



Application for a premises licence to be granted under the Licensing Act 2003

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We HORSHAM STORE AND WINE LTD
(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, Ordnance Survey map reference or description			
33 EAST STREET			
Post town	HORSHAM	Postcode	RH12 1HH
Telephone number at premises			
Non-domestic rateable value	£15,000		

Part 2 - Applicant details

Please state whether you are applying for a premises licence as:
Please tick as appropriate

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
- i as a limited company/limited liability partnership please complete section (B)
 - ii as a partnership (other than limited liability) please complete section (B)
 - iii as an unincorporated association or other (for example a statutory corporation) please complete section (B)
 - iv a recognised club please complete section (B)

- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

(A) individual applicants (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)
Surname:		First names:		
Date of birth		I am 18 years old or over		Please tick <input checked="" type="checkbox"/>
Nationality				
Current residential address if different from premises address				
Post town				Postcode
Daytime contact telephone number				
E-mail address (optional)				
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)				

(B) OTHER APPLICANTS

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

Name:	HORSHAM STORE AND WINE LTD
Address:	33 EAST STREET, HORSHAM, WEST SUSSEX, RH12 1HH
Registered number:	17170432
Description of applicant (for example, partnership, company, unincorporated association etc.)	Private Limited Company
Telephone number (if any)	██████████
E-mail address	████████████████████

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
2	3	0
5	2	0
2	6	

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)
Local convenience store with off licence.

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

Not applicable

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

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2) Please tick all that apply

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

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

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M



A

Plays Standard days and timings (please read guidance note 7)		Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	
Day	Start	Finish	Indoors Outdoors Both
Mon			Please give further details here (please read guidance note 4)
Tue			
Wed			
Thur			State any seasonal variations for performing plays (please read guidance note 5)
Fri			
Sat			
Sun			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 6)

B

Films Standard days and timings (please read guidance note 7)		Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)			Indoors	Outdoors	Both	
								Day
Mon							Please give further details here (please read guidance note 4)	
Tue								
Wed								State any seasonal variations for the exhibition of films (please read guidance note 5)
Thur								
Fri								
Sat								
Sun								

C

Indoor sporting events Standard days and timings (please read guidance note 7)		Please give further details (please read guidance note 4)	
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 5)
Tue			
Wed			
Thur			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 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)		Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	
Day	Start	Finish	
Mon			Indoors Outdoors Both
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			
<p><u>Please give further details here (please read guidance note 4)</u></p>			
<p><u>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)</u></p>			
<p><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)</u></p>			

E

Live music Standard days and timings (please read guidance note 7)		Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	
Day	Start	Finish	Indoors Outdoors Both
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

<p><u>Please give further details here (please read guidance note 4)</u></p>
<p><u>State any seasonal variations for the performance of live music (please read guidance note 5)</u></p>
<p><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)</u></p>

F

Recorded music Standard days and timings (please read guidance note 7)		Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	
Day	Start	Finish	Indoors Outdoors Both
Mon			Please give further details here (please read guidance note 4)
Tue			
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 5)
Thur			
Fri			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 6)
Sat			
Sun			

G

Performances of dance Standard days and timings (please read guidance note 7)		Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	
Day	Start	Finish	Indoors Outdoors Both
Mon			Please give further details here (please read guidance note 4)
Tue			
Wed			State any seasonal variations for the performance of dance (please read guidance note 5)
Thur			
Fri			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)
Sat			
Sun			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)		Please give a description of the type of entertainment you will be providing	
Day	Start	Finish	Indoors Outdoors Both
Mon			<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)
Tue			<u>Please give further details here</u> (please read guidance note 4)
Wed			
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)
Fri			
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Sun			

Late night refreshment Standard days and timings (please read guidance note 7)		Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	
Day	Start	Finish	Indoors Outdoors Both
Mon			Please give further details here (please read guidance note 4)
Tue			
Wed			
Thur			
Fri			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)
Sat			
Sun			
			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6)

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 9).

None

L

Day	Start	Finish
Mon	08:00	00:00
Tue	08:00	00:00
Wed	08:00	00:00
Thur	08:00	00:00
Fri	08:00	02:00
Sat	08:00	02:00
Sun	08:00	00:00

State any seasonal variations (please read guidance note 5)

Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)

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

a) General – all four licensing objectives

CCTV

A suitable closed-circuit television (CCTV) system shall be in operation whilst members of the public are in attendance.

The CCTV system will provide clear images in all levels of lighting, enabling facial-recognition, of all areas of the licensed site to which the public have access (save for toilets/showers/changing areas).

The CCTV system camera coverage shall include external areas used by customers. At least one member of staff shall be on duty at the premises who can operate the system and download recorded images.

These images will be downloaded and provided immediately, or where this is not possible as soon as practicable, on request to an officer of a Responsible Authority.

The CCTV system shall be capable of retaining images for a minimum of 31 days, will be of good quality and will contain the correct time and date stamp information.

The CCTV system and images will be kept in a secure environment to which members of the public will not be permitted access.

Staff Training

All staff responsible for selling alcohol shall receive induction and/or refresher training (at least annually) commensurate with their role and responsibilities in relation to the sale of alcohol and the times and conditions of the premises licence.

Training shall include Challenge 25, the requirement and process for completing both the incident log and refusal log (detailed below).

Training will be recorded and records will be kept at the premises for at least 12 months from the last entry, and made available to the Police and/or Local Authority upon request.

Alcohol Off Sales

Alcohol for consumption off the premises may only be provided in sealed containers.

b) The prevention of crime and disorder

Refusal Log

There shall be a written or electronic register for the recording of all alcohol sale refusals, including attempted under-age sales, proxy sales and refusals to those who appear intoxicated.

Details to be recorded shall include the date, time, name (if known), physical description of the person, the reason for the refusal, names and login ID of staff involved, and whether the refusal was captured on CCTV.

Any identification document coming into the possession of a member of staff, including security staff, shall be recorded in the register, including the name of the person/name on the identification document.

The register or electronic report must be available for inspection, on request, by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a for a period of 12 months from the date of the last entry.

Incident Log

An incident log shall be maintained on the premises to record all incidents and accidents.

Records should include occurrences of: crimes committed on or reported to the premises, anti-social behaviour, admission refusals, ejections, seizure of prohibited items, and safeguarding matters.

The records shall include the date, time, and location of the incident; nature of the incident; personal details and contact information for all people involved including any witnesses, any crime number and details of police officers attending.

Incident and accident records may be kept in a bound register with consecutively numbered pages or electronically on a secure digital system. In each case, the information recorded must be processed, stored, and handled in compliance with The General Data Protection Regulation.

The records shall be available for inspection by any authorised officer of the responsible authorities and shall be securely retained by the licence holder for a period of 12 months after the last entry.

c) Public safety

A Fire Risk Assessment will be completed, maintained on the premises, and made available for inspection by an authorised officer on request.

d) The prevention of public nuisance

General

The premises licence holder will operate the business with general consideration in respect of the neighbouring properties.

Clear and prominent notices will be displayed in any outdoor public area, and at the exit, requesting patrons be quiet and have consideration for neighbours in the vicinity.

The licence holder shall ensure no noise or vibration emanates from the premises so as to cause a nuisance.

e) The protection of children from harm

Age Verification Scheme – Challenge 25

A challenge 25 age verification scheme will operate at the premises whereby any person who appears to be under 25 years of age, and unknown to the staff member

serving as a person over 18 years of age, shall not be served alcohol unless they provide identification to prove they are over 18 years of age.
 Acceptable forms of identification will be a valid passport, a valid photo ID driving license or a valid proof of age scheme card with the PASS approved hologram.
 Appropriate signage advertising the operation of the Challenge 25 scheme must be displayed in the vicinity of all points of sale for alcohol.

Checklist:

	Please tick to indicate agreement
• 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 designated 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.	
• [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)

Privacy Notice

The Licensing Service will store your personal data and share it with other agencies in accordance with Stroud District Council's privacy policy Please see the Council's website www.stroud.gov.uk/privacynotice . Section 1 to 10 is the Council's general privacy notice and section 15 gives details for the Licensing Service.

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.

Declaration	<ul style="list-style-type: none">• [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)
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Signature	[REDACTED]
Date	[REDACTED]
Capacity	[REDACTED]

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)		
[REDACTED]		
Post town	[REDACTED]	Postcode
[REDACTED]		
Telephone number (if any)		
[REDACTED]		
If you would prefer us to correspond with you by e-mail, your e-mail address:		
[REDACTED]		