



Lewes
Application for a premises licence
Licensing Act 2003

For help contact
licensing@lewes.gov.uk
Telephone: 01273 471600

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

JO00202

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

James

* Family name

Cabot

* E-mail

james@breakwatereventsupport.co.uk

Main telephone number

[REDACTED]

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?

Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

13178116

Business name

Breakwater Event Support Ltd

If your business is registered, use its registered name.

VAT number

- 373399851

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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 Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

Section 4 of 21

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Limited Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

* Nationality Documents that demonstrate entitlement to work in the UK

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of 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.

Breakwater Event Support is applying for a licence on behalf of a client wishing to hold a family friendly LGBT+ festival. The event will include a main stage, roving performers, street food traders, a small fair ground and a number of small bars.
The event footprint will occupy all of the larger of Martello Fields, a small amount of the roadway to the east of the fields, and also use the smaller of the fields as a car park.

Continued from previous page...

The event's main stage will host a large number of tribute acts and a number of local artists. Breakwater's risk assessment has dictated that the event site is safe and suitable for a capacity of 4000plus staff. Breakwater has applied for the timings listed to give flexibility to future events, however the event will only take place over one day.

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

Section 6 of 21

PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

- Yes No

Section 7 of 21

PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

- Yes No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

- Yes No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

Continued from previous page...

TUESDAY

Start 09:00

End 21:00

Start

End

WEDNESDAY

Start 09:00

End 21:00

Start

End

THURSDAY

Start 09:00

End 21:00

Start

End

FRIDAY

Start 09:00

End 21:00

Start

End

SATURDAY

Start 09:00

End 21:00

Start

End

SUNDAY

Start 09:00

End 21:00

Start

End

Will the performance of live music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

An 10x 8 metre stage will host various performances from tributes and local acts.
A full noise management plan will be developed and implemented. This will be made available for inspection by all licencing authorities and the SAG.
Amplified music will be controlled by a sound desk in a controlled area, and programmed to strictly adhere to the curfew time.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

Continued from previous page...

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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.

Will the playing of recorded music take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

Continued from previous page...

State 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.

As with live music, pre-recorded music will be played from the main stage, subject to noise management plan.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

- Yes No

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on
the premises select on, if the sale of alcohol
is for consumption away from the premises
select off. If the sale of alcohol is for
consumption on the premises and away
from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

Continued from previous page...

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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

Name

First name

Family name

Date of birth / /
dd mm yyyy

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Continued from previous page...

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

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 etc gambling machines etc.

none

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 18 of 21

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Knowledge or understanding of the Licensing Act 2003-

- Well trained staff will contribute to a well-run premises and responsible approach to the sale of alcohol, provision of entertainment and late-night refreshment. As many staff as is reasonably practicable will have formal qualifications, such as a personal licence. A personal licence holder will be on duty at all times at all bars.
- All staff will be advised of licensing law in writing before they are allowed to serve alcohol.
- Training should also be provided on premises specific policies relevant to the operation of the business.
- A record will be kept of the date and name of person trained or advised and be made available for inspection by the police or licensing authority.

Daily Staff Briefings and Debriefings

Staff will be briefed at the beginning of each shift and during changeover. Any problems that arise should be resolved.

Debriefs will be undertaken.

These briefings will take place at the start of each shift, and the local licencing and police licencing officer will be notified of when this briefing will take place.

Staff will not be permitted to start work within the bars area without attending the briefing.

b) The prevention of crime and disorder

The main causes of crime and disorder in licensed premises arise from inadequate security provisions, poor design and layout, the type of event, overcrowding and customers being too intoxicated. This can result in theft, conflict, violence and anti-social behaviour. Breakwater Event Support Ltd is committed to reducing the risk of crime and disorder through a premises risk assessment.

Alcohol can be a significant contributory factor to levels of crime and disorder in an area. Good management and good practice along with adequate physical controls can make an important difference to the level of alcohol related crime at premises.

Breakwater's licensed areas occur within temporary events. Preventatives measures should be factored in during the planning and design stage. Consideration should be given to the design and layout of the premises to minimise the potential for crime and disorder.

Security in and around the premises:

- 24 hour SIA staff to protect property and persons
- Emergency exits maned or alarmed when the premises is open so that staff are aware of unauthorised opening or

Continued from previous page...

tampering.

- Staff and cellar areas kept locked and secured at all times.
- Alcohol and money will be secured in a lockable store and registered safe. Money will be removed from site regularly and none will be stored in any areas apart from the safe.
- SIA staff will be employed to supervise the sale of alcohol, admissions and behavior.
- All security staff will be licensed by the Security Industry Authority and their badges will be displayed while on duty.
- All staff will be easily identifiable by using high vis vests or staff uniform.
- Event risk assessments will be undertaken that will evaluate the risks involved and will be used to determine the level of security required at the event and its licensed premises.
- Premises will be checked for suspect packages and staff trained to be vigilant at all times.
- Cash to be handled in line with the Breakwater Event Support Management Policy. Cash Runs to take place under SIA escort.

Crime including conflict, violence or aggression:

- Event will be programmed as to not attract violent or aggressive followers, rival gangs or other crime and disorder.
- Any issues arising during the event will be documented and used to evaluate operational methods.
- SIA operatives will be a mix of male and female.
- The entry policy will be prominently displayed. This will include age restrictions, dress code and bag searches.
- Rejection of any known trouble makers before they enter will be routine, and their rejection recorded.
- Drinks deals/promos or happy hours will not be employed. The only deals that will be used will be exclusively meal deal combo deals.
- Clickers will be used to monitor numbers on site to ensure the event does not go over capacity.
- Only plastic cups will be used on site.
- Staff will be trained in conflict management to give them the knowledge and confidence to deal with the difficult situations and reduce crime and disorder at the premises.
- Training will also cover dealing with, logging and reporting incidents if they occur.
- A record will be kept of the date and the name of the person trained. Records will be made available for inspection by the police or licensing authority.
- Measures will always be undertaken in so far as possible to preserve any crime scene that may occur.

Drugs & Weapons being brought onto the premises

- A zero tolerance policy to the use of drugs and carrying of weapons in the premises will be adopted.
- Posters will be displayed in relevant places to remind customers of the zero-tolerance policy.
- A search policy will be in operation that will apply to the event to minimize the opportunity for drugs or weapons to be brought onto the premises. These policies will be advertised through ticketing and at entrances. The policy covers the procedure for notifying the police and holding items seized. The Event Search & Eviction Policy will be presented to the SAG as part of the EMP.

Theft from premises or lost property

- Clear signage will be displayed throughout the premises about crime prevention and to warn customers of the potential for pickpockets and bag/laptop snatchers.
- Stock will be kept out of reach of the public.
- Procedures regarding the logging and disposal of lost/found property and in particular valuable property. Passports and any other ID will be handed into a police station.
- premises layout and lighting will be considered to avoid dark or dimly lit areas.

Drunkenness and management of drunk customers:

- Drinks promotions will not be employed.
- Staff will be trained in recognizing the signs of someone who is excessively intoxicated and know how to refuse a sale. IN some cases an offer of a free soft drink or water may diffuse the situation and prevent a worse situation developing later.
- FOH staff will always be aware of customers and their general behavior. Anyone who may be a risk will be pointed out to security staff.
- Drink aware posters will be displayed
- As a rule, draught products will not exceed an ABV of 5%

c) Public safety

Continued from previous page...

General safety of staff and customers:

- A full risk assessment will be carried out for the event. This will support the licensing objectives.
- There will be a fully qualified medical team on duty at all times including build and break.
- All production and site work will be carried out by professional and competent contractors.
- No public will be allowed on site during build / break periods
- Emergency exits will be kept clear at all times.

Overcrowding:

- Tickets will be numbered to prevent overcrowding.
- The layout of the FOH area will be designed to encourage free flow of the public and safe movement.
- The capacity of the event is determined by the available space and the number of emergency exits.
- Crowd management staff will oversee specific areas to watch for signs of overcrowding and/or crushing. They will take appropriate measures to stop this before it becomes an issue.

Glass, Waste and Spillages:

- All drink sold for consumption on the premises by the bar will be decanted into plastic glasses. Staff will be employed to ensure that empties do not build and become a trip hazard.
- Search procedures at entry will be employed to ensure that customers are not bringing glass onto site when they are not permitted to do so.
- Spillages will be cleared up quickly to avoid slips.
- Litter crews will be employed to clear up glass and waste at the event.

Accident or other emergency incident on the premises:

- Evacuation responsibilities and roles will be clearly communicated to staff, routes and exits will be well defined and evacuation plans planned.
- Firefighting equipment appropriate for the risk clearly available and serviced to good working order.
- Staff are to be trained in all policies and fire safety.
- All incidents will be recorded in the Event Log Book and relevant incidents will be reported via RIDDOR.

Drug use or drink spiking:

- Anti-drink spiking products will be offered at the information point where a risk assessment deems it necessary.
- Breakwater Event Support has a zero tolerance policy to the use of drugs on the premises.
- The police will be notified of any suspected incident of drink spiking.
- Entry will be refused to anyone who appears to be showing signs of drug use.

Smoking:

- Staff will be made aware of legislation and be vigilant to any breaches.

Safety of customers when leaving the premises:

- Signage reminding people not to drink and drive will be displayed. Taxi numbers will be readily available.
- Gradual end to entertainment to encourage a slow dispersal of customers will be used.

Waste and sanitary facilities:

- The Purple Guide will be used to determine an adequate number of toilets that are to be provided for an event.
- Anyone caught not using the facilities provided will be asked to leave.
- Toilets will be checked and cleaned regularly.
- Staff will ensure that waste is collected regularly from public areas and adequate bins are provided.

d) The prevention of public nuisance

Music, singing and speech noise breakout from the premises:

- Breakwater Noise management policy details maximum noise limits at specific points in and around the premises. All engineers, promoters and staff will be aware of this policy and how to ensure it is implemented.
- A DB monitor will be used to measure sound levels at points in and around the venue. Data will be recorded for review after the event but also will be used to adjust sound levels at the time they were measured if required.

Continued from previous page...

- Residents will be supplied with a contact phone number to report any issues.

Noise from staff, contractors, traders and entertainers leaving late at night / after closing time:

- Staff and performers who leave late at night will be told they must conduct themselves in such a way as to not cause a disturbance to any member of the public and residents. This will include the loading of equipment.
- Commercial deliveries will, as far as is reasonably practicable, only happen between the hours of 8am and 8pm. This includes traders stocking and re-stocking, building or taking down of stalls, waste removal, toilet cleansing and all activities related to the event.

Litter and Waste:

- Flyers will not be distributed outside of the premises. Litter around the entrance to the premises will be collected by staff.
- Staff will ensure that waste is collected regularly from public areas and that sufficient bins are provided. Waste will be removed by an appropriate contractor.

Disturbance from lighting:

- Lighting located so as to efficiently light risk areas for security without causing a disturbance to residents.

Noise and odours from plant and other machinery:

- Generators and similar fixed equipment will be positioned away from residents.
- Any plant equipment will be used for short periods of time when close to residences. Plant will only be used between the hours of 8am and 8pm.

e) The protection of children from harm

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable adults, namely:

- Children's Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children
- Safeguarding Vulnerable Groups Act 2006

As well as being one of the licensing objectives to ensure the safety of children, Breakwater prides itself on being an inclusive event and therefore assumes both legal and moral responsibility for the welfare of all children (this includes anyone under 18 and vulnerable adults at the event.)

In considering situations where a child or vulnerable adult's welfare is most at stake, the following policy has been created to offer all team members guidance on best practice and management. It is important that everyone has read and understood the guidelines in this document. In the event of a query the team manager should speak to his or her line manager.

Safeguards for protecting children, youths and vulnerable adults will include –

- Adhering to, training in and development of this safeguarding policy
- Valuing them, listening to and respecting them
- Adopting safe working practices for staff and volunteers
- Recruiting staff and volunteer's safety, ensuring all necessary checks are made
- Providing staff and volunteers with guidance on procedures they should adopt in the event that they suspect someone may be experiencing, or be at risk of, harm.
- Sharing information appropriately about those who are at risk, with their consent
- If consent is refused and there are considered to be serious concerns of abuse for the individual concerned or others, then consent may be overridden in line with guidance, and only shared appropriately with those who need to know.
- Providing effective management for staff and volunteers through supervision, support and training.
- Not allowing one to one activity with a child, teen or vulnerable adult.
- Controlling the use of cameras in specific areas e.g. the children's area and not using photographs for publicity without the permission of the carer or parent.

Continued from previous page...

Event Management and Event Personnel

Facilities on site including medical tent, lost children, and information will provide constant support for all aspects of the event from a dedicated team of personnel. In respect of the Minor and Vulnerable Safeguarding Policy, they will perform such duties as:

- Mind Children who are "found" (see definition below) until the parent or guardian can be located
- Help instigate the searching procedure for "missing" children (see definition below)
- Offer support to the event security who may have to deal with an underage person or vulnerable adult when there is no parent / guardian / carer immediately available.
- Offer information if requested on issues like protection of children's hearing, keeping your child safe at events, NSPCC or ChildLine numbers and so on.

Staff and volunteers, including managers, will be made aware of the safeguarding policy through the initial induction training and vulnerable adult safeguarding training. Staff and volunteers will be encouraged to feedback on any areas of the safeguarding policy that need to be reviewed. Managers and leaders have a particular oversight and assurance role in relation to adherence to the policy by all involved with the organisation.

Children

The event recognises that the welfare of the child is paramount, in line with the Children's Act 1989 and that all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse. Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Anyone onsite who is in a position to work with or keep a child safe for any length of time will be DBS checked and present credentials and references. This is especially relevant for those working within areas dedicated to children's areas or delivering activities solely for children.

Medical Treatment

Any child under 16 needing medical treatment must be accompanied by their parent / guardian. If a life threatening occurrence has taken place requiring immediate medical attention and no parent / guardian is around, then life-saving becomes the priority and every effort will be made to contact the responsible adult. No child or teen under 16 being treated will be released back to the event without the presence of their parent / guardian.

Missing & Found Children or Vulnerable Adults

Define: Found Child – This is often what is meant when someone says they are with a "lost child". This is a situation where a child or vulnerable adult is found without their guardian and needs to be safety looked after until the guardian is located.

Define: Missing Child – This is where a parent / guardian cannot find their child or vulnerable adult and have asked for help. This is a very serious situation as the child may be in a position of danger and their safety compromised.

Found Child Procedure

Most members of the public, upon finding a child who is "lost," will take them to the nearest official looking person. This will often be an event steward, Security officer or any obvious member of event staff or crew.

Upon being presented with a child or vulnerable adult, the best recourse for the steward, security or staff member is to stand still with the child/vulnerable adult for approximately 5 minutes. Chances are the parents are nearby searching and will spot the nearest person in a hi viz or uniform. While waiting with the child/vulnerable adult, they should call control, stating "I am standing with Mr Moses, I will get back to you soon." This will then be recorded in the event log with details of the staff member standing with the child. If the staff member is alone, then a steward or other available member of staff will be dispatched to the location to prevent the member of staff being alone with the person.

If no guardian comes forward after five minutes, then the child/vulnerable adult becomes the responsibility of the event control team. The member of staff with the person will call control on the radio, stating "I am bringing Mr Moses to the tent." This should also be noted in the event log to show the staff member has waited the appropriate 5 minutes.

Once the child / vulnerable adult reaches the control tent, one of the event staff in the control tent will take custody. On taking the child a "FOUND CHILD" form will be taken. This form is attached.

The responsible minder will check the child / vulnerable adults wristband for a contact telephone number, and contact the number if found.

The Child / Vulnerable adult will be kept safe and calm until the parent/guardian is located. There will be facilities in the tent to keep the child comfortable and entertained while waiting.

The child / vulnerable will be kept out of view of the public. That way the parent or guardian claiming the child must

Continued from previous page...

Identify the child before the child is brought into view and released. The claiming parent/guardian must sign the "FOUND CHILD" form and the event log should be updated.

If the child shows any fear or hesitation in going to the parent / guardian then they will not be released. The lost child worker will radio for the Event Manager to attend and assess the situation. Security may be called to support. The ID of the parent/guardian will be asked for. Should a found child / vulnerable adult disclose information about having received abuse, procedures outlined later in this document should be followed.

Unclaimed Child

If the control tent has held the child / vulnerable adult for over 30 minutes with no parent / guardian coming forward, then The Event Production Manager will be contacted. At this point, event management must decide how to re-unite the child / Vulnerable adult with their parent. Some Decisions may include:

- Making stage announcements: "This is a message for Mr or Mrs xx. Please contact the nearest security officer or the information point."
- Try to obtain a parent or guardians description and relay to security
- In an extreme case scenario, if the child has been held for a lengthy time, The Event Production Manager may have no recourse other than calling the police or local social services regarding intervention.

Missing Child / Vulnerable Adult Procedure

Most parents / Guardians, having realised that their child / vulnerable adult is missing, will approach the nearest steward in a hi-viz, security operative or obvious member of staff to find out what to do. The Event staff member shall escort the person to Event Control.

The Parent/guardian will be asked the following questions, of which will be recorded on a "MISSING CHILD FORM".

The items listed on the form are:

- Name
- Age
- Gender
- Ethnicity
- Clothing
- Hair Colour
- Where last seen

The information tent staff will note the information, and refer to the currently outstand FOUND CHILD FORMS. If they are minding a child of that description, they will reunite the pair. With the parents/guardians signing the FOUND CHILD FORM, and both forms being stapled together.

If staff are not minding a child of that description, then there is a genuine missing child and immediate action is required as per the following points:

1. Information sharing – control will call all channels stating "We have been asked to look for Mr Moses, then pass a description (WITHOUT NAME OR AGE)
2. Gate Lockdown – No persons will be permitted to exit the site, all gates will be temporarily closed.
3. Search – All available members of staff will begin the search.
 - a. Security and stewards: starting at last seen location, fanning outwards to edges of site
 - b. Stage production: Backstage areas where the individual might have roamed
 - c. The Event Manager or Event Directors: notify children's activities, traders and amusements operators
4. Possible location – If the child / vulnerable adult is spotted by a member of staff, then they will call control stating "I am standing with Mr Moses, heading to control now".
5. Confirm – Once the confirmation has taken place, control will call all channels stating "All callsigns, Mr Moses has been claimed. Stand Down. (If confirmation is not obtained, then the child brought in should be treated as a separate "Found Child", and the process continued.
6. Cancel Lockdown – Gates can be re-opened. Staff will return to normal positions.
7. Writeup – All actions including timings should be recorded in the event log.

If the child or vulnerable adult has not been found after a 30 minute search, then event management will call and emergency meeting with security and discuss the next step, which may include calling the police for advice or help in searching for a missing person. Parents will be consulted during this decision process.

Teens

In accordance with the bar management policy and age verification policy, the "Challenge 25" initiative will operate across the event. No matter what colour wristband a person is wearing, ID will always be sought if they appear to be under 25.

Continued from previous page...

Drugs are not tolerated and security measures are in place to stop drugs from coming onto site.

Should security personnel notice alcohol in the hands of someone who appears to be under 25, they will be stopped and ID'ed. If they are under 18, or without ID the drink shall be confiscated and poured away. Should they notice drugs in the hands of a teen, the young person will be held. (see procedure below).

Over indulgence / social disorder

Despite all efforts to monitor alcohol and drugs on site, there may be instances when a teen may have had access to drink or a drug and has indulged to the point of illness or socially disruptive behaviour.

Should security, stewards or event staff be presented with a teen who is ill or incapacitated due to intoxication or possible drug use, they shall be taken to the medical tent as soon as possible either on foot (if able to walk) or using an available medical unit (detailed in the event medical plan).

The medics on site will be trained and experienced in working with the conditions presented and their medical treatment, particularly of life-threatening conditions will take priority. They will be in a position to ascertain the name of the young person.

Once they have a name, the medics shall radio through the Event Manager with the name, who will then make every effort to contact the young persons parents or guardians on site. This may include accessing the young persons phone to attain an emergency contact detail. Once contacted, the guardian must prove their parental responsibility; and from that point the guardian assumes responsibility for the young person.

For as long as the young person is being medically treated, they are under the care of the on call medical personnel.

If medical treatment requires the young person to be taken to the hospital and no guardian / responsible adult has been located, then the police or local social services shall be consulted with regards to assuming responsibility for the young person. Efforts will continue to contact their guardian.

If the young person has fully recovered and the medics feel they can be released and no name has been given or no guardian / responsible adult has been located on site, then local social services will be called to assume responsibility.

No teen having received medical attention shall be released back into the event unless released to their guardian / responsible adult.

Should security be alerted to a social disorder situation that involves a teen, then that teen shall be held, their name taken and as with a medical situation, The Event Manager will attempt to locate a guardian.

If a false name has been given, or the guardian / responsible adult is not located by security, The Event Manager will notify the police, who will then assume responsibility for the young person.

NOTE: IN the case of criminal activity, the police will always be notified.

Abuse Disclosure

Should any vulnerable adult, child or teen disclose information to a member of event of having received abuse then the event will act responsibly. The child or teen will be minded by someone from the medical team if they feel they need protection or support. In certain circumstances, particularly if the abuser is on site, the Event Manager or available security may also be called to ensure the security of the area.

A call will be placed to the relevant social services for advice how to proceed.

The following guide will be made available to all event staff. Staff in direct contact with children should read this as part of their site induction.

I. Immediate Action to Ensure Safety- Immediate action may be necessary at any stage in involvement with vulnerable adults, children and families. IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILDREN ETC. If emergency medical attention is required this can be secured by calling an ambulance or taking the person to the nearest A&E department. If a child or vulnerable adult is in immediate danger then the police should be contacted via 999. As they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.

II. Recognition of Abuse or Neglect- Abuse or neglect of a child / vulnerable adult is caused by inflicting harm, or by failing to act to prevent harm. They may be abused in a family or in an institutional or community setting; by those known to them, or more rarely a stranger.

It is good practice to be open and honest as possible with parents/carers about any concerns. However you must not discuss your concerns with parents / carers in the following circumstances:

- Where sexual abuse is suspected
- Where organised or multiple abuse is suspected
- Where contacting parents/carers would place a child, a event staff member or others at risk.

III. What to do if children / vulnerable adults talk to you about abuse or neglect – It is recognised than an individual or group may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are

Continued from previous page...

present. In these situations you must:

1. Listen carefully. DO NOT directly question.
2. Give them time and attention
3. Allow them to give a spontaneous account; do not stop someone who is freely recalling significant events.
4. Make an accurate record of the information you have been given taking care to record the timing, setting and people present, their presentation as well as what was said. Do not throw this away, as it may be later needed as evidence.
5. Use their own words where possible
6. Explain that you cannot promise not to speak to others about the information they have shared.
7. Reassure them:
 - i. You are glad they have told you
 - ii. They have not done anything wrong
 - iii. What you are going to do next
 - iv. Explain you will need their help to keep others safe
 - v. Do not ask the child or vulnerable adult to repeat his or her account of events to anyone.

IV. Consulting about your concern- The purpose of consultation is to discuss your concerns in relation to a child or vulnerable adult and decide what action is necessary. You may become concerned about a child who has not spoken to you, because of your observations or, or information about that child.

It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action. If you are concerned about a child you must share your concerns with the appropriate person in the event management hierarchy. You should consult externally with your local social services department in the following circumstances:

- i. When you remain unsure after internal consultation as to whether child protection concerns exist
- ii. When there is disagreement as to whether child protection concerns exist
- iii. When you are unable to consult promptly or at all with your designated internal contact for child protection.
- iv. When concerns relate to any member of the event team
- v. Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to social services or the police should progress.

V. Making a referral- A referral involves giving Social Services or the police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary. Parents / carers should be informed if a referral is being made except in circumstances in which the parents / carers have been identified as the perpetrator. However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with social services about how and when the parents should be approached and by whom.

If your concern is about abuse or risk of abuse from someone not known to the child or the child's family, you should make a telephone referral directly to the police and consult with the parents. If your concern is about abuse or risk of abuse from a family member or someone known to the children then referral should be to local social services.

VI. Information Required – Be prepared to give as much of the following information as possible (in emergency situations this information may not be available). Unavailability of some information should not stop you making a referral.

1. Your name, telephone number, position, and request the same of the person to whom you are speaking
2. Full name and address, telephone number of family, date of birth of child and siblings
3. Gender, ethnicity, first language and any special needs
4. Names, dates of birth and relationships of household members and any significant others
5. The names of professionals known to be involved with the child / family e.g GP, Health visitor, school
6. The nature of the concern; and foundation for them
7. An opinion on whether the child may need urgent action to make them safe
8. Your view of what appears to be the needs of the child and family
9. Whether the consent of a parent with parental responsibility has been given to the referral being made.

VII. Action to be taken following the referral

1. Ensure that you keep an accurate record of your concerns made at the time
2. Put your concerns in writing to social services following the referral (within 48 hours)
3. Accurately record the action agreed or that no further action is to be taken and the reasons of this decision.

VIII. Confidentiality Policy

The legal principle is that the "welfare of the child is paramount".

Privacy and confidentiality should be respected where possible but if doing this leaves a child at risk of harm then the child's safety has to come first.

legally, it is fine to share information if someone is worried about the safety of a child.

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no everyone needs to know when a concern or worry is raised. This respects the child's, family's and / or staff's rights to privacy. So only people who need to know should be told about it. Otherwise this may cause gossip.
It is fine to say that a concern has been raised and it is being dealt with following the events procedures.
The organisation will ensure that any records made in relation to a referral should be kept confidentially and in a secure place.
The Event is committed to reviewing this policy regularly and ensuring good practice.

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

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- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

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If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

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- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

100.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

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, if appropriate (please see Note 15)

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/lewes/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

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