

The Licensing Team Communities Environment and Regulatory
Services Derby City Council The Council House Corporation Street Derby DE1
2FS

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Mohammed Iqbal

(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 Chickish 47 Wardwick			
Post town	Derby	Postcode	DE1 1HJ
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£7200	

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | |
|------------------------------------------------------|-----------------------------------------------------------------|
| a) an individual or individuals* | <input checked="" type="checkbox"/> please complete section (A) |
| b) a person other than an individual* | |
| i as a limited company/limited liability partnership | <input type="checkbox"/> please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> please complete section (B) |

- c) arecognisedclub ☐ pleasecompletesection(B)
- d) acharity ☐ pleasecompletesection(B)
- e) theproprietorofaneducationalestablishment ☐ pleasecompletesection(B)
- f) ahealthservicebody ☐ pleasecompletesection(B)
- g) apersonwhoisregisteredunderPart2oftheCareStandardsAct2000(c14)inrespectofanindependenthospitalinWales ☐ pleasecompletesection(B)
- ga) apersonwhoisregisteredunderChapter2ofPart1oftheHealthandSocialCareAct2008(withinthemeaningofthatPart)inanindependenthospitalinEngland ☐ pleasecompletesection(B)
- h) thechiefofficerofpoliceofapoliceforceinEnglandandWales ☐ pleasecompletesection(B)

*Ifyouareapplyingasapersondescribedin(a)or(b)pleaseconfirm (by ticking yes to one box below):

Iamcarryingonorproposingtocarryonabusinesswhichinvolvestheuseofthepremisesforlicensableactivities;or ☒

Iammakingtheapplicationpursuanttoa

statutoryfunctionor

afunctiondischargedbyvirtueofHerMajesty'sprerogative

☐
☐

(A)INDIVIDUALAPPLICANTS(fillinasapplicable)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	OtherTitle(forexample,Rev)	
Surname Iqbal			Firstnames Mohammed		
Date of birth <input type="text"/> Iam18yearsoldorover			<input checked="" type="checkbox"/> Pleasetickyes		
Nationality British					
Currentresidentialaddress sifdifferentfrompremises address		<input type="text"/>			
Posttown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daytimecontacttelephonenumber		<input type="text"/>			
E-mailaddress(optional)		<input type="text"/>			

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over <input type="checkbox"/>		Please tick yes <input type="checkbox"/>	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
01	02	2021

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)

Fast food Restaurant

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

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

(please see sections 1 and 14 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 (c), (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)			<u>Will the performance of a play take place indoors or outdoors or both—</u> <u>please tick (please read guidance note 3)</u>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here (please read guidance note 4)</u>		
Tue					
Wed			<u>State any seasonal variations for performing plays (please read guidance note 5)</u>		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)</u>		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of film take place indoors or outdoors or both?</u> (please tick) (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish	Both <input type="checkbox"/>		
Mon			<u>Please give further detail here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

C

Indoorsporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoorsporting events (please read guidance note 5)
Wed			
Thur			Nonstandard timings. Where you intend to use the premises for indoorsporting 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 entertainment Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both - please tick (please read guidance note 3)</u>		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
					<u>Please give further detail here (please read guidance note 4)</u>	
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						
<u>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)</u>						
		<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>				

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)</u>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further detail here (please read guidance note 4)</u>		
Tue					
Wed			<u>State any seasonal variations for the performance of live music (please read guidance note 5)</u>		
Thur					
Fri			<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>		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both - please tick (please read guidance note 3)</u>		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further detail here (please read guidance note 4)</u>			
Mon						
Tue						
Wed			<u>State any seasonal variations for the playing of recorded music (please read guidance note 5)</u>			
Thur						
Fri						
Sat			<u>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)</u>			
Sun						

G

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

I

Latenightrefreshment Standarddaysandtimings (pleasereadguidancenote 7)			Willtheprovisionoflatenightrefreshmenttakepl aceindoorsoroutdoorsorboth- please tick(pleasereadguidancenote3)	Indoors	<input checked="" type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	Pleasegivefurtherdetailshere(pleasereadguidancenote4)					
Mon	23:00	05:00						
	(10:00	05:00)						
Tue	23:00	05:00						
	(10:00	05:00)						
Wed	23:00	05:00				Stateanyseasonalvariationsforthe provisionoflatenightrefreshment(pleasereadguidancenote5)		
	(10:00	05:00)						
Thur	23:00	05:00						
	(10:00	05:00)						
Fri	23:00	05:00	<u>Nonstandardtimings. Whereyouintend to use the premises for the prov isionoflatenightrefreshmentatdifferenttimes, to those listed in the colu mn on the left, please list (pleasereadguidancenote6)</u>					
	(10:00	05:00)						
Sat	23:00	05:00						
	(10:00	05:00)						
Sun	23:00	05:00						
	(10:00	05:00)						

J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption -</u> <u>please tick (please read guidance note 8)</u>		On the premises	<input type="checkbox"/>
					Off the premises	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol (please read guidance note 5)</u>			
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun			<u>Nonstandard 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 6)</u>			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	
Date of birth	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

Please highlight any adult entertainment services, activities, other entertainment 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

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	10:00	05:00	N/A
Tue	10:00	05:00	
Wed	10:00	05:00	
Thur	10:00	05:00	<u>Nonstandard 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)</u> N/A
Fri	10:00	05:00	
Sat	10:00	05:00	
Sun	10:00	05:00	

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

The premises is a former retail unit that changed to A5 status from the 1st September 2020, which is based in the Derby City centre (47 Wardwick, Derby DE1 1HJ). The proposal would not affect the retail offer of the Centre and hence would be unlikely to adversely affect the Centre's vitality and viability in this way. It would allow a unit that was apparently vacant back into viable use.

A proactive and preventative approach is a key aspect of good management. Trained staff will contribute to well run premises and it will cause them to appreciate and understand the provision of the Licensing Act 2003 and late night refreshment. We will be looking to get our staff fully trained as this is the key to, premises managers and staff the knowledge and skills to deal with and manage risks associated with late night refreshment premises. Training will be provided to ALL staff and should be about both preventing and managing problems occurring at premises. The training given will be regularly reviewed and updated.

A record will be kept of the date and name of person trained/advised and will be made available for inspection by the police or licensing authority if required.

We are also in appreciation that vertical drinking establishments can cause major issues. As a late night refreshment premises we will not be selling alcohol and with the frame of mind that people have issues whilst standing up we are going to try and install more seats than we would have done to try and reduce the number of people standing up once their order is placed so they can have their food and the leave in an orderly manner.

As I have previous experience in this field, we will be able to serve customers very quickly, sometimes a matter of seconds. This will reduce the number of people waiting for food and if the food is for takeaway, should leave straight away into a hackney cab (because of where we are located, there is a taxi rank and a bus stop not outside the premises).

The Council recognises that longer licensing hours for the sale of alcohol can avoid large numbers of people leaving premises at the same time. This in turn reduces the friction at late night fast food outlets, taxi ranks and other sources of transport. So if granted, opening times till 5am will improve the steady flow of people leaving drinking venues and any other late night establishments.

The fact that I have run a previous establishment that had a late night license until 3am and 4am on weekends, shows that I have the experience to run an establishment that is in the cumulative impact zone. The time I ran the previous establishment, we never had any issues with anybody, the police were never called as I had trained the staff how to deal with situations that could cause issues.

We will also be installing an air conditioning systems, that will keep customers comfortable whilst on the premises. This will avoid customers getting irate and possibly turning on each other.

b) The prevention of crime and disorder

- a) CCTV will be installed inside and outside our premises. The cameras will cover all internal areas accessible to the public and areas immediately outside the premises and will be in real time. The date and time settings on the system will be correct.
- b) We will offer the police a live feed to the cameras that are operating outside the premises (if accepted, this would need to be set up by the police).
- c) The recordings will be in real time and on a hard drive with the availability to copy disks (or any other appropriate medium) for other agencies such as the police.
- d) The CCTV recording unit is to be kept secure, to be opened only by the premises licence holder or authorised, designated member of staff.
- e) Installed CCTV cameras are to be positioned so as to ensure that all parts of the premises to which the public has access are sufficiently covered
- f) Recordings will be kept for a minimum of 28 days.
- g) We will have a security policy based on risk assessments which will protect the premises, staff and customers from threats, conflict or violence. This security policy will be made in conjunction with the police.
- h) All staff will be aware of a premises security policy and a record kept of the date and name of person trained. Records should be made available for inspection by the police or licensing authority if required.
- i) During opening hours staff will have been trained to remain vigilant and report any suspicious activity to the Police.
- j) Security reviews will be held at least every 3 months
- k) There will be daily staff briefings which will enable staff to improve working practices in our premises. Briefings can be informal but any problems identified, remedial action will be taken.
- l) No glass bottles will be served on the premises.
- m) Sharing of information with others in the industry. The use of local radio networks or membership of a local pub/club watch scheme (where available) will enable information to be passed on about trouble makers and common problems in the area.
- n) Posters will be displayed in the premises to remind customers of zero tolerance policy
- o) As we are aware long queuing times can cause people to become agitated or aggressive, therefore our customers we will be served very quickly as the food will be ready to be served immediately with the help of an ordering system that will reduce waiting times even further.
- p) Staff training will be provided to prevent disorder which will give staff the knowledge and confidence to deal with difficult situations.

c) Public safety

We will be taking a proactive approach in regards to the promotion and management of public safety in our premises. As we are still in the design stage, preventative measures will be factored in with consideration being given to the design and layout of the premises so we can achieve the highest possible standard of safety. We will have clear documented policies and procedures in place which identify all public safety risks associated with our premises and measures implemented to prevent, manage and respond to those risks.

- a) All staff will be made aware of the risk assessment and precautionary measures therein.
- q) A copy of the risk assessment will be kept at the premises and made available for

- inspection by police or licensing authority if required.
- b) First aid boxes should be available at the premises and maintained with sufficient in date stock.
 - c) Nobody will be allowed inside with drinks of any kind, whether that be in a can or glass bottles.
 - d) A written policy to deal with all types of accidents and emergency incidents will be in place at the premises.
 - e) Evacuation responsibilities and roles will be clearly communicated to staff, routes and exits will be well defined and evacuation plans exercised regularly.
 - f) A fire detection system will be in place at the premises and will be fully functional at all times. The system will be tested regularly with records kept and made available for inspection.
 - g) Exits will be clearly visible, unobstructed and well maintained.
 - h) We will refuse entry to anyone who appears to be showing signs of drug use and contacting the emergency services in appropriate circumstances. In such cases, an entry will be made in an incident log book.
 - i) The lighting will be bright in the premises which can in turn increase the alertness level of customers after a night out.

d) The prevention of public nuisance

- a) There will be no music playing on our premises
- b) We will display a prominent notice close to the exit door, requesting patrons to leave the premises and quickly and quietly.
- c) Any litter dropped immediately outside the premises will be cleaned up by staff.
- d) Appropriate refuse facilities will be in place to minimise waste adjacent the entrance to the premises.
- e) The premises has a mechanically vented extraction system in place in order to appropriately vent smells and prevent the cause of a nuisance to nearby properties.

e) The protection of children from harm

- a) With respect to general safety measures taken in the above schedules, children will be allowed unrestricted access to the premises in line with the Licensing Act 2003 whilst adhering to the sections relating to prevention of crime and disorder.
- b) Any criminal activity or criminal behavior will be reported immediately along with any suspected vulnerable children on the premises when operational.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment to 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. ☒

- Understand that I must now advertise my application. ☒
- 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 (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.

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
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	<p>be entitled to live and work in the UK (please read guidance note 15).</p> <ul style="list-style-type: none"> 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)
Signature	
Date	30/12/2020
Capacity	Tenant

For joint applications, signature of 1st 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.

Signature	
Date	
Capacity	

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

Notes for Guidance

- Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
- 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:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - 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.
 - 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.
 - 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.
 - 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:
 - 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.
 - 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.
 - 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.
- 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:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;

- 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;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend to allow children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list the steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.
 15. **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 by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

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 full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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.**
- 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 of 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 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006, 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.

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.

Licensing – Privacy Notice

How is your information used?

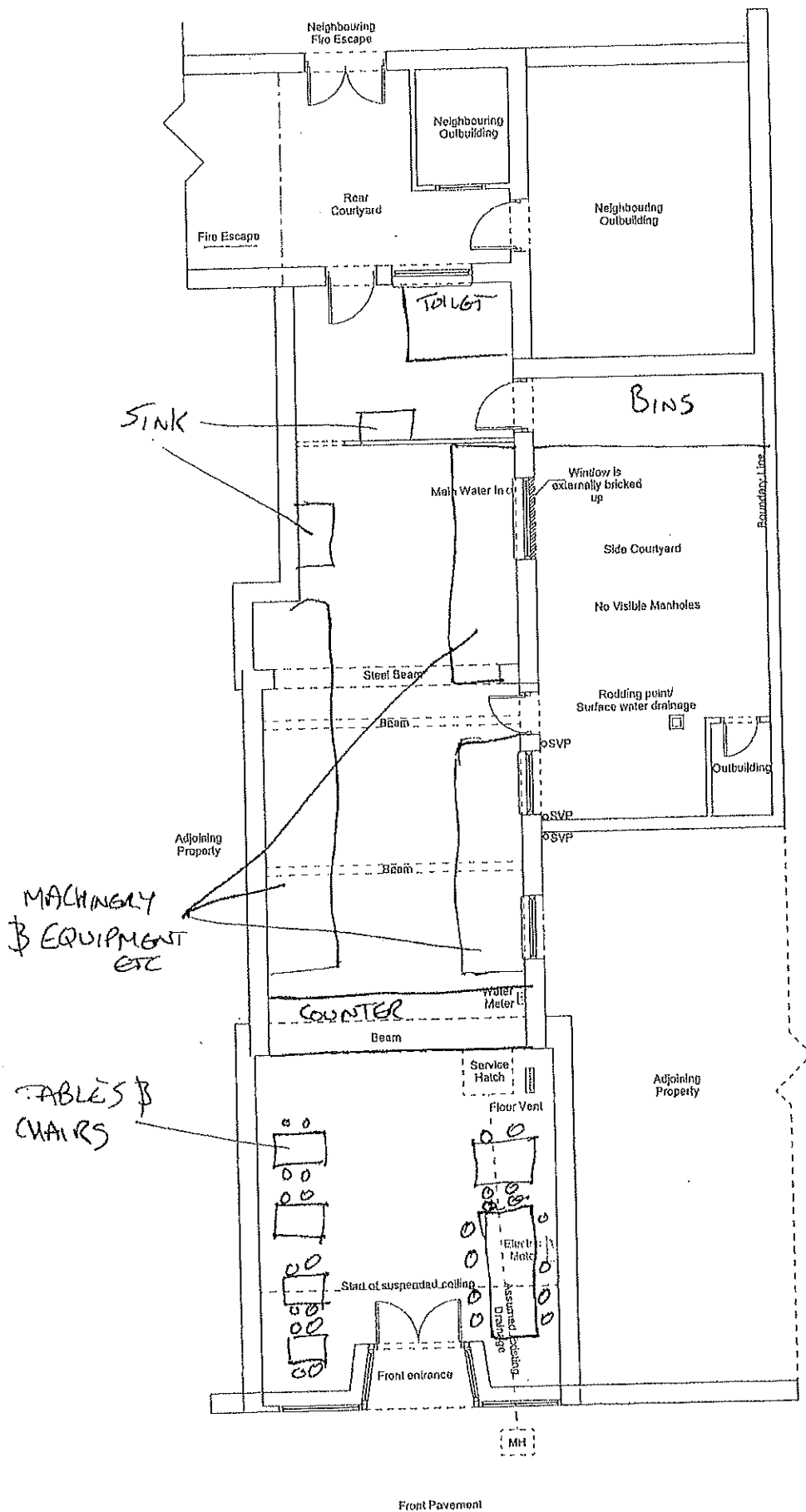
We may use your information to: process applications, investigate and prosecute relevant illegal activities, investigate and prosecute Corporate Fraud; send you communications that you have requested or that may be of interest; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law.

Who has access to your information?

We may share your information with:

- Other Council Departments – to ensure we meet our statutory duties; or to collect debt, and prevent fraud and the misuse of public funds.
- External organisations, for example, HM Revenues & Customs, the Department of Work and Pensions, the Police, the Audit Commission and other enforcement agencies and third parties, for other purposes allowed by law, including, to prevent fraud and the misuse of public funds.

For further information about how your personal information will be used, please visit www.derby.gov.uk/privacy-notice/ where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from - licensing@derby.gov.uk



Existing Ground Floor.