



Waverley
Application for a premises licence
Licensing Act 2003

For help contact
licensing@waverley.gov.uk
Telephone: 01483 523033

* required information

Section 1 of 21

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

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

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

Are you an agent acting on behalf of the applicant?

- Yes
- No

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

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

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

Are you:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

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

Applicant Business

Is your business registered in the UK with Companies House? Yes No

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

Registration number

Business name If your business is registered, use its registered name.

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

Legal status

Continued from previous page...

| | | |
|-------------------------------|--|---|
| Your position in the business | <input type="text" value="Owner / Manager"/> | |
| Home country | <input type="text" value="United Kingdom"/> | The country where the headquarters of your business is located. |
| Registered Address | | Address registered with Companies House. |
| Building number or name | <input type="text" value="Suite 2, Victoria House"/> | |
| Street | <input type="text" value="South Street"/> | |
| District | <input type="text"/> | |
| City or town | <input type="text" value="Farnham"/> | |
| County or administrative area | <input type="text" value="Surrey"/> | |
| Postcode | <input type="text" value="GU9 7QU"/> | |
| Country | <input type="text" value="United Kingdom"/> | |

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

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

Address OS map reference Description

Postal Address Of Premises

| | |
|-------------------------------|--|
| Building number or name | <input type="text" value="3 Town Hall Buildings"/> |
| Street | <input type="text" value="The Borough"/> |
| District | <input type="text"/> |
| City or town | <input type="text" value="Farnham"/> |
| County or administrative area | <input type="text" value="Surrey"/> |
| Postcode | <input type="text" value="GU9 7ND"/> |
| Country | <input type="text" value="United Kingdom"/> |

Further Details

| | |
|---|--|
| Telephone number | <input type="text" value="01252821269"/> |
| Non-domestic rateable value of premises (£) | <input type="text" value="47,000"/> |

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

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NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Continued from previous page...

Limited Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth
dd mm yyyy

* Nationality Documents that demonstrate entitlement to work in the UK

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OPERATING SCHEDULE

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

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

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Small independent high street bookshop and cafe, laid out over ground-floor and basement with small seating area under colonnades outside of the shop. The intent of the license is not to create a drinking establishment but allow the holding of various events, performances and other regulated entertainment at which the enjoyment of alcohol can act as ancillary activity. Off-licence sales will predominantly be through events such as wine and beer tastings of local or featured breweries or vineyards with an after event take home offering.

Continued from previous page...

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

Section 6 of 21

PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Will the performance of a play take place indoors or outdoors or both?

- Indoors Outdoors Both

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

Continued from previous page...

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Provision of plays and associated performances including but not limited to readings, poetry, comedy, which may or may not involve amplified or unamplified music or speech.

State any seasonal variations for performing plays

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

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

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

Sundays before Bank Holiday 07:00 until 01:30
Good Friday and Christmas Day 09:00 until 23:30
New Year's Eve 07:00 until 02:00
New Year's Day 07:00 until 02:00

Section 7 of 21

PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Will the exhibition of films take place indoors or outdoors or both?

- Indoors Outdoors Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Provision of films and associated media through projection or screens, including but not limited to movie nights, short films, animation screenings

State any seasonal variations for the exhibition of film

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

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

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

Sundays before Bank Holiday 07:00 until 01:30
Good Friday and Christmas Day 09:00 until 23:30
New Year's Eve 07:00 until 02:00
New Year's Day 07:00 until 02:00

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Continued from previous page...

Will you be providing indoor sporting events?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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SUNDAY

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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.

revision of indoor sporting events including but not limited to darts, pool and chess tournaments, board game competitions or similar.

state any seasonal variations for indoor sporting events

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

Continued from previous page...

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

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

Sundays before Bank Holiday 07:00 until 01:30
Good Friday and Christmas Day 09:00 until 23:30
New Year's Eve 07:00 until 02:00
New Year's Day 07:00 until 02:00

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

Yes No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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SATURDAY

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SUNDAY

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

- Indoors Outdoors Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Provision of any other forms of regulated entertainment not captured elsewhere involving an activity provided in front of an audience for the purpose of entertainment, this includes but is not limited to seating, standing or intermingled audience.

State any seasonal variations for the performance of live music

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

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

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

Sundays before Bank Holiday 07:00 until 01:30
Good Friday and Christmas Day 09:00 until 23:30
New Year's Eve 07:00 until 02:00
New Year's Day 07:00 until 02:00

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

- Yes No

Standard Days And Timings

MONDAY

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| Start | <input type="text"/> | End | <input type="text"/> |

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.

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TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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

- Indoors Outdoors Both

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

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.

State any seasonal variations for playing recorded music

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

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

Continued from previous page...

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

Sundays before Bank Holiday 07:00 until 01:30
Good Friday and Christmas Day 09:00 until 23:30
New Year's Eve 07:00 until 02:00
New Year's Day 07:00 until 02:00

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

Yes No

Standard Days And Timings

MONDAY

Start
Start

End
End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Continued from previous page...

Will the performance of dance take place indoors or outdoors or both?

- Indoors Outdoors Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Provision of dance and associated performances including but not limited to classical, modern and interpretive dance forms which may or may not be accompanied by amplified or unamplified music, speech or song.

State any seasonal variations for the performance of dance

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

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

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

Sundays before Bank Holiday 07:00 until 01:30
Good Friday and Christmas Day 09:00 until 23:30
New Year's Eve 07:00 until 02:00
New Year's Day 07:00 until 02:00

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

See guidance on regulated entertainment

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

- Yes No

Standard Days And Timings

MONDAY

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End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Give a description of the type of entertainment that will be provided

Provision of anything of a similar nature to live music, recorded music, or performance of dance not captured elsewhere but involving an activity provided in front of an audience for the purpose of entertainment, this includes but is not limited to magic shows, talks, lectures, book readings, expressive performances and may involve amplified or unamplified music, song or speech.

Will this entertainment take place indoors or outdoors or both?

- Indoors Outdoors Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Provision of anything of a similar nature to live music, recorded music, or performance of dance not captured elsewhere but involving an activity provided in front of an audience for the purpose of entertainment, this includes but is not limited to magic shows, talks, lectures, book readings, expressive performances and may involve amplified or unamplified music, song or speech.

State any seasonal variations for entertainment

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

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

Continued from previous page...

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

Sundays before Bank Holiday 07:00 until 01:30
Good Friday and Christmas Day 09:00 until 23:30
New Year's Eve 07:00 until 02:00
New Year's Day 07:00 until 02:00

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

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WEDNESDAY

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SUNDAY

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Continued from previous page...

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors Outdoors Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations

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

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

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

Sundays before Bank Holiday 07:00 until 01:30
Good Friday and Christmas Day 09:00 until 23:30
New Year's Eve 07:00 until 02:00
New Year's Day 07:00 until 02:00

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

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Continued from previous page...

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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| Start | <input type="text" value="07:00"/> | End | <input type="text" value="23:30"/> |
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Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

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

State any seasonal variations

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

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

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

Sundays before Bank Holiday 07:00 until 01:30
Good Friday and Christmas Day 09:00 until 23:30
New Year's Eve 07:00 until 01:30
New Year's Day 07:00 until 01:30

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

Continued from previous page...

Name

First name

Family name

Date of birth - -
dd mm yyyy

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Children under 16 shall not be allowed on the premises after 00:00 hours. Children under 18 shall be excluded from any entertainment of an adult nature whether it be a live act, films for restricted age group or similar.

Continued from previous page...

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

State any seasonal variations

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

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

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

Continued from previous page...

Sundays before Bank Holiday 07:00 until 01:30
Good Friday and Christmas Day 09:00 until 23:30
New Year's Eve 07:00 until 02:00
New Year's Day 07:00 until 02:00

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LICENSING OBJECTIVES

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

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

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

The licensee and staff shall endeavour to ensure the enhancement of the local facilities for social entertainment and reduce the focus on alcohol. Staff shall be trained on the requirements of the Licensing Act 2003 when they are recruited and given training in "drugs awareness" as part of their induction and be repeated at 6 monthly intervals.

b) The prevention of crime and disorder

Providing a 30-minute extension of opening hours after the end of the sale of alcohol shall promote the Prevention of Crime and Disorder as the last drink shall be consumed less quickly, with access to the toilet facilities and the provision of non-alcoholic refreshment during this period. The Designated Premises Supervisor shall be a member of Farnham Pubwatch so long as it exists. Contact numbers for local taxis shall be prominently displayed to enable customers to disperse easily and quietly at the end of trading hours.

c) Public safety

A first aid box shall be available at the premises at all times. Regular safety checks shall be carried out by staff. Management shall carry out a Fire Risk Assessment as necessary to ensure compliance with all necessary fire regulations. Fire alarms and emergency lighting shall be installed, checked and maintained. The premises shall maintain an Incident Log and public liability insurance.

d) The prevention of public nuisance

Music shall end not later than 01:00, except on New Year's Eve and New Year's Day. The volume shall be reduced to background level during the wind down period to create a mood change. A notice shall be placed at the exit asking customers to leave quietly. The exterior of the building shall be cleared of litter at regular intervals. Doors and windows at the premises are to remain closed after 23:00 hours, save for access and egress.

e) The protection of children from harm

A "Challenge 21" Policy shall be implemented in full and appropriate identification sought from any person who appears to be under the age of 21. The only acceptable photographic driving license, passport, HM forces card, or a form of identification with the "PASS" hologram. Staff training shall include the "Challenge 21" Policy and its operation. In particular, staff shall be trained to take such action as is necessary to prevent the sale of alcohol to persons over the age of 18 where those customers are engaged in the distribution of alcohol to persons under the age of 18. The training will be given to a new member of staff before they commence employment and all staff will receive refresher training every 6 months. Notices advising what forms of ID are acceptable will be displayed. Notices will be displayed in prominent positions indicating that the "Challenge 21" policy is in force.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK