

**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 The Bury St Edmunds Heritage Trust
(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 Bury St Edmunds Guildhall Guildhall Street			
Post town	Bury St Edmunds	Postcode	Ip33 1PR

Telephone number at premises (if any)	07787 991304
Non-domestic rateable value of premises	£16,000

Part 2 - Applicant details

Please state whether you are applying for a premises licence as Please tick as appropriate

- a) an individual or individuals * 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
- 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 <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth over		I am 18 years old or		<input type="checkbox"/>	Please tick yes
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
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Surname		First names	
Date of birth over		I am 18 years old or	<input type="checkbox"/> Please tick yes
Nationality			
Current residential 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 other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name Bury St Edmunds Heritage Trust
Address (Registered Office) 79 Whiting Street Bury St Edmunds IP3 1NX
Registered number (where applicable) Registered Charity #1119059
Description of applicant (for example, partnership, company, unincorporated association etc.) Charitable Trust
Telephone number (if any) 07787 991304
E-mail address (optional) manager@burystedmundsguildhall.org.uk

Part 3 Operating Schedule

17-04-2018
DD MM YYYY
1 7 0 4 2 0 18

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? N/A

DD MM YYYY
[][][][][][][][][]

Public Building. Community Premises.

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

no

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)



In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) For outdoor plays the performance would finish by 9:30pm		
Mon	9:00	22:30			
Tue	9:00	22:30	<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Wed	9:00	22:30			
Thur	9:00	22:30	<u>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</u> (please read guidance note 6)		
Fri	9:00	22:30			
Sat	9:00	22:30			
Sun	9:00	22:30			

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	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	9:00	22:30	Please give further details here (please read guidance note 4) For outdoor film the performance would finish by 9:30pm	Both	<input checked="" type="checkbox"/>
Tue	9:00	22:30			
Wed	9:00	22:30	State any seasonal variations for the exhibition of films (please read guidance note 5)	Both	<input checked="" type="checkbox"/>
Thur	9:00	22:30			
Fri	9:00	22:30	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)	Both	<input checked="" type="checkbox"/>
Sat	9:00	22:30			
Sun	9:00	22:30			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Tue			
Wed			
Thur			<u>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</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day				Start	Finish
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	9:00	00:30	<u>Please give further details here</u> (please read guidance note 4) For outdoor live music the performance would finish by 9:30pm		
Tue	9:00	00:30			
Wed	9:00	00:30	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Thur	9:00	00:30			
Fri	9:00	00:30	<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)		
Sat	9:00	00:30			
Sun	9:00	23:30			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	9:00	00:30	<u>Please give further details here</u> (please read guidance note 4) For outdoor recorded music the performance would finish by 9:30pm	Both	<input checked="" type="checkbox"/>
Tue	9:00	00:30			
Wed	9:00	00:30	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur	9:00	00:30			
Fri	9:00	00:30	<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)		
Sat	9:00	00:30			
Sun	9:00	23:30			

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	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	09:00	00:30	Please give further details here (please read guidance note 4) For outdoor dance the performance would finish by 21:30.	Both	<input checked="" type="checkbox"/>
Tue	09:00	00:30			
Wed	09:00	00:30	State any seasonal variations for the performance of dance (please read guidance note 5)		
Thur	09:00	00:30			
Fri	09:00	00:30	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	09:00	00:30			
Sun	09:00	11:30			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<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)		
Fri					
Sat			<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)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	23:00	00:30			
Tue	23:00	00:30			
			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Wed	23:00	00:30			
Thur	23:00	00:30			
			<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)		
Fri	23:00	00:30			
Sat	23:00	00:30			
Sun	23:00	00:30			

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) We may have some bottled drinks available as souvenirs, via our gift shop	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	10:00	00:30			
Tue	10:00	00:30			
Wed	10:00	00:30			
Thur	10:00	00:30			
Fri	10:00	00:30			
Sat	10:00	00:30			
Sun	10:00	23:30			
			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)		

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 Mrs Suzanne Mary Stevenson	
Date of birth 31/12/1967	
Address West Road Bury St Edmunds	
Postcode	IP33
Personal licence number (if known) Application being processed at same time as this application	
Issuing licensing authority (if known) St Edmundsbury Borough Council	

□□□□

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	8:00	01:00	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)
Tue	8:00	01:00	
Wed	8:00	01:00	
Thur	8:00	01:00	
Fri	8:00	01:00	
Sat	8:00	01:00	
Sun	8am	00:00	

M Describe 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 staff will promote the four licensing objectives and operate a zero-tolerance policy in terms of violent and anti-social behaviour and underage drinking.

The premises licence holder or appointed member of staff shall provide or have unhampered use of a telephone on the premises for use in an emergency during licensable activities.

All staff engaged in the sale of alcohol to be trained in Responsible Alcohol Retailing within three months of commencing employment at the premises. Training records shall be kept on the premises and produced to the Police and authorised Local Authority Officers on demand. Training should include incidents, refusals, challenge 25, responsible sales, safe dispersal of customers. Training should be reviewed 6 monthly to ensure staff are up to date with the latest legislation and their training records will be endorsed accordingly.

b) The prevention of crime and disorder

Staff will support any crime prevention initiatives directed by Police and local authorities.

An incident log book shall be kept on the premises and made available on request to an authorised officer of the Council or Police which will record the following:-

- a. Any incidents of disorder
- b. Any seizures of drugs or offensive weapons
- c. Any ejections of patrons

c) Public safety

Staff will ensure that escape routes and exits, including external exits, are maintained to ensure that they are not obstructed, in good order with non-slippery and even surfaces, free of trip hazards and clearly identified.

Fire doors should be regularly maintained and effectively self-closing, all fire-fighting equipment will be checked regularly to ensure they function correctly and entered in a log book on a monthly basis.

Customers will not be permitted to remove glasses or bottles from the premises.

The premises licence holder will keep a risk management assessment which will be checked quarterly and updated where necessary.

The premises licence holder will risk assess whether there is a need to have door staff for specific events, and where used, that they are SIA registered, numbers in guidance with Police requirements.

(This means that it is NOT a requirement to have SIA door staff on any occasion other than when the licence holder deems necessary under a risk assessment, however, if the Police have advised it, the premises licence holder will respond to that advice.

An incident book will be provided for staff to complete when dealing with any incidents of disorder, any seizures of drugs or offensive weapons, any ejections of patrons.

The premises licence holder will maintain a refusals log for any patrons refused alcohol due to

age or drunkenness.

Staff will routinely check the premises before and during opening hours to ensure that the premises is clean and tidy, including the toilets.

Staff will ensure that empty glasses will be regularly collected and any spillage dealt with as soon as practicable.

Complete first aid kits must be located in the premises and readily available to all staff at all times. Kits will be inspected fortnightly and replenished in the event of an item being used. A fortnightly check list will be kept for this purpose.

The Duty Manager will monitor capacity, to avoid overcrowding.

There will be no irresponsible drinks promotions.

The premises licence holder shall take appropriate measures to ensure that patrons leave the premises in a quiet and orderly fashion, ensuring staff are trained and briefed on how to disperse customers safely and quietly.

The premises licence holder shall ensure that adequate measures are in place to prevent the escape of odours from the premises. This includes odours from food preparation and refuse storage.

Loudspeakers and other sound amplification equipment will not be directed outwards towards any street.

All sales of alcohol for consumption off the premises shall be in sealed containers only, and shall not be consumed on the premises.

All waste shall be properly presented and placed out for collection before the scheduled collection times with no obstruction to the public highway.

d) The prevention of public nuisance

Appropriate signage will be displayed at the premises requesting customers to leave quietly.

All staff will be trained to ask customers to leave quietly, to form part of their training records.

Playing of recorded music will be turned down if requested by Police/Local Authority if deemed above appropriate levels.

Doors and windows will be kept closed in the room where music is being played, to help prevent noise pollution from the premises.

e) The protection of children from harm

The premises will implement a "Challenge 25" policy whereby all customers who appear to be under 25 must produce photographic identification in the form of a passport, driving licence or Proof of Age Scheme (PASS) approved identification before being allowed to purchase alcohol on the premises.

The premises will maintain a refusals log (which may be electronic) on the premises and ensure it is completed whenever a sale is refused to a person who cannot prove they are over the age of 18 or is too drunk to purchase further alcohol. The refusal log will be made available to any authorised responsible authority on request.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated 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.
- [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 (please read note 15).

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	<ul style="list-style-type: none"> • [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 licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	
Date	15/3/18
Capacity	Guildhall Manager on Bury St Edmunds Heritage Trust <i>behalf of</i>

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)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

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:

Consent of individual to being specified as premises supervisor

Mrs Suzanne Mary Stevenson

I
[full name of prospective premises supervisor]

of
West Road
Bury St Edmunds
IP33

[home address of prospective premises supervisor]

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

Provision of regulated entertainment: plays, films, live music, recorded music, performances of dance. Provision of late night refreshment. Supply of alcohol.

[type of application]

by
Bury St Edmunds heritage Trust

[name of applicant]

relating to a premises licence

[number of existing licence, if any]

for
Bury St Edmunds Guildhall
Guildhall Street
Bury St Edmunds
IP33 1PR

[name and address of premises to which the application relates]

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

Bury St Edmunds Heritage Trust

[name of applicant]

concerning the supply of alcohol at

Bury St Edmunds Guildhall
Guildhall Street
Bury St Edmunds
IP33 1PR

[name and address of premises to which application relates]

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

Personal licence number

Licence is being applied for at the same time

[insert personal licence number, if any]

Personal licence issuing authority

St Edmundsbury Borough Council

[insert name and address and telephone number of personal licence issuing authority, if any]

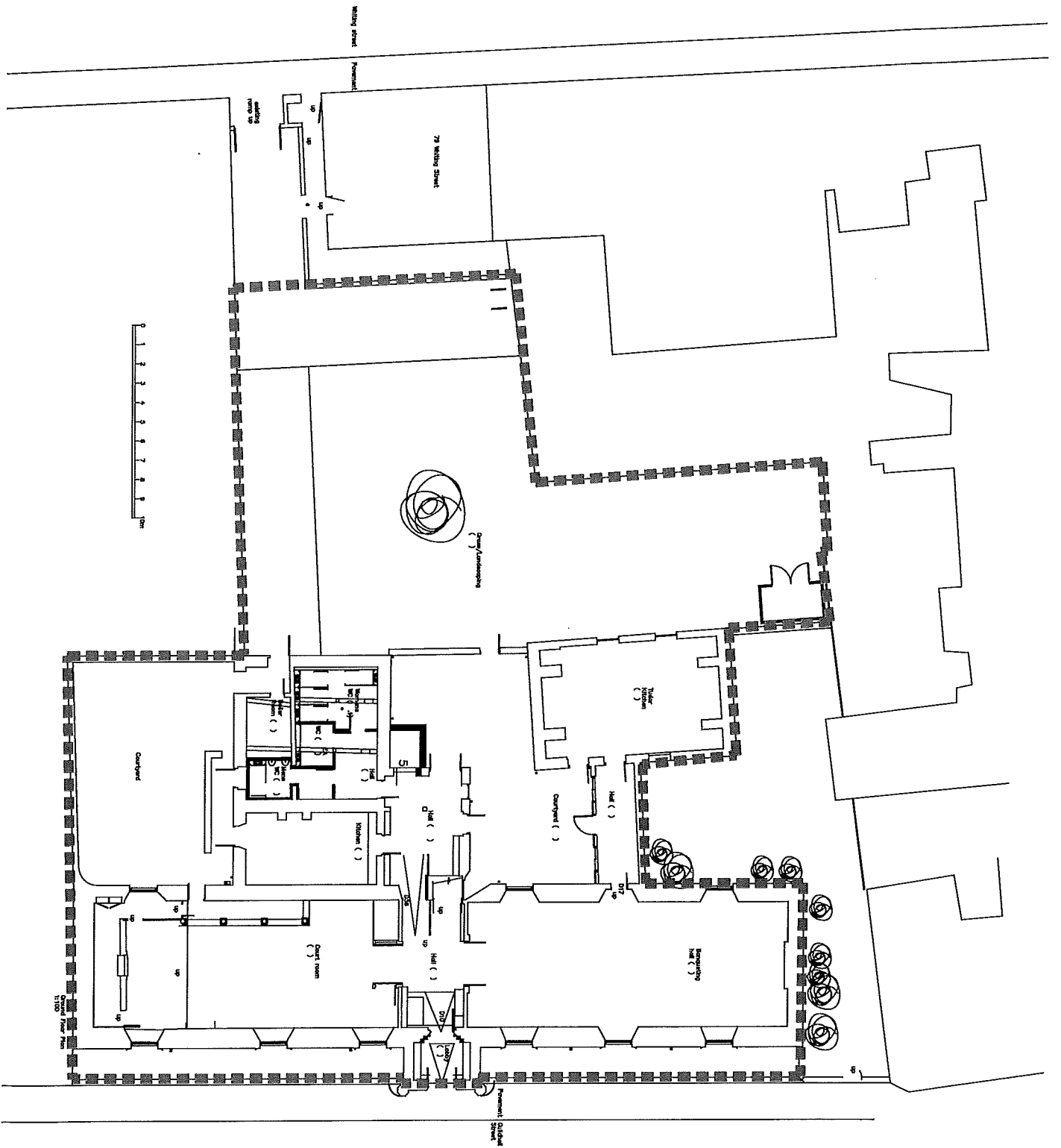
Signed

Name (please print)

MRS SUZANNE MARY STEVENSON

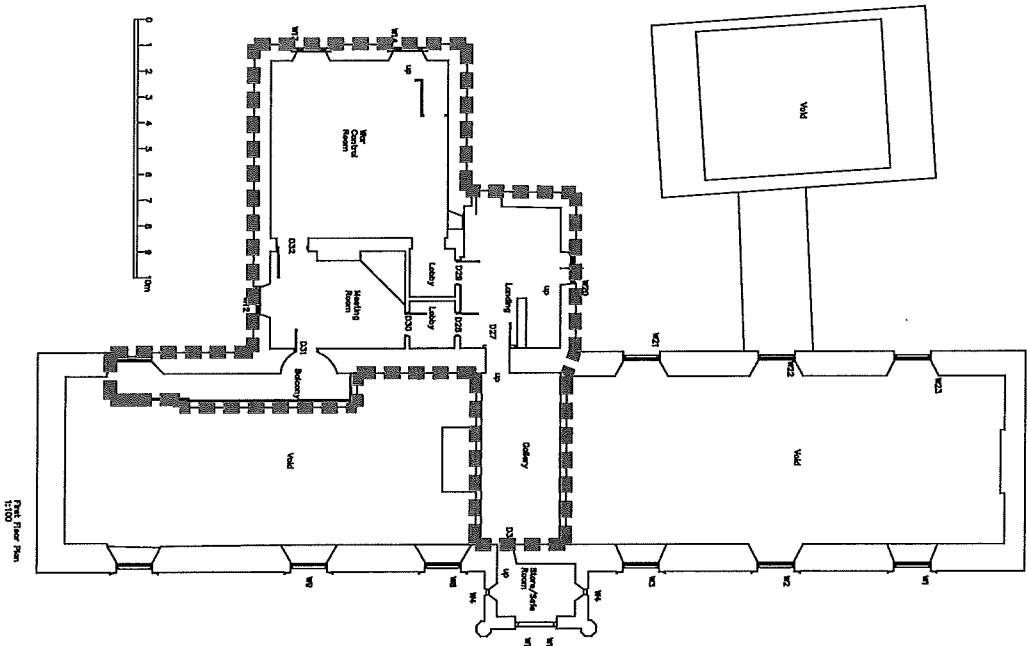
Date

15-3-18



Client: Bury St Edmunds Heritage Trust
 Name: Bury St Edmunds Old Hall
 Address: Bury St Edmunds Old Hall
 Ground Floor Plan
 Scale: As Shown
 Date: Feb 2018
 Drawing Number: 01





Client: The Bury St Edmunds Heritage Trust
 Job Title: Bury St Edmunds Oldhall
 Drawing Title: The First Floor
 Drawing No: 11000 013
 Issue No: 01
 Date: Feb 2018
 Drawing Number: 487
 Issue Number: 02

