



Great Yarmouth Borough Council Licensing Act 2003

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

I/We _____

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

Postal address of premises or, if none, ordnance survey map reference or description	
Post town	Postcode

Telephone number at premises (if any)

Non – domestic rateable value of premises

 f.

Part 2 – Applicants Details

Please state whether you are applying for a premises licence as

- Please tick ✓ yes**
- a) an individual or individuals* please complete section (A)
- b) a person other than an individual*
1. as a limited company please complete section (B)
 2. as a partnership please complete section (B)
 3. as an unincorporated association or please complete section (B)
 4. 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 please complete section (B)
- h) the chief officer 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

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

(A) Individual Applicants (fill in as applicable)

Title (Mr/Mrs/Miss/Ms/Other)

Please circle the title which applies or if **Other** applies please add in title.

Surname

First names

I am 18 years old or over

please tick ✓ yes

Current postal address
If different from
premises address

Post town

Postcode

Daytime contact telephone number

E-mail address (optional)

Second Individual Applicant (if applicable)

Title (Mr/Mrs/Miss/Ms/Other)

Please circle the title which applies
or if **Other** applies please add in
title.

Surname

First names

I am 18 years old or over

please tick yes

Current postal address
If different from
premises address

Post town

Postcode

Daytime contact telephone number

E-mail address (optional)

(B) Other Applicants

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

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

Part 3 – Operating Schedule

When do you want the premises licence to start?

...../...../.....

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

...../...../.....

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

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

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

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

Provision of regulated entertainment

please tick ✓ yes

- 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 entertainment facilities for:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) anything of a similar description to that falling within (i) or (j) (if ticking yes, fill in box k)

Provision of late night refreshments (if ticking yes, fill in box L)

Supply of alcohol (if ticking yes, fill in box M)

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 3)	Both	
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
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 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 3)	Both	
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
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 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details here (please read guidance note 3)	
Day	Start	Finish		
Mon			State any seasonal variations for indoor sporting events (please read guidance note 4)	
Tue				
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 5)
Fri				
Sat				
Sun				

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoors			
Day	Start	Finish		Outdoors			
Mon			Please give further details here (please read guidance note 3)	Both			
Tue				State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)			
Wed							
Thur					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 5)		
Fri							
Sat							
Sun							

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoors			
Day	Start	Finish		Outdoors			
Mon			Please give further details here (please read guidance note 3)	Both			
Tue							
Wed				State any seasonal variations for the performance of live music (please read guidance note 4)			
Thur							
Fri					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 (please read guidance note 5)		
Sat							
Sun							

F

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

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
			State any seasonal variations for the performance of dance (please read guidance note 4)		
Tue					
			Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Wed					
Thur					
Fri					
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
			Will the entertainment take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoor	
				Outdoor	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

I

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing		
Day	Start	Finish	Will the entertainment take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoor	
Mon				Outdoor	
				Both	
Tue			Please give further details here (please read guidance note 3)		
Wed					
Thur			State any seasonal variations for the provision of facilities for making music (please read guidance note 4)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun					

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors, outdoors or both – please tick ✓ (please read guidance note 2)		Indoors	
					Outdoors	
					Both	
Day	Start	Finish	Please give a description of the facilities for dancing you will be providing			
Mon			Please give further details here (please read guidance note 3)			
Tue						
Wed			State any seasonal variations for providing dancing facilities (please read guidance note 4)			
Thur						
Fri			Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)			
Sat						
Sun						

K

Provision of facilities for entertainment of a similar description to that falling within (i) or (j) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be Providing		
Day	Start	Finish	Will the entertainment facility be indoors, outdoors or both – please tick ✓ (please read guidance note 2)	Indoor	
Mon				Outdoor	
				Both	
Tue			Please give further details here (please read guidance note 3)		
Wed					
Thur			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within (i) or (j) (please read guidance note 4)		
Fri					
Sat			Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun					

L

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

M

Supply of alcohol Standard days and timings (please read guidance note 6)	Will the sale of alcohol be for consumption – please tick ✓ (please read guidance note 7)		On the premises	<input type="checkbox"/>
			Off the premises	<input type="checkbox"/>
			Both	<input type="checkbox"/>

Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

State the name and details of the personal licence holder whom you wish to specify on the licence as designated premises supervisor (DPS)

Name.....

Address.....

.....

.....

Postcode.....

Personal Licence number (if known).....

Issuing licensing authority (if known).....

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

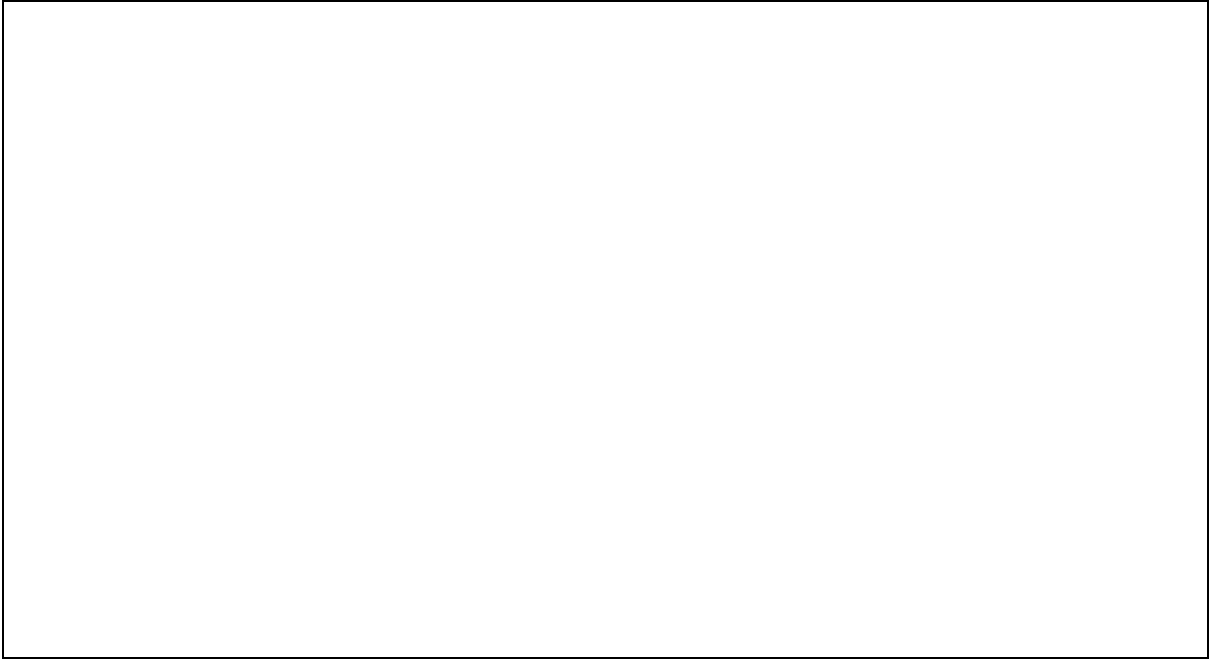
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O

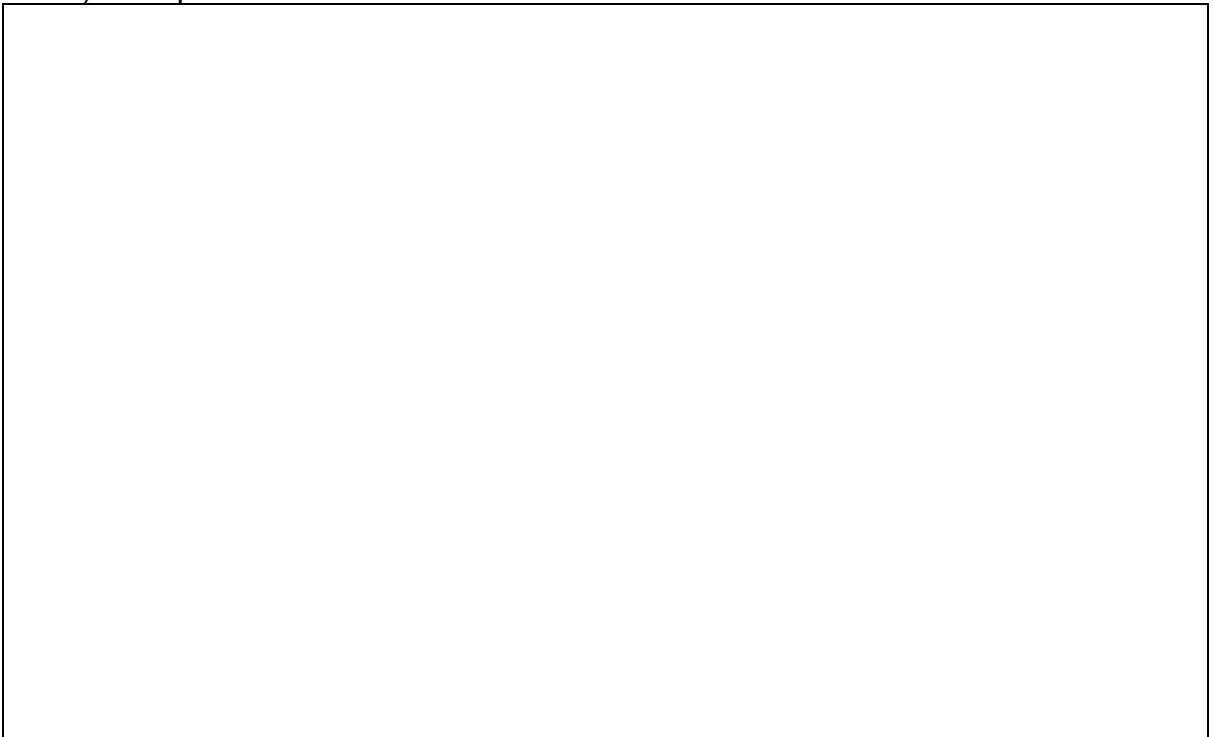
<p>Hours premises are open to the public Standard timings (please read guidance note 6)</p>	<p>State any seasonal variation (please read guidance note 4)</p>																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Day</th> <th style="width: 20%;">Start</th> <th style="width: 20%;">Finish</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">Mon</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td rowspan="2" style="text-align: center;">Tue</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td rowspan="2" style="text-align: center;">Wed</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td rowspan="2" style="text-align: center;">Thur</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td rowspan="2" style="text-align: center;">Fri</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td rowspan="2" style="text-align: center;">Sat</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td rowspan="2" style="text-align: center;">Sun</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Day	Start	Finish	Mon					Tue					Wed					Thur					Fri					Sat					Sun					<p>Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 5)</p>
Day	Start	Finish																																					
Mon																																							
Tue																																							
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Fri																																							
Sat																																							
Sun																																							

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

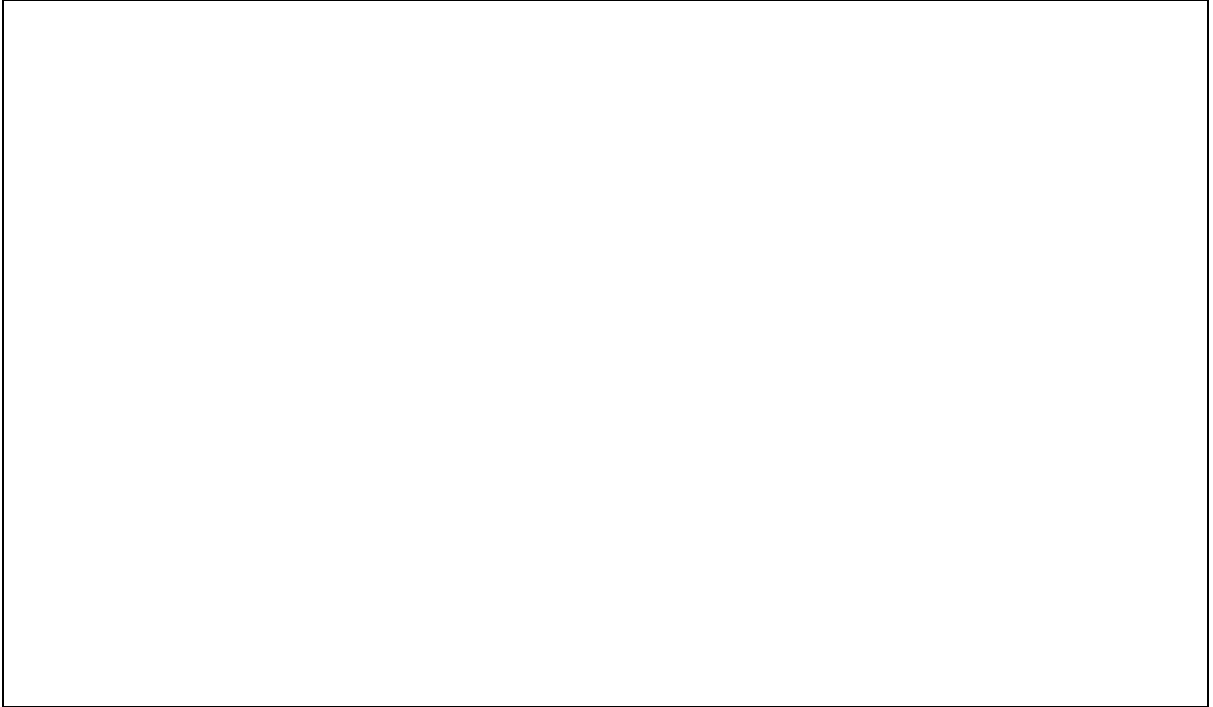
a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)



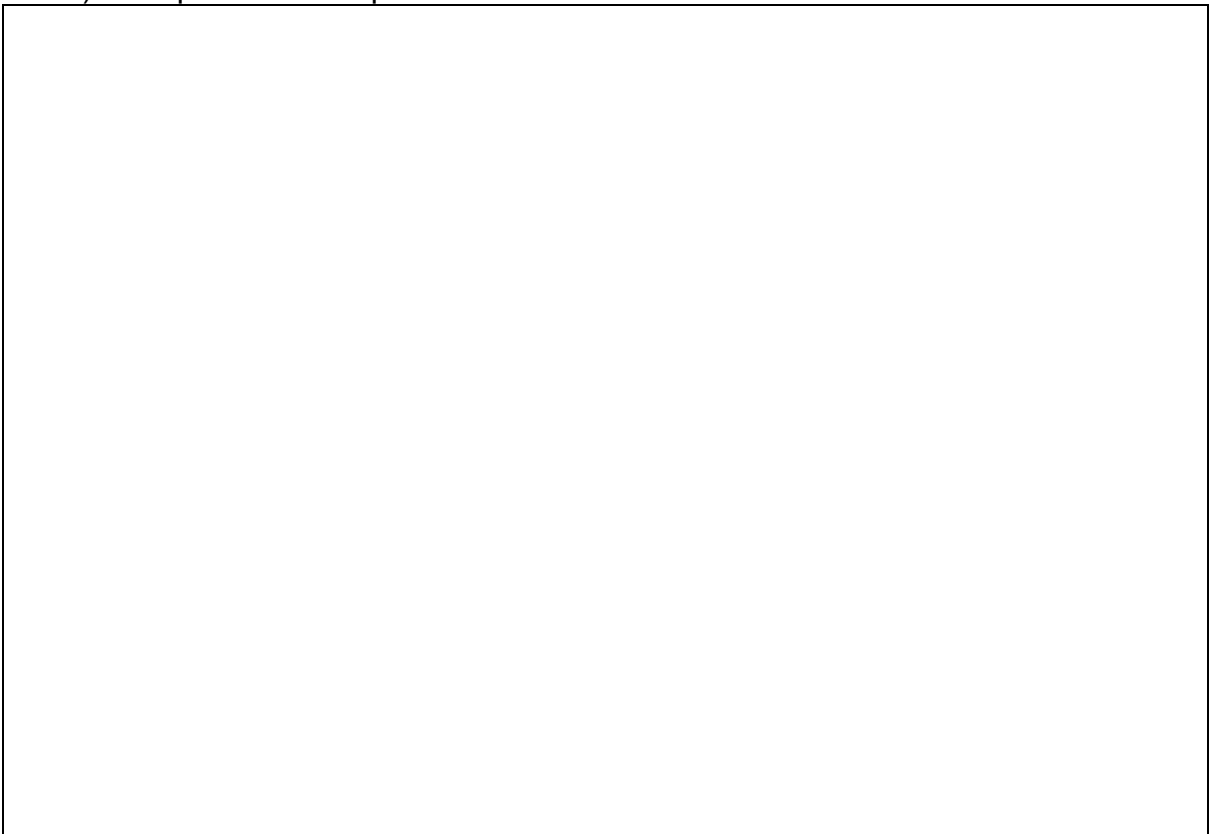
b) The prevention of crime and disorder



c) Public safety



d) The prevention of public nuisance



e) The protection of children from harm

Checklist

Please tick yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent you copies of this application and the plan to Norfolk Fire Service, the Licensing Officer for the Police, Environmental Health, Health and Safety, the Planning Authority, The Child Protection Committee, and Norfolk Trading Standards.
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

It is an offence, liable to 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 action.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent. (See guidance note 11). If signing on behalf of the applicant please state in what capacity.

Signature _____ Date _____

Capacity _____

For joint applications signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent. (please read guidance note 12). If signing on behalf of the applicant please state in what capacity.

Signature _____ Date _____

Capacity _____

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)

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Post town	Postcode
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Telephone number (if any)

If you would prefer us to correspond with you by e-mail your e-mail address (optional)
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THE APPLICATION SHOULD BE RETURNED TOGETHER WITH THE CORRECT FEE AND THE DOCUMENTS REQUESTED TO:

- The Licensing Team, Central Services Department, Town Hall, Great Yarmouth, NR30 2QF.

A COPY OF THE APPLICATION AND ACCOMPANYING DOCUMENTS SHOULD ALSO BE SENT TO (see overleaf for list of ‘responsible authorities’):

- The Licensing Manager, County Delivery Unit Licensing Team, Norfolk Constabulary, Bethel Street, Norwich NR2 1NN
- Group Manager, Norfolk Fire and Rescue Service, Fire Station, Friars Lane, Great Yarmouth, NR30 2RP
- Commercial Team (Health and Safety), Environment and Health, Maltings House, Maltings Lane, Gorleston, Gt. Yarmouth, NR31 0GY
- Head of Environmental Health, Maltings House, Maltings Lane, Gorleston, Gt. Yarmouth, NR31 0GY
- Planning and Development, Maltings House, Maltings Lane, Gorleston, Gt. Yarmouth, NR31 0GY
- Licensing and Child Protection Notifications, C/o Children and Families, County Hall, Martineau Lane, Norwich, NR1 2SQ
- Legal Process Unit, Trading Standards, County Hall, Martineau Lane, Norwich, NR1 2UD

Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which would be relevant to 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. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether the or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will go on for an extra hour during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day ie Christmas Eve.
6. 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.
7. If you wish people to be able to consume alcohol on the premises please tick **on**, if you wish people to be able to purchase alcohol to consume away from the premises please tick **off**. If you wish people to be able to do both please tick **both**.
8. 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, the presence of gambling machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form
13. This is the address which we shall use to correspond with you about this application.