

Wkc/202200365

11/5/22

**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** HOLLOWAY HILL SPORTS ASSOCIATION LTD (HHS)

*(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			
Holloway Hill Sports Association Ltd (HHS)			
The Pavilion			
Holloway Hill Recreation Ground			
Busbridge Lane			
Godalming			
Surrey			
<b>Post town</b>	Godalming	<b>Postcode</b>	GU7 1PU

Telephone number at premises (if any)	01483 4
Non-domestic rateable value of premises	£ 5,900

**Part 2 - Applicant details**

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

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

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**Second individual applicant** (if applicable)

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

**(B) Other applicants**

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

<b>Name</b> HOLLOWAY HILL SPORTS ASSOCIATION LTD (HHSA)
<b>Address</b>  The Pavilion Holloway Hill Recreation Ground Busbridge Lane Godalming Surrey GU7 1PU

Registered number (where applicable) 3245379
Description of applicant (for example, partnership, company, unincorporated association etc.)  Private Limited Company
Telephone number (if any) 01483 .
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
0	9	0 5 2 0 2 2

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)

Holloway Hill Sports Pavilion is a secure brick built construction (circa 1986) providing a facility for Sporting and Community Activities. It is a single storey building with a raised centre housing the scoreboard. There are 4 Changing Rooms each with Shower and Toilet facilities, together with separate toilets for Ladies and Gentlemen away from the changing areas. Within the building there is also a fully equipped kitchen, bar, bar store and club room. It faces the grass playing areas of the Recreation Ground, an area enclosed by mature trees and hedges on all sides. CCTV is provided at various points on the perimeter of the building. There is a veranda to the front of the building with seating areas to the front and side for patrons

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

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

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

Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
a) plays (if ticking yes, fill in box A)	
b) films (if ticking yes, fill in box B)	
c) indoor sporting events (if ticking yes, fill in box C)	
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	

e)	live music (if ticking yes, fill in box E)	
f)	recorded music (if ticking yes, fill in box F)	
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	

<b><u>Provision of late night refreshment</u></b> (if ticking yes, fill in box I)	
<b><u>Supply of alcohol</u></b> (if ticking yes, fill in box J)	X

In all cases complete boxes K, L and M

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)		On the premises	
					Off the premises	
Day	Start	Finish			Both	X
Mon	11:00	23:00	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)			
Tue	11:00	23:00				
Wed	11:00	23:00				
Thur	11:00	23:00	<b>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</b> (please read guidance note 6) Request bar to licensed until 00:30 on Christmas and New Years Eve.			
Fri	11:00	23:00				
Sat	11:00	23:00				
Sun	11:00	23:00				

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):

<b>Name</b>	Russell John Hitchcock
<b>Date of birth</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Personal licence number (if known)</b>	IN PROGRESS



Sat	8:30	23:30	
Sun	8:30	23:30	

## 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)**

We will be responsible licences. All staff will be trained in all aspects of serving alcohol, crime prevention and safety aspects. We will operate our own Challenge 18 policy for age verification and will require documentation such as, but not limited to, driving licence / passport, identity cards etc. For safety and security we will operate CCTV systems in both our bar and drinks storage area and an external system covering our entrances and exits. This shall be maintained in good working order. There will be full facilities for Disabled Customers.

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

CCTV will be operational in the bar and stock room inside the premises with a further external system covering entry and exit points. Recordings from these systems will be stored securely for a minimum of 30 days. The premises also have emergency lighting throughout and external movement activated PIR lighting to enable safe passage when dark. Staff will operate age checks and will be trained in basic crime prevention measures. The possession or use of drugs on the premises will not be tolerated and will be reported immediately to the authorities. On sale consumption of alcohol will be permitted within the boundaries of the premises, including the veranda and seating area. Of sales must be taken from the premises for consumption.

**c) Public safety**

Staff will be trained in all aspects of serving alcohol including refusing to sell alcohol to minors, those who are unable to prove to be at least 18 and those who appear to be excessively intoxicated. Staff will also be trained on matters of safety, evacuation and the use of emergency equipment as necessary. Premises shall have appropriate levels of fire equipment which shall be well maintained through a contract with an appropriate company. The premises have fully maintained fire and burglar alarms, smoke detectors, emergency lighting and fire alarm points. Fire exits and means of escape shall be kept clear and in good operational order. Numbers using the bar areas will be visually monitored to ensure that there is no overcrowding. Plastic (or its equivalent) glasses will be used for purchases to be consumed on the veranda or outside seating area

**d) The prevention of public nuisance**

The premises will be kept open for 30 minutes after our licensed hours to ensure that leaving times are staggered. Where appropriate, prominent, clear, legible notices shall be displayed at all exits requesting the patrons respect the needs of local residents and leave the premises quietly. We shall endeavour to ensure that noise (both music and voice) and light shall not emanate from the premises so as to cause a nuisance to local properties. Movement activated Security Lighting is provided to the front of the building to enable safe passage without disturbing the local residents. We have a contract with a private Waste Disposal company for removal of waste from the premises. Parking is available to the side of the premises, including a Disabled Parking Bay. This however, as with the management of the closure of the park itself, is under the control of Waverley B.C.

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

The restrictions set out in the licensing Act 2003 shall apply. Children under the age of 16 are not permitted in the bar area after 21:00 unless an event is taking place that involves their presence (eg sporting activity, etc) and they are accompanied by an adult at all times. Controls will be in place to prevent the sale of alcohol to those under 18. The premises supervisor or appointed staff member shall ensure that when children are admitted their presence is not inconsistent with the style of operation of the premises at that moment.

**Checklist:**

**Please tick to indicate agreement**

•	I have made or enclosed payment of the fee.	X
•	I have enclosed the plan of the premises.	X
•	I have sent copies of this application and the plan to responsible authorities and others where applicable.	X
•	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	X
•	I understand that I must now advertise my application.	X
•	I understand that if I do not comply with the above requirements my application will be rejected.	X
•	[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.



**Part 4 – Signatures** (please read guidance note 11)

**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.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• 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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	
Date	08/04/22
Capacity	

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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	<b>Godalming</b>	Postcode	
Telephone number (if any)			