

BLOC 40, FIRST FLOOR, 40 HIGH STREET, BRENTWOOD CM14 4AJ

APPENDIX 1

APPLICATION FORM

Application for a new Premises Licence

Application for a Premises Licence to be granted under the Licensing Act 2003



Please note: You must provide online payment for this licence after completing the form. After clicking the submit button at the end of the form you will be taken to our secure online payment website. You can then make the required payment using either a credit or debit card.

Before completing this form please read the guidance notes:

[Premises Licence Application Guidance Notes](#)

You should keep a copy of the completed application for your records, this will be attached (PDF format) to your acknowledgement email which you will receive upon completion of this application. By completing this application online, you will automatically be notifying the Responsible Authorities.

Cost of Licence

The fee you pay for your licence is based on the rateable value of the premises and if the premises is used exclusively or primarily for the supply of alcohol for consumption on the premises. If you do not know what the rateable value of your premises is, you can find this on the [Valuation Office Agency](#) website.

What is the Nondomestic rateable value of the premises?: 4301-33000

Cost of licence: £190.00

I/We,

Applicant first name: AA Trading Limited

Applicant surname: AA Trading Limited

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.

Premises Details

Does the premises have a postal address, or would you like to enter ordnance survey map references, or a description of its location?: Yes, it has a postal address

Ordnance survey map reference or description:

Premises Address

Flat number (if any)

House number/name 40

Road name High Street

Town Brentwood

County Essex

Post Code CM14 4AJ

Daytime contact telephone number (if any):

Premises email address (optional):

Please state whether you are applying for a Premises Licence as: (b) a person other than an individual: as a limited company; as a partnership; as an incorporated association; or other (for example, a statutory corporation)

I am: carrying on or proposing to carry on a business which involves the use of premises for licensable activities

Individual Applicants

Title:

First name(s):

Surname:

Date of birth:

I am 18 years old or older:

Nationality:

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information):

Applicant Address

Flat number (if any)

House number/name

Road name

Town

County

Post Code

Daytime contact telephone number:

Application email address (optional):

Second Individual Applicant (if applicable)

Title:

First name(s):

Surname:

Date of birth:

I am 18 years old or older:

Nationality:

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information):

Applicant Address

Flat number (if any)

House number/name

Road name

Town

County

Post Code

Daytime contact telephone number:

Application email address (optional):

Other Applicants

Please provide name and registered address of the 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: AA Trading Limited

Flat number (if any)

House number/name 389c

Road name High Road

Town London

County

Post Code N22 8JA

Registered number (where applicable): 09287224

Description of Applicant: Limited Company

Telephone:

Email:

Operating Schedule

When do you want the premises licence to start?: 09/07/2020

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

General description of the premises (Please read guidance note 1):

A Late Night Entertainment Venue within Brentwood Town Centre.

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

What licensable activities do you intend to carry on from the premises? (please see [section 1](#) and [section 14](#) of the Licensing Act 2003 and [Schedule 1](#) and [Schedule 2](#) to the Licensing Act 2003)

Provision of regulated entertainment for:

(c) indoor sporting events, (f) recorded music

Provision of late night refreshment:

Supply of alcohol:

Yes

a) Plays

Will the performance of a play take place indoors or outdoors or both? (please read guidance note 2):

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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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 above, please list (please read guidance note 5):

b) Films

Will the exhibition of films take place indoors or outdoors or both? (please read guidance note 2):

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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Please give further details here (please read guidance note 3):

State any seasonal variations for the exhibition of films (please read guidance note 4):

Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed above, please list (please read guidance note 5):

c) Indoor Sporting Events

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
Monday	11:00	03:00
Tuesday	11:00	03:00
Wednesday	11:00	03:00
Thursday	11:00	03:00
Friday	11:00	03:00
Saturday	11:00	03:00
Sunday	11:00	03:00

Please give further details here (please read guidance note 3):

Possible exhibition events, for example, darts or pool where spectators are present.

State any seasonal variations for indoor sporting events (please read guidance note 4):

N/A

Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed above, please list (please read guidance note 5):

An additional hour to the standard and non-standard timings on the day when British Summertime commences.

d) Boxing or Wrestling

Will the boxing or wrestling entertainment take place indoors or outdoors or both? (please read guidance note 2):

Standard Days and Timings (please read guidance note 6)

Day Start Finish

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 wresting entertainment at different times to those listed above, please list (please read guidance note 5):

e) Live Music

Will the performance of a live music take place indoors or outdoors or both? (please read guidance note 2):

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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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 above, please list (please read guidance note 5):

f) Recorded Music

Will the playing of recorded music take place indoors or outdoors or both? (please read guidance note 2): Indoors

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
Monday	11:00	03:00
Tuesday	11:00	03:00
Wednesday	11:00	03:00
Thursday	11:00	03:00
Friday	11:00	03:00
Saturday	11:00	03:00
Sunday	11:00	03:00

Please give further details here (please read guidance note 3):

Music via a recorded source (CD, download, etc.) for entertainment

State any seasonal variations for playing recorded music (please read guidance note 4):

N/A

Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed above, please list (please read guidance note 5):

An additional hour to the standard and non-standard timings on the day when British Summertime commences.

g) Performances of Dance

Will the performance of dances take place indoors or outdoors or both? (please read guidance note 2):

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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Please give further details here (please read guidance note 3):

State any seasonal variations for the performance of dances (please read guidance note 4):

Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed above, please list (please read guidance note 5):

h) Anything of a Similar Description to that falling within (e) Live Music, (f) Recorded Music or (g) Performance of Dance

Please give a description of the type of entertainment you will be providing:

Will this entertainment take place indoors or outdoors or both? (please read guidance note 2):

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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Please give further details here (please read guidance note 3):

State any seasonal variations for entertainment of similar description to that falling within (e), (f) or (g) (please read guidance note 4):

Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed above, please list (please read guidance note 5):

i) Late Night Refreshment

Will the provision of late night refreshment be taking place indoors or outdoors or both? (please read guidance note 2):

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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Please give further details here (please read guidance note 3):

State any seasonal variations for the provision of late night refreshment (please read guidance note 4):

Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed above, please list (please read guidance note 5):

j) Supply of Alcohol

Will the sale of alcohol be for consumption on the premises, of the premises or both? (please read guidance note 7): Both

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
Monday	11:00	03:00
Tuesday	11:00	03:00
Wednesday	11:00	03:00
Thursday	11:00	03:00
Friday	11:00	03:00
Saturday	11:00	03:00
Sunday	11:00	03:00

Please give further details here (please read guidance note 3):

N/A

State any seasonal variations for the supply of alcohol (please read guidance note 4):

N/A

Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed above, please list (please read guidance note 5):

An additional hour to the standard and non-standard timings on the day when British Summertime commences.

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

Name: Danie

Address

Flat number (if any)
House number/name
Road name
Town
County
Post Code

Personal Licence Number (if known):

Issuing Licensing Authority (if known): Swindon Borough Council

I) Hours Premises are open to the public

Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
Monday	11:00	03:30
Tuesday	11:00	03:30
Wednesday	11:00	03:30
Thursday	11:00	03:30
Friday	11:00	03:30
Saturday	11:00	03:30
Sunday	11:00	03:30

State any seasonal variations (please read guidance note 4):

N/A

Non standard timings. Where you intend to have the premises to be open to the public at different times to those listed above, please list (please read guidance note 5):

An additional hour to the standard and non-standard timings on the day when British Summertime commences.

n) Adult Entertainment and Services

Please highlight any adult entertainment or services, activities, or 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):

None

o) Promoting Licensing Objectives

Describe the steps that 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):

NB. These premises have the benefit of a current existing Premises Licence, 20/00019/LAVDPS. If this application is granted it will replace the current Premises Licence which will be surrendered upon the receipt of the new licence. Pre consultation has taken place with the Police and EHO and new conditions regarding the use of ID scan and the use of the external terrace have been added.

The application is submitted on the plan which is approved under the existing Premises licence dated 17/04/2019

b) The prevention of crime and disorder:

1. The premises shall install and maintain a comprehensive CCTV system covering the internal and external of the premises which is of evidential quality. It will also cover all entry and exit points enabling full frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open to the public and during all times when customers remain on the premises. All recordings will be kept in an unedited format for a period of not less than 31 days with correct time and date stamping. Recording shall be made available immediately upon lawful request of Essex Police or other Responsible Authorities. Download or export of CCTV should be in the native file format with the native player.

2. A staff member from the premises who is conversant with the operation of the CCTV system shall be available at all times when the premises are open to the public. This staff member must be able to show Essex Police or other Responsible Authority recent data or footage with the absolute minimum of delay.

3. A plan of the premises identifying the location and direction of CCTV coverage shall be served on Essex Police & the Licensing Authority each time it is altered.

4. The premises will maintain a bound log book for all incidents, accidents and emergencies which shall include the following information; and will be available to Essex Police or other Responsible Authorities immediately upon lawful request:-

- All crimes reported to the venue;
- All ejections of patrons.
- All refusals of service.
- Any complaints received.
- Seizures of drugs or offensive weapons.
- The full name of any person who has been involved in dealing with any of the above matters.

5. When licensable activities are permitted beyond 00:00, a minimum of 2 SIA registered Door Supervisors shall be deployed from 21:00 and remain on duty until closing time and all customers have left the premises.
6. A bound Door Supervisors register shall be kept. Door Supervisors shall sign to record their start and finish times along with their full name & SIA badge number.
7. When SIA registered Door Supervisors are on duty random searching of people and their possessions will be carried out.
8. All staff engaged outside the premises shall wear high visibility jackets or vests.
9. The management will operate the Essex Police 'Procedures for the Management of Illicit Drugs in Licensed Premises'
10. The outside licensed area shall have a screen installed along the wall, a minimum height of 2 meters (or height specified by building control) to prevent objects falling off and/or being thrown.
11. Security measures shall be installed to the stairs in the outside licensed area so use of the emergency escape is only in an emergency and to prevent access to the residential area being used by customers.
12. Reasonable and adequate staff training to be carried out and properly documented in relation to:
 - Dealing with incidents and prevention of crime and disorder.
 - Sale of alcohol (to underage, persons over 18 purchasing for underage, drunks, etc.) prior to being allowed to sell alcohol.
13. All training records will be retained for 12 months and made available to Essex Police or other Responsible Authority upon reasonable request.
14. The Premises Licence Holder shall have a Dispersal Policy. A copy of which will be made available to Essex Police and Responsible Authority upon request.
15. No persons shall be allowed to leave the Premises whilst in possession of any drinking glass vessel or open glass bottle whether empty or containing any beverage, save for consumption in any designated external area.
16. Customers shall not enter or leave the premises by the stairs into the outside licensed area at any time, except in the event of an emergency
17. No licensable activities shall take place in external areas at any time.
18. The outside terrace area to be covered by CCTV to the satisfaction of Essex Police.
19. The premise is only to serve drinks in polycarbonate, plastic or other safety glass only, save for bottled products of 70cl or above.

20. Clubscan/IDSCAN or similar networked electronic validation system shall be operated at the premises. At those times and days when door supervisors are required to be at the premises as a condition of the licence, persons entering the nightclub would normally be required to provide verifiable ID and have their details recorded on the system;

c) Public safety:

See box b) above.

d) The prevention of public nuisance:

21. No speakers shall be installed or used in the external areas.

22. A noise limiter shall be fitted and set to the satisfaction of Environmental Health Services. The level of the noise limiter shall be set with the rear fire exit door open and monitored at the nearest residential noise sensitive premises.

23. All windows and doors to be kept closed during regulated entertainment, with the exception for access and egress.

24. The External area shall be monitored by a member of staff with the purpose of controlling noise from customers and ensuring public safety.

25. The external terrace to the rear of the premises will be closed to patrons from 02:30 each morning until close of business.

26. Notices shall be prominently displayed at all exits requesting patrons to leave quietly.

27. Clear and legible notices shall be prominently displayed in, and at the entrance to any outside licensed area requesting customers to use the area quietly.

28. The terrace to be monitored by a staff member at intervals of no more than 30 minutes.

29. The number of persons accommodated on the terrace (excluding staff) shall not exceed (insert number).

30. No alcohol to be consumed on the terrace after 11pm.

31. Noise at the premises limited after 11pm to a decibel level to be agreed with Environmental Health Department of the Council. A noise limiter shall be fitted and set to the satisfaction of Environmental Health Services. The level of the noise limiter shall be set with the rear fire exit door open and monitored at the nearest residential noise sensitive premises.

32. Sufficient lighting to be maintained on the terrace during licensable hours and for the lighting to be monitored and agreed with the Environmental Health Department of the Council.

e) The protection of children from harm:

33. The premises shall operate a Challenge 25 age verification policy. Any person who appears to be under the age of 25 shall be asked to produce photographic identification to prove they are 18 or over. Failure to produce will result in service being refused. Acceptable forms of photographic identification include:

- Passport,
- Photo card Driving Licence,
- Photographic ID bearing the 'PASS' hologram.

Declaration

I agree to submit a plan of the premises: I agree

Alternatively these should be sent by post to:

Licensing, Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY

Please include the reference number for this form, which will be produced when you submit it.

I will send copies of this application and the plan to the relevant authorities and others where applicable: I agree

I will submit a consent form completed by the individual I wish to be designated premises supervisor, if applicable (available as a separate online form on our website): I agree

I understand that I must now advertise my application: I agree

A copy of the Prescribed Form of Notice is available here:

[Public Notice of Application](#)

(Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships) I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15): I agree

I understand that if I do not comply with the above requirements my application will be rejected: I agree

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.

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.

Signature (name): Poppleston Allen

Date: 11/06/2020

Capacity: Solicitors for & on behalf of the applicant

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.

(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): I agree

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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15): I agree

Signature (name):

Date: 11/06/2020

Capacity:

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

Correspondence name: Michelle Peach

Telephone number: 01159538509

Mobile telephone number:

Correspondence Address

Flat number (if any)

House number/name Poppleston Allen

Road name 37 Stoney Street

Town Nottingham

County

Post Code NG1 1LS

To receive email confirmation of your application and payment, please provide a correspondence

email address: m.peach@popall.co.uk