

# Application for a Premises Licence under the Licensing Act 2003

Please read the following instructions first –

- Use the extra page at the end of the form to provide further details if necessary
- When it is complete you can submit the form directly to us – use the submit button. You may wish to print and keep a copy of the completed form for your records. For information about filling in this type of electronic form, use the help button
- For any applications which include the sale of alcohol, you will need to ensure the Designated Premises Supervisor has completed the consent form and upload it to validate your application
- Before you complete this form -
  - [Please read the available information on the Licensing Act 2003 \(opens in a new tab\)](#)
  - [Please read the application specific guidance notes \(opens in a new tab\)](#)
  - [Please read the Home Office guidance and refer to it while completing your application \(opens in a new tab\)](#)

What district/local area are you applying to?

I / We  (premises licence holder name)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described 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.

## Premises Details

Postal address of premises or, if none, ordinance survey map reference or description

Postcode

Telephone number of premises

What is the non-domestic rateable value of the premises?

Trading name of the business

## Applicant Details

Please state whether you are applying for a premises licence as

Please confirm:

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 His Majesty's prerogative

**INDIVIDUAL APPLICANTS (fill in as applicable)**

Note, names provided in this section must match the premises licence holder names given earlier.

Title

Forename(s)

Surname

Are you 18 years or older? Yes  No

Date of birth

Current postal address if different from premises address

Postcode

Telephone number

Email address

Confirm email address

**Right to Work** - where applicable (if demonstrating a right to work via the [Home Office online right to work checking service \(opens in a new tab\)](#)), the 'share code' provided to the applicant by that service.

Input share code if applicable

**SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)**

Title

Forename(s)

Surname

Date of birth (you must be 18 years old or over)

Current postal address if different from premises address

Postcode

Telephone number

Email address

Confirm email address

**Right to Work** - where applicable (if demonstrating a right to work via the [Home Office online right to work checking service \(opens in a new tab\)](#)), the 'share code' provided to the applicant by that service.

Input share code if applicable

**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

Address

Registered number (where applicable)

Description of applicant (for example, partnership, company, unincorporated association etc.)

Telephone number (if any)

Email address (optional)

Confirm email address (optional)

## Agent details

Title

Forename(s)

Surname

Address

Postcode

Telephone number

Email address

Confirm email address

## Operating Schedule

When do you want the premises licence to start?

16/03/2026

Please note, your application for a premises licence may take up to two months to determine.

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

Are more than 5,000 people to attend the premises at any one time?

Yes

No

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

General description of premises [\(please read guidance note 1 \(opens in a new tab\)\)](#)

Kiosk Operating From The Centre Of Chapelfield Gardens  
Norwich. Recently Renovated. Brick And Block Construction  
Pitched Timber Roof  
Electric Dead Bolted Shutter System With 5 Point Multi Locking  
System Door. Cctv Cameras Provide Surveillance To All Areas Of  
The Building  
Both Internally And Externally.

**Operating Schedule Continued**

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

(Please see [section 1 of the Licensing Act 2003 \(opens in a new tab\)](#) and [Schedule 1 and 2 to the Licensing Act \(opens in a new tab\)](#)).

**Provision of regulated entertainment**

- a) plays
- b) films
- c) indoor sporting events
- d) boxing or wrestling entertainment
- e) live music
- f) recorded music
- g) performance of dance
- h) anything of a similar description to that falling within e, f or g

**i) Provision of late night refreshment (hot food and, or drink 11pm-5am)**

**j) Supply of alcohol**

Is the premises exclusively or primarily selling alcohol for consumption on the premises?

Do you want to remove the requirement to name a Designated Premises Supervisor (DPS)? Yes  No

# A

<b>Plays</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>		<b>Will the performance of a play take place indoors or outdoors or both?</b> <a href="#">(Please read guidance note 2 (opens in a new tab))</a>		Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
<b>Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?</b>				Yes	<input type="checkbox"/>			
				No	<input type="checkbox"/>			
Day	Start time	Finish time	<b>Please give further details here</b> <a href="#">(please read guidance note 3 (opens in a new tab))</a>					
Mon	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Tues	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Wed	<input type="text"/>	<input type="text"/>				<b>State any seasonal variations for performing plays</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>		
	<input type="text"/>	<input type="text"/>						
Thur	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Fri	<input type="text"/>	<input type="text"/>	<b>Non standard timings. Where you intend to use the premises for the performance of a play at different times than those listed, please list</b> <a href="#">(please read guidance note 5 (opens in a new tab))</a>					
	<input type="text"/>	<input type="text"/>						
Sat	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Sun	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						

# B

<b>Films</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>		<b>Will the exhibition of films take place indoors or outdoors or both?</b> <a href="#">(Please read guidance note 2 (opens in a new tab))</a>		Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?</b>				Yes	<input type="checkbox"/>
				No	<input type="checkbox"/>
Day	Start time	Finish time	<b>Please give further details here</b> <a href="#">(please read guidance note 3 (opens in a new tab))</a>		
Mon	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Tues	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Wed	<input type="text"/>	<input type="text"/>	<b>State any seasonal variations for the exhibition of films</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>		
	<input type="text"/>	<input type="text"/>			
Thur	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Fri	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Sat	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Sun	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			

# C

<b>Indoor Sporting Events</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>				
<b>Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Day	Start time	Finish time	<b>Please give further details here</b> <a href="#">(please read guidance note 3 (opens in a new tab))</a>	
Mon	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Tues	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Wed	<input type="text"/>	<input type="text"/>		<b>State any seasonal variations for indoor sporting events</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>
	<input type="text"/>	<input type="text"/>		
Thur	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Fri	<input type="text"/>	<input type="text"/>	<b>Non standard timings. Where you intend to use the premises for indoor sporting events at different times than those listed, please list</b> <a href="#">(please read guidance note 5 (opens in a new tab))</a>	
	<input type="text"/>	<input type="text"/>		
Sat	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Sun	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		

# D

<b>Boxing or wrestling entertainment</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>		<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both?</b> <a href="#">(Please read guidance note 2 (opens in a new tab))</a>		Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
<b>Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?</b>				Yes	<input type="checkbox"/>			
				No	<input type="checkbox"/>			
Day	Start time	Finish time	<b>Please give further details here</b> <a href="#">(please read guidance note 3 (opens in a new tab))</a>					
Mon	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Tues	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Wed	<input type="text"/>	<input type="text"/>				<b>State any seasonal variations for boxing or wrestling entertainment</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>		
	<input type="text"/>	<input type="text"/>						
Thur	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Fri	<input type="text"/>	<input type="text"/>	<b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times than those listed, please list</b> <a href="#">(please read guidance note 5 (opens in a new tab))</a>					
	<input type="text"/>	<input type="text"/>						
Sat	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Sun	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						

# E

<b>Live music</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>		<b>Will the performance of live music take place indoors or outdoors or both? (Please read guidance note 2 (opens in a new tab))</b>		Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?</b>				Yes	<input type="checkbox"/>
				No	<input checked="" type="checkbox"/>
Day	Start time	Finish time	<b>Please give further details here</b> <a href="#">(please read guidance note 3 (opens in a new tab))</a>		
Mon	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>	<p>Live music will be provided on an occasional basis and will remain ancillary to the primary operation as a coffee and food led venue. Performances will be small scale and managed by staff to ensure appropriate sound levels and minimise disturbance to nearby residents and park users.</p> <p>State any seasonal variations for performance of live music <a href="#">(please read guidance note 4 (opens in a new tab))</a></p> <p>Non standard timings. Where you intend to use the premises for the performance of live music at different times than those listed, please list <a href="#">(please read guidance note 5 (opens in a new tab))</a></p>		
Tues	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>			
Wed	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>			
Thur	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>			
Fri	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>			
Sat	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>			
Sun	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>			

# F

<b>Recorded music</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>		<b>Will the playing of recorded music take place indoors or outdoors or both? (Please read guidance note 2 (opens in a new tab))</b>		Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?</b>				Yes	<input type="checkbox"/>
				No	<input checked="" type="checkbox"/>
Day	Start time	Finish time	<b>Please give further details here (please read guidance note 3 (opens in a new tab))</b>		
Mon	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>	<p>Recorded music will be played primarily as low level background audio and will remain ancillary to the main coffee and food led operation. Sound levels will be controlled by staff to ensure they remain appropriate and do not cause disturbance to nearby residents or park users.</p> <p><b>State any seasonal variations for playing recorded music (please read guidance note 4 (opens in a new tab))</b></p>		
Tues	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>			
Wed	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>			
Thur	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>			
Fri	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>	<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times than those listed, please list (please read guidance note 5 (opens in a new tab))</b>		
Sat	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>			
Sun	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>			

# G

<b>Performance of dance</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>		<b>Will the performance of dance take place indoors or outdoors or both?</b> <a href="#">(Please read guidance note 2 (opens in a new tab))</a>		Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?</b>				Yes	<input type="checkbox"/>
				No	<input type="checkbox"/>
Day	Start time	Finish time	<b>Please give further details here</b> <a href="#">(please read guidance note 3 (opens in a new tab))</a>		
Mon	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Tues	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Wed	<input type="text"/>	<input type="text"/>	<b>State any seasonal variations for the performance of dance</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>		
	<input type="text"/>	<input type="text"/>			
Thur	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Fri	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Sat	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Sun	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			

# H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a></p>			<p>Please give a description of the type of entertainment you will be providing</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>				
			<p>Will the entertainment take place indoors or outdoors or both? <a href="#">(Please read guidance note 2 (opens in a new tab))</a></p>		Indoors	<input type="checkbox"/>	
			Outdoors	<input type="checkbox"/>			
			Both	<input type="checkbox"/>			
<p>Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?</p>				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Day	Start time	Finish time	<p>Please give further details here <a href="#">(please read guidance note 3 (opens in a new tab))</a></p>				
Mon	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>				
	<input type="text"/>	<input type="text"/>					
Tues	<input type="text"/>	<input type="text"/>					
	<input type="text"/>	<input type="text"/>					
Wed	<input type="text"/>	<input type="text"/>					
	<input type="text"/>	<input type="text"/>					
Thur	<input type="text"/>	<input type="text"/>					
	<input type="text"/>	<input type="text"/>					
Fri	<input type="text"/>	<input type="text"/>					
	<input type="text"/>	<input type="text"/>					
Sat	<input type="text"/>	<input type="text"/>					
	<input type="text"/>	<input type="text"/>					
Sun	<input type="text"/>	<input type="text"/>					
	<input type="text"/>	<input type="text"/>					

I

<b>Late night refreshment</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>		<b>Will the provision of late night refreshment take place indoors or outdoors or both?</b> <a href="#">(Please read guidance note 2 (opens in a new tab))</a>		Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
<b>Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?</b>				Yes	<input type="checkbox"/>			
				No	<input type="checkbox"/>			
Day	Start time	Finish time	<b>Please give further details here</b> <a href="#">(please read guidance note 3 (opens in a new tab))</a>					
Mon	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Tues	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Wed	<input type="text"/>	<input type="text"/>				<b>State any seasonal variations for the provision of late night refreshment</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>		
	<input type="text"/>	<input type="text"/>						
Thur	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Fri	<input type="text"/>	<input type="text"/>	<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times than those listed, please list</b> <a href="#">(please read guidance note 5 (opens in a new tab))</a>					
	<input type="text"/>	<input type="text"/>						
Sat	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Sun	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						

**J**

<b>Supply of alcohol</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>		<b>Will the supply of alcohol be for consumption:</b> <a href="#">(please read guidance note 2 (opens in a new tab))</a>		On the premises <input checked="" type="checkbox"/>
				Off the premises <input type="checkbox"/>
				Both <input type="checkbox"/>
<b>Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?</b>			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Day	Start time	Finish time	<b>State any seasonal variations for the supply of alcohol</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>	
Mon	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>	Alcohol will be sold as an ancillary offer to the primary coffee and food led operation. Service will be controlled by staff and limited to the defined licensed area. No vertical drinking will be permitted and customers will not be allowed to leave the area with alcohol.	
	<input type="text"/>	<input type="text"/>		
Tues	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>		
	<input type="text"/>	<input type="text"/>		
Wed	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>		
	<input type="text"/>	<input type="text"/>		
Thur	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>		
	<input type="text"/>	<input type="text"/>		
Fri	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>		
	<input type="text"/>	<input type="text"/>		
Sat	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>		
	<input type="text"/>	<input type="text"/>		
Sun	<input type="text" value="08:00"/>	<input type="text" value="23:00"/>		
	<input type="text"/>	<input type="text"/>		

**State the name and details of the individual whom you wish to specify on the licence as Designated Premises Supervisor (DPS).**

Title	<input type="text" value="Mr"/>
Forename(s)	<input type="text" value="Rhys"/>
Surname	<input type="text" value="Hartle"/>
Date of birth	<input type="text" value="██████████"/>
Home address	<input type="text" value="██████████"/>
Postcode	<input type="text" value="██████████"/>
Personal licence number	<input type="text" value="██████████"/>
Issuing licensing authority	<input type="text" value="████████████████████"/>

**Please complete the 'Consent of individual to being specified as designated premises supervisor' form and have the person specified above confirm the details given.**

**Consent to being specified as Designated Premises Supervisor**

I,

[Full name of designated premises supervisor]

of

[Home address of designated premises supervisor]

Hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for:

Type of application

by

[Name of premises licence holder/s]

Relating to a premises licence

[Number of existing licence, if any]

For Name of premises

Address of premises

Postcode

And any premises licence to be granted or varied in respect of this application made by

Name of premises licence holder/s

Concerning the supply of alcohol at Name of premises

Address of the premises

Postcode

**Consent of individual to being specified as premises supervisor (cont.)**

I confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I have set out on this form.

Personal licence number

[insert personal licence number, if any]

Personal licence issuing authority (if any)

Name of authority

Address of authority

Postcode

Telephone number of authority

Confirmation

Name

Rhys Hartle

Date

08/02/2026

# 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 8 \(opens in a new tab\)](#))

A large, empty rectangular box with a thin black border, intended for the user to provide information or highlight concerns related to the text above.

L

Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Hours premises are open to the public Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>			State any seasonal variations <a href="#">(please read guidance note 4 (opens in a new tab))</a>			
Day	Start time	Finish time				
Mon	08:00	23:30				
Tues	08:00	23:30				
Wed	08:00	23:30				
Thur	08:00	23:30				
Fri	08:00	23:30				
Sat	08:00	23:30				
Sun	08:00	23:30				
			Non standard timings. Where you intend to use the premises to be open to the public at different times than those listed, please list <a href="#">(please read guidance note 5 (opens in a new tab))</a>			

**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 9 \(opens in a new tab\)](#))**

The premises will operate as a coffee and food led venue with alcohol ancillary to the main business. Activities will be managed responsibly with clear staff supervision to promote the licensing objectives and ensure the premises operates safely and with minimal impact on the surrounding area.

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

A Challenge 25 policy will be operated and staff trained in responsible alcohol retailing. Alcohol will only be consumed within the defined licensed area. Customers will not be permitted to leave with alcohol and staff will monitor behaviour to ensure orderly conduct.

**c) Public safety**

The layout allows clear visibility across the licensed area enabling effective supervision. The boundary is defined by fixed planters to control access and prevent overcrowding. Walkways will be kept clear and the area regularly monitored to identify and address any hazards.

**d) The prevention of public nuisance**

Alcohol consumption will be limited to a seated area and no vertical drinking permitted. Sound levels will be controlled and customer behaviour supervised to minimise disturbance. Customers will be encouraged to respect the area and leave quietly.

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

A Challenge 25 policy will be enforced with acceptable identification required from anyone who appears under 25. Children will only be permitted when accompanied by a responsible adult and alcohol will not be supplied to underage persons.

# Custom Process Configuration

## XML Specific

Application type

Licence Case Type

Licence Status

XML Template

CAPS Reference

## Payments request

CallingAppID

CallingAppRef

PaymentSourceCode

## Response response

PaymentAuthorisationCode

IncomeManagementReceiptNumber

Originators Reference

CardScheme

CardType

PaymentAmount

ResponseCode

ResponseDescription

Number of payment lines

## Payment 1

Receipt Number

DueDate

PaymentType

Pay Description

XML Description

PaymentDue

Paid

Payment Date

Fund

Reference

## Form Calculations

Title Casing

Sentence Casing

UPRN for address lookup

Boolean to hide this page

Field for email (Bath or Brom)

Field for fee array

WRS custodian initials

Enable Personal Licence La list

Enable Priv Pol

Section M Mand

DPSCon Form

DPS PLN

DPS DOB

Agent Email

Agent D Tel

Capacity

Personal Licence issuer code

## Other Custom Calculations

Calculation for licensable activities

Subject Line for Email Out

Body for Internal Email

Body for External Email

Start Date in XML format

End Date in XML Format

Hours the TEN covers

DOB

Customer Email Acknowledgment

Premise Activities Complete

Premise Activities Part 1

Premise Activities Part 2

Premise Address

TP Address

TP DOB

App Day Tel

App Email

App Address

App DOB

App 2 D Tel

App 2 Email

App 2 Add

App 2 DOB

Corr D Tel

Corr Add

Corr Email

Open Hours

App 3 D Tel

App 3 Email

Ext Pty Email

<p>I am providing / attaching a the plan of the premises <a href="#">(See section 2.9 (opens in a new tab) of this guidance)</a></p> <p>Please upload your plan of the premises <a href="#">NF BUILDING PLAN 2.pdf</a></p>	<b>X</b>
<p>The nominated Designated Premises Supervisor has completed the consent form contained within this application</p> <p>If suitable, you can upload the completed designated supervisor consent form</p>	<b>X</b>
<p>I am applying as an individual rather than a business / limited company and have provided proof of my entitlement to work in the UK (for information on what you can provide as evidence, <a href="#">please reference our evidence guidance notes (opens in a new tab)</a>)</p> <p>Please upload proof of your entitlement to work in the UK (if you have not provided a share code) <a href="#">Passport.pdf</a></p>	<b>X</b>
<p>I understand that if I do not comply with the above requirements my application will be rejected</p>	<b>X</b>
<p>I understand that once my application has been formally accepted, I must advertise my application. Please note you should not arrange the advertising of your application until you have specifically received confirmation from the Licensing Authority that your application has been formally accepted and is being processed</p>	<b>X</b>

Use this page if there is any other information that you think we should know about.

The premises operates primarily as a coffee and food led venue with a clearly defined seated outdoor area. Alcohol is ancillary to the main operation and will be sold in a controlled manner within the licensed boundary. The premises is not alcohol led and there is no intention to operate as a vertical drinking establishment. Management will maintain regular oversight to ensure the licensing objectives are upheld.

**Declaration** ([please read guidance note 10 \(opens in a new tab\)](#))

[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.

The Designated Premises Supervisor named in this application form is entitled to work in the UK (and is not subject to conditions preventing them from doing work relating to a licensable activity) and I have seen a copy of their proof of entitlement to work, if appropriate.

A person commits an offence if they knowingly or recklessly makes a false statement in or in connection with an application for a premises licence.

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.

**Confirmation of applicant or applicant's solicitor or other duly authorised agent** ([please see guidance note 11 \(opens in a new tab\)](#)). If confirming on behalf of the applicant please state in what capacity.

Confirmation

Name

Date

Capacity (owner, director etc.)

**For joint applications, confirmation of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent** ([please see guidance note 12 \(opens in a new tab\)](#)). If confirming on behalf of the applicant please state in what capacity.

Confirmation

Name

Date

Capacity (owner, director etc.)

**Contact name (where not previously given) and postal address for correspondence associated with this application** ([please see guidance note 11 \(opens in a new tab\)](#))

Name

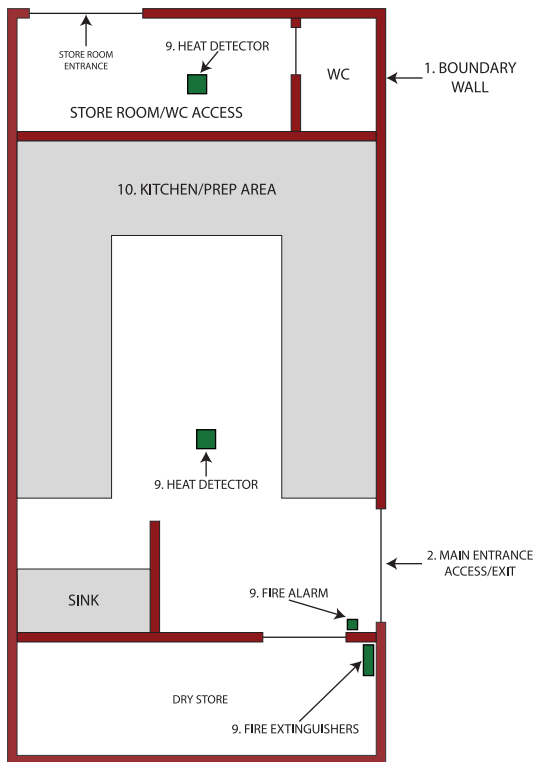
Address

Postcode

Telephone number (if any)

Email address

Confirm email address



“Unless you have previously agreed with the relevant licensing authority in writing that an alternative scale plan is acceptable to it, the plan should be drawn in standard scale, where 1 millimetre represents 100 millimetres”

As instructed, the drawing is to scale of the building. Illustration is 100x50mm. The actual premises is 10x5m.

**Info as suggested within detail 2.9 of Premises licence guidance.**

1. the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises
2. the location of points of access to and egress from the premises
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A
8. N/A
9. the location and type of any fire safety and any other safety equipment, including if applicable, marine safety equipment
10. the location of a kitchen, if any, on the premises

# Supplementary document



**Licensable area outlined in yellow.**

**Brickweave area for the consumption of alcohol outlined in blue.**