spaces for patrons to use.

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)
- 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 J)



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 (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
	10.00	23.00			
Tue					
	10.00	23.00			
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
	10.00	23.00			
Thur					
	10.00	23.00			
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
	10.00	23.00			
Sat					
	09.00	23.00			
Sun					
	10.00	22.00			

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	10.00	23.00			
Tue	10.00	23.00	<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Wed	10.00	23.00			
Thur	10.00	23.00	<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri	10.00	23.00			
Sat	10.00	23.00			
Sun	10.00	22.00			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)	
Day	Start	Finish		
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)	
	09.00	23.00		
Tue				
	09.00	23.00		
Wed				
	09.00	23.00		
Thur				<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
	09.00	23.00		
Fri				
	09.00	23.00		
Sat				
	09.00	23.00		
Sun				
	10.00	22.00		

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

E



Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) Choir or musical instruments amplified and unamplified		
Mon	10.00	23.00			
Tue	10.00	23.00	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Wed	10.00	23.00			
Thur	10.00	23.00	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6) Until 0100 hrs the morning after New Year Eves		
Fri	10.00	24.00			
Sat	10.00	24.00			
Sun	10.00	22.00			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place <u>indoors or outdoors or both</u> – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) Back ground music to events i.e christening, party , gathering, meetings, dances at functions		
Mon					
	09.00	23.00			
Tue					
	09.00	23.00			
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 5)		
	09.00	23.00			
Thur					
	09.00	23.00			
Fri			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)		
	09.00	24.00			
Sat			Untill 0100 hrs the morning following New Year Eve		
	09.00	24.00			
Sun					
	10.00	22.00			

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	10.00	23.00			
Tue	10.00	23.00	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Wed	10.00	23.00			
Thur	10.00	23.00	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6) Until 0100 hrs the morning following New Year Eve		
Fri	10.00	23.30			
Sat	10.00	23.30			
Sun	10.00	22.00			

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

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) Hot drinks served as required		
Mon	09.00	23.30			
Tue	09.00	23.30	State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Wed	09.00	23.30			
Thur	09.00	23.30	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) Until 0100 hrs the morning following New Year Eve		
Fri	09.00	24.00			
Sat	09.00	24.00			
Sun	10.00	22.30			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5)		
Mon	12.00	22.30			
Tue	12.00	22.30			
Wed	12.00	22.30			
Thur	12.00	22.30			
Fri	12.00	23.00			
Sat	12.00	23.00			
Sun	12.00	22.30			
			<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
			Until 0100 hrs the morning following New Year Eve		
			During the month of December Monday to Sunday up to 23.30		

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):

Name	Richard Adshead
Date of birth	13/01/1968
Address	7 Akela Close Kettering
Postcode	NN15 6EX
Personal licence number (if known)	18/00617/LAPERS
Issuing licensing authority (if known)	Kettering Borough 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)			<u>State any seasonal variations (please read guidance note 5)</u>
Day	Start	Finish	
Mon	09.00	24.00	<p>At Christmas time we will be open longer hours for christmas parties and wedding receptions, birthday parties at weekends Fri and Saturdays up to 24.00</p> <p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)</u></p> <p>The premises will be open longer for parties, weddings, etc on a Friday, Saturday or Sunday when needed, we are operating a cafe/Bistro bar which will not be open unless a function is on in the village hall but no later than 24.00.</p> <p>Until 0100 hrs the morning following New Year Eve</p>
Tue	09.00	24.00	
Wed	09.00	24.00	
Thur	09.00	24.00	
Fri	09.00	24.00	
Sat	09.00	24.00	
Sun	09.00	24.00	

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)

To promote all four licensing objectives we will keep:
Strong management controls and effective training of all staff so that they are aware of the premises licence and the requirements to meet the four licensing objectives with particular attention to:
No selling of alcohol to underage persons
No drunk or disorderly behaviour on the premises
Be vigilance in preventing the use and sale of illegal drugs on the premises
No violent or anti-social behaviour on the premises.
No harm to Children
Free drinking water to be available at all times. Member of the local pub watch scheme
The DPS to carry two way radio to be in contact with bar at all times whilst on site
DPS confirmed that is obligated to be in day to day control of the premises, to provide training to staff on the licensing act which a record will be kept and updated 6 monthly and authorise all sales.

b) The prevention of crime and disorder

An incident log book will be kept on the premises in which all instances of public disorder are recorded.
To be a member of a pub watch scheme
Training given to all staff in crime prevention and drug awareness measures
Regular patrols by DPS or nominated staff to monitor event
No persons will be allowed to enter the premises carrying open or sealed bottles or glasses.
No binge drinking promotions will take place
No bottles or glasses will be taken off the premises.
DPS to carry two way radio to be in contact with bar at all times whilst on site
External CCTV installed at the rear and side of building for garden and car park

c) Public safety

The DPS to have a procedure in place to ensure fire exits are checked regularly and clear from obstructions at all times.
Emergency lighting and smoke detectors installed and inspected at appropriate intervals
All emergency doors checked and maintained
Signage in place advising of no smoking or the use of vaporisers
Free drinking water available for those that need it
The DPS to check premises before it opens to the public to ensure there are no risks to patrons and that all safety precautions are in place.
All bottles and glasses and rubbish must be removed from public areas on a regular and frequent basis.
First aid equipment available if needed.

d) The prevention of public nuisance

Notices to be displayed reminding patrons to keep noise level to a minimum and respect the neighbours when leaving the premises.
The DPS to make sure that staff regularly patrol the premises both indoors and external to supervise the orderly conduct of patrons.
The DPS or person authorised by the DPS must control the volume of regulated entertainment taking place at the premises.
All external doors and windows will remain shut, other access and egress, in all room when events involving amplified music or other entertainment are likely to rise to noise.
Suitable signage must be displayed in the garden area requesting patrons to respect the amenities of the local residents.

e) The protection of children from harm

A challenge 21 policy must be used where those individuals who appear to be under 21 attempting to purchase alcohol must be asked for identification. The only type of ID that will be accepted is PASS accredited ID, passport or photo ID. All staff to be trained and record kept.
No persons under the age of 18 will be allowed at the bar after 21.00 unless accompanied by an adult.
Be vigilance in preventing the use and sale of illegal drugs on the premises.

Checklist:

Please tick to indicate agreement

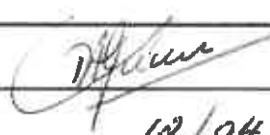
- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, 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 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 (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none"> • [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	
Date	102/04/2018
Capacity	Chairman of Berton Seagrave Parish Council

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

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Mr Richard Adehead Berton Seagrave Village Hall Bertone Road Berton Seagrave			
Post town	Kettering	Postcode	NN16 6WF
Telephone number (if any)	01536 723064		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) bevillagehall@gmail.com			