

# 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

Klyne Aviation Limited

Address

The Cafe  
Klyne Business Aviation Centre  
Buck Courtney Crescent  
Norwich  
NR6 6JT

Registered number (where applicable)

06765562

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

Company

Telephone number (if any)

[REDACTED]

Email address (optional)

[REDACTED]

Confirm email address (optional)

[REDACTED]

**Agent details**

Title

Ms

Forename(s)

Karen

Surname

Lolotte

Address

Providence House  
141-145 Princes Street  
Ipswich

Postcode

IP1 1QJ

Telephone number

[REDACTED]

Email address

[REDACTED]

Confirm email address

[REDACTED]

## Operating Schedule

When do you want the premises licence to start?

01/05/2026

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

The Café Is A Self-Contained Café Facility Situated On The Ground Floor

Located Within The Klyne Business Aviation Centre (Part Of Saxon Air Flight Support) At Norwich Airport. The Premises Are Fully Enclosed With Access Monitored Through The Building's Reception And Security Procedures.

The Applicant Is Seeking To Offer "Off-Sales" Only Of Their Own Brand Alcohol

Supplied In Sealed Containers. In Addition They Will Function As A Click-And-collect Point For Its Own-Brand Alcohol Products Purchased Remotely Via Jarrolds Store In Norwich.

All Alcohol Will Be Securely Stored And Handed Over To Customers At The Designated Collection Point Within The Café. No Alcohol Will Be Consumed On The Premises.

**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? (Please read guidance note 2 (opens in a new tab))</b>		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"/>	<b>Non standard timings. Where you intend to use the premises for the exhibition of films 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"/>								

# 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	Please give further details here <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 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 performance of live music</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 live music 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"/>						

# 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 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 playing recorded music</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 playing of recorded music 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"/>						

# 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"/>						<p>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) and (g) <a href="#">(please read guidance note 4 (opens in a new tab))</a></p>				
	<input type="text"/>	<input type="text"/>						<div style="border: 1px solid black; height: 150px; width: 100%;"></div>				
Thur	<input type="text"/>	<input type="text"/>										
	<input type="text"/>	<input type="text"/>										
Fri	<input type="text"/>	<input type="text"/>	<p>Non standard timings. Where you intend to use the premises for entertainment of a similar description to that falling within (e), (f) or (g) at different times than those listed, please list <a href="#">(please read guidance note 5 (opens in a new tab))</a></p>									
	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>									
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>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 type="checkbox"/>
				Off the premises <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>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="07:00"/>	<input type="text" value="18:00"/>	<div style="border: 1px solid black; height: 100%; width: 100%;"></div>	
	<input type="text"/>	<input type="text"/>		
Tues	<input type="text" value="07:00"/>	<input type="text" value="18:00"/>		
	<input type="text"/>	<input type="text"/>		
Wed	<input type="text" value="07:00"/>	<input type="text" value="18:00"/>		
	<input type="text"/>	<input type="text"/>		
Thur	<input type="text" value="07:00"/>	<input type="text" value="18:00"/>		
	<input type="text"/>	<input type="text"/>		
Fri	<input type="text" value="07:00"/>	<input type="text" value="18:00"/>		
	<input type="text"/>	<input type="text"/>		
Sat	<input type="text" value="07:00"/>	<input type="text" value="18:00"/>		
	<input type="text"/>	<input type="text"/>		
Sun	<input type="text" value="07:00"/>	<input type="text" value="18:00"/>		
	<input type="text"/>	<input type="text"/>		
			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times than those listed, please list</b> <a href="#">(please read guidance note 5 (opens in a new tab))</a>	

**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="Jonathan Bernard"/>
Surname	<input type="text" value="Freeman"/>
Date of birth	<input type="text" value="[REDACTED]"/>
Home address	<input type="text" value="[REDACTED]"/>
Postcode	<input type="text" value="[REDACTED]"/>
Personal licence number	<input type="text" value="[REDACTED]"/>
Issuing licensing authority	<input type="text" value="[REDACTED]"/>

**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

JONATHAN BERNARD FREEMAN

Date

30/03/2026

# 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 highlighting any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

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	07:00	18:00				
Tues	07:00	18:00				
Wed	07:00	18:00				
Thur	07:00	18:00				
Fri	07:00	18:00				
Sat	07:00	18:00				
Sun	07:00	18:00				
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 \(opens in a new tab\)](#))**

All staff involved in the sale of alcohol shall receive training in responsible alcohol retailing, including dealing with disruptive behaviour, preventing under age sales, and identifying fake ID. Training records shall be kept on the premises and made available to an authorised officer on request.

Prominent notices shall be displayed advising customers that alcohol purchased is for off sales only and must not be consumed on the premises.

Clear signage shall be displayed stating that alcohol will not be sold to anyone under 18 and that ID will be required from anyone who appears to be aged 18 or under.

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

A CCTV system shall be installed, operated and maintained in good working order at all times the premises is open. The system shall cover all areas where alcohol is sold or supplied to the public, as well as all entrance and exit points to the premises. Recorded images shall be retained for a minimum of 31 days and be made available to Police or authorised officers upon reasonable request.

All staff involved in the sale or supply of alcohol shall receive training in preventing crime and disorder, including recognising signs of intoxication, conflict de escalation techniques, and identifying and reporting suspicious behaviour.

Security staff are present on site as part of the wider security provision. All staff shall promptly report any incidents of crime or disorder to on site security personnel and, where appropriate, to the Police. Staff shall fully cooperate with any subsequent investigation, including providing statements, CCTV footage, or other relevant information upon request.

Clear and legible notices shall be displayed at the point of sale and exit areas stating that alcohol purchased is for off premises consumption only.

**c) Public safety**

Alcohol shall only be sold in sealed containers for consumption off the premises. No open vessels or containers of alcohol shall be supplied at any time.

All staff involved in the sale or supply of alcohol shall receive training to ensure that alcohol is only sold in sealed containers and that any person attempting to open or consume alcohol on the premises is refused service and instructed not to consume alcohol anywhere on the premises.

**d) The prevention of public nuisance**

Clear signage shall be displayed at the collection point identifying its location and providing instructions for customers, including the requirement to produce valid ID and any procedures necessary to ensure a safe and orderly collection process.

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

All staff involved in the sale or supply of alcohol shall receive training on preventing under-age sales, including legal responsibilities, acceptable forms of identification, proxy sales, and refusal procedures. Training records shall be kept on the premises and shall be refreshed at least annually.

Any person who appears to be under the age of 18 shall be required to produce valid photographic identification before any alcohol is sold or supplied. Acceptable ID shall be a passport, photocard driving licence, or a PASS-accredited proof-of-age card.

A refusals log shall be maintained, recording all refused alcohol sales, including where ID could not be provided. The log shall be regularly reviewed by management and made available to an authorised officer on request.

Prominent signage shall be displayed at all points of sale and collection, informing customers of the requirement to produce valid ID and that alcohol will not be supplied to anyone under the age of 18.

Alcohol shall not be handed over at the click-and-collect point unless valid photographic ID is produced. Staff shall be trained to refuse collection where age verification cannot be satisfactorily completed. No alcohol shall be opened or consumed on the premises at any time.

# 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

I am providing / attaching a the plan of the premises [\(See section 2.9 \(opens in a new tab\) of this guidance\)](#) **X**

Please upload your plan of the premises [20260330\\_151154.pdf](#)

The nominated Designated Premises Supervisor has completed the consent form contained within this application **X**

If suitable, you can upload the completed designated supervisor consent form

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, [please reference our evidence guidance notes \(opens in a new tab\)](#))

Please upload proof of your entitlement to work in the UK (if you have not provided a share code)

I understand that if I do not comply with the above requirements my application will be rejected **X**

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

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

A large, empty rectangular box with a thin black border, occupying most of the page below the instruction. It is intended for the user to provide any additional information they think is relevant.

**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

