|  |  |
| --- | --- |
|  | 3 Cardinal Place, Cleveleys, Lancs. FY52SQTelephone: 01253 858186 or 01253 7708109 Fax: 01253 858186E-mail: Licensingpractice@btinternet.com |

|  |
| --- |
| **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 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. |

### We Singleton Lodge Country House Hotel Ltd apply for premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below the premises) and 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 descriptionSingleton Lodge Country House Hotel**Lodge Lane****Singleton** |
|  |
| Post town Poulton-le-Fylde  | Post code FY6 8LT |

|  |  |
| --- | --- |
| Telephone number of premises (if any) | **01253 883854** |

|  |  |
| --- | --- |
| Non domestic rateable value of premises | £33,000 |

**Part A2 - Applicant Details**

Please state the capacity in which you are applying to convert your existing licence

 **Please tick**

|  |  |  |
| --- | --- | --- |
| **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) |
| **d)** a charity |  | please complete section (B) |
| **e)** the proprietor of an educational establishment  |  | please complete section (B) |
| **f)** a health service body |  | please complete section (B) |
| **g)** a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital |  | please complete section (B) |
| **h)** the chief officer of 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 

* 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

1. **IINDIVIDUAL APPLICANTS** (fill in as applicable)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mr |  | Mrs |  | Miss |  | Ms |  | Other title (for example, Rev) |  |
| Surname  |  |  |
|  |  |  |
| Please tick  yes |  |
| I am 18 years old or over |  |
|  |  |
| Current postal address if different from premises address |  |
|  |  |
| Post Town |  | Postcode |  |
|  |  |
| Daytime contact telephone number |  |
|  |  |
| Email address (optional) |  |

**SECOND INDIVIDUAL APPLICANT** (IF APPLICABLE)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mr |  | Mrs |  | Miss |  | Ms |  | Other title (for example, Rev) |  |
| Surname | First names |  |
|  |  |  |
| Please tick  yes |  |
| I am 18 years old or over |  |
|  |  |
| Current postal address if different from premises address |  |
|  |  |
| Post Town |  | Postcode |  |
|  |  |
| Daytime contact telephone number |  |

1. OTHER APPLICANTS

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

|  |
| --- |
| **Name SINGLETON LODGE COUNTRY HOUSE HOTEL LTD**  |
| Address **9 Chapel Street, Poulton-Le-Fylde, Lancs, FY6 7BQ** |
| Registered number (where applicable Company number **06847527** |
| Description of applicant (for example, partnership, company, unincorporated association etc.)**Limited Company** |
| Telephone number (if any**) 07968796207** |
| E-mail address (optional) |

**Part 3 Operating Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Day** | **Month** | **Year** |  |
| When do you want the premises licence to start? | **1** | **1** | **0** | **1** | **2** | **0** | **2** | **3** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Day** | **Month** | **Year** |
| If you wish the licence to be valid only for a limited period, when do you want it to end? |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| If 5000 or more people attend the premises at any one time, please state the number expected to attend | **N/A** |

|  |
| --- |
| Please give a general description of the premises (please read guidance note 1)**These premises had the benefit of a Premises Licence (Ref:FYPL0164) until it was, inadvertently, lapsed on the death of the licence holder. They were operated very successfully without problems, under the terms of that licence which have largely been replicated in this application.****The premises are a detached, 14 bedroomed, hotel occupying three storeys with a basement, set back of the road within its own extensive grounds some ½ a mile from the village of Singleton. They comprise, on the ground floor, reception, a lounge with bar area, restaurant/function room as well as ladies, gents and disabled toilets, conference room, a kitchen, wash area and stores, together with private accommodation. The first floor provides residential accommodation for guests, and there is further private accommodation on the second floor. There is a formal grassed area laid out to the front of the hotel on which are set out tables and chairs where patrons can both eat and drink. This lawned area is also used, occasionally to site marquees for private functions. Alcohol and hot food are provided for non- residents as well as residents and their guests.** |

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

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

**Please tick √** **Yes**

### Provision of regulated entertainment

|  |  |
| --- | --- |
| a) plays  |  |
| b) films  | **** |
| c) indoor sporting events  | **** |
| d) boxing or wrestling entertainment |  |
| e) live music  | **** |
| f) recorded music | **** |
| g) performances of dance | **** |
| h) anything of a similar description to that falling within (e), (f) or (g)  | **** |

|  |  |
| --- | --- |
| **Provision of late night refreshment** (if ticking yes, fill in box I) | **** |

|  |  |
| --- | --- |
| Sale by retail of alcohol (if ticking yes, fill in box J) | **** |

**In all cases complete boxes K, L and M**

***Please complete Part B3 on this form.***

##### A

|  |  |  |  |
| --- | --- | --- | --- |
| PlaysStandard days and timings (please read guidance note 8) | **Will the performance of a play take place** **indoors or outdoors,** or both – please tick [Y] (please ready guidance note 9) | Indoor |  |
| Outdoors |  |
| Both |  |
| Day | Start | Finish |
| Mon |  |  | **Please give further Details here** (please read guidance note 10) |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **State any seasonal variations for performing plays** (please read guidance note 11) |
|  |  |
| Thur |  |  |
|  |  |
| Fri |  |  | **Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left**, please list (please read guidance note 12) |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

**B**

|  |  |  |  |
| --- | --- | --- | --- |
| FilmsStandard days and timings (please read guidance note 8) | **Will the performance of films take place** **indoors or outdoors,** or both – please tick [Y] (please ready guidance note 9) | Indoor | √ |
| Outdoors |  |
| Both |  |
| Day | Start | Finish |
| Mon | **10.00hrs** | **01.00hrs** | **Please give further Details here** (please read guidance note 10). |
|  |  |
| Tue | **10.00hrs** | **01.00hrs** |
|  |  |
| Wed | **10.00hrs** | **01.00hrs** | **State any seasonal variations for the exhibition of films** (please read guidance note 11) |
|  |  |
| Thur | **10.00hrs** | **01.00hrs** |
|  |  |
| Fri | **10.00hrs** | **01.00hrs** | 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 12)From the end of permitted hours on New Year’s Eve to the start of permitted hours on New Year’s Day.The terminal hour for this licensable activity is to be extended by 1hr every;-* Friday, Saturday, Sunday and Monday of each, Easter Bank Holiday, May Bank Holiday, Spring Bank Holiday, and August Bank Holiday weekend.
* Valentines Night, Christmas Eve and Boxing Day.
 |
|  |  |
| Sat | **10.00hrs** | **01.00hrs** |
|  |  |
| Sun | **10.00hrs** | **01.00hrs** |
|  |  |

##### C

|  |  |
| --- | --- |
| Indoor sporting eventsStandard days and timings(please ready guidance note 8) | **Please give further Details here** (please read guidance note 10)**Exhibitions and competitions for darts, pool and snooker**. |
| Day  | start | finish |
| Mon | **10.00hrs** | **01.00hrs** |
|  |  |  |
| Tue | **10.00hrs** | **01.00hrs** | **State any seasonal variations for indoor sporting events** (please read guidance note 11)**None** |
|  |  |  |
| Wed | **10.00hrs** | **01.00hrs** |
|  |  |  |
| Thur | **10.00hrs** | **01.00hrs** | **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 12)From the end of permitted hours on New Year’s Eve to the start of permitted hours on New Year’s Day.The terminal hour for this licensable activity is to be extended by 1hr every;-* Friday, Saturday, Sunday and Monday of each, Easter Bank Holiday, May Bank Holiday, Spring Bank Holiday, and August Bank Holiday weekend.
* Valentines Night, Christmas Eve and Boxing Day
 |
|  |  |  |
| Fri | **10.00hrs** | **01.00hrs** |
|  |  |  |
| Sat | **10.00hrs** | **01.00hrs** |
|  |  |  |
| Sun | **10.00hrs** | **01.00hrs** |
|  |  |  |

**D**

|  |  |  |  |
| --- | --- | --- | --- |
| Boxing or wrestling**entertainment**Standard days and timings (please read guidance note 8) | **Will the boxing or wrestling entertainment take place indoors or outdoors,** or both – please tick [Y] (please ready guidance note 9) | Indoor |  |
| Outdoors |  |
| Both |  |
| Day | Start | Finish |
| Mon |  |  | **Please give further Details here** (please read guidance note 10) |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **State any seasonal variations for boxing or wrestling entertainment** (please read guidance note 11) |
|  |  |
| Thur |  |  |
|  |  |
| Fri |  |  | **Non standard timings. Where you intend to use the premises for the boxing or wrestling entertainment at different times to those listed in the column on the left**, please list (please read guidance note 12) |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

##### E

|  |  |  |  |
| --- | --- | --- | --- |
| Live MusicStandard days and timings (please read guidance note 8) | **Will the performance of live music take place** **indoors or outdoors,** or both – please tick [Y] (please ready guidance note 9) | Indoor | **√** |
| Outdoors |  |
| Both |  |
| Day | Start | Finish |
| Mon | **10.00hrs** | **01.00hrs** | **Please give further Details here** (please read guidance note 10)Provision of live acoustic/ amplified music and amplified voice by a variety of artists and groups as well as karaoke.All forms of regulated entertainment provided in any marquee, tent or other structure will cease no later than 12 midnight. |
|  |  |
| Tue | **10.00hrs** | **01.00hrs** |
|  |  |
| Wed | **10.00hrs** | **01.00hrs** | **State any seasonal variations for the performance of live music** (please read guidance note 11) |
|  |  |
| Thur | **10.00hrs** | **01.00hrs** |
|  |  |
| Fri | **10.00hrs** | **01.00hrs** | **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 12)From the end of permitted hours on New Year’s Eve to the start of permitted hours on New Year’s Day.The terminal hour for this licensable activity is to be extended by 1hr every;-* Friday, Saturday, Sunday and Monday of each, Easter Bank Holiday, May Bank Holiday, Spring Bank Holiday, and August Bank Holiday weekend.
* Valentines Night, Christmas Eve and Boxing Day.
 |
|  |  |
| Sat | **10.00hrs** | **01.00hrs** |
|  |  |
| Sun | **10.00hrs** | **01.00hrs** |
|  |  |

**F**

|  |  |  |  |
| --- | --- | --- | --- |
| Recorded MusicStandard days and timings (please read guidance note 8) | **Will the playing of recorded music take place** **indoors or outdoors,** or both – please tick [Y] (please ready guidance note 9) | Indoor | **√** |
| Outdoors |  |
| Both |  |
| Day | Start | Finish |
| Mon | **10.00hrs** | **01.00hrs** | **Please give further Details here** (please read guidance note 10)Provision of all types of recorded music including jukebox, karaoke and DJ.All forms of regulated entertainment provided in any marquee, tent or other structure will cease no later than 12 midnight. |
|  |  |
| Tue | **10.00hrs** | **01.00hrs** |
|  |  |
| Wed | **10.00hrs** | **01.00hrs** | **State any seasonal variations for playing recorded music** (please read guidance note 11) |
|  |  |
| Thur | **10.00hrs** | **01.00hrs** |
|  |  |
| Fri | **10.00hrs** | **01.00hrs** | **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 12)From the end of permitted hours on New Year’s Eve to the start of permitted hours on New Year’s Day.The terminal hour for this licensable activity is to be extended by 1hr every;-* Friday, Saturday, Sunday and Monday of each, Easter Bank Holiday, May Bank Holiday, Spring Bank Holiday, and August Bank Holiday weekend.
* Valentines Night, Christmas Eve and Boxing Day.
 |
|  |  |
| Sat | **10.00hrs** | **01.00hrs** |
|  |  |
| Sun | **10.00hrs** | **01.00hrs** |
|  |  |

**G**

|  |  |  |  |
| --- | --- | --- | --- |
| Performances of danceStandard days and timings (please read guidance note 8) | **Will the performance of dance take place** **indoors or outdoors,** or both – please tick [Y] (please ready guidance note 9) | Indoor | **√** |
| Outdoors |  |
| Both |  |
| Day | Start | Finish |
| Mon | **10.00hrs** | **01.00hrs** | **Please give further Details here** (please read guidance note 10)Entertainment to include performance of dance as well as guests dancing.All forms of regulated entertainment provided in any marquee, tent or other structure will cease no later than 12 midnight. |
|  |  |
| Tue | **10.00hrs** | **01.00hrs** |
|  |  |
| Wed | **10.00hrs** | **01.00hrs** | **State any seasonal variations for performance of dance** (please read guidance note 11) |
|  |  |
| Thur | **10.00hrs** | **01.00hrs** |
|  |  |
| Fri | **10.00hrs** | **01.00hrs** | **Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the columnon the left**, please list (please read guidance note 12)From the end of permitted hours on New Year’s Eve to the start of permitted hours on New Year’s Day.The terminal hour for this licensable activity is to be extended by 1hr every;-* Friday, Saturday, Sunday and Monday of each, Easter Bank Holiday, May Bank Holiday, Spring Bank Holiday, and August Bank Holiday weekend.
* Valentines Night, Christmas Eve and Boxing Day .
 |
|  |  |
| Sat | **10.00hrs** | **01.00hrs** |
|  |  |
| Sun | **10.00hrs** | **01.00hrs** |
|  |  |

**H**

|  |  |
| --- | --- |
| **Anything of a similar description to that falling within (e), (f) or (g)**Standard days and timings(please read guidance note**.** | Please give a description of the type of entertainment you will be providing**Variety acts providing entertainment of a similar description to that falling within (e), (f) or (g) above.** |
| Day  | Start | Finish | Will this entertainment take place indoors or outdoors**Or both –** please tick [Y] (read guidance note 9) | indoors | **√** |
| Mon | **10.00hrs** | **01.00hrs** |
| Outdoors |  |
|  |  |  |
| Both |  |
| Tue | **10.00hrs** | **01.00hrs** | **Please give further details here** (please read guidance note 10)Includes compere for functions, quizzes, pub games with an audience etc.All forms of regulated entertainment provided in any marquee, tent or other structure will cease no later than 12 midnight. |
|  |  |  |
| Wed | **10.00hrs** | **01.00hrs** |
|  |  |  |
| Thur | **10.00hrs** | **01.00hrs** |
|  |  |  | **State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)** (please ready guidance note 11) |
| Fri | **10.00hrs** | **01.00hrs** |
|  |  |  |
| Sat | **10.00hrs** | **01.00hrs** |
|  |  |  | **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 in the column on the left, please list** (please read guidance note 12)From the end of permitted hours on New Year’s Eve to the start of permitted hours on New Year’s Day.The terminal hour for this licensable activity is to be extended by 1hr every;-* Friday, Saturday, Sunday and Monday of each, Easter Bank Holiday, May Bank Holiday, Spring Bank Holiday, and August Bank Holiday weekend.
* Valentines Night, Christmas Eve and Boxing Day.
 |
| Sun | **10.00hrs** | **01.00hrs** |
|  |  |  |

**I**

|  |  |  |  |
| --- | --- | --- | --- |
| Late Night RefreshmentStandard days and timings (please read guidance note 8) | **Will the provision of late night refreshment take place** **indoors or outdoors,** or both – please tick [Y] (please ready guidance note 9) | Indoor | **√** |
| Outdoors |   |
| Day | Start | Finish | Both |  |
| Mon | 23.00hrs | 05.00hrs | **Please give further Details here** (please read guidance note 10) |
|  |  |
| Tue | 23.00hrs | 05.00hrs |
|  |  |
| Wed | 23.00hrs | 05.00hrs | State any seasonal variations for the provision of late night refreshment (please read guidance note 11. |
|  |  |
| Thur | 23.00hrs | 05.00hrs |
|  |  |
| Fri | 23.00hrs | 05.00hrs | **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 12**).**These hours only apply in respect of hotel residents and their bona fide guests. See Operating Schedule for details of the restrictions on non-residents who may, subject to specified exceptions, only be sold or supplied with late night refreshment between 10.00hrs and 01.00hrs |
|  |  |
| Sat | 23.00hrs | 05.00hrs |
|  |  |
| Sun | 23.00hrs | 05.00hrs |
|  |  |

**J**

|  |  |  |  |
| --- | --- | --- | --- |
| **Supply of alcohol**Standard days and timings (please read guidance note 8) | **Will the supply of alcohol be for consumption****(Please tick Box Y)** [please read guidance note 13] | On the premises |  |
| Off the premises |  |
| Day | Start | Finish | Both  | ****  |
| Mon | **00.01hrs** | **00.00hrs** | **State any seasonal variations for the supply of alcohol** (please read guidance note 11) |
|  |  |  |
| Tues | **00.01hrs** | **00.00hrs** |
|  |  |  |
| Wed | **00.01hrs** | **00.00hrs** |
|  |  |  |
| Thur | **00.01hrs** | **00.00hrs** | **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 12**).**These hours only apply in respect of hotel residents and their bona fide guests. See Operating Schedule for details of the restrictions on non-residents who may. subject to specified exceptions, only be sold or supplied alcohol between 10.00hrs and 01.00hrs |
|  |  |  |
| Fri | **00.01hrs** | **00.00hrs** |
|  |  |  |
| Sat | **00.01hrs** | **00.00hrs** |
|  |  |  |
| Sun | **00.01hrs** | **00.00hrs** |
|  |  |  |

|  |
| --- |
| **State the name and details of the individual whom you wish to specify on the licence as premises supervisor** |
| Name: Michael Robert SmithDate of Birth: Address: Postcode:Personal licence number (if known) **WBBCPA 1627**Issuing licensing authority (if known**) Wyre 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 8)**None** |

##### L

|  |  |
| --- | --- |
| **Hours premises are open** **to the public** Standard days and timings (please read guidance note 8) | **State any seasonal variations** (please read guidance note 4) |
| Day | Start | Finish |
| Mon | **10.00hrs** | **01.30hrs** |
|  |  |  |
| Tue | **10.00hrs** | **01.30hrs** |
|  |  |  |
| Wed | **10.00hrs** | **01.30hrs** |
|  |  |  |
| Thur | **10.00hrs** | **01.30hrs** | Non-standard timings. Where you intend to open the premises to the public at different times from those listed in the column on the left, please list. (please read guidance note 5)See Operating Schedule for details of the restrictions on non-residents . |
|  |  |  |
| Fri | **10.00hrs** | **01.30hrs** |
|  |  |  |
| Sat | **10.00hrs** | **01.30hrs** |
|  |  |  |
| Sun | **10.00hrs** | **01.30hrs** |
|  |  |  |

**M**

**Describe the steps you intend to take to promote the four licensing objectives:**

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

|  |
| --- |
| The primary purpose of the premises operation will be as a hotel providing residential accommodation and ancillary facilities for hotel residents as well as functions for non -residents.Any marquee, tent or other structure, used for licensable activities, will only be erected on the lawned area to the front of the hotel and all such licensable activities within such a structure will cease no later than 12 midnight. |

* 1. **The prevention of crime and disorder**

|  |
| --- |
| **Alcohol and late night refreshment shall not be sold to non-residents of the premises between 01.00hrs and 10.00hrs**. This condition shall not apply from the end of permitted hours on New Year’s Eve to the start of permitted hours on New Year’s Day or between the hours of 01:00 and 02:00 on every:-* Friday, Saturday, Sunday and Monday of each, Easter Bank Holiday, May Bank Holiday, Spring Bank Holiday, and August Bank Holiday weekend.
* Valentines Night, Christmas Eve and Boxing Day.

Another member of staff shall be nominated to act for the Designated Premises Supervisor, in their absence, whose identity is known by all other staff when such absence occurs.At least one personal licence holder will be contactable while the supply or sale of alcohol is being undertaken (whose identity will be known to all other staff engaged in the supply or sale of alcohol) except in the case of emergency. |
| No person in possession of a drink in a sealed or unsealed container will be allowed to enter the premises except for the purposes of delivery. |
| No drink will be removed from the premises in an unsealed container save for unfinished bottles of wine which must be re-corked before being taken away from the premises.  |
| Off sales from the premises shall be in sealed containers only. Any unfinished bottles of wine must be re-corked before being taken away from the premises.  |
| An incident book will be maintained in which shall be recorded:- a. All incidents of crime and disorder b. Refused sales to suspected under-age and drunken persons c. A record of any person asked to leave the premises or removed from the premises d. Details of occasions on which the police are called to the premises The book will be available for inspection by a police officer.  |
| Any risk assessments carried out by or on behalf of the Licence holder, which relate to a licensing objective shall be available for inspection by an officer of a Responsible Authority.An adequate number of licensed door supervisors will be on duty as appropriate to any risk assessment. |
| All staff who are involved in the sale of alcohol shall be trained in relation to the licensing objectives so as to reduce crime and disorder, promote public safety, prevent public nuisance and promote the protection of children from harm. Said training shall be documented and shall be made available to an authorised officer upon request. |
| Any person who appears to be intoxicated or who is behaving in a disorderly manner will not be allowed entry to the premises. Any person within the premises who appears to be intoxicated or who is behaving in a disorderly manner will be given care and consideration in leaving the premises. |
| No entertainment of an "adult" or "sexual" nature will take place on the site.CCTV shall be installed internally and externally at the premises and will comply with the following:1. The CCTV system shall be installed, maintained and operated to the reasonable satisfaction of Lancashire Constabulary. All public areas of the premises are to be covered by the system. The system will incorporate a camera covering the entrance door and will be capable of providing an image which is regarded as identification standard.
2. The system will display the correct date and time
3. The system will make recordings during all hours the premises are open to the public
4. VCR tapes or digital recordings shall be held for a minimum of 21 days after the recording is made and will be made available to the Police or any authorised persons for inspection upon request.
5. The system will, as a minimum, record images of the head and shoulders of all persons entering the premises.
6. A staff member who is conversant with the operation of the CCTV system will be on the premises at all times the premises are open to the public. This staff member will be able to show recent data or footage with the absolute minimum of delay when requested to by a Police Officer or a Local Authority Enforcement Officer.

Appropriate signage alerting customers to CCTV recording shall be displayed in conspicuous positions on the premises.  |

* 1. **Public safety**

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| The Site shall operate in accordance with all relevant legislation which promotes the public safety objective including, but not limited to, the Health and Safety at Work etc Act 1974 and associate regulations, the Food Safety Act 1990, the Regulatory Reform (Fire Safety) Order 2005 and the Disability Discrimination Act 1995. |
| Adequate first aid provision and fire-fighting will be available at all times on the site. |
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* 1. **The prevention of public nuisance**

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| The Premises Licence Holder shall operate in accordance with all relevant legislation which promotes the public nuisance objective including but not limited to the Environmental Protection Act 1990 and the Noise Act 1996.  |
| No nuisance shall be caused by noise coming from the premises or by vibration transmitted through the structure of the premises. Notices shall be placed at all public exits, in a place where they can be seen and easily read by the public, requiring customers to leave the premises and the area quietly. |
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* 1. **The protection of children from harm**

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| A Challenge 25 proof of age policy shall be implemented and adhered to. All staff to have received suitable training in relation to the Challenge 25 proof of age scheme. Records to evidence this will be made available to an authorised officer upon request.  |
| Any person who looks or appears to be under the age of 25 shall be asked to provide identification that they are over the age of 18. The following are the only forms of identification acceptable: i. A recognised proof of age card accredited under the British Retail Consortium's Proof of Age Standards Scheme (PASS) ii. Photo driving licence iii. Citizen card supported by the Home Office iv. Official ID card issued by HM Forces or European Union bearing a photograph and date of birth of the holder.If no suitable identification is provided, the sale of alcohol to them will be refused.  |
| All staff who are involved in the sale of alcohol shall be trained in relation to the Challenge 25 policy upon commencement of their employment following which they will undertake refresher training at suitable intervals. Records to evidence this will be made available to an authorised officer upon request. |
| Suitable signage will be displayed to specify that a Challenge 25 Policy is in place. |

 Please tick  Yes

* 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 

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|  | [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). |  |

**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.**

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| **Declaration** | * [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, 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)
 |
| Signature |  |
| Date | **16th December 2022** |
| Capacity | **Authorised Agent** |

**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.**

|  |  |
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| Signature |  |
| Date |       |
| Capacity |       |

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| --- |
| Contact Name (where not previously given) and address for correspondence associated with this application(please read guidance note 19)**Robin Atkinson or Rodger Wightman** **The Licensing Practice,****3 Cardinal Place,****Tel: 01253 770810 or 01253 858186** |
| Post town **Cleveleys** | Post code **FY5 2 SQ** |
| **Telephone number (if any) 01253 858186 or 01253 770810** |
| **If you would prefer us to correspond with you by e-mail, your e-mail address (optional)** |