

RECEIVED  
DATE 7 AUG 2019  
LICENSING SECTION



# Northumberland County Council

## Application to vary a premises licence 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.

We The Management Committee of RIDING MILL VILLAGE HALL TRUST  
(Insert name(s) of applicant)  
being the premises licence holder, apply to vary a premises licence under section 34 of the  
Licensing Act 2003 for the premises described in Part 1 below

Premises licence number  
NPR/1354

### Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
RIDING MILL VILLAGE HALL TRUST PARISH HALL MILLFIELD ROAD,			
Post town	RIDING MILL	Postcode	NE44 6DJ

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£5800

### Part 2 – Applicant details

Daytime contact telephone number	01434 682590
E-mail address (optional)	

Current postal address if different from premises address	2 STATION CLOSE		
Post town	RIDING MILL	Postcode	NE44 6HE

### Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible? ☒ Yes ☐ No

If not, from what date do you want the variation to take effect?

DD	MM	YYYY

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) ☐ Yes ☒ No

**Please describe briefly the nature of the proposed variation** (Please see guidance note 2)

The Village Hall is the focal point of the village and provides facilities for the villagers and visitors for educational, fitness, recreational and social purposes.

It has a varied programme of events which take place throughout the year. There is a twice weekly Cafe, Lenten soups and a monthly Pot Luck Lunch.

There is an Art group, Photography club, Tyne Valley Youth Theatre and a twice yearly production by the Drama Club.

We also have Yoga, Pilates, Nia and an exercise class from 60's to 90's. For something more serious there is the Carpet bowls, Bridge, WI and Choral Society.

There are often evening events, children's parties and weddings. These may attract up to 100 guests.

An alcohol licence would facilitate events in the hall. A 'bring your own' policy is restrictive and we would like to offer the option of people being able to purchase beer or wine supplied by the hall. We would hope to make a small profit from this venture which would help with the sustainability of the hall

Alcohol is part of everyday socialising and we feel that it would enhance the enjoyment of those using our facilities.

Examples of such events are Drama club productions, musical and entertainment nights, parties, ceilidh's and weddings.

Some of these are daytime events when alcohol consumption is not an issue.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

XXXXXXX

### Housing and Public Protection Service

Licensing, Northumberland County Council, Stakeford Depot, East View, Stakeford,

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#### **Part 4 Operating Schedule**

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

**Provision of regulated entertainment (Please see guidance note 3)**

**Please tick all that apply**

- |   |                                     |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A)  | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B)  | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input checked="" type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input checked="" type="checkbox"/> |
| e) live music (if ticking yes, fill in box E)   | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)   | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)  | <input checked="" type="checkbox"/> |
| 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**

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A

Plays Standard days and timings (please read guidance note 8)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finis h	<u>Please give further details here</u> (please read guidance note 5)		
Mon	1100	2200			
Tue	1100	2200			
Wed	1100	2200	<u>State any seasonal variations for performing plays</u> (please read guidance note 6)		
Thur	1100	2200			
Fri	1100	2200	<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</u> (please read guidance note 7)		
Sat	1100	2200			
Sun	1100	2200			



B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of films take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finis h	<u>Please give further details here</u> (please read guidance note 5)		
Mon	1100	2200			
Tue	1100	2200			
Wed	1100	2200	<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 6)		
Thur	1100	2200			
Fri	1100	2200	<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 7)		
Sat	1100	2200			
Sun	1100	2200			

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C

Indoor sporting events Standard days and timings (please read guidance note 8)			Please give further details (please read guidance note 5)  Carpet bowls, badminton, table tennis, karate plus other possible sporting events
Day	Start	Finis h	
Mon	1100	2200	
Tue	1100	2200	State any seasonal variations for indoor sporting events (please read guidance note 6)
Wed	1100	2200	
Thur	1100	2200	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 7)
Fri	1100	2200	
Sat	1100	2200	
Sun	1100	2200	

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# D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)</u>	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here (please read guidance note 5)</u> This could be a possible future event for one night only.		
Mon	1100	2200			
Tue	1100	2200	<u>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 6)</u>		
Wed	1100	2200	<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 7)</u>		
Thur	1100	2200			
Fri	1100	2200			
Sat	1100	2200			
Sun	1100	2200			

E

Live music Standard days and timings (please read guidance note 8)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)  Choral or classical music, jazz, disco or similar event		
Mon	1100	2300			
Tue	1100	2300			
Wed	1100	2300	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 6) It would only be outside during the Summer. Music may be amplified for some events.		
Thur	1100	2300			
Fri	1100	2300	<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</u> (please read guidance note 7)		
Sat	1100	2300			
Sun	1100	2300			

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F

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here (please read guidance note 5)</u> Children's party, disco, wedding or similar events.		
Mon	1100	2300			
Tue	1100	2300			
Wed	1100	2300	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6) Outside events would be during the summer. Music may be amplified for some events		
Thur	1100	2300			
Fri	1100	2300	<u>Non standard timings. Where you intend to use the premises for the</u> <u>playing of recorded music at different times to those listed in the</u> <u>column on the left, please list (please read guidance note 7)</u>		
Sat	1100	2300			
Sun	1100	2300			

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G

<b>Performances of dance</b> Standard days and timings (please read guidance note 8)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 5)		
Mon	1100	2300			
Tue	1100	2300			
Wed	1100	2300	<b>State any seasonal variations for the performance of dance</b> (please read guidance note 6)		
Thur	1100	2300			
Fri	1100	2300	<b>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</b> (please read guidance note 7)		
Sat	1100	2300			
Sun	1100	2300			

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing Live drama/theatre, ceilidh		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
Mon	1100	2300		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	1100	2300	<b><u>Please give further details here</u></b> (please read guidance note 5)		
Wed	1100	2300			
Thur	1100	2300	<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 6)		
Fri	1100	2300			
Sat	1100	2300	<b><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></b> (please read guidance note 7)		
Sun	1100	2300			

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 8)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 4)  N/A	Indoors	
				Outdoors	<input type="checkbox"/>
				Both	
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 5)		
Tue					
Wed			<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 6)		
Thur					
Fri			<b>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</b> (please read guidance note 7)		
Sat					
Sun					



<b>Supply of alcohol</b> Standard days and timings (please read guidance note 8)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 9)	On the premises	<input checked="checked" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 6)		
Mon	1100	2300			
Tue	1100	2300			
Wed	1100	2300			
Thur	1100	2300	<b><u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u></b> (please read guidance note 7)		
Fri	1100	2300			
Sat	1100	2300			
Sun	1100	2300			

**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 10).**

There may be events at the hall involving the sale of alcohol when children are present. Children will be protected from harm by ensuring that no alcohol is provided for or consumed by them. All children must be accompanied by a responsible adult  
Where necessary, identification and proof of age would be asked for.

We would ensure that we adhere to the law relating to the supply and sale of alcohol.

The hall is a smoke free venue and therefore no risk of passive smoking.

We have a safeguarding policy for children in place.

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L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 8)			<b>State any seasonal variations</b> (please read guidance note 6)  There are no planned seasonal variations.
Day	Start	Finish	<b>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</b> (please read guidance note 7)
Mon	0900	2300	
Tue	0900	2300	
Wed	0900	2300	
Thur	0900	2300	
Fri	0900	2300	
Sat	0900	2300	
Sun	0900	2300	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

We do not currently hold a licence for the sale of alcohol.

At present we operate on a 'bring your own' basis, which is not very satisfactory for our guests.

We have previously applied for TEN's to sell alcohol on the premises.

If our application is successful, then we can plan events where we would be able to sell beer and wine, and make them more attractive to our clientele. This hopefully would generate some income for the hall.

However some events in the hall would never involve the sale of alcohol. eg. children's events and parties.

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**M** Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)**

All members of the committee will be made aware of the Premises Licence and their responsibility for ensuring compliance with the licence conditions.

Whenever possible a committee member would attend a hall-run event involving alcohol to ensure that licensing requirements were being adhered to. If a committee member was unable to attend, clear instructions would be given to the person in charge regarding compliance with the licensing conditions.

We may ask external hirers of the hall to apply for their own TEN if we felt it was necessary.

**b) The prevention of crime and disorder**

Alcohol will be purchased for each separate event. Any alcohol that may be stored on the premises will be in a locked cupboard.

The majority of the hall users are known personally to the committee or hall manager. If there was any doubt about the age of a person buying or consuming alcohol, proof of age and identity would be requested.

Alcohol will not be supplied to anyone who appears to be intoxicated.

Our hiring agreement states that illegal drugs are not allowed on the premises.

**c) Public safety**

The hall is fully insured (including public liability) and well maintained.

Fire exits are clearly marked.

Risk assessments are undertaken.

Safety checks are undertaken on installations and portable equipment (PAT testing)

All equipment is checked.

**d) The prevention of public nuisance**

People attending events in the hall are asked to respect the needs of nearby residents and to leave the hall and vicinity quietly.

Empty bottles are removed from the premises at the end of each event, or the next morning, if that is more suitable. They are disposed of at the local bottle bank.

**e) The protection of children from harm**

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Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence



If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

All children visiting the hall will be accompanied by a responsible adult.

Alcohol will not be served to anyone under the age of 18. Where necessary, proof of age and identity will be requested.

The bar is not a permanent fixture and therefore alcohol is not visible to children when not on sale.

Checklist:


Please tick to indicate agreement

- I have made or enclosed payment of the fee; or ☒
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy. ☐
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I understand that I must now advertise my application. ☒
- I have enclosed the premises licence or relevant part of it or explanation. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒

**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.**

**Part 5 – Signatures** (please read guidance note 12)

**Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	31-7-19
Capacity	CHAIR, VILLAGE HALL TRUST

**Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent** (please read guidance note 14). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	01.08.19
Capacity	SECRETARY, VILLAGE HALL TRUST

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**Contact name (where not previously given) and address for correspondence associated with this application** (please read guidance note 15)

**Post town**

**Post code**

**Telephone number (if any)**

**If you would prefer us to correspond with you by e-mail, your e-mail address (optional)**

### Notes for Guidance

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.**

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy
2. 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 of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. 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.

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- 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.
4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).

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5. For example 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.
6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
8. 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.
9. 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'.
10. 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 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.
11. Please list here steps you will take to promote all four licensing objectives together.
12. The application form must be signed.
13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
14. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
15. This is the address which we shall use to correspond with you about this application.

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# NORTHUMBERLAND

## Northumberland County Council

### Application for the mandatory alcohol condition under the Licensing Act 2003 requiring a Designated Premises Supervisor in respect of a premises licence to be disappplied

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 in written black ink. Use additional sheets if necessary.

Once completed please give your application to ~~insert name and address of relevant licensing authority~~. You may wish to keep a copy of the completed form for your records.  
Licensing Section, Northumberland County Council,  
Stakeford Depot,  
East View,  
STAKEFORD NE62 5TR

We Riding Mill Village Hall Trust — being a board or committee of individuals with responsibility for the management of the community premises described in Part 1 below, and being the applicant for a ~~premises licensee~~ / premises licence holder *[delete as applicable]* in respect of those premises apply for the condition referred to in section 19(4) of the Licensing Act 2003 to be included in the licence instead of the conditions referred to in section 19(2) and (3) of the said Act. (see guidance note 2).

#### Part 1 – Community premises details

Name of premises <u>RIDING MILL PARISH HALL</u>	
Postal address of premises or, if none, ordnance survey map reference, or description <u>MILLFIELD ROAD</u>	
Post town <u>RIDING MILL</u>	Postcode <u>NE44 6DJ</u>

Telephone number at premises (if any)

Premises licence number (if applicable)

**Brief description of premises and the composition of the committee or board of individuals with responsibility for the management of the premises (Please see Guidance Note 3)**

Riding Mill village Hall Trust is a registered charity no 501316

The premises is a community building owned by the Church but leased to the Trust whose Trustees manage it for the benefit of the villagers of Riding Mill. The hall provides facilities for villagers and visitors for educational, fitness, recreational and social purposes.

The committee consists of:-

Chair – Janet Padgett

Vice-Chair – Philip Latham

Treasurer – Graham Walmsley

Secretary – Judith Wilthew

Hall Manager – Suzanne Barker

The trustees are representatives of the clubs who regularly use the club.

**Please describe how you will ensure that alcohol sales are properly supervised and what arrangements you have in place (if any) for hiring out the premises (Please see Guidance Note 4)**

Each club or persons hiring the hall will be responsible for the sale of alcohol.

This will always be supervised by a responsible adult. A committee member may be present if thought to be necessary.

We will protect children by ensuring that no alcohol is provided for or consumed by them. All children must be accompanied by a responsible adult.

The majority of our hall users are known to the committee.

**Part 2 – Applicant details**

We are the premises licence holder ☒ (Please tick ☒ yes)

Contact phone number in working hours (if any)

**E-mail address (optional)**

119wilthew@hotmail.com

**Current address (if different from premises address)**

2 STATION CLOSE

**Post Town**

RIDING MILL

**Postcode**

NE44 6HE

**Telephone (if any)**

01434 682590

*Please tick ☒ yes as appropriate*

I have enclosed the premises licence

☒

I have enclosed the relevant part of the premises licence

☐

This form accompanies a new premises licence application

☐

If you are varying an existing licence and have not ticked one of the first two boxes above, please explain why in the box below.

**Reasons why you have failed to enclose the premises licence or relevant parts**

Any further information to support your application

CHECKLIST:-

Please tick ✓ yes

**If applying to remove the mandatory requirements from an existing premises licence that already authorises alcohol sales**

- I have made or enclosed payment of the fee ☒
- I have included documents (if available) which identify the premises and how it is managed ☒
- I have included copies of any hiring agreements ☒
- I have sent a copy of this application to the chief officer of police ☒
- I understand that if I do not comply with the above requirements my application will be rejected ☒

**If applying alongside a new application or variation for a permission to allow alcohol sales**

~~- this application accompanies a new premises licence application~~ / **this application accompanies an application to vary an existing premises licence** *[delete as applicable]*

- I have enclosed the premises licence or relevant part of it or provided an explanation ☒
- I understand that if I do not comply with the above requirements my application will be rejected ☒

**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.**

**Part 3 – Signatures** (Please see guidance note 5)

Signature of applicants. Please provide two signatories of members of the management committee stating in what capacity they represent the premises licence holder.

First Signature

Date 31-7-19

Capacity

CHAIR, VILLAGE HALL TRUST

Second Signature

Date 01:08:19

Capacity

SECRETARY, VILLAGE HALL TRUST

<b>Contact name (where not previously given) and address for correspondence associated with this application</b>	
<b>Post town</b>	<b>Postcode</b>
<b>Telephone number (if any)</b>	
<b>If you would prefer us to correspond with you by e mail your e mail address (optional)</b>	

### *Notes for Guidance*

1. This form may be used by a community premises seeking to replace the mandatory conditions in sections 19(2) and 19(3) of the 2003 Act which requires a personal licence holder and Designated Premises Supervisor where a premises allows the supply of alcohol, with the alternative mandatory condition (in section 19(4) of the Act) that the supply of alcohol is instead authorised by the premises licence holder through either:

- applying to remove the mandatory conditions of an existing premise licence which allows the sale of alcohol;
- applying to remove the mandatory conditions when applying for a new premises licence that includes the sale of alcohol; or
- applying to remove the mandatory conditions when applying to vary an existing premises licence to allow the sale of alcohol.

On applying for the removal of the requirement to have a Designated Premises Supervisor, the management committee should understand that if this is granted they will be responsible for all alcohol sales under the licence.

2. The applicant must be a committee or board of individuals with responsibility for the management of the premises – enter name of committee or board.

3. Describe the premises and the management structure. In particular, explain why you consider it to be a community premises i.e. is it available for community benefit most of the time and accessible by a broad range of persons and sectors of the local community for purposes beneficial to the community as a whole. If the community premises is a registered charity, please include its Charity Commission number. Set out how the premises is managed and the structure of the committee or board of individuals with responsibility for its management (including the names of the committee's or board's key officers, e.g. the chair, secretary, treasurer). Please include any documents e.g. a written constitution or other management documents that show the structure of the premises and how it is managed.

4. Describe how the supervision of alcohol sales is to be ensured in different situations (including e.g. when the community premises is hired to private parties, when the community premises is hired for large fundraising events and when the community premises is hired for short fundraising events by local voluntary organisations). Set out how responsibility for alcohol sales is to be determined in individual cases and discussed and reviewed within the committee's or board's procedure in the event of any issues arising. You should include copies of hiring agreements that describe the arrangement made between the community premises and the hiring party. You should note that sample hire agreements are available from e.g. ACRE and Community Matters. More information about these hire agreements is contained in the statutory Guidance.

5. Applications to substitute the section 19(4) mandatory condition must be made by a management committee or similar structure which holds or will be the holder of the premises licence for the community premises. Please state in what capacity you are signing the application (e.g. Committee Chair, committee member, Hall secretary etc).

6. Please send a copy of this form to the chief officer of police for your area.

# Premises Plan with Fire Escape Routes

