

HASTINGS BOROUGH COUNCIL

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 **Hastings Borough Council – Marketing & Communications**
 (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, ordinance survey map reference or description		
The Stade Hall		
The Stade		
Old Town		
Post town	Hastings	
Post code	TN34 3DW	

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

Part 2 - Applicant 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 * please complete section (B)
- i. as a limited company please complete section (B)
- ii. as a partnership 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)

*PLM 443
 MOP 50435*

M20117996

Original

Surname		First names	
<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms
Other Title (for example, Rev)			

SECOND INDIVIDUAL APPLICANT (if applicable)

E-mail address (optional)		Daytime contact telephone number	
Post Town		Postcode	
Current postal address if different from premises address			
I am 18 years old or over <input type="checkbox"/> Please tick yes			
Surname		First names	
<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms
Other Title (for example, Rev)			

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

- 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
- Please tick yes

* If you are applying as a person described in (a) or (b) please confirm:

- 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)

Part 3 Operating Schedule

When do you want the premises licence to start?

Day Month Year										

Name Hastings Borough Council – Marketing & Communications	
Address Town Hall Queens Road Hastings, TN34 1QR	
Registered number (where applicable)	
Description of applicant (for example, partnership, company, unincorporated association etc.) Local Authority	
Telephone number (if any) 01424 451066 (Kevin Boorman on 451123)	E-mail address (optional) kboorman@hastings.gov.uk

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.

(B) OTHER APPLICANTS

I am 18 years old or over <input type="checkbox"/> Please tick yes	
Current postal address if different from premises address	Postcode
Post Town	Daytime contact telephone number
E-mail address (optional)	

Provision of regulated entertainment

- a) plays (if ticking yes, fill in box A) YS
- b) films (if ticking yes, fill in box B) YS
- c) indoor sporting events (if ticking yes, fill in box C) YS
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E) YS
- f) recorded music (if ticking yes, fill in box F) YS
- g) performances of dance (if ticking yes, fill in box G) YS
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) YS

Please tick yes

Provision of regulated entertainment

What licensable activities do you intend to carry on from the premises?
 (Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

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

Please give a general description of the premises (please read guidance note1)

The Stade Hall is part of the new build Stade Development in conjunction with the Jerwood Gallery, the Stade Café and The Stade Open Space, all of which will have their own separate premises licences.

The Stade Hall is a unit self contained within a single building which accommodates public conveniences at the northern end, a purpose built seafood / fish training classroom at the southern end, the Stade Hall being located within the building.

The Stade Hall is for the use by the local community, voluntary groups for many functions but will also have a premises licence under the LA2003 for certain regulated entertainment / licensable activities, including the sale by retail of alcohol for consumption on the premises (within the building), all in conjunction with pre-planned events or pre – booked private functions, as agreed by the management committee and Hastings Borough Council as the premises licence holders.

These functions requiring the authorization of the premises licence could include family parties, celebrations, wedding receptions etc.

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

Year	Day	Month							

YS	i)	making music (if ticking yes, fill in box I)
YS	j)	dancing (if ticking yes, fill in box J)
YS	k)	entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)
YS		<u>Provision of late night refreshment</u> (if ticking yes, fill in box L)
YS		<u>Supply of alcohol</u> (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

Plays		Day	Start	Finish
Standard days and timings (please read guidance note 6)	Indoors	Mon	09.00	24.00
	Outdoors	Tue	0900	24.00
	Both	Wed	0900	24.00
	State any seasonal variations for performing plays (please read guidance note 4)	Thur	0900	24.00
		Fri	0900	24.00
		Sat	0900	24.00
	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)	Sun	0900	23.00
Will the performance of a play take place Indoors or outdoors or both – please tick (please read guidance note 2)				
<input checked="" type="checkbox"/>	Indoors			
<input type="checkbox"/>	Outdoors			
<input type="checkbox"/>	Both			
Please give further details here (please read guidance note 3)				
State any seasonal variations for performing plays (please read guidance note 4)				
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)				

Films		Day	Start	Finish	
Standard days and timings (please read guidance note 6)	<input checked="" type="checkbox"/>	Indoors			
	<input type="checkbox"/>	Outdoors			
	<input type="checkbox"/>	Both			
	Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)				
	Please give further details here (please read guidance note 3)				
			Mon	0900	24.00
			Tue	0900	24.00
		Wed	0900	24.00	
		Thur	0900	24.00	
		Fri	0900	24.00	
		Sat	0900	24.00	
		Sun	0900	23.00	
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)					

Indoor sporting events		Day	Start	Finish
Standard days and timings (please read guidance note 6)				
Please give further details (please read guidance note 3)		Mon	0900	24.00
State any seasonal variations for indoor sporting events (please read guidance note 4)		Tue	0900	24.00
		Wed	0900	24.00
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)		Thu	0900	24.00
		Fri	0900	24.00
		Sat	0900	24.00
		Sun	0900	24.00

D

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

Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)		Day	
		Start	Finish
<input checked="" type="checkbox"/> Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both	Standard days and timings (please read guidance note 6)		
	Mon	0900	24.00
	Tue	0900	24.00
	Wed	0900	24.00
	Thur	0900	24.00
	Fri	0900	24.00
	Sat	0900	24.00
Sun	0900	23.00	
Please give further details here (please read guidance note 3)		State any seasonal variations for the performance of live music (please read guidance note 4)	
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)			

Recorded music		Day	Start	Finish
Recorded music Standard days and timings (please read guidance note 6)		Mon	0900	24.00
		Tue	0900	24.00
		Wed	0900	24.00
		Thu	0900	24.00
		Fri	0900	24.00
		Sat	0900	24.00
		Sun	0900	23.00
Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)				
<input checked="" type="checkbox"/>	Indoors			
<input type="checkbox"/>	Outdoors			
<input type="checkbox"/>	Both			
Please give further details here (please read guidance note 3)				
State any seasonal variations for the playing of recorded music (please read guidance note 4)				
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 (please read guidance note 5)				

Performances of dance		Day	Start	Finish
Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors		0900	24.00
	Outdoors		0900	24.00
	Both		0900	24.00
	Please give further details here (please read guidance note 3)			
	State any seasonal variations for the performance of dance (please read guidance note 4)			
	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 5)			
		Mon	0900	24.00
	Tue	0900	24.00	
	Wed	0900	24.00	
	Thur	0900	24.00	
	Fri	0900	24.00	
	Sat	0900	24.00	
	Sun	0900	23.00	

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>		Day	Start	Finish	<p>Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)</p> <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Indoors</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Outdoors</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Both</td> </tr> </table>	<input checked="" type="checkbox"/>	Indoors	<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Both
<input checked="" type="checkbox"/>	Indoors										
<input type="checkbox"/>	Outdoors										
<input type="checkbox"/>	Both										
<p>Please give a description of the type of entertainment you will be providing Entertainment such as Discos and Karaoke.</p>		Tue	0900	24.00	<p>Please give further details here (please read guidance note 3)</p>						
		Wed	0900	24.00							
<p>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)</p>		Thur	0900	24.00	<p>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 (please read guidance note 5)</p>						
		Fri	0900	24.00							
<p>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 (please read guidance note 5)</p>		Sat	0900	24.00	<p>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 (please read guidance note 5)</p>						
		Sun	0900	23.00							

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Day	Start	Finish
Please give a description of the facilities for making music you will be providing			Mon	0900	24.00
			Tue	0900	24.00
			Wed	0900	24.00
			Thur	0900	24.00
			Fri	0900	24.00
			Sat	0900	24.00
			Sun	0900	23.00
Will the facilities for making music be indoors or outdoors or both – please tick (please read guidance note 2)			<input checked="" type="checkbox"/>	Indoors	
			<input type="checkbox"/>	Outdoors	
			<input type="checkbox"/>	Both	
Please give further details here (please read guidance note 3)			Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list (please read guidance note 5)		
State any seasonal variations for the provision of facilities for making music (please read guidance note 4)					

Will the facilities for dancing be indoors or outdoors or both – please tick (see guidance note 2)		Provision of facilities for dancing Standard days and timings (please read guidance note 6)	
Indoors	Outdoors	Both	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Please give a description of the facilities for dancing you will be providing			Day Start Finish
Please give further details here (please read guidance note 3)			Mon 0900 24.00
State any seasonal variations for providing dancing facilities (please read guidance note 4)			Tue 0900 24.00
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)			Wed 0900 24.00
			Thur 0900 24.00
			Fri 0900 24.00
			Sat 0900 24.00
			Sun 0900 23.00

Please give a description of the type of entertainment facility you will be providing		Day	Start	Finish
Will the entertainment facility be indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	X	
		Outdoors	<input type="checkbox"/>	
Please give further details here (please read guidance note 3)		Tue	0900	24.00
		Wed	0900	24.00
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)		Thu	0900	24.00
		Fri	0900	24.00
Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list (please read guidance note 5)		Sat	0900	24.00
		Sun	0900	23.00
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)				

Late night refreshment		Day	Start	Finish								
Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Indoors</td> <td style="width: 33%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 33%;"></td> </tr> <tr> <td style="text-align: center;">Outdoors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: center;">Both</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </table>	Indoors	<input checked="" type="checkbox"/>		Outdoors	<input type="checkbox"/>		Both	<input type="checkbox"/>		Mon	23.00	24.00
	Indoors	<input checked="" type="checkbox"/>										
	Outdoors	<input type="checkbox"/>										
	Both	<input type="checkbox"/>										
	Please give further details here (please read guidance note 3)	Tue	23.00	24.00								
	Not takeaway but hot drinks (tea & coffee) in conjunction with events in the premises.	Wed	23.00	24.00								
	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)	Thur	23.00	24.00								
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	23.00	24.00									
	Sat	23.00	24.00									
	Sun											

Name	
Address	
THE PREMISES LICENCE HOLDER / EVENT ORGANISER WILL NOMINATE A PERSONAL LICENCE HOLDER TO BE THE DESIGNATED PREMISES SUPERVISOR AT EACH SPECIFIC EVENT. THE NOMINATED PERSONAL LICENCE HOLDER WILL GIVE THEIR WRITTEN CONSENT TO THE HBC LICENSING DEPARTMENT. HBC LICENSING WILL NOTIFY THE POLICE, WHO HAVE THE POWER TO OBJECT.	
Postcode	
Personal Licence number (if known)	
Issuing licensing authority (if known)	

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

Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	<input checked="" type="checkbox"/> On the premises	State any seasonal variations for the supply of alcohol (please read guidance note 4)	Off sales of alcohol, in street carriages will only be required as part of the use of the hall during the summer seafood & wine festival 11/7.	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 5)	Mon 0900 2300	Tue 0900 2300	Wed 0900 2300	Thur 0900 2300	Fri 0900 2300	Sat 0900 2300	Sun 0900 2300
	<input type="checkbox"/> Both		Day Start Finish	Supply of alcohol Standard days and timings (please read guidance note 6)							

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)

As a premises specifically funded for the use of the local community, no events of an adult nature or performances which are deemed as inappropriate, will be permitted.

O

Hours premises are open to the public		Standard days and timings (please read guidance note 6)	
Day	Start	Finish	
Mon	08.00	24.00	
Tue	08.00	24.00	
Wed	08.00	24.00	
Thu	08.00	24.00	
Fri	08.00	24.00	
Sat	08.00	24.00	
Sun	08.00	23.30	

State any seasonal variations (please read guidance note 4)

No seasonal variations.

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 5)

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)

The Stade Hall is a self contained unit within a larger single building.
The Hall will be available, subject to the agreement of the management committee for many activities and meetings, which are not subject of the requirements of the LA2003.
This application is specific to the regulated entertainment / licensable activities which are authorised under the LA2003.

b) The prevention of crime and disorder

The Stade Open Space area is covered by a CCTV system operated by HBC and Sussex police. There is no CCTV system inside the Stade Hall.
There will not be a permanent licensed bar in place with alcohol available for sale every time the premises is open to the public.
When private functions / pre-planned events are taking place with sales of alcohol, a bar will be provided by an agreed personal licence holder, who will act as the DPS for that specific event only. That personal licence holder will be with the consent of the management committee and the premises licence holder and will give their written consent to the Licensing Dept of Hastings Borough Council, who will notify the police. The police have the power to object to the named personal licence holder if it is deemed that this licensing objective will not be promoted on the grounds of crime and disorder. If the management committee become the premises licence holders, they shall nominate a personal licence holder, who will become the permanent designated premises supervisor of the premises.
The maximum capacity of the Stade Hall is defined by the fire safety risk assessment and the event organiser is wholly responsible for ensuring this capacity is not exceeded.

c) Public safety

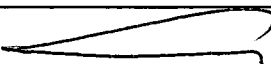
The fire safety risk assessment and health and safety risk assessment for the Stade Hall is to be available in advance for event organisers to read and available on the premises to be produced / read if required.
The specified capacity limit to be a maximum of 100 persons seated at tables or 120 persons standing. The Classroom will be limited to a maximum of 35 seated/standing.

d) The prevention of public nuisance

Signs will be prominently placed at the exit(s) requesting patrons ' to consider other persons living in the local community and leave the area quietly.'
The event organizer / or DPS if required for an event where alcohol is on sale, will monitor the volume of sound from live music or recorded music performances inside the premises.
Noise from amplified music and speech shall not be more than barely audible at the facade of any noise sensitive premises

Capacity	
Date	
Signature	

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.

Capacity	Need of Communications Marketing, Marketing Borough Council
Date	6 th July 2011
Signature	

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.

Part 4 – Signatures (please read guidance note 10)

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

- 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 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
- Please tick yes

e) The protection of children from harm

Challenge 25 policy.
 Only PASS accredited photo card, photo card driving licence, passport or identity card of armed forces accepted as proof of age.
 All refusals to be recorded in a register which will be countersigned / with name printed, by the event nominated DPS at the end of the event.

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. 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 or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. 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 gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form 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.

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)		
	Post town	
	Post code	
Telephone number (if any)		
If you would prefer us to correspond with you by e-mail your e-mail address (optional)		