Licensing, Public Protection
Tamworth Borough Council
Marmion House, Lichfield Street
Tamworth, Staffordshire
B79 7BZ
Telephone - 01827 709 445
Email - publicprotection@tamworth.gov.uk

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I **SHARMILA ANANDARAJAH**
(Insert name(s) of applicant)
apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description 85 Bolebridge Street Tamworth B79 7PD.			
Post town	TAMWORTH	Postcode	**B79 7PD**

Telephone number at premises (if any)	
Non-domestic rateable value of premises	**£11000**

Part 2 - Applicant details

Please state whether you are applying for a premises licence as appropriate		Please tick as appropriate
a)	an individual or individuals *	X please complete section (A)
b)	a person other than an individual *	☐
	i as a limited company/limited liability partnership	☐ please complete section (B)
	ii as a partnership (other than limited liability)	☐ please complete section (B)
	iii as an unincorporated association or	☐ please complete section (B)
	iv other (for example a statutory corporation)	☐ please complete section (B)
c)	a recognised club	☐ please complete section (B)
d)	a charity	☐ please complete section (B)
e)	the proprietor of an educational establishment	☐ please complete section (B)
f)	a health service body	☐ please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales	☐ please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England	☐ please complete section (B)
h)	the chief officer of police of a police force in England and Wales	☐ please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

(A)INDIVIDUAL APPLICANTS (fill in as applicable)

Mr ☐	Mrs ☐	Miss ☐	Ms X ☐	Other Title (for example, Rev)	
Surname **ANANDARAJAH**			**First names** **SHARMILA**		
Date of birth [redacted]	I am 18 years old or over		**X** ☐	Please tick yes	
Nationality [redacted]					
Current residential address if different from premises address	[redacted]				
Post town	[redacted]			Postcode	[redacted]
Daytime contact telephone number	[redacted]				
E-mail address (optional)	[redacted]				
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information) [redacted]					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr ☐	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname			**First names**		
Date of birth	I am 18 years old or over		☐	Please tick yes	
Nationality					
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
16	4	1	2	2	0	2	6

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

DD		MM		YYYY			

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

CURRENTLY EMPTY STORE , THIS WILL RETAIL GROCERY CONVENIENCE STORE ,SELLING CONVENIENCE FOODS ,TOBACCO ,SOFT DRINKS ,LOTTERY ,ALCOHOL .PARCEL COLLECTION SERVICES .

MONDAY TO SUNDAY ,07:00 TO 23:00

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

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

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)		Please tick all that apply
a)	plays (if ticking yes, fill in box A)	☐
b)	films (if ticking yes, fill in box B)	☐
c)	indoor sporting events (if ticking yes, fill in box C)	☐
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	☐
e)	live music (if ticking yes, fill in box E)	☐
f)	recorded music (if ticking yes, fill in box F)	☐
g)	performances of dance (if ticking yes, fill in box G)	☐
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	☐
Provision of late night refreshment(if ticking yes, fill in box I)		☐
Supply of alcohol(if ticking yes, fill in box J)		X ☐

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			**Will the performance of a play take place indoors or outdoors or both – please tick** (please read guidance note 3)		
				Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☐
Mon			**Please give further details here**(please read guidance note 4)		
Tue					
Wed			**State any seasonal variations for performing plays** (please read guidance note 5)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list** (please read guidance note 6)		
Sat					
Sun					

B

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

C

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

D

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

E

<table>
<tr><td colspan="3">Live music
Standard days and timings (please read guidance note 7)</td><td rowspan="2"><u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)</td><td>Indoors</td><td>☐</td></tr>
<tr><td colspan="3"></td><td>Outdoors</td><td>☐</td></tr>
<tr><td>Day</td><td>Start</td><td>Finish</td><td></td><td>Both</td><td>☐</td></tr>
<tr><td>Mon</td><td></td><td></td><td colspan="3" rowspan="2"><u>Please give further details here</u>(please read guidance note 4)</td></tr>
<tr><td>Tue</td><td></td><td></td></tr>
<tr><td>Wed</td><td></td><td></td><td colspan="3" rowspan="2"><u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)</td></tr>
<tr><td>Thur</td><td></td><td></td></tr>
<tr><td>Fri</td><td></td><td></td><td colspan="3" rowspan="3"><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)</td></tr>
<tr><td>Sat</td><td></td><td></td></tr>
<tr><td>Sun</td><td></td><td></td></tr>
</table>

F

<table>
<tr><td colspan="3">Recorded music
Standard days and timings (please read guidance note 7)</td><td rowspan="2"><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)</td><td>Indoors</td><td>☐</td></tr>
<tr><td colspan="3"></td><td>Outdoors</td><td>☐</td></tr>
<tr><td>Day</td><td>Start</td><td>Finish</td><td></td><td>Both</td><td>☐</td></tr>
<tr><td>Mon</td><td></td><td></td><td colspan="3" rowspan="2"><u>Please give further details here</u>(please read guidance note 4)</td></tr>
<tr><td>Tue</td><td></td><td></td></tr>
<tr><td>Wed</td><td></td><td></td><td colspan="3" rowspan="2"><u>State any seasonal variations for the playing of recorded music</u>(please read guidance note 5)</td></tr>
<tr><td>Thur</td><td></td><td></td></tr>
<tr><td>Fri</td><td></td><td></td><td colspan="3" rowspan="3"><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)</td></tr>
<tr><td>Sat</td><td></td><td></td></tr>
<tr><td>Sun</td><td></td><td></td></tr>
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G

Performances of dance Standard days and timings (please read guidance note 7)			**Will the performance of dance take place indoors or outdoors or both – please tick** (please read guidance note 3)		
				Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☐
Mon			**Please give further details here**(please read guidance note 4)		
Tue					
Wed			**State any seasonal variations for the performance of dance** (please read guidance note 5)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list** (please read guidance note 6)		
Sat					
Sun					

H

<table>
<tr><td colspan="3">Anything of a similar description to that falling within (e), (f) or (g)
Standard days and timings (please read guidance note 7)</td><td colspan="3">Please give a description of the type of entertainment you will be providing</td></tr>
<tr><td>Day</td><td>Start</td><td>Finish</td><td rowspan="3"><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)</td><td>Indoors</td><td>☐</td></tr>
<tr><td rowspan="2">Mon</td><td rowspan="2"></td><td rowspan="2"></td><td>Outdoors</td><td>☐</td></tr>
<tr><td>Both</td><td>☐</td></tr>
<tr><td>Tue</td><td></td><td></td><td colspan="3" rowspan="2"><u>Please give further details here</u>(please read guidance note 4)</td></tr>
<tr><td>Wed</td><td></td><td></td></tr>
<tr><td>Thur</td><td></td><td></td><td colspan="3" rowspan="2"><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)</td></tr>
<tr><td>Fri</td><td></td><td></td></tr>
<tr><td>Sat</td><td></td><td></td><td colspan="3" rowspan="2"><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)</td></tr>
<tr><td>Sun</td><td></td><td></td></tr>
</table>

I

<table>
<tr><td colspan="3">Late night refreshment
Standard days and timings (please read guidance note 7)</td><td rowspan="2">Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)</td><td>Indoors</td><td>☐</td></tr>
<tr><td colspan="3"></td><td>Outdoors</td><td>☐</td></tr>
<tr><td>Day</td><td>Start</td><td>Finish</td><td></td><td>Both</td><td>☐</td></tr>
<tr><td>Mon</td><td></td><td></td><td colspan="3" rowspan="2"><u>Please give further details here</u>(please read guidance note 4)</td></tr>
<tr><td>Tue</td><td></td><td></td></tr>
<tr><td>Wed</td><td></td><td></td><td colspan="3" rowspan="2"><u>State any seasonal variations for the provision of late night refreshment</u>(please read guidance note 5)</td></tr>
<tr><td>Thur</td><td></td><td></td></tr>
<tr><td>Fri</td><td></td><td></td><td colspan="3" rowspan="3"><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)</td></tr>
<tr><td>Sat</td><td></td><td></td></tr>
<tr><td>Sun</td><td></td><td></td></tr>
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J

Supply of alcohol Standard days and timings (please read guidance note 7)			**Will the supply of alcohol be for consumption – please tick** (please read guidance note 8)		
				On the premises	☐
				Off the premises	X ☐
Day	Start	Finish		Both	☐
Mon	07:00	23:00	**State any seasonal variations for the supply of alcohol** (please read guidance note 5)		
Tue	07:00	23:00			
Wed	07:00	23:00			
Thur	07:00	23:00	**Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list** (please read guidance note 6)		
Fri	07:00	23:00			
Sat	07:00	23:00			
Sun	07:00	23:00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name [redacted]
Date of birth [redacted]
Address [redacted]
Postcode [redacted]
Personal licence number (if known) [redacted]
Issuing licensing authority (if known) [redacted]

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9). NONE

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			**State any seasonal variations**(please read guidance note 5)
Day	Start	Finish	
Mon	07:00	23:00	
Tue	07:00	23:00	
Wed	07:00	23:00	
Thur	07:00	23:00	**Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list** (please read guidance note 6)
Fri	07:00	23:00	
Sat	07:00	23:00	
Sun	07:00	23:00	

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

ALL DUTIES TO BE A RESPOSNIBLE RETAILER WILL BE CONDUCTED IN A MANNER SUTIABLE NOT TO UNDERMINE THE OBJECTIVES OF THE LICENCE ACT 2003. ALL STAFF EMPLOYED WILL GO THROUGH IN HOUSE ALCOHOL SALES TRAINING.

THE DPS HAS OVER 15 YEARS OF RETAIL CONVENIENCE EXPERIENCE WITH PREVIOUS STORES

b) The prevention of crime and disorder

1. CCTV must be installed and cover all internal areas, including all public entry and exit points. The CCTV unit must be positioned in a secure part of the licensed premises and not within any private area of the location. Access to the system must be allowed immediately to the Police, or an authorised officer of the Licensing Authority in accordance with the Data Protection Act where it is necessary to do so for the prevention of crime and disorder, prosecution or apprehension of offenders or where disclosure is required by law.

2. All images must be kept for a consecutive 28 day period and to be produced to the Police, Local Authority Officers or a Responsible Authority, in relation to the investigation of crime and / or disorder issues and suspected licence breaches, upon request or within 24 hours of such request where it is necessary to do so for the prevention of crime and disorder, prosecution or apprehension of offenders or where disclosure is required by law.

3. The CCTV system must be maintained so as to be fully operational and recording continually whilst the premises are open for licensable activities and during all times when customers remain on the premises.

4. The CCTV system clock must be set correctly and maintained (taking account of GMT and BST).

5. There must be notices displayed throughout the premises stating that CCTV is in operation.

6. There must be a member of staff available at all times who is trained and capable of operating the CCTV system and also downloading any footage required by the Police, Local Authority Officers or a Responsible Authority.

7. Weekly checks must be made of the operation of the CCTV system to confirm that it is working correctly, and such checks must be recorded in a register which is to be signed by the person conducting the check.

This record must be kept fully updated at all times and remain on the premises for inspection by the Police, Local Authority Officers or a Responsible Authority. Records must be retained for a minimum of 12 months.

8. All Alcohol on the shop floor must be stored/ displayed behind the sales counter prior to sale.

c) Public safety

all areas within the premises will be kept clear from obstruction

d) The prevention of public nuisance

Deliveries to the premises shall be conducted in a manner that will not cause a nuisance to the occupiers of any residential properties surrounding the delivery address and deliveries shall be made at a time that will not lead to any public nuisance.

e) The protection of children from harm

Section M (e) The protection of children from harm – Replace all with

1. Challenge 25 must be operated at the premises whereby all persons who appear to be under 25 and purchasing or attempting to purchase alcohol must be asked to provide identification to prove they are over 18 years of age. The only acceptable forms of identification allowed must be a valid passport, valid photo ID driving licence or valid proof of age scheme card with the PASS approved hologram.

2. All staff must be fully trained in relation to the Challenge 25 scheme before being allowed to sell alcohol and a record must be kept of staff training. Training must be refreshed at least every 12 calendar months. Both initial and subsequent refresher training in relation to the sale/supply of alcohol must contain a written or electronic test to be undertaken by the staff member and this record must be signed and dated by both the member of staff and the Designated Premises Supervisor. Such training must be recorded and be maintained at the premises and made available for inspection upon request by a

Responsible Authority. Records for each person must be retained for a minimum of 24 months.

3. A refusals register must be held at the premises and contain details of the time and date of any sales that are refused in relation to persons that are underage. This refusals register must be checked monthly by the Designated Premises Supervisor and endorsed accordingly. This register must be made available for inspection upon request by a Responsible Authority. This register can be written or electronic. Records must be retained for a minimum of 12 months.

4. Challenge 25 signage must be displayed clearly and prominently by all entrances to the premises and at each point of sale where alcohol is sold on the premises.

Checklist:

Please tick to indicate agreement

• I have made or enclosed payment of the fee.	X ☐
• I have enclosed the plan of the premises.	X ☐
• I have sent copies of this application and the plan to responsible authorities and others where applicable.	X ☐
• I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	X ☐
• I understand that I must now advertise my application.	X ☐
• I understand that if I do not comply with the above requirements my application will be rejected.	X ☐
• [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	X ☐

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

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE

KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures(please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licesable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office onlight right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	05/11/2026
Capacity	LICENSING AGENT C/O LICENSING HUB

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

Signature	
Date	
Capacity	

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

LICENSING HUB
20 CRAIGHILL ROAD

Post town	**LEICESTER**	Postcode	**LE2 3FB**
Telephone number (if any)	07766 275 750		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) INFO@LICENSINGHUB.CO.UK			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
    - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
    - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
    - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
    - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
    - Live music: no licence permission is required for:
        - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
        - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
        - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
        - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
        - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
    - Recorded Music: no licence permission is required for:
        - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
        - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500,

and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

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

3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
8. If you wish people to be able to consume alcohol on the premises, please tick ‘on the premises’. If you wish people to be able to purchase alcohol to consume away from the premises, please tick ‘off the premises’. If you wish people to be able to do both, please tick ‘both’.
9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant’s agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.

14. This is the address which we shall use to correspond with you about this application.

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

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

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

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

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing 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 currentpassportshowingtheholder,orapersonnamedin thepassportasthechildof theholder, 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 passportornationalidentitycardshowingtheholder,orapersonnamedinthepassport asthechildof theholder,isanationalofaEuropeanEconomicAreacountryor Switzerland.

- ARegistrationCertificateordocumentcertifyingpermanentresidenceissuedbythe HomeOfficetoanationalof aEuropeanEconomicAreacountryor Switzerland.

- APermanentResidenceCardissuedbytheHomeOfficeto thefamilymemberofanational of aEuropeanEconomicAreacountryorSwitzerland.

- A**current**BiometricImmigrationDocument(BiometricResidencePermit)issuedb ythe HomeOfficetotheholderindicatingthatthepersonnamedis allowedtostayindefinitelyin theUK,orhasnotimelimitontheirstayintheUK.

- A**current**passportendorsedtoshowthattheholderis exemptfrom immigrationcontrol,is allowedtostayindefinitelyintheUK,hastherightof abodein theUK,orhasnotimelimit ontheirstayintheUK.

- A**current**ImmigrationStatusDocumentissuedbytheHomeOfficetotheholderwith an endorsementindicatingthatthenamedpersonis allowedtostayindefinitelyin

theUKor hasnotimelimitontheirstayinthe UK,**when produced in combination with** anofficialdocumentgivingthe person'spermanentNationalInsurancenumberandtheirnameissuedbyaGovernment agencyorapreviousemployer.

- Abirthoradoptioncertificateissuedin theUK, **when produced in combinationwith**anofficialdocumentgiving theperson'spermanentNationalInsurancenumberandtheirnameissuedbya Governmentagencyorapreviousemployer.

- Abirthoradoptioncertificateissued in theChannelIslands,theIsleof ManorIreland **when produced in combination with** anofficialdocumentgivingtheperson'spermanentNationalInsurance numberandtheirnameissuedbyaGovernmentagencyorapreviousemployer.

- Acertificateofregistrationornaturalisationas a Britishcitizen, **when produced in combination with**anofficial documentgivingtheperson'spermanentNationalInsurancenumberandtheirnam eissued byaGovernmentagencyorapreviousemployer.

- A**current**passportendorsedtoshowthattheholderis allowedtostayintheUKand is currentlyallowedto 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**BiometricImmigrationDocument(BiometricResidencePermit)issuedb ythe HomeOfficetotheholderwhichindicatesthatthenamedpersoncancurrentlystayin the UKandis allowedtowork relation to the carrying on of a licensable activity.

- A**current**ResidenceCardissuedbytheHomeOfficetoa 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**ImmigrationStatusDocumentcontainingaphotographissuedbytheHo me OfficetotheholderwithaN endorsementindicatingthatthenamedpersonmaystayin theUK,andis allowedto 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**anofficial documentgivingtheperson'spermanentNationalInsurancenumberandtheirnam eissued byaGovernmentagencyorapreviousemployer.

- ACertificateofApplication, **less than 6 months old**, issuedbytheHomeOfficeunderregulation18(3)or20(2)of theImmigration(EuropeanEconomicArea)Regulations2016,toa person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.

- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    (i) working e.g. employment contract, wage slips, letter from the employer,
    (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    (iv) self-sufficient e.g. bank statements.

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

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

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

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

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

Home Office online right to work checking service

As an alternative to providing a copy of 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 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.