

16th May

[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 Lorna Lloyd & Bryan Dyke (Mr & Mrs Bryan Dyke)

(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 The Printworks 14 Claremont America Ground Hastings East Sussex			
Post town	Hastings	Postcode	TN34 1HA

Telephone number at premises (if any)	01424 425 532
Non-domestic rateable value of premises	£

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 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)

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- 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:

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)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname Dyke			First names Bryan James		
I am 18 years old or over				x <input type="checkbox"/> Please tick yes	
Current postal address if different from premises address		The Printworks 14 Claremont America Ground Hastings East Sussex			
Post town	Hastings			Postcode	TN34 1HA
Daytime contact telephone number			01424 425 532 / 07808 572 282		
E-mail address (optional)		bryan@14claremont.com			

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)	
Surname Lloyd			First names Lorna Vivian		
I am 18 years old or over				x <input type="checkbox"/> Please tick yes	
Current postal address if different from premises address		The Printworks 14 Claremont America Ground Hastings East Sussex			
Post town	Hastings			Postcode	TN34 1HA
Daytime contact telephone number			01424 425 532 / 07808 572 283		
E-mail address (optional)	lorna@14claremont.com				

(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
0	20	5 2 0 1 3

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)

14 Claremont is a Grade 2 listed building next to The Brassey Institute. It is a commercial building with a residential apartment on the top two floors (floors 3 & 4) Floors 2,1,ground and basement, including the shop DykeandDean at the front of the ground floor are all designated commercial.

We are applying for premises licenses for the 1st and ground floors. The basement will also be part of the premises but used only for storage of tables, equipment etc. There is also a men's urinal in the basement, which will be part of the premises, being separated from the rest of the basement. This may be extended to include another bathroom for men and woman.

The residential apartment on floors 3 and 4 are used as a Bed & Breakfast and the premises licenses should include the ability to sell alcohol to guests, as it is intended that the premises will be holding functions and guests for wedding parties, breakfasts and functions.

The whole building is owned by the applicants, Bryan Dyke and Lorna Lloyd (Mr & Mrs B J Dyke) and they both live in the apartment, on the 3rd floor. The B&B rooms are currently housed on the 4th floor.

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 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

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

The Printworks, 14 Claremont, is a Grade 2 listed building in the heart of the America Ground, Hastings. JF Parsons and Lord Brassey commissioned the Architect Vernon Liberty to design the building for the Observer Newspaper and Parsons' growing printing business and house Lord Brassey's growing collection.

Listed 1985, along with The Brassey Institute, 14 Claremont had been subject to considerable neglect and unsympathetic alterations. Bryan Dyke and Lorna Lloyd who purchased the building in June 2009 have invested heavily to repair and safeguard the infrastructure and restore the building sympathetically to meet the requirements of both the Listed Buildings Officer and Building Control.

The 3rd and 4th Floors have been converted into a residential apartment where the current owners live and operate a successful high end Bed & Breakfast, providing weekend breaks for the increasing numbers of high earners visiting the town.

The second floor is designated affordable artists studio space with separate offices for John McCart Architects. The shop at street level is the designer home ware shop DykeandDean.

It is the remainder of the building, i.e., the whole of the first floor and the rear of the ground floor, for which this application is being made. These would comprise a single business, owned and managed by the current owners.

The first floor event space has been operating under temporary licenses since February 2012.

The types of events are varied in nature:

To support the charitable nature of the fledgling Fat Tuesday Festival (supporting St Michaels Hospice) the Preservation Sunday was held on the first and ground floors in February 2012.

The Degree Show for South Coast College in June 2012; this was the first time all the degree students had been able to house their show in one venue and is considered by them to have been their most successful Private View to date; especially since the closure of The Fish Gallery and the conversion of their own exhibition space to a Subway Sandwich Bar. We are fully committed to supporting the Arts at the South Coast College and we anticipate this will be a regular event.

We organized two music and visual based events to coincide with the Coastal Currents Arts Festival, which is held in Hastings, Rye and Battle each year.

The first was Harmonica Club night, which, featured Hastings based fine artists and VJ's Overlap.

The second was the America Ground Revival night to celebrate the history of the America Ground.

Both these events were very successful and triggered a massive interest in the events space, revealing a high demand for somewhere genuinely 'different' and interesting for people to stage events.

To date, these have included:

The Hastings Oktober Fest

Hastings Voodoo Fest

The Hastings Short Film Challenge Awards

Melt Yourself Down (band containing members from previous successful bands Polar)

Winter Wonderland promotion by the directors of www.thisishastings.com website (promoting local events in Hastings and St Leonard's)

African Party Night

Fat Tuesday Festival's Preservation Sunday

South Coast College FDA Course module and exhibition

Private birthday parties

A comedy night is scheduled for May with leading comedians, a venture we wish to support and continue to host.

There is also a booking scheduled for the end of May as an ancillary performance to the Body Art on The Stade.

The space is also used during the week for rehearsal and dance classes, as a film and photography location and weekend courses for personal development and self-discovery such as The Mastery. These are the activities, which we hope to grow and expend upon. Creative and community led courses and events. It is our aim to promote individual signature events, to accommodate the demand we have uncovered. It is an entertainment events centre for which the sale of alcohol to the public is ancillary.

One of our main future objectives will be catering for weddings.

East Sussex County Council is poised to spend some £6 million pounds on the Brassey Institute, where it intends to move the Children's Library and the Registry Office.

Located, as we are, next door to The Brassey Institute and opposite The Holy Trinity Church, we see an opportunity for providing Bed & Breakfast accommodation, hosting Wedding Breakfasts for those guests and their families and friends, and catering for functions such as parties and receptions on the 1st and Ground floors.

Following our first music event (Harmonica Club Night) on September 15th 2012, we received a Noise Complaint. This initial letter was modified to remove the part of the complaint relating to noise on the street (Claremont), as this was not our responsibility, but related to those people leaving establishments in Robertson Street.

This modified letter is on file together with our response and actions taken.

As this was our first evening event with amplified music, we were unprepared for the excessive volume of the DJ's own sound system (a last minute alteration and not the same system he did his original sound check on) or his refusal to turn down the volume on successive repeated requests.

We took the following immediate actions to redress issues related to noise:

We apologized to the resident involved and gave our assurances we understood her concerns and would take immediate action to ensure it did not happen again.

We gave her our contact numbers should she have any other concerns.

We invited her to all subsequent public events with free entry for her plus one (an offer that she has subsequently accepted)

The residents are also invited to any events we hold (public) their names are put on the guest list.

We had not anticipated that the derelict building at the back of our premises (The Old Observer on Cambridge Road) would act like an echo chamber, amplifying sound beyond our immediate vicinity.

We therefore immediately installed acoustic boards at all the windows on the first floor and the back fire escape.

This application is primarily to cater for Arts based events with alcohol sales as an ancillary and not the main Use.

Upon the granting of a full premises license, we will surrender the old premises license, which only deals with the ground floor and basement.

Provision of late night refreshment (if ticking yes, fill in box I)

x

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 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	x <input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	0900		<u>Please give further details here</u> (please read guidance note 3) Live, recorded amplified music may be used	Both	<input type="checkbox"/>
		0400			
Tue	0900				
		0400			
Wed	0900			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)	
		0400			
Thur	0900				
		0400			
Fri	0900		<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 5) Some of the performances we may promote could be ‘Durational Performances’ This refers to performance artists such as Nikil Chopra whose work takes place in real time and is specifically related to a particular premises or building i.e. Site Specific Work: his work at The Venice Biennale took place over 3 days		
		0400			
Sat	0900				
		0400			
Sun	0900				
		0400			

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2) Any outdoors projections would be onto our own building or adjoining buildings (with owners permissions and approval or residents and businesses)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Mon	0900		<u>Please give further details here</u> (please read guidance note 3) Outdoors projection may include amplified sound for short periods of time (with approval of local residents and businesses)		
		0400			
Tue	0900				
		0400			
Wed	0900		<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4) As below		
		0400			
Thur	0900				
		0400			
Fri	0900		<u>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</u> (please read guidance note 5) Summer Solstice – June 21st		
		0400			
Sat	0900				
		0400			
Sun	0900				
		0400			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)	
Day	Start	Finish		
Mon	0900		<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)	
		0400		
Tue	0900			
		0400		
Wed	0900			
		0400		
Thur	0900			<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 5)
		0400		
Fri	0900			
		0400		
Sat	0900			
		0400		
Sun	0900			
		0400		

D

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

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	0900			<u>Please give further details here</u> (please read guidance note 3)	
		0400			
Tue	0900				
		0400			
Wed	0900		<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
		0400			
Thur	0900				
		0400			
Fri	0900		<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 5) Summer Solstice – June 21st		
		0400			
Sat	0900				
		0400			
Sun	0900				
		0400			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	0900		Please give further details here (please read guidance note 3) Recorded music will be amplified		
		0400			
Tue	0900				
		0400			
Wed	0900		State any seasonal variations for the playing of recorded music (please read guidance note 4)		
		0400			
Thur	0900				
		0400			
Fri	0900		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) Summer Solstice – June 21st		
		0400			
Sat	0900				
		0400			
Sun	0900				
		0400			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish						
Mon	0900		<u>Please give further details here</u> (please read guidance note 3)					
		0400						
Tue	0900							
		0400						
Wed	0900					<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
		0400						
Thur	0900							
		0400						
Fri	0900		<u>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</u> (please read guidance note 5)					
		0400						
Sat	0900							
		0400						
Sun	0900							
		040						

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 Artistic events such as Burlesque, Mime, Body Performance Art, Cabaret, Comedy Nights		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon	0900			Outdoors	<input type="checkbox"/>
		0400		Both	<input type="checkbox"/>
Tue	0900		<u>Please give further details here</u> (please read guidance note 3)		
		0400			
Wed	0900				
		0400	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Thur	0900				
		040			
Fri	0900		<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 5) Summer Solstice – June 21st		
		0400			
Sat	0900				
		0400	Sun		
Sun	0900				
		0400			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	^x <input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	2300		<u>Please give further details here</u> (please read guidance note 3)	Both	<input type="checkbox"/>
		0400			
Tue	2300				
		0400			
Wed	2300		<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
		0400			
Thur	2300				
		0400			
Fri	2300		<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 5)		
		0400			
Sat	2300				
		0400			
Sun	2300				
		0400			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4)		
Mon	0900	0330	<p><u>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</u> (please read guidance note 5)</p> <p>Sales of alcohol will cease 30 minutes before the close of the premises to give people time to finish their drinks. There will be an announcement over the P.A. informing people.</p> <p>For B&B Guests alcohol sales for consumption in their rooms 24 hours</p>		
Tue	0900	0330			
Wed	0900	033			
Thur	0900	0330			
Fri	0900	0330			
Sat	0900	0330			
Sun	0900	0330			

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

Name Edward Jackson Lloyd-Dyke

Address The Printworks 14 Claremont America Ground Hastings East Sussex	
Postcode	TN34 1HA
Personal licence number (if known) HO20957	
Issuing licensing authority (if known) Hastings Borough Council	

K

<p>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).</p> <p>Any films will adhere to the British Board of Film Censors restrictions of ages. Any films containing nudity, semi-nudity and/or violence. Identification will be requested and checked before admission (18years or over)</p> <p>This will also apply to events such as Burlesque, dance or plays where it is deemed appropriate for the protection of children</p>

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4) The only seasonal variations would be Public Bank Holidays: Summer Solstice – 21 st June
Day	Start	Finish	
Mon	0900		
		0400	
Tue	0900		
		0400	
Wed	0900		

		0400	<u>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</u> (please read guidance note 5)
Thur	0900		
		0400	
Fri	0900		
		0400	
Sat	0900		
		0400	
Sun	0900		
		0400	

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 9)

Please see attached letter

b) The prevention of crime and disorder

Please see attached letter

c) Public safety

Please see attached letter

d) The prevention of public nuisance

Please see attached letter

e) The protection of children from harm

General

We will inform all local residents of events, which are taking place, (once we are able to identify and contact them) so that they are able to contact us.

We instructed Peter Tucker of S.E.A.L Acoustics to research and identify a Sound Limiter for the DJ booth.

We had acoustic blackout curtains made and installed throughout the 1st floor.

Running along the side of the premises is a large and mostly empty business block; the above measures do however prevent noise seepage to this office block too.

There are a few residential flats at the front/side of the building. These are the premises that need protecting from noise seepage and the acoustic boards and curtains have successfully stopped any noise interfering with the comfort of residents.

We monitor the noise at the back and down the side of the building, using a decibel monitor to ensure that we are not creating a noise nuisance to anyone living or working in the vicinity.

The decibel monitor is also used inside the building to regulate the volume throughout the evening and particularly after 11.00 at night.

No noise can be heard from the building on the street (Claremont)

Prevention of Crime and Disorder

We have already installed CCTV cameras.

They cover CCTV camera covering the door/entrance, the internal stairway, the bar and the gate into the alleyway.

Walkie-talkies link the Manager and Door staff.

All staff will be trained in the use and download of CCTV cameras and recording.

Where our risk assessment requires it, we will use a Registered Door Supervisors.

Door staff will control the numbers of persons allowed entrance in keeping with capacity.

Staff will be made aware of any suspicious behavior.

All staff will be trained in the 'line of command' for any trouble.

All staff will be trained for 'evacuation' procedures.

Hi-Viz jackets are kept behind the bar in case of an emergency.

A logbook to record all incidents and accidents will be kept behind the bar.

Local taxi numbers will be displayed at the entrance/exit.

We will try to arrange for a dedicated phone box on the premises connected to a local taxi company.

No members of the public who appear drunk will be admitted to the premises.

Any members of the public who appear drunk will be asked to leave the premises.

Any person who leaves passes beyond the gate to the building will not be allowed to re-enter

We define the entrance, as the gate across the entrance to the alley.

No members of the public under the age of 18 will be allowed entrance to events with age restrictions.

Signage relating to 'no drugs' policy will be displayed on the premises.

Where applicable, children will only be admitted if accompanied by an adult.

Staff will be trained for 'Challenge 25' both on the door and the bar.

No person under 18 will be allowed to remain on the premises after 11.00pm.

Anyone using abusive language or behavior will be asked to leave the premises.

People will be offered cloakroom facilities for coats and bags; those who refuse may have their coats and bags searched for alcohol/drugs or weapons by accredited door staff both male and female.

We will install a CCTV in the public area of the bathroom.

Toilets will be checked on a regular basis for any unlawful activity.

Bar Watch membership will be maintained and monitored by staff.

People will be asked to leave the premises and area quietly and quickly.

Notices requesting patrons to leave and disperse quickly and quietly will be displayed at the entrance/exit

Door staff will assist in minimizing disturbance by managing entrances and exits and reinforcing the request to leave quietly and quickly.

Drink Driving signs displayed at the entrance/exit to the premises

Ultra violet machine for checking counterfeits are already installed behind the bar.

Police to be informed of any counterfeits taken or attempts to use them.

Public Health and Safety

- Any person asked to leave escorted by trained security to leave the premises/to await police or ambulance.
- We will try to arrange for a dedicated phone box on the premises connected to a local taxi company.
- Staff will remove any glasses left unattended.
- Staff will check and monitor toilets regularly for any problems.
- There are motion-activated sensors for toilets.
- There will be a designated Smoking area outside, on the footprint of the premises.
- Signage will be displayed warning of trip hazards on the road as this 'unadopted' road is not part of the premises
- A member of staff will be responsible for the use and maintenance of the First Aid kit.
- First Aid kits are kept behind bar.
- We will identify a member of staff for First Aid Training.
- All exits clearly marked and visible.
- All fire exits will be kept clear.
- Fire extinguishers clearly marked and serviced and displayed.
- Staff will be trained in use of fire extinguishers.
- Hi-Viz jackets available to staff behind bar for emergency evacuation procedure.
- Sign displayed warning people of dangers round back of building (Old Observer Building).
- Staff will be trained in the FIFO method of stock control to ensure freshness of all products sold.
- There will be hot and cold running water at the bar.
- We will use Polycarbonate glasses only for public events. Glass will only be used for private functions.
- No animals, except certified 'blind dogs' and 'caring dogs' will be allowed onto the premises.

Prevention of Public Nuisance

There will be no cause unreasonable disturbance at any other time.

The Manager or a trained member of staff will manage the master control on the DJ booth

The Manager or a trained member of staff will monitor and log the decibel levels of music

The volume and bass of all amplified music will be turned down at 11.00 and again after midnight.

The windows already have acoustic boards.

All windows already have acoustic black out curtains.

All fire doors are kept closed.

We will create a lobbied entrance into the premises to restrict noise 'bleed'.

The loudspeakers will be placed on acoustic mats.

Once we have identified a suitable sound limiter, this will be installed on the dj desk.

All dj's and musicians informed of the house policy and required to adhere to it.

All evenings will end slowly with the music being turned down and people asked to leave quietly.

We will encourage rapid and quiet dispersal of patrons.

We will try to establish relationship with local taxi companies.

The Entrance/Exit will display local taxi numbers.

We are attempting to organize a free phone facility with licensed operator.

Members of the public entering or leaving the premises will be asked to wait quietly and respect our neighbours.

Notices requesting patrons to leave and disperse quickly and quietly will be displayed at the entrance/exit.

Door staff will assist in minimizing disturbance by managing entrances and exits and reinforcing the request to leave quietly and quickly.

Arrange refuse collections after 07.00.

We will communicate with our neighbours.

We will listen to their concerns or complaints.

We will give contact details to our neighbours so that they are able to contact us whenever necessary.

There will be a designated Smoking area outside, on the footprint of the premises away from residential properties.

Door staff will monitor smokers and ask them to be quiet if necessary.

There are already Black out/acoustic curtains hanging at all the windows on the 1st floor.

There are Acoustic panels on all the windows on the 1st floor.

The Master control of DJ booth will be managed by the manager or a designated/trained member of staff.

Decibel levels will be monitored and logged, internally and externally by the Manager or a designated/trained member of staff.

The volumes of the music and bass will be turned down at 11.00 and again after midnight.

All rubbish, including bottles and glass will be removed the following morning to avoid noise.

The rubbish bins will remain at the back of the building, closed and out of sight.

Rubbish clearance will take place no earlier than 0700 or later than 1100

The Protection of Children from Harm

No members of the public under the age of 18 will be allowed entrance to events with age restrictions.

Children will only be admitted if accompanied by an adult

No person under 18 will be served at the bar except to purchase soft drinks

No person under 18 will be allowed to remain on the premises after 11.00pm

Anyone using abusive language or behavior will be asked to leave the premises

Any person who leaves the premises will not be allowed to re-enter, the entrance being defined as the gate across the alleyway.

We define the entrance, as the gate across the entrance to the alley.

Staff will be trained for 'Challenge 25' both on the door and the bar.

We will display Signage relating to 'no drugs' policy

People will be offered cloakroom facilities for coats and bags; those who refuse may have their coats and bags searched for alcohol/drugs or weapons by accredited door staff both male and female

Toilets will be checked on a regular basis for any unlawful activity

No person under the age of 18 will be allowed entrance for any event that is deemed unsuitable because the primary use of the premises is exclusively providing alcohol, or adult entertainment, which may include films, dance and performance.

Any events, which are organized by third parties, will need to sign a hiring agreement with proof of CRB checks

Please see attached letter

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

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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.

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	Bryan Dyke
Date	1 st April 2013
Capacity	Applicant

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	Lorna Lloyd
Date	1 st April 2013
Capacity	Applicant

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

Post town

Postcode

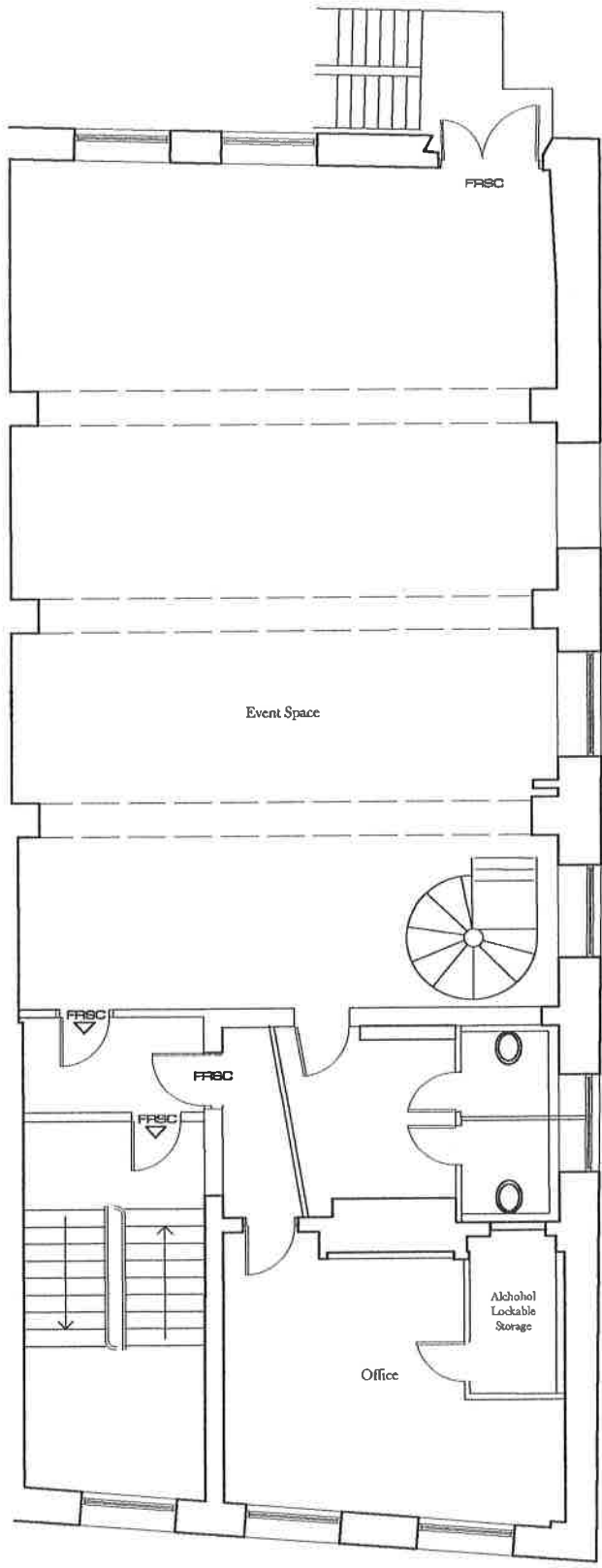
Telephone number (if any)

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. 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 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'.
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 or 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, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

1ST FLOOR



GROUND FLOOR

