

* required information

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You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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 Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

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NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Continued from previous page...

Limited Liability Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth
dd mm yyyy

* Nationality [Documents that demonstrate entitlement to work in the UK](#)

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OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

The premises is part of the prestigious Castle Quarter which is in the city centre. The property comprises of 3 floors:
First Floor - containing a small sized bar and main toilets with capacity to host 30 seated and 60 standing.
Ground Floor - a commercial open kitchen, bar and capacity to host 92 seated and 150 standing.
Cellar/Underground Floor - Storage and office space (Not accessible by public)
All licensable activities will be carried out within the building. Alcohol will be stored in the storage area within the building

Continued from previous page...

and sold from the bar counter areas located on the ground and first floor. Alcohol sold in the building will be consumed inside the building and terrace area. There will be CCTV cameras installed internally and externally to prevent or report any identified criminal activities.

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

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start End

Start End

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the performance of live music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

There will be live music performed using various instruments such as Afro-drums, Kora, Balafon and others. The instruments will be amplified using sound systems within the venue.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

The venue will also be available for private hire/events (e.g. for wedding receptions, meetings etc.) which may occur during week days (Mon - Wed). Where required and appropriate, Live Music may be performed.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

Continued from previous page...

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Continued from previous page...

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

The venue will offer DJ sets weekly depending on entertainment schedule. DJs will play recorded music using a music controller which would be connected to indoor speakers and amplified.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

The venue will also be available for private hire/events (e.g. for wedding receptions, meetings etc.) which may occur during week days (Mon - Wed). Where required and appropriate, recorded music may be provided.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on
the premises select on, if the sale of alcohol
is for consumption away from the premises
select off. If the sale of alcohol is for
consumption on the premises and away
from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

The venue will also be available for private hire/events (e.g. for wedding receptions, meetings etc.) which may occur during week days (Mon - Wed). Where required and appropriate, alcohol will be supplied to facilitate the private event.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

Continued from previous page...

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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

Name

First name

Family name

Date of birth

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Continued from previous page...

Highlight 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

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Not Applicable

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

The venue will also be available for private hire/events (e.g. for wedding receptions, meetings etc.) which may occur during week days (Mon - Wed).

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

- 1) Recruit adequate number of staff
- 2) Training, review and supervise staff including security personnel
- 3) Only recruit qualified SIA security Personnel
- 4) Remove and dispose glassware & bottles immediately they have been used
- 5) Install, service and monitor CCTV operations internally and externally of the premises
- 6) Carry Out Risk Assessment and regularly review procedures to ensure good practice
- 7) Provide bins and Ashtrays for waste disposal while contracting reputable commercial waste company to adequately dispose business waste using appropriate bins
- 8) Store CCTV footage and present at the request of authorities e.g., police (Minimum of 31 days)
- 9) Carry out a robust recruitment process to proof staff have the legal right to live and work in the country including requesting a DBS check prior to employment start date to reduce the risk of crime being carried out in the premises
- 10) Treat individuals with respect, dignity and providing help where required e.g., support drunk patrons to access safe transport to their chosen destination
- 11) Refuse to sell alcohol to individuals who are drunk and refusing entry where applicable
- 12) Carry out Fire Safety Checks as required by law
- 13) Ensure our business does not cause nuisance to our community and neighbours by monitoring the sound emitting from the premises, ensure lights internally and externally are appropriately placed and not causing a disruption.
- 14) Ensure the Design and layout of the premises promotes easy evacuation and access to exits
- 15) Ensure the business does not exceed the maximum occupant limits as set and agreed by the council
- 16) Ensure the business is registered with the Food Safety Team at the Council and that we follow the Food Safety guidelines contained in the Safer Food, Better Business standards.
- 17) Avoid disruption caused by potential queuing at the entrance of the building to create a guided queuing area away from public road
- 18) Decline entry to the building for Adults only from 9pm (Individuals aged 18 years and older)
- 19) Adopt the Challenge 21 & 25 and implement at the bar
- 20) Ensure the premises is adequately ventilated, has appropriate AC Installed and serviced regularly
- 21) Log and repair damages to premises or equipment
- 22) Develop and maintain relevant policies and procedures that align with industry best practices such as Purple Flag Standard, Licensing Act 2003, Drink Aware & Vulnerability, Ask for Angela, Equality Act, Safe Spaces etc.

b) The prevention of crime and disorder

Continued from previous page...

To prevent crime and disorder, we will carry out the following activities:

- 1) Commit to implementing the 2006 challenge 25 policy at the bar counter and when offering table service.
- 2) Drunkenness on premises & in Public: We will refuse the sale of alcohol to individuals who present as being drunk and staff will be trained to de-escalate the situation and ensure refusal does not result in abuse, arguments or violence. Staff will also be trained on their responsibility under the Licensing Act 2003 on identifying/recognising appropriate cut-off points for serving customers. We will also ensure to develop, implement and review of a drunkenness policy which will be trained to staff and would cover measures to be taken to prevent customers from being drunk e.g., refusal of sales, actions staff will take in the event of drunkenness and a zero-tolerance policy toward aggressive and abusive behaviour. Repeat drunk offenders will be refused future entry to the building. Where required, drunk individuals would be asked to leave the building and escorted out by security staff. We aim to have adequate number of security staff over the weekend which would be compensated by the Castle Quarter security team. Castle Quarter security personnel regularly patrol the building to identify drunken behaviour and intervene as necessary. This includes raising awareness of such individuals to the bar staff or ejecting the individual from the premises if they present with offensive or abusive behaviour. For those who are unaccompanied, upon ejection, security personnel will assist them to book or call a taxi/appropriate transport for them to their relevant destination. This will be offered but will be with the consent of the individual. This will prevent public drunkenness and promote public safety.
- 3) Keep Illegal Activities Away from Premises: CCTV will be in use at the premises. There are a total of Eleven (12) CCTV points on the premises to ensure all angles are covered and following advice from reputable CCTV and security companies. The DPS and staff will be responsible for ensuring images from the CCTV are retained for a minimum of 31 days. We recognise that to support an investigation, the Police and emergency services may request that CCTV footage is retained for longer and have made provision through cloud-based storage. CCTV equipment shall be maintained in good working order, regularly serviced as appropriate and continually record both during and after licensable activity takes place. If the CCTV equipment (Including any mobile units in use at the premises) breaks down the DPS or responsible staff in his/her absence shall verbally inform the Licensing Authority and the Police as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as reasonably practicable and without delay. Staff available during licensable hours will be trained and skilled to be able to reproduce and download CCTV images when requested. The Premises Holder will work closely with the police and report any concern or suspected crime immediately including sharing evidence of such on request e.g. CCTV footage. A notice informing of CCTV recording will be displayed on entry and within the premises. We will ensure to develop and implement a Privacy Impact Assessment, register and follow the guidelines of the ICO (Information Commissioner's Officer).
- 4) Protecting People: All security staff will possess an SIA license which evidences appropriate training and qualification have been achieved. As mentioned above, individuals (drunk or not) presenting aggressively will be safely ejected from the premises to prevent escalation of the situation or putting patrons in harm's way. Although bottles of beer will be sold within the building, this will be poured and served in polycarbonate glasses. Having an appropriate number of security on the premises and patrolling during licensable activities means we can spot aggressive behaviours before they escalate to physical violence. We will recruit a sufficient number of staff and use modern technology tills to reduce bar queues which would afford staff ample time to clear out used bottles. In cases of emergencies, security personell will support health professionals with crowd control and ensure they have adequate space to assess and treat individuals. In addition, staff will be trained to administer basic first aid with a designated first-aider present during licensable activities. First aiders and staff will act as contact points for providing patrons with information about reporting harassment, abuse and safe options to travel home where the individual is deemed capable of arranging their transport. Where they are unable to do so, staff (including security) will support booking appropriate affordable transportation.
- 5) Litter: To prevent litter, we will provide bins at the bar area and ask that individuals do not carry these outside the premises. Door security guards will ensure opened visible drinks are consumed and empty cups are left within the premises which would subsequently be cleared and appropriately disposed off by staff. We will ensure adequate commercial disposal of refuse is in place and carried out regularly by a professional & reputable waste company.
- 6) Right to Work: We will ensure all individuals employed within the premises have a legal right to work within the UK and will keep a record of checks and copies of documents reviewed as evidence. This will be presented at the request of the

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Home Office.

c) Public safety

1) Fire Safety - We will ensure to follow all Health & Safety and Fire Safety requirements. We will conduct an external Risk Assessment of the premises and implement recommendations prior to launching the business. The Fire Alarm system will be tested and serviced by a reputable local business prior to opening and we will ensure to carry out all legal tests and procedures to ensure public safety. There are installed fire suppression system on all floors which will continued to be maintained to the highest level.

The internal Fire Risk Assessment shall be developed and trained to staff to ensure procedures within the assessment are strictly followed. In addition to Fire Risk Assessment, we will develop and implement a Health & Safety Risk Assessment and we will have a H&S champion within the team. A H&S poster will be put in the staff rooms with information of contact details. This H&S champion will liaise with the DPS to ensure the business continues to strive to achieve the highest level of public and staff safety. The main entrance to the front of the building and an Emergency Exit to the rear will be adequately lit up so that patrons can identify their closest exit easily. There is also an emergency exit in the basement/cellar which leads to the car park and assembly point. An Emergency Plan will be developed, implemented and reviewed annually to ensure suitability. This will include training and conducting drills to equip staff with the knowledge and skill to respond appropriately in an emergency. In addition, we will ensure adequate testing of Electrical equipment, swift repairs identified electrical faults and prevent smoking within the premises. Castle Quarter is a non-smoke area and to prevent smoking, smoke alarms have been installed in all public, toilet and exit areas of the building. Notice will be displayed within the premises instructing people not to smoke within the premises and adequate smoking area /bin will be provided to the front of the building which will prevent litter. A smoking policy will be implemented and trained out to all staff.

2) Insurance: As a responsible business we will ensure to have adequate Public and Employer's Liability Insurance. A certificate of this will be displayed within the premises.

3) Food Sale: We will ensure to source food to be sold at the premises from reputable businesses with a minimum of 4-star Hygiene rating. We will ensure the premises is registered with Norwich City Council and have adequate Food Hygiene rating that represent high quality food preparation and service. As experienced business Directors we understand the importance of food hygiene and are critically aware of the dangers of poor practices. We will ensure to complete in detail, the Safer Food, Better Business guideline and sign up to The Nationwide Caterers Association Membership Scheme.

4) Premises Layout: The premises has been designed to offer easy access to exit doors. The positioning of the bar, chairs, tables and sofa mean there is less obstruction when entering and exiting the premises. There are two main toilets on the top floor, staff toilet & disabled toilets on the ground floor which makes it accessible for customers and staff.

5) Other: As mentioned above, we will promote the use of polycarbonate glasses in place of bottles where possible. CCTV cameras have been installed in all areas, entry and exit of the premises. Suitable electrical circuits and cut-outs have been installed and will be regularly serviced as appropriate. An full and thorough electrical test will be carried out in the building prior to opening and regular assessment or testing will be conducted when due.

d) The prevention of public nuisance

Experience - We are experienced in hosting events in Norwich having run AfriFest East for two years at Chapelfield as well as Lagos Night (Night time event) successfully without concerns or complaints. These events have recorded over 10,000 attendances over the last 4 years.

Location & Premises - Although the premises is located in the city centre, it is on a street which has less traffic and cluster of people. To prevent noise and public nuisance, we commissioned a noise impact assessment conducted by a reputable acoustician and plan to implement the recommendations presented in the noise impact report. This means, we will not create unpleasant disturbance to neighbours and the community while open. Although the premises is open until 01:00am (latest time of the week), we aim to ensure patrons begin to gradually leave the building from 12.30pm which would provide a measured wind-down process. As part of the winding down process, patrons will be reminded of their responsibility to leave the premises without causing disturbance to any properties who may be affected. To achieve this, we will refuse entry from 12pm and ensure anyone who leaves the premises is not allowed back in. Doing this would reduce

Continued from previous page...

the number of people leaving the building at one time and thereby reduce the potential of creating public nuisance. In addition, the premises has historically had a license until 12am prior and as such, related and appropriate measures have already been put in place e.g., Sound proofing, Air Conditioning/Ventilation etc. Before launching the business, we will ensure the Air conditioning is serviced and checked on a regular basis as advised by professionals. The windows of the Premises have been sealed and a noise monitoring device will be installed in accordance with the noise impact assessment recommendation.

Management of Staff: As directors have many years of management experience and we understand the importance of having appropriate number of staff in order to deliver safe, sound and quality service. As such, we will ensure to recruit, train and rota in appropriate number of staff each day the premises is open and carrying out licensable activities.

Waste: We will use the Castle Quarter waste management service for all recyclable and non-recyclable waste while contracting reputable sanitary and used oil waste companies. Empty cans, cups and bottles will be cleared off the floor as soon as possible by staff, disposed in relevant bins e.g. glass bins and then transferred to a lidded commercial wheelie bin provided by the Castle Quarter. Drinking glass (where relevant) will also be cleared off the floor immediately, washed and stored safely. All food served within the premises will be consumed in the premises and where takeaway boxes are required, we will ensure to follow the Food Safety guidelines on safe handling and packaging of food.

In addition, as mentioned above, we will recruit qualified security personnel who will be responsible to ensure policies and procedures such as refusing entry an hour before closure, exiting individuals, refusing patrons taking bottles outside the premises amongst others are fully implemented. Security staff will undergo regular training and supervision to ensure they treat patrons and public with respect and dignity while carrying out their duties.

e) The protection of children from harm

We will protect children from harm by controlling access, ensuring appropriate supervision, and preventing underage alcohol consumption. Children will not be permitted on the premises after 21:00 unless attending a pre-booked private event with responsible adult supervision, and younger children will always be accompanied by an adult.

A strict Challenge 25 policy will operate at all times, with only approved photographic ID accepted. All refused sales will be recorded in a refusals book, which will be made available for inspection by Police or Licensing Officers of the council on request. Staff will receive training on age-restricted sales, safeguarding, recognising vulnerability, intoxication, exploitation, and how to respond to concerns, with training records kept for inspection. Any child or young person who appears vulnerable or at risk will be supported immediately by trained staff, and the venue will operate recognised safeguarding schemes such as Ask for Angela.

Music, entertainment, and promotional content will be appropriate during family friendly hours, and no adult entertainment will take place. Alcohol will be securely controlled, and staff will monitor for proxy purchasing. All incidents or concerns involving children will be logged and shared with authorities where necessary, overseen by the designated safeguarding lead. The premises layout, CCTV coverage, and supervision practices will ensure a safe environment, and private events involving children will require responsible adult oversight. Policies will be reviewed regularly to maintain a safe, inclusive environment for young people.

If it is known that a customer intends to purchase alcohol to provide to minors, then that sale will be refused and reported accordingly

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

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Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

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- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

DECLARATION

Continued from previous page...

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/norwich/apply-1> to upload this file and continue with your application.

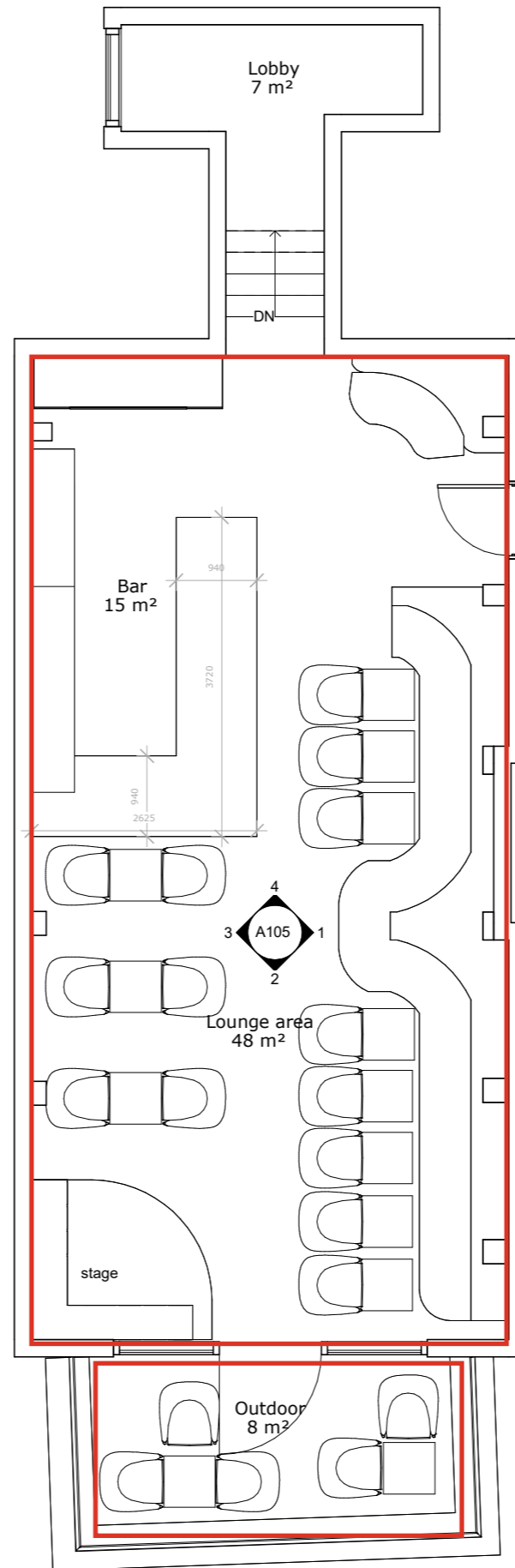
Don't forget to make sure you have all your supporting documentation to hand.

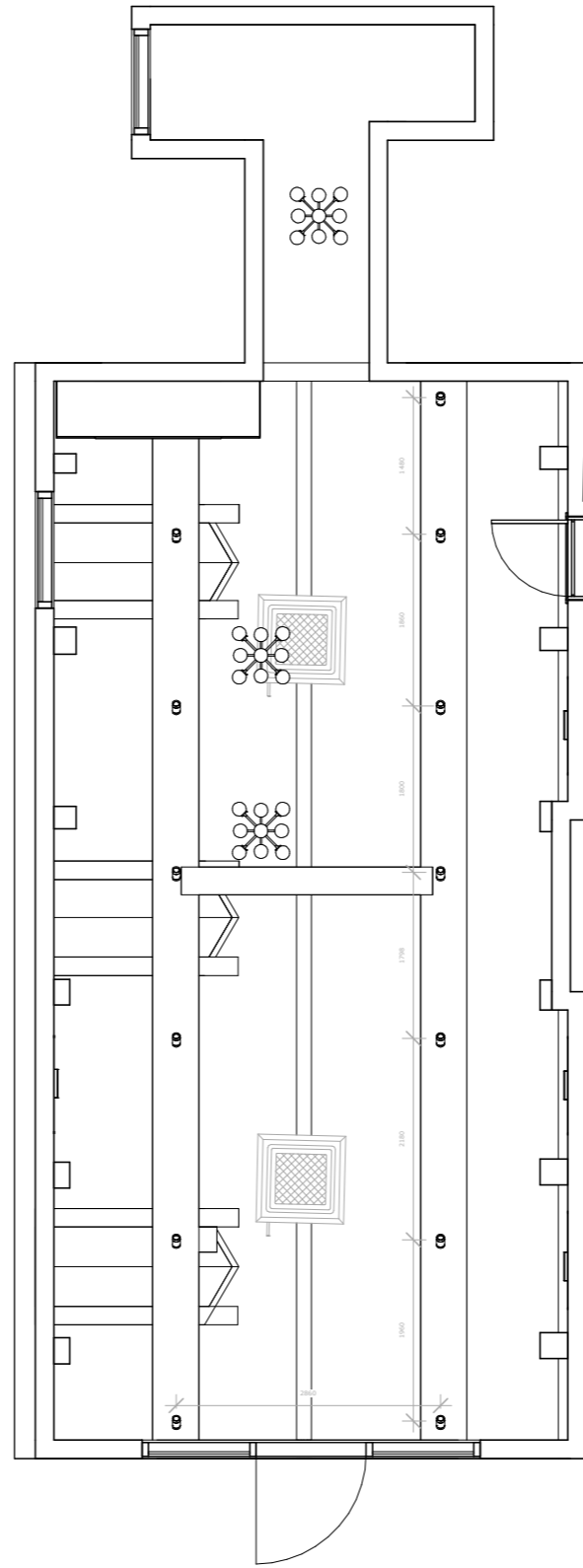
IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

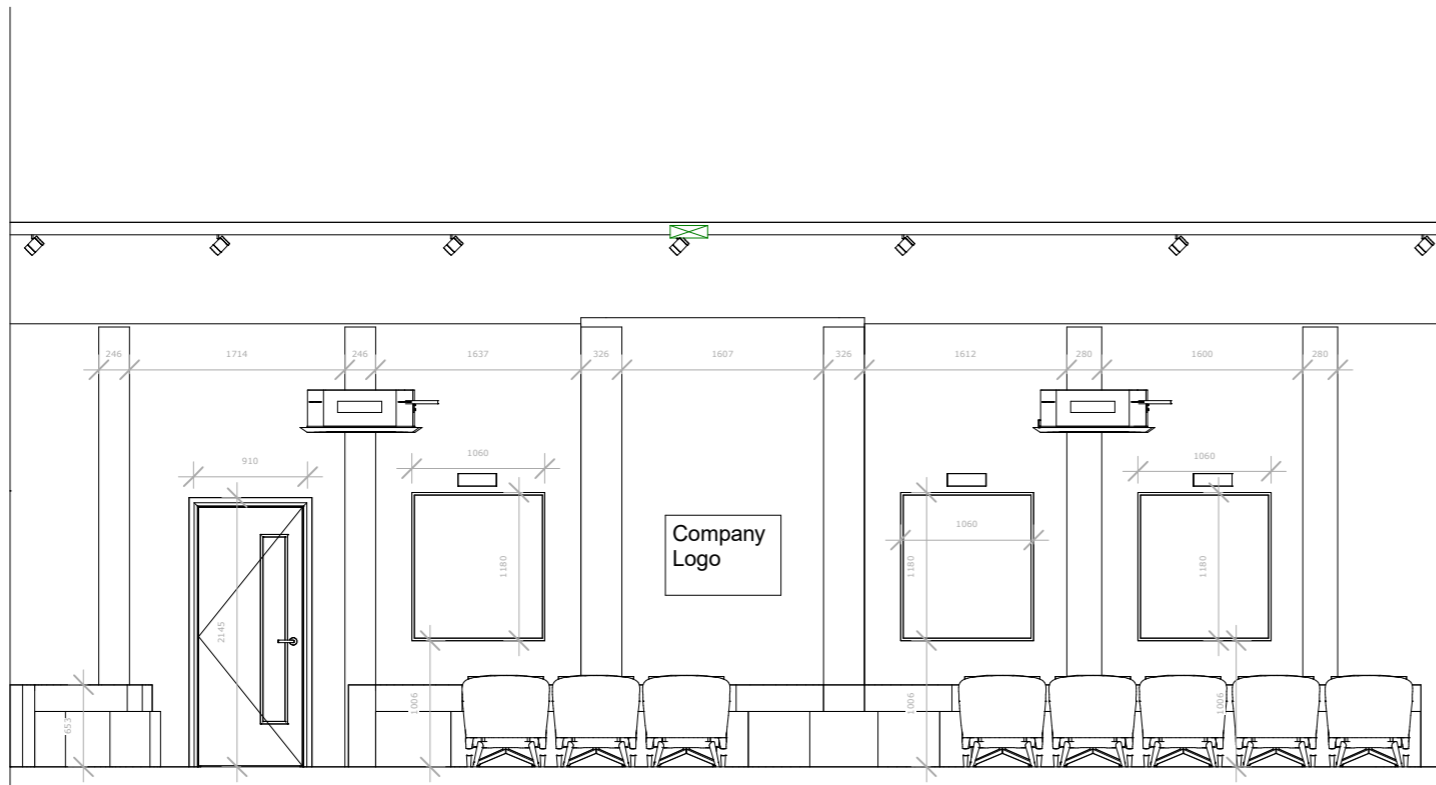
IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT 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

OFFICE USE ONLY

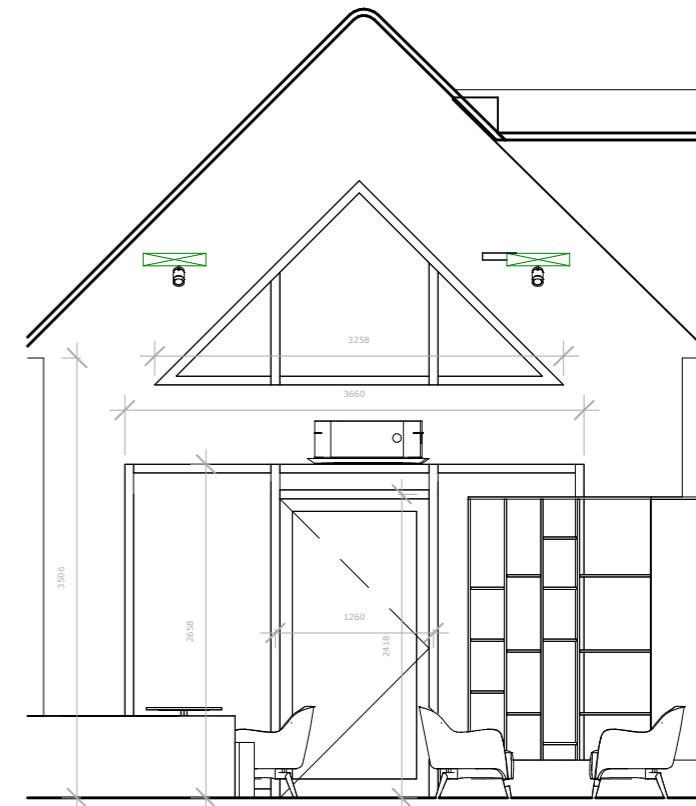
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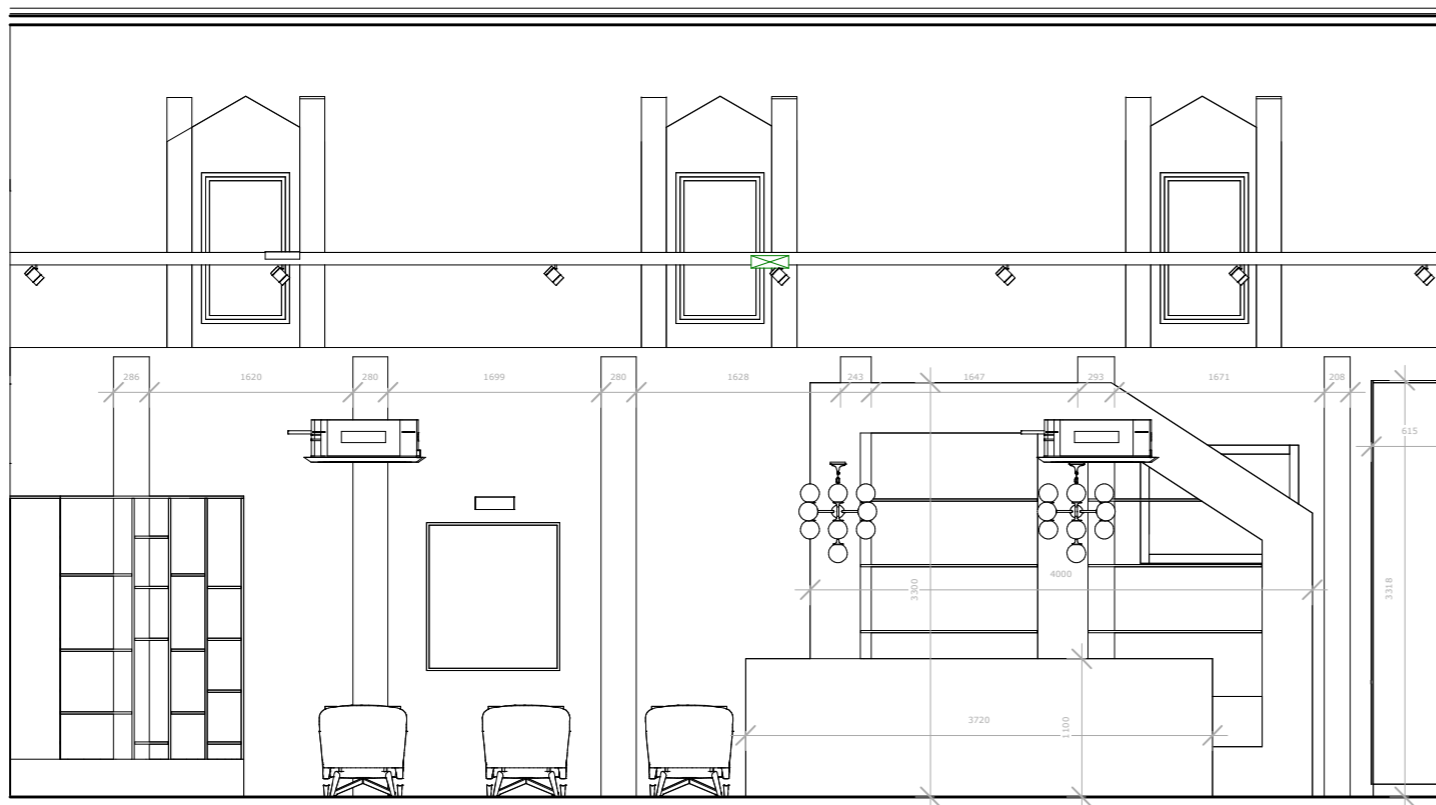




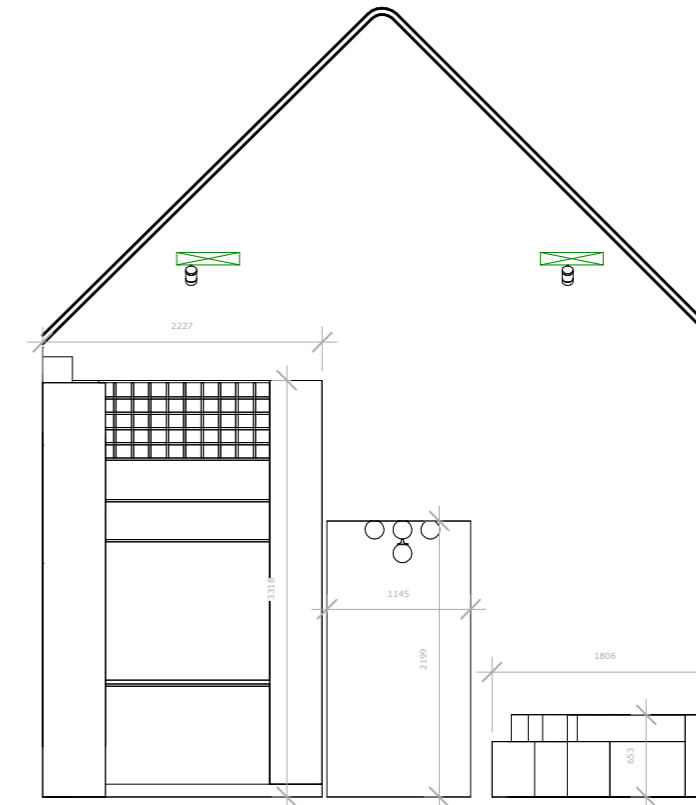
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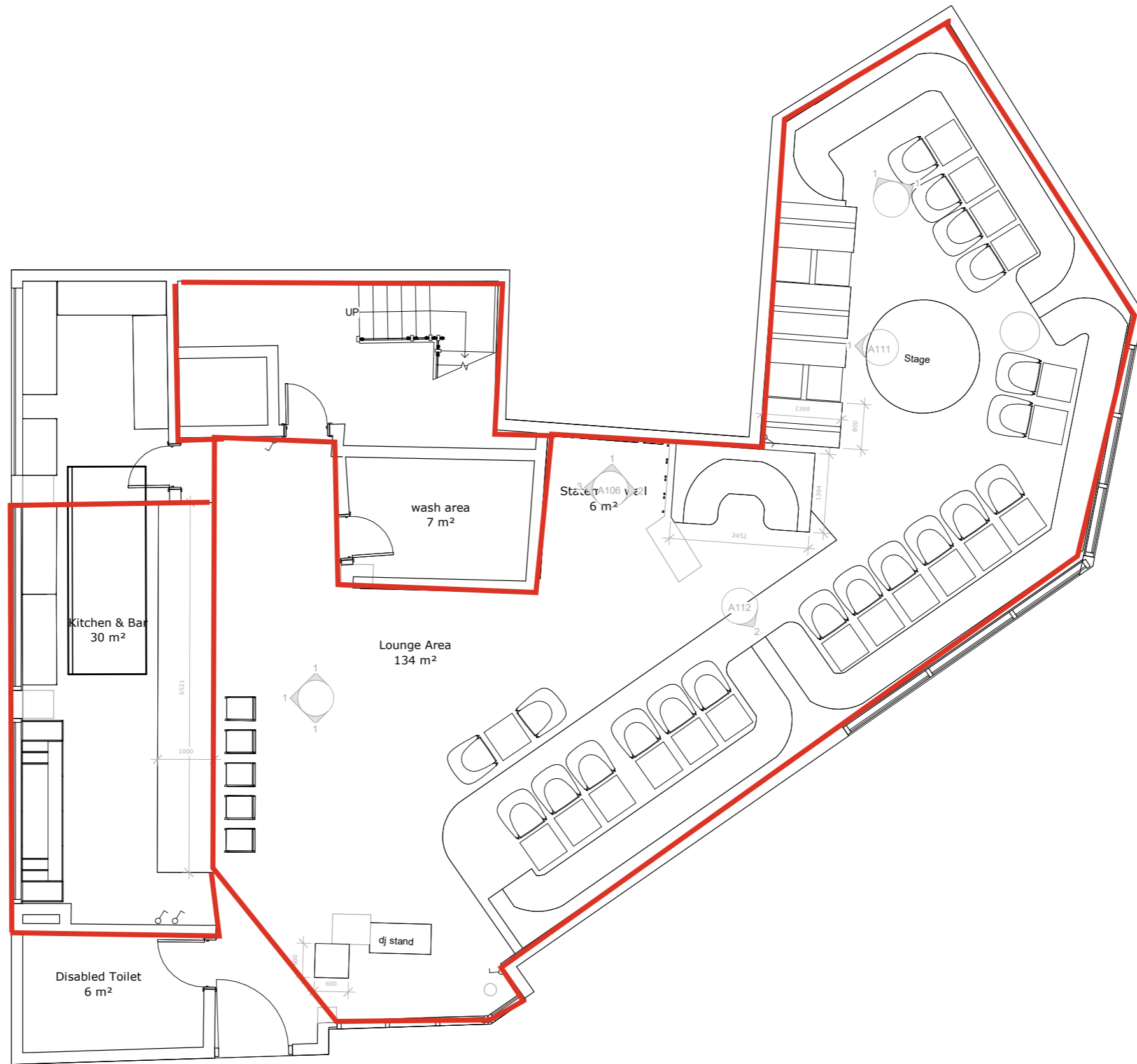
2 First Floor Elevation 1 - b
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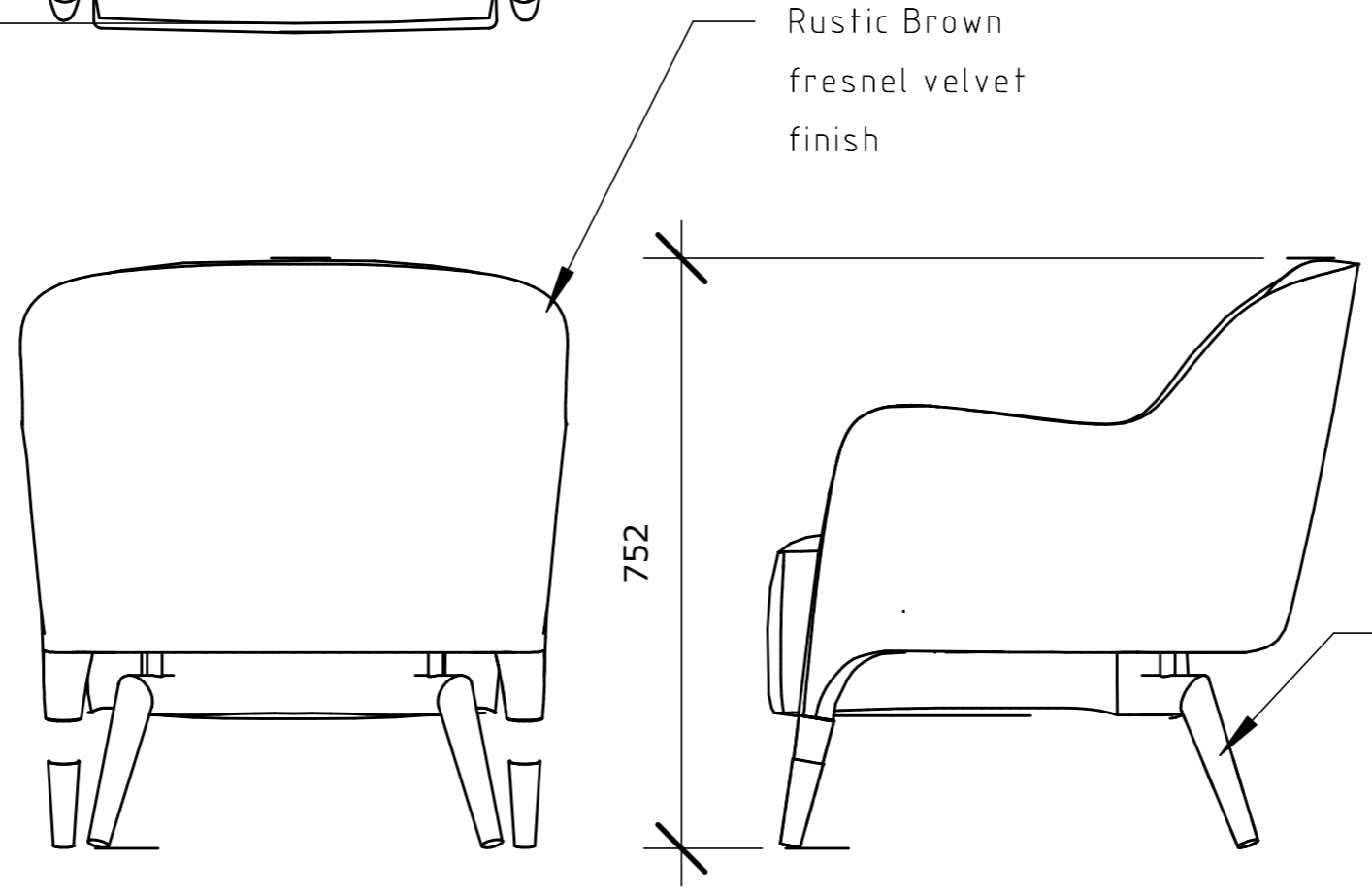
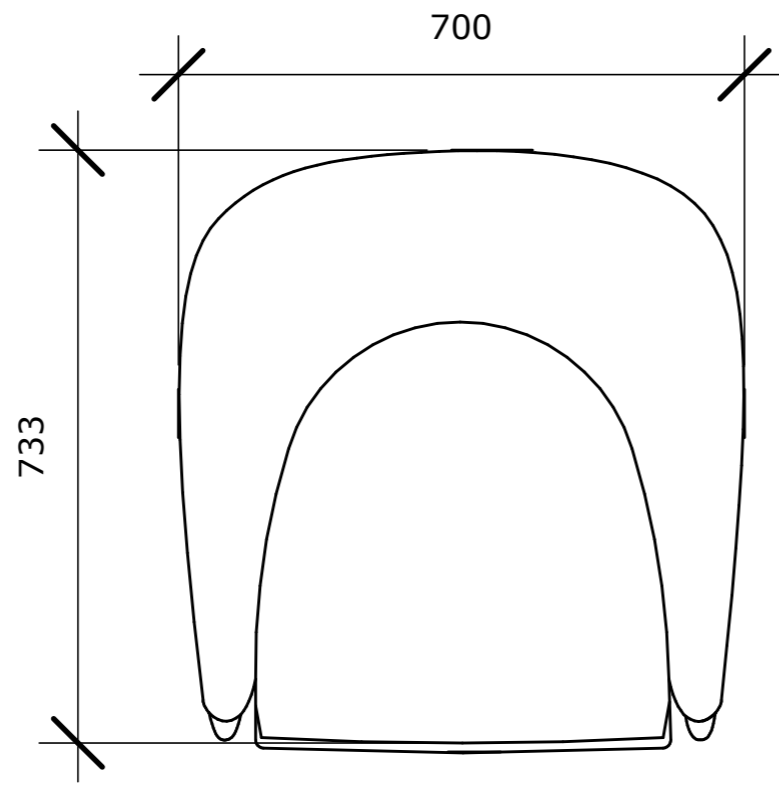


3 First Floor Elevation 1 - c
1 : 50



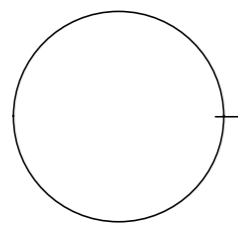
4 First Floor Elevation 1 - d
1 : 50





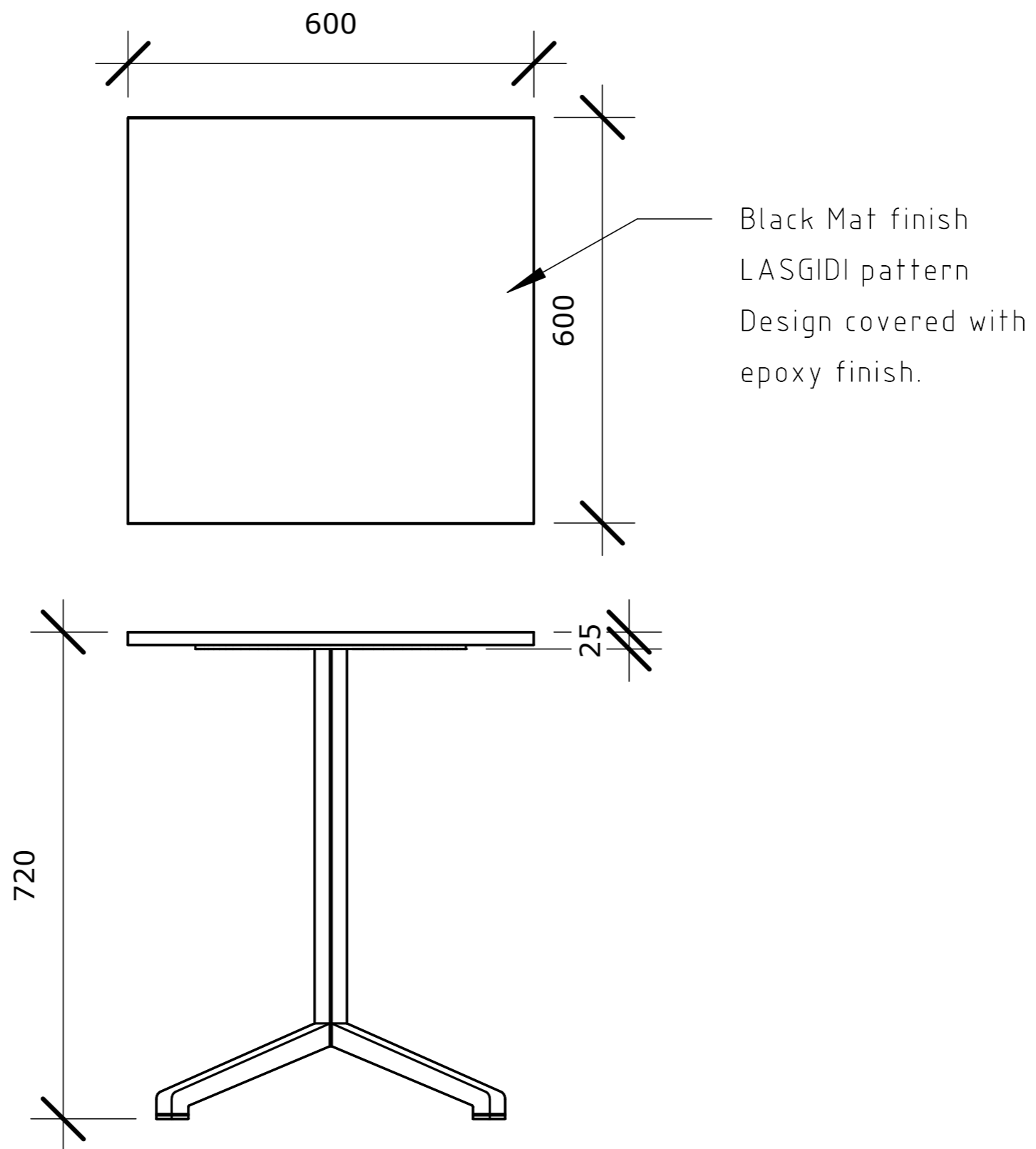
Rustic Brown
fresnel velvet
finish

Rustic Bronze
fiinish for the
bar stool metal
leg

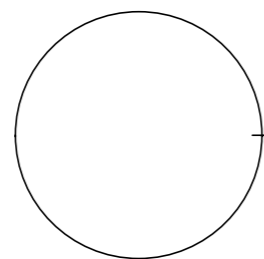


Arm Chair

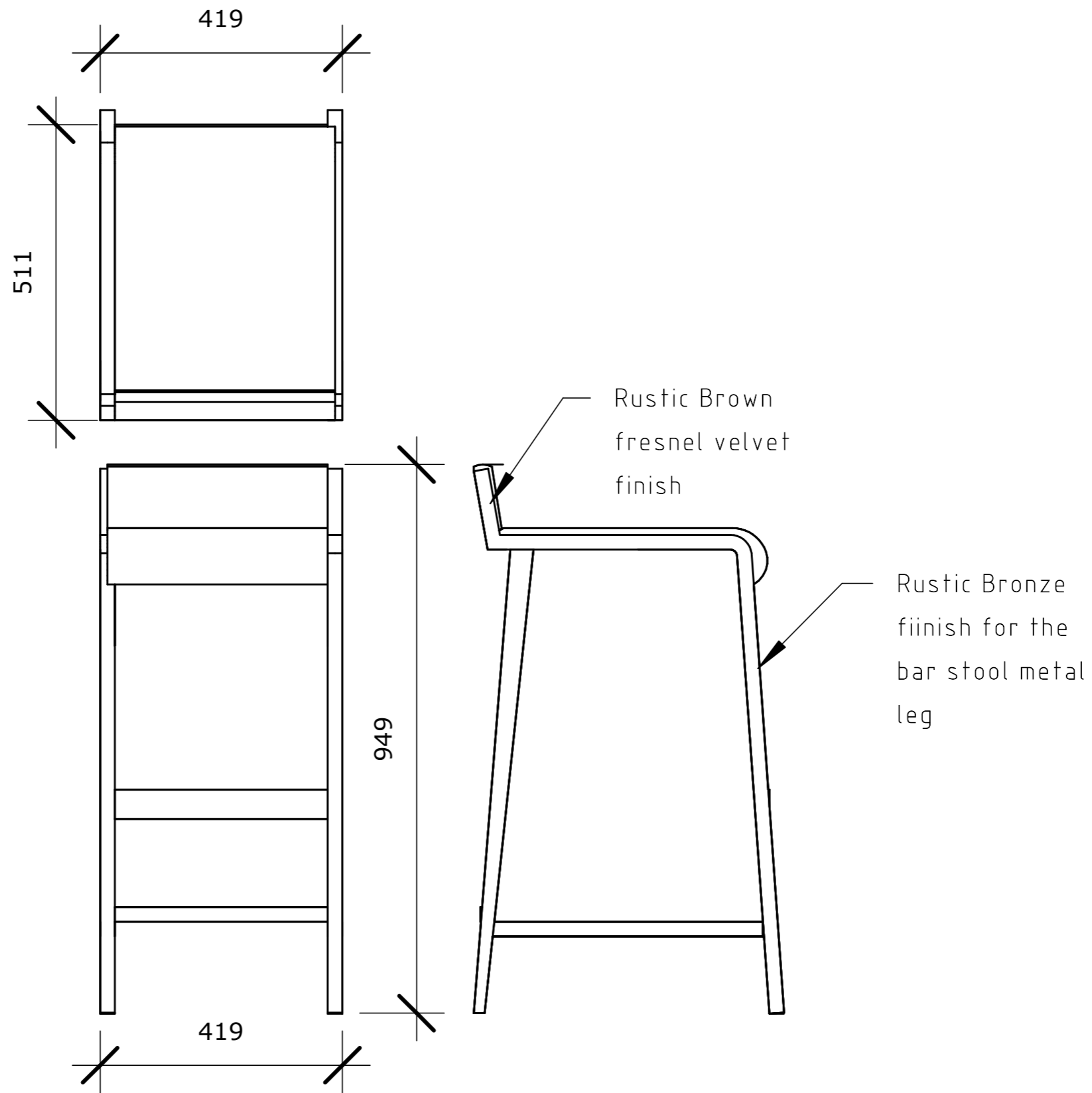
1 : 20



Bar Table

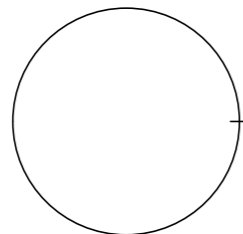


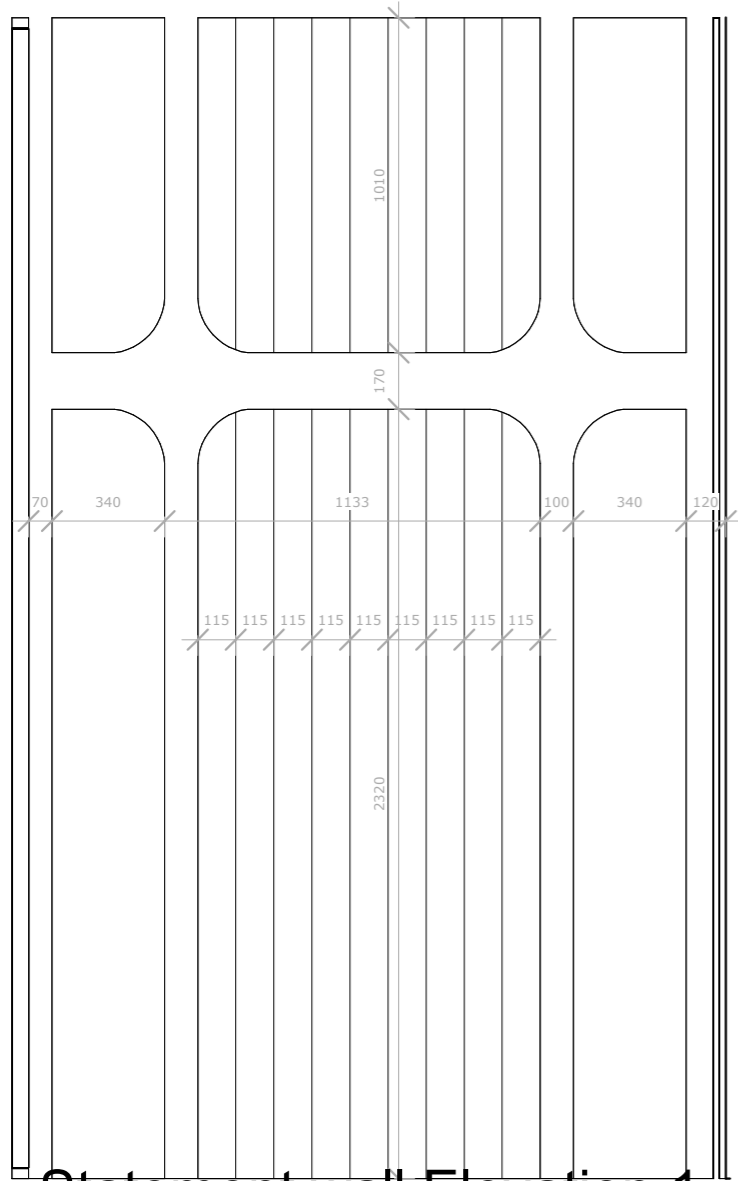
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Bar Chair

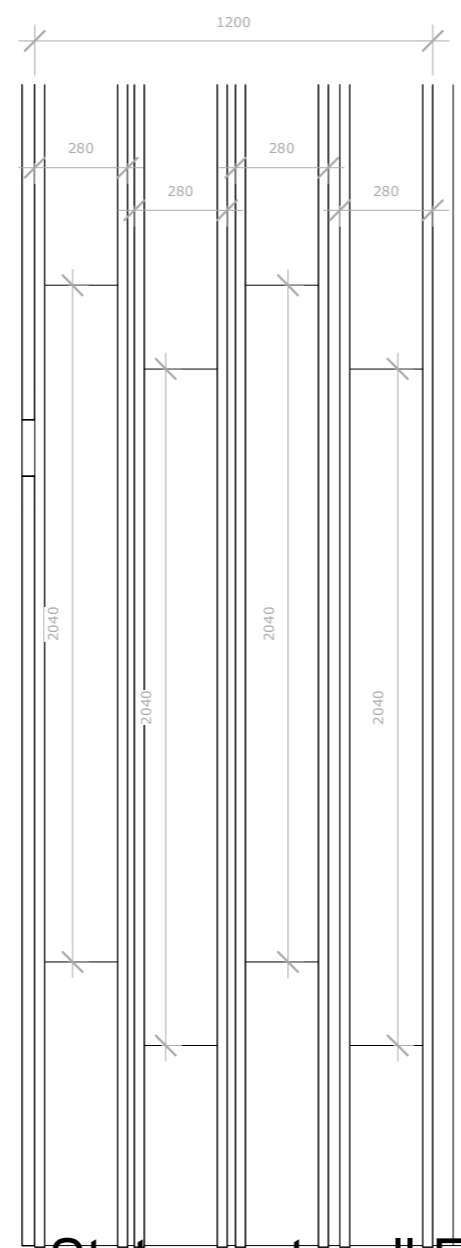
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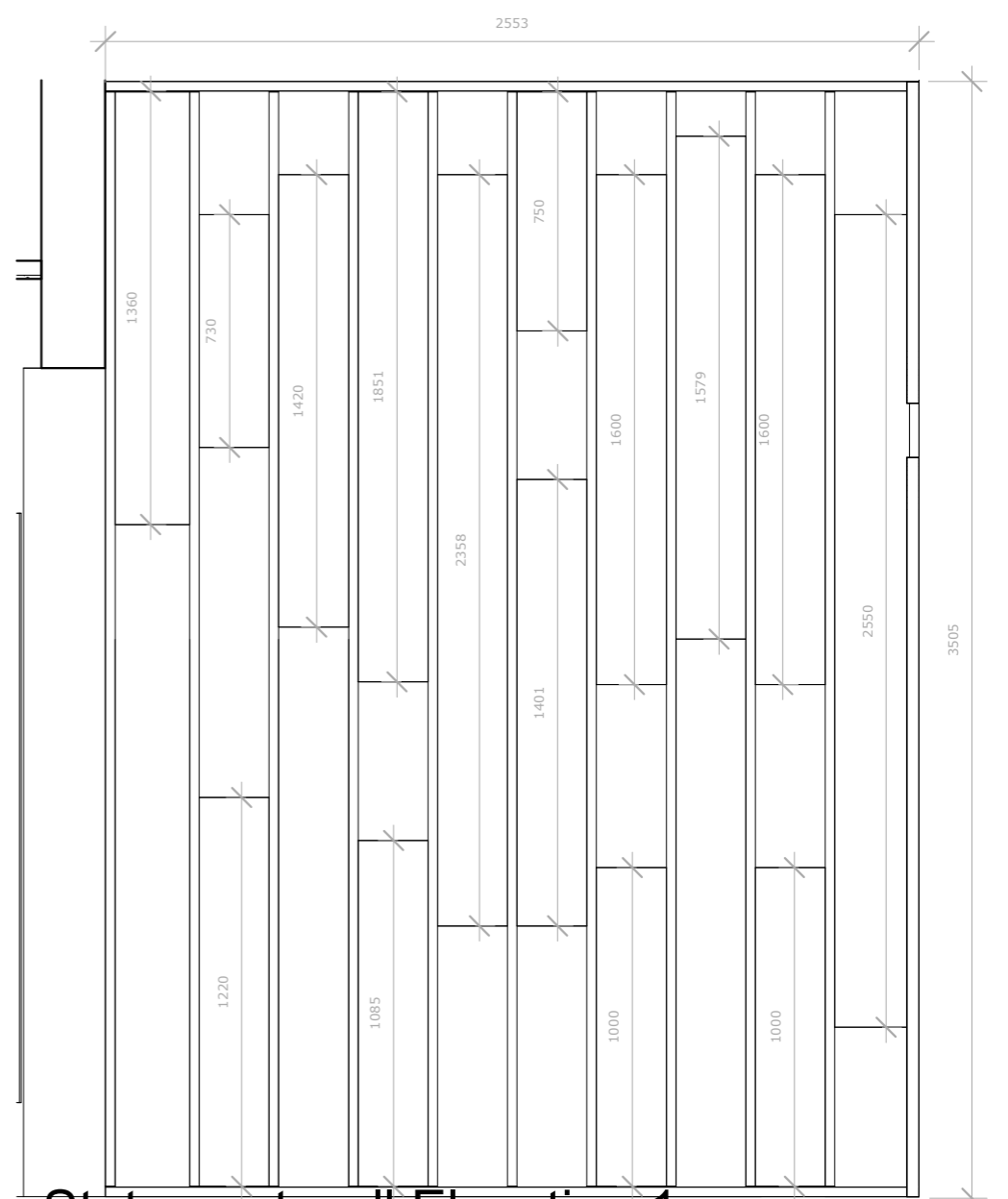
Statement wall Elevation 1 -

1 a
1:20



Statement wall Elevation 1 -

2 b
1:20



Statement wall Elevation 1 -

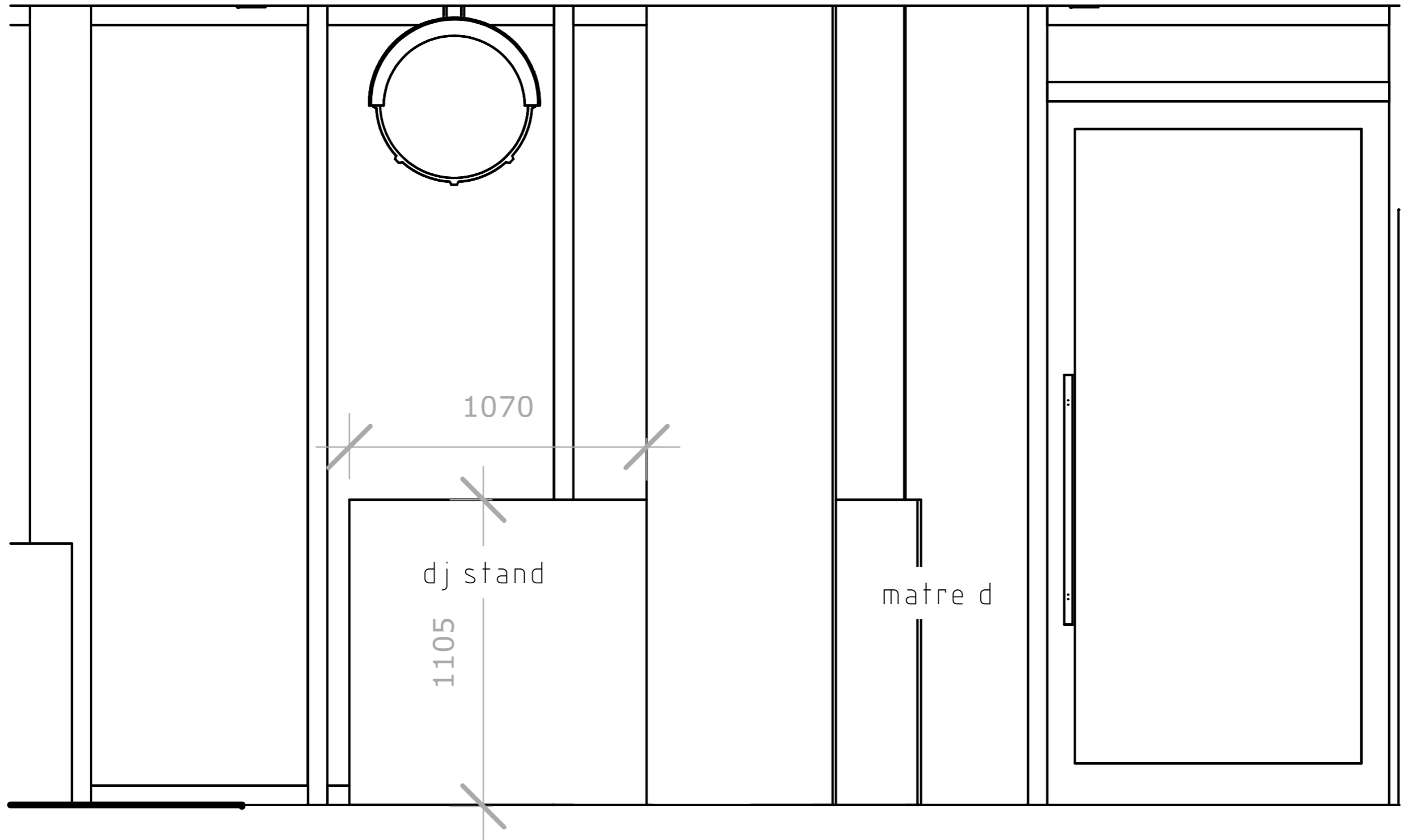
3 d
1:20



1

Bar Elevation 1 - a

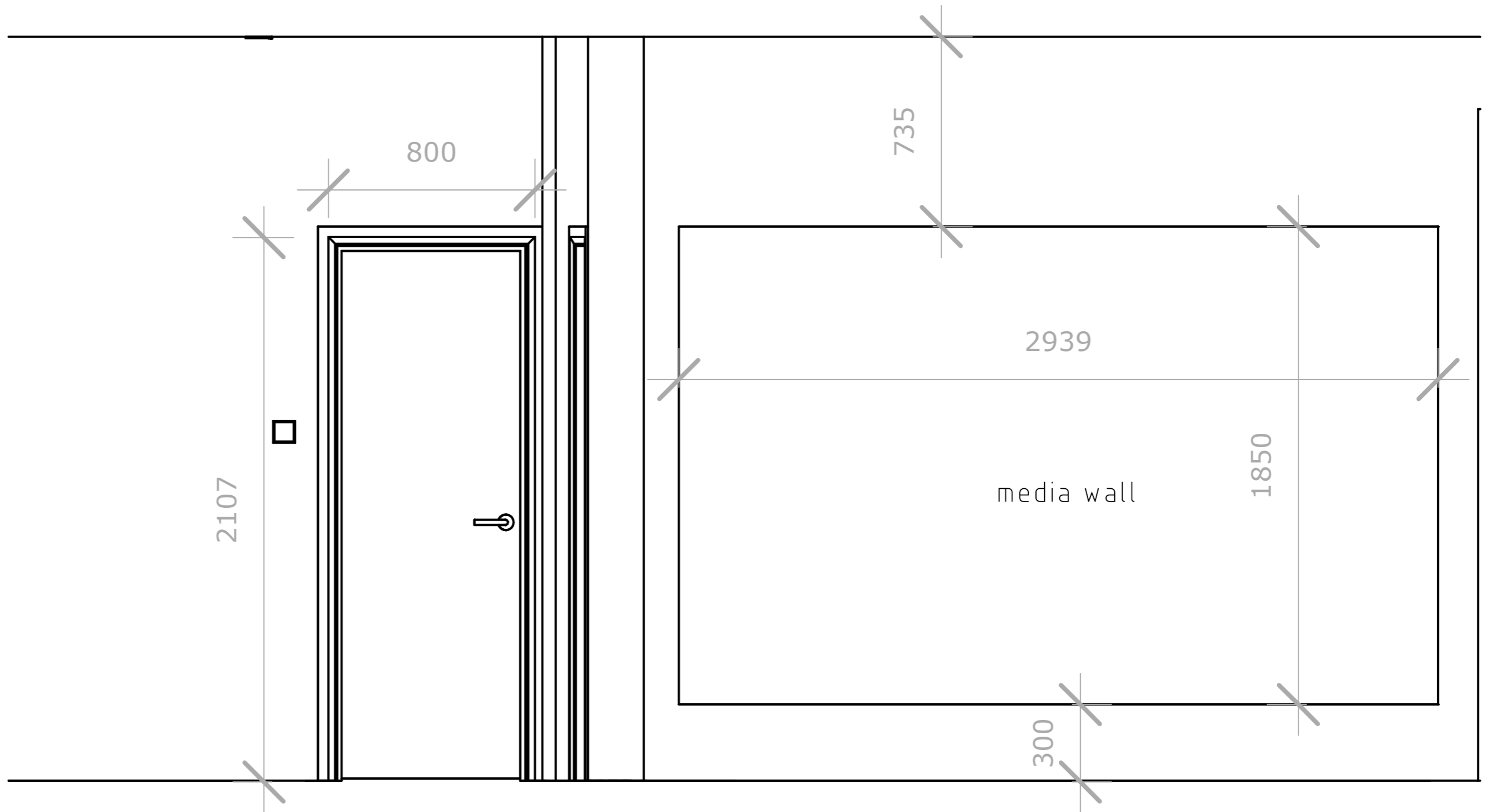
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1

dj stand Elevation 1 - d

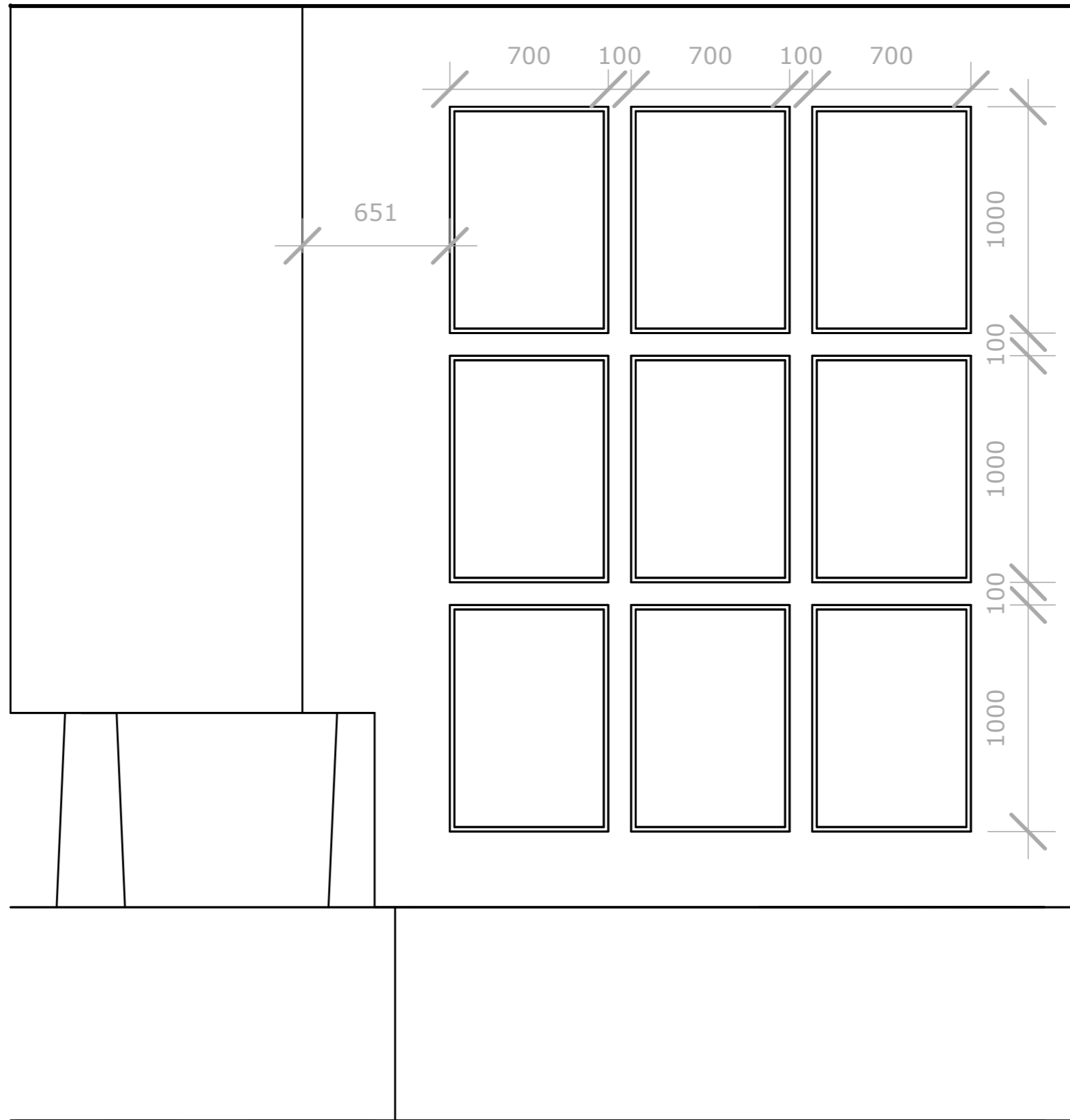
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1

Media wall Elevation 1 - b

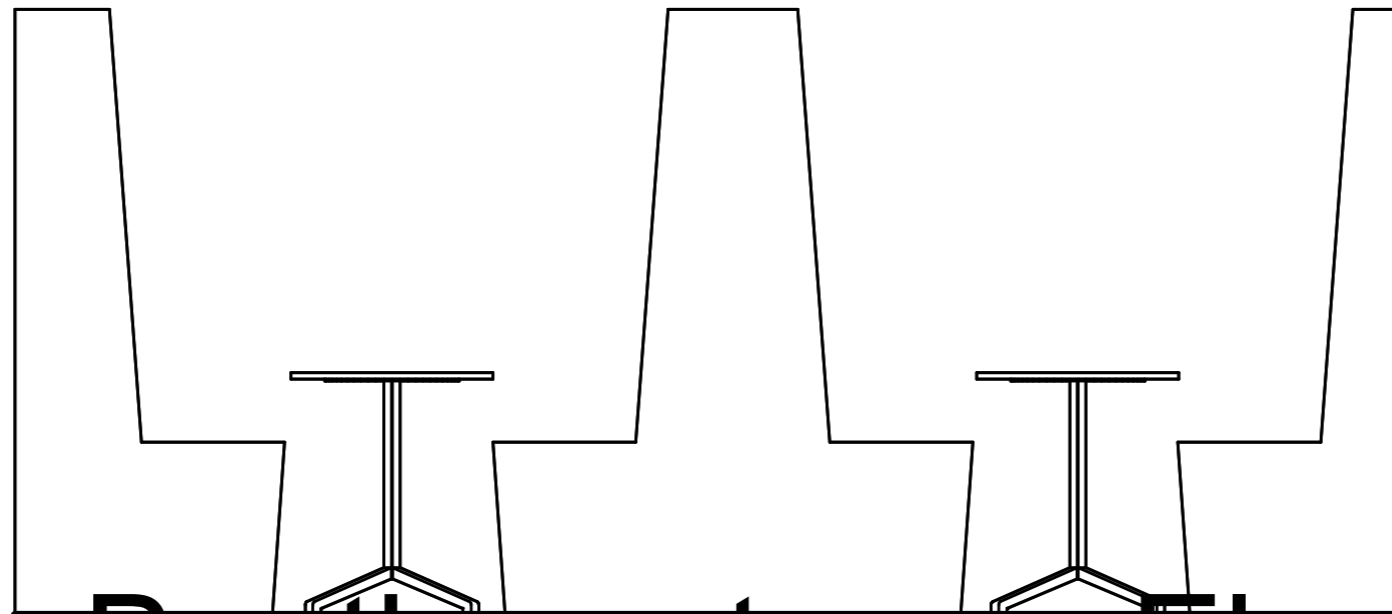
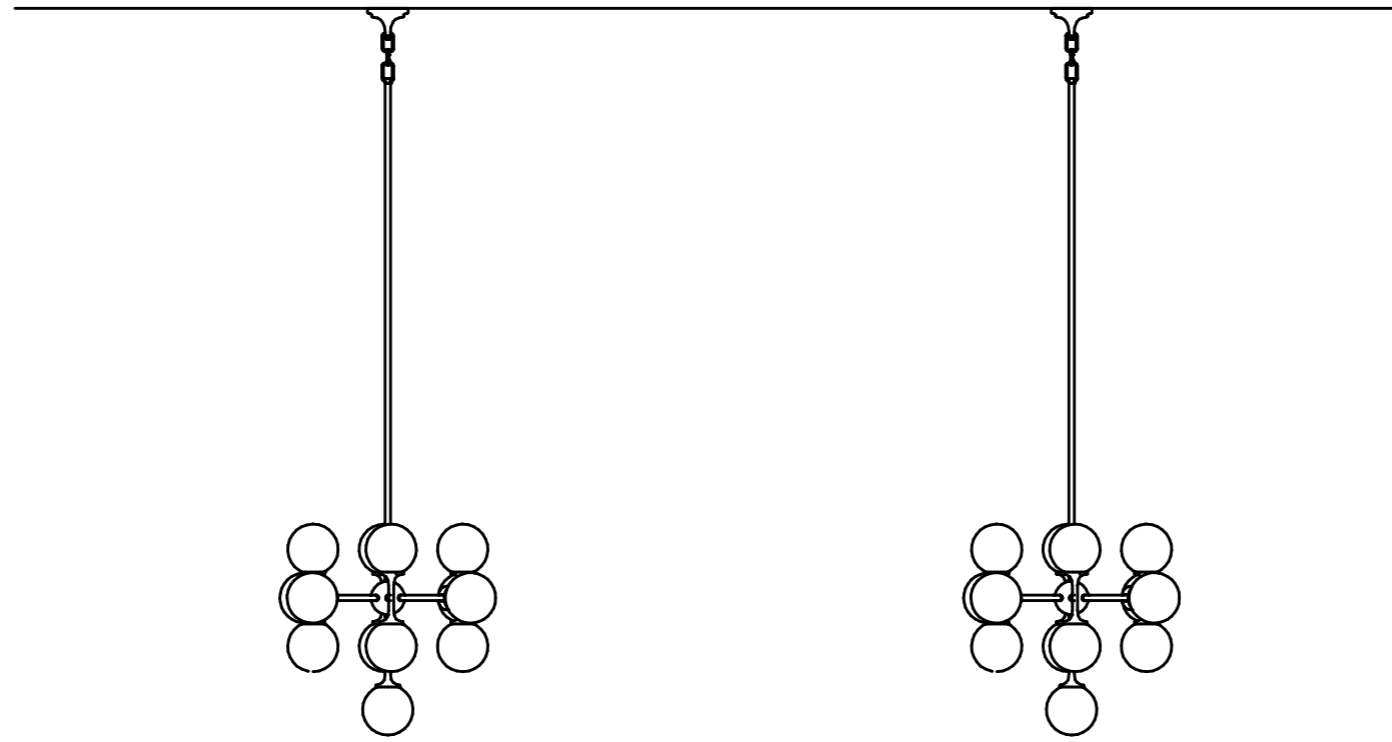
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1

artwork wall Elevation 1 - a

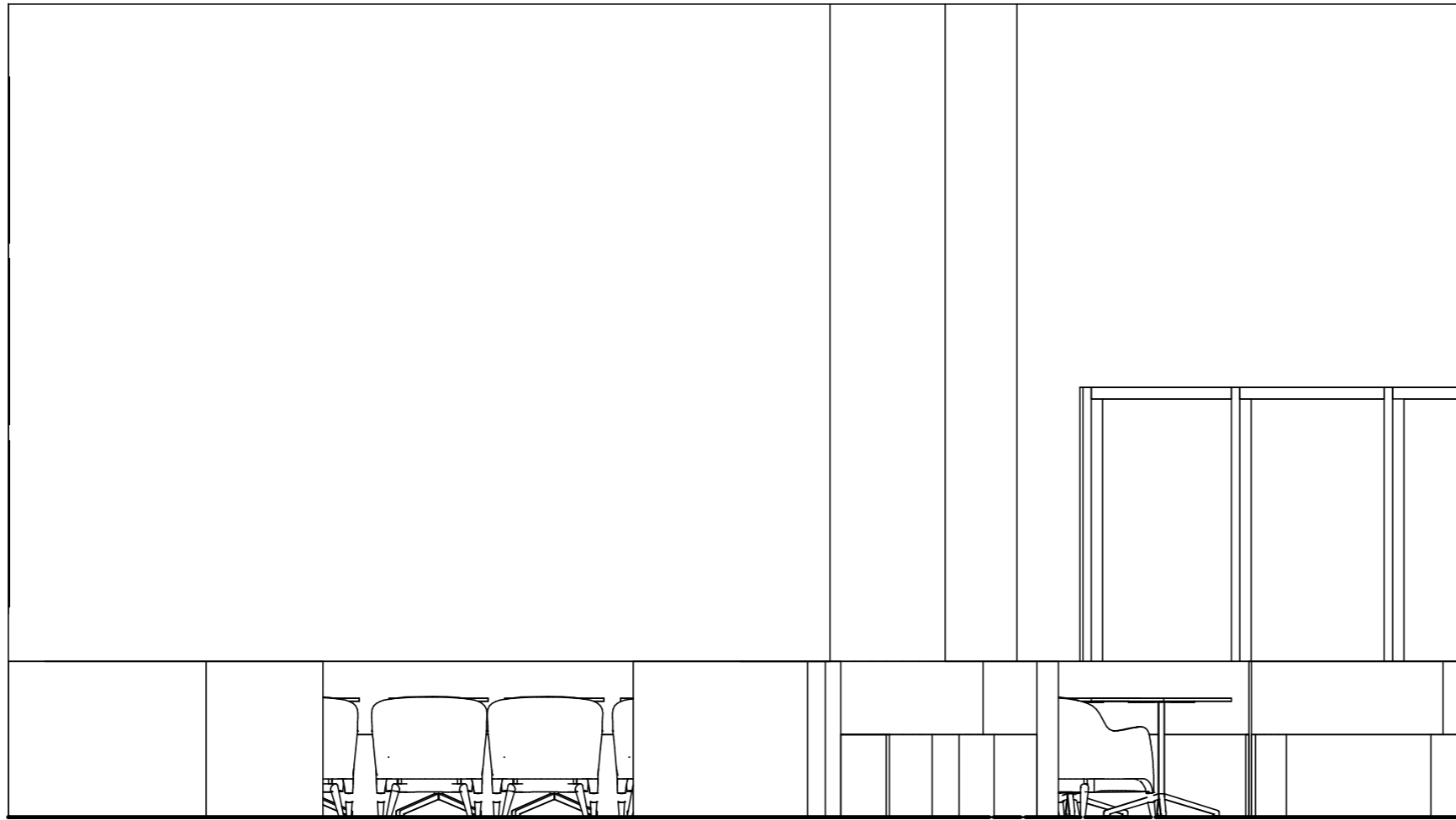
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Booth seat area Elevation 1

1

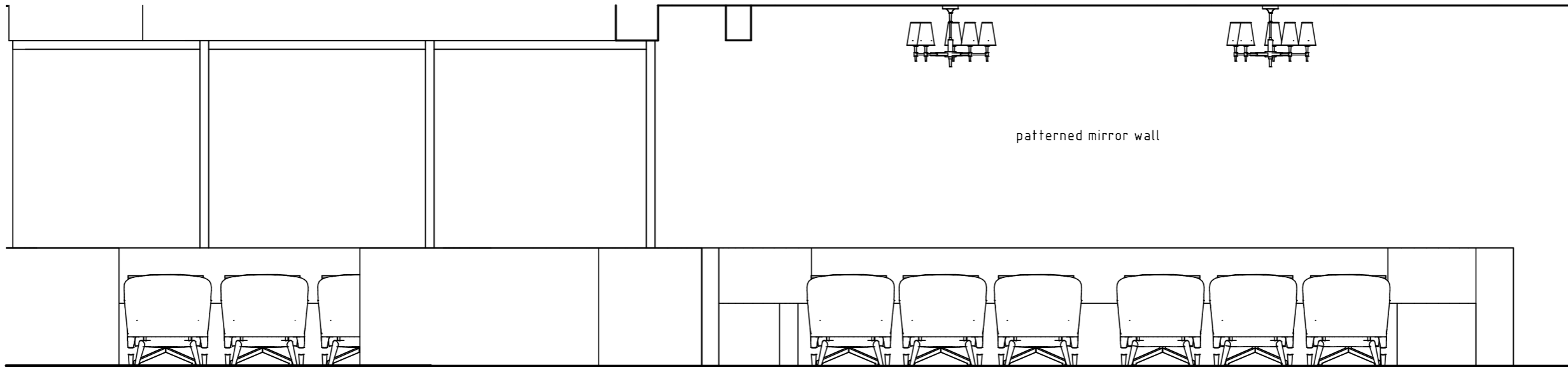
- a
1 : 50



1

Lounge 2 Elevation 1 - b

1 : 50



2

Lounge Elevation 1 - a

1 : 50