

\* 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 the applicant would prefer not to be contacted by telephone

Is the applicant:

- ☒ 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 the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

## Applicant Business

Is the applicant's 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 the applicant's business is registered, use its registered name.

VAT number   Put "none" if the applicant is not registered for VAT.

**Continued from previous page...**

Legal status

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Agent 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:

- ☒ An agent that is a business or organisation, including a sole trader
- ☐ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

**Agent 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

Home country

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**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

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

## Section 3 of 21

### 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 His Majesty's prerogative

## Section 4 of 21

### 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  /  /

\* Nationality

[Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

## Section 5 of 21

### 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.

The current premises licence on this site, and held by the applicant, is time limited and will expire in April 2026. It is not proposed that the proposed iicence that this application relates will be time limited.

This is proposed to be a periodically used event space with capacity of up to 2,000 but the majority of events will be below

**Continued from previous page...**

1,000 and many below 500.

As per the current licence, the configuration of the fixed structures will vary from event to event and it is proposed that the licence holder will notify the relevant licensing authorities in advance of each particular event's layout.

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

## Section 7 of 21

### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

## Section 8 of 21

### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

## Section 9 of 21

### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

## Section 10 of 21

### 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.

**Continued from previous page...**

**TUESDAY**

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

**WEDNESDAY**

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

**THURSDAY**

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

**FRIDAY**

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

**SATURDAY**

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

**SUNDAY**

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

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.

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

*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.

## Section 11 of 21

### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded 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

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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.

**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.

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

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

**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

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

Start

End

Start

End

*Continued from previous page...*

THURSDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

FRIDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

SATURDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

SUNDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="09:00"/> | End | <input type="text" value="23:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

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.

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.

**Section 13 of 21**

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

[See guidance on regulated entertainment](#)

*Continued from previous page...*

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

☐ Yes ☒ No

#### Section 14 of 21

##### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

#### Section 15 of 21

##### 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

Start

End

Start

End

###### WEDNESDAY

Start

End

Start

End

###### THURSDAY

Start

End

Start

End

###### FRIDAY

Start

End

Start

End

###### SATURDAY

Start

End

Start

End

###### SUNDAY

Start

End

Start

End

**Continued from previous page...**

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.

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

**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)

*Continued from previous page...*

Issuing licensing authority  
(if known)

Leicester City Council

### 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'.

### Section 16 of 21

#### 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.

N/A

### Section 17 of 21

#### 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

Start

End

Start

End

###### WEDNESDAY

Start

End

Start

End

###### THURSDAY

Start

End

Start

End

*Continued from previous page...*

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

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.

**Section 18 of 21**

**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.

Please see accompanying document

b) The prevention of crime and disorder

c) Public safety

*Continued from previous page...*

d) The prevention of public nuisance

e) The protection of children from harm

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

### **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 in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **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 birth or adoption certificate issued 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 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.

*Continued from previous page...*

- 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 or 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 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, 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.

***Continued from previous page...***

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.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

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:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o 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.
  - o 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.
  - o 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.
  - o 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:
  - o 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.
  - o 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.
  - o 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.

**Continued from previous page...**

- 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:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o 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;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o 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.

**Section 21 of 21**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

\* Fee amount (£)

100.00

**DECLARATION**

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15).

☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

Duncan Charles Craig

\* Capacity

Barrister and Duly Authorised Agent

\* Date

05 / 01 / 2026  
dd mm yyyy

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/nottingham/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

Continued from previous page...

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

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

OFFICE USE ONLY

|                            |                                           |
|----------------------------|-------------------------------------------|
| Applicant reference number | <input type="text" value="DCC/CANAL/26"/> |
| Fee paid                   | <input type="text"/>                      |
| Payment provider reference | <input type="text"/>                      |
| ELMS Payment Reference     | <input type="text"/>                      |
| Payment status             | <input type="text"/>                      |
| Payment authorisation code | <input type="text"/>                      |
| Payment authorisation date | <input type="text"/>                      |
| Date and time submitted    | <input type="text"/>                      |
| Approval deadline          | <input type="text"/>                      |
| Error message              | <input type="text"/>                      |
| Is Digitally signed        | <input type="checkbox"/>                  |

## Consent of individual to being specified as premises supervisor

Jack Thomas John Dorman

---

I

*[full name of prospective premises supervisor]*

of

██████████  
██████████  
██████████

---

*[home address of prospective premises supervisor]*

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Grant Application

---

*[type of application]*

by

Rhubarb Food Design Limited

---

*[name of applicant]*

N/A

relating to a premises licence

---

*[number of existing licence, if any]*

for

Canal Turn  
1 The Great Northern Close  
Nottingham  
NG2 3JL

---

*[name and address of premises to which the application relates]*

and any premises licence to be granted or varied in respect of this application made by

Rhubarb Food Design Limited  
*[name of applicant]*

concerning the supply of alcohol at

Canal Turn  
1 The Great Northern Close  
Nottingham  
NG2 3JL

---

*[name and address of premises to which application relates]*

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number  
LEIPRS54525

---

*[insert personal licence number, if any]*

Personal licence issuing authority  
Leicester City Council

---

*[insert name and address and telephone number of personal licence issuing authority, if any]*

Signed



Name (please print)

Jack Dorman

Date

23rd January 2026

---

**Canal Turn  
1 The Great Northern Close  
Nottingham  
NG2 3JL**

**Proposed Conditions on Operating Schedule**

1. A First Aid provision must be provided as appropriate to each event
2. Persons must be encouraged to leave the premises in a quiet and orderly manner.
3. The Premises Licence Holder or their representative must liaise with the local taxi and private hire trade for the purpose of their providing transportation to and from the site.
4. Arrangements must be made for the storage and disposal of refuse which do not cause a nuisance.
5. Bins must be placed at regular intervals along any route that patrons are likely to use for dispersal from the site. All bins must be removed no later than the day after the event.
6. Deliveries of all equipment, staging, plant, waste collection, traders etc to and from the site must not take place outside the hours of 08.00 to 18:00 daily.
7. There must be no car parking provided at the premises unless the event taking place is a car show or car boot sale
8. There must be no more than 2000 persons including staff on the premises at any one time
9. The sale/supply of alcohol for consumption off the premises must only be by way of gift packs from stalls and not direct from bars
10. When the premises is being utilised for the sale/supply of alcohol, the licensable area must be clearly delineated and securely enclosed.
11. A CCTV system with recording equipment must be installed and maintained at the premises and operated with cameras in positions agreed with the Police. All recordings used in conjunction with CCTV must:
  - Be of evidential quality in all lighting conditions;
  - Indicate the correct time and date; and
  - Be retained for a period of 31 consecutive days.

A member of staff trained to use the system must be on duty at all times and there must be adequate portable hardware (such as compact disks or USB storage devices) at the premises, as the recorded images must be available for inspection and downloading immediately upon request by the Police and other officers of Responsible Authorities.

12. All images downloaded from the CCTV system must be provided in a format that can be viewed on readily available equipment without the need for specialist software.
13. During any event that involves licensable activities being carried on under the authority of this Premises Licence at which the attendance of persons under the age of eighteen is permitted, there must be a dedicated welfare point for missing/found children which is clearly signed and manned at all times. This point must be indicated on any public literature or map of the event.
14. A Challenge 25 scheme must operate when the premises is being utilised for the sale/supply of alcohol. Any person who appears to be under 25 years of age must not be sold/supplied alcohol unless they produce an acceptable form of identification (passport, photo driving licence, Military Identity card or PASS accredited card).
15. When the premises is being utilised for the sale/supply of alcohol, Challenge 25 notices must be displayed in prominent positions throughout the premises, within any permanent or temporary structures and at each stall or pop up bar selling alcohol.
16. A bound and sequentially paginated refusals book or electronic record must be kept to record all instances where admission to the premises or service of alcohol is refused. Details to show:
  - The basis of the refusal;
  - The person making the decision to refuse; and
  - The date and time of the refusal.All such books/records must be retained by the premises licence holder for at least 12 months after each event and must be made available for inspection and copying by the Police and other officers of Responsible Authorities immediately upon request.
17. Training records must be kept to record staff training and advice including the following areas:
  - preventing underage sales of alcohol
  - preventing proxy sales of alcohol to underage persons
  - preventing sales of alcohol to a person who is drunk
  - acceptable forms of proof of age
  - how to refuse a sale to persons under 18 years of age
  - Challenge 25 age verification
  - Premises Licence ConditionsThis training must be on-going and each member of staff must be reviewed at least every 6 months. Such records must be retained by the premises licence holder for at least 12 months, and must be made available for inspection and copying by the Police, or other officers of a Responsible Authority, immediately upon request.
18. Members of staff must not be permitted to sell/supply alcohol until they have successfully completed the training as per the above condition
19. A bound and sequentially paginated incident/accident book or electronic record must be kept to record all instances of disorder, damage to property and personal injury at the premises. All such books/records must be retained by the premises licence

holder for at least 12 months after each event and must be made available for inspection and copying by the Police and other officers of Responsible Authorities immediately upon request. Any complaint (including noise) received must be logged and investigated with a written record of the complaint submitted to the Licencing Authority and/or responsible authorities. Details that must be recorded (where provided) upon receipt of a complaint are as follows;

- Name and address of the complainant, what the complaint concerns, and where / how the complainant is impacted.
- Validation/verification of the complaint, i.e.: detail of the investigation findings
- Remedial actions taken. If no remedial actions taken: justification must be provided instead
- Record of communication to the complainant(s) advising of what has been done to address their complaint.

20. Where an Event Management Plan is not required, Security Industry Authority licensed personnel must be employed at the premises on occasions as deemed necessary by the Premises Licence Holder and/or premises management and/or event organiser following a comprehensive risk assessment and on occasions when requested by, and following consultation with the Police.
21. The Premises Licence Holder, or their nominated representative, must ensure that any Security Industry Authority personnel employed at the premises wear, and clearly display, their Security Industry Authority licence badge at all times whilst on duty.
22. A bound and sequentially paginated book or electronic record must be maintained at the premises containing the names, home addresses, dates of birth, Security Industry Authority licence number of door supervisors employed on any particular day. These records must be kept at the premises for at least 12 months and must be made available for inspection and copying by the Police immediately upon request.
23. All stewards and Security Industry Authority personnel must be aged 18 years or over, wear distinctive uniform so that they are easily identifiable.
24. Any Supervisors, managers and/or chief stewards must be attired as to be identifiable from stewards and Security Industry Authority personnel.
25. When licensable activities are taking place, no persons must be permitted to remove open vessels of alcohol purchased at the premises from the licensed area agreed for the event.
26. Persons carrying any open vessel(s) that contain alcohol must not be admitted to the premises when the sale of alcohol is taking place
27. During each event, all drinks must be dispensed in non-glass bottles or vessels.
28. Clear notices must be prominently displayed requesting customers to leave the premises and the area in a quiet and orderly manner.
29. There must be no exhibition, demonstration, display or use of fire, laser equipment, fireworks or pyrotechnics, nor fairground attractions, rides or amusement devices must be provided on the Premises unless they have been appropriately identified, assessed and documented in an Event Management Plan.

30. A suitable and sufficient evacuation plan and procedure must be prepared and documented for the event – covering;
- localised, full site and major incident contingencies. In the event of severe weather (for example high winds, torrential rain or serious site flooding) an event cancellation protocol must be implemented to ensure the safe and controlled management and communication of the cancellation.
31. The Premises Licence Holder must make arrangements to enable people with disabilities to attend when licensable activities are taking place. Particular attention should be given to means of access and egress and to the means of escape/evacuation in an emergency as well as to any viewing of facilities for such people.
32. The area around the premises must be kept clear of litter emanating from the premises when any licensable activities are taking place.
33. At all events, the layout must complement the existing means of escape exits and routes.
34. At all events, all routes for the exclusive use of emergency vehicles must be kept sterile (clear) and available for the exclusive use of emergency vehicles where required.
35. At all events, where requested by the police Security Industry Authority registered frontline personnel must conduct intelligence led and random searches of persons attending events including staff, volunteers and artistes for weapons and drugs prior to entry to the site. Metal detectors must be utilised at the time of searching.
36. At all events, notices must be displayed advising persons that searches will be carried out and entry will be refused to any person who does not give their consent to being searched
37. At all events, a record must be kept detailing any persons refusing to be searched, showing the time of the refusal and a description of the person. These records must be retained by the premises licence holder for 12 months after each event and must be made available for inspection and copying by officers of responsible authorities immediately upon request.
38. At all events, where drugs and/or weapons are found during a search, or whilst being used at an event, the Event Manager or nominated representative will ensure that:
- The drugs and/or weapons are confiscated immediately;
  - The person(s) are detained, if safe and practicable;
  - The Police are called immediately; and
  - The drugs and/or weapons are delivered to the police as soon as possible after their arrival at the site.
39. At all events, there must be at least one named personal licence holder on duty at all times alcohol is being sold or supplied at each bar.
40. Any event where between 500 and 1000 persons are in attendance, there must be one month's notification in relation to the above plans and policies. Any event of less than 500 persons in attendance, there must be a minimum of 14 days notification.

41. An event safety co-ordinator and a deputy must be appointed. They must be of sufficient competence and authority to effectively take responsibility for safety at the event and be able to authorise and supervise safety measures. The Event Safety Co-ordinator and deputy must have no other additional duties.
42. The public must not be admitted to the licensed site until such time that the premises licence holder and the event safety co-ordinator are satisfied that the site is suitable for its intended use.

**Additional conditions where the expected attendance is more than 1000 persons:**

43. An Event Management Plan must be submitted in draft to the Licensing Authority, Police, Fire Service, East Midlands Ambulance Service and Environmental Health Officers with responsibility for Noise Pollution and Health & Safety no less than 12 weeks prior to the date of any event where alcohol is sold. "Event Management Plan" means a document specific to any Event to take place, and written in accordance with national event guidance (the "Purple Guide\*").

The Event Management Plan must contain:

- A documented Health and Safety Policy, which includes
  - A policy statement;
  - Names of specific personnel, key roles and responsibilities and how the structure of these roles is planned (Operational Management Structure);
  - A management structure which defines the hierarchy of health and safety responsibility for the duration of the event (i.e. the beginning of the build-up to the finish of the break-down);
  - Arrangements in place for managing safety.
  - Details of the event including venue design, structures, audience profile and capacity, duration, food, toilets, refuse, water, fire precautions, first aid, special effects, access and exits, music levels etc;
  - A site plan (to scale) which shows the location, size, entertainment areas, and access for pedestrians, vehicles, crew and emergency services, site infrastructure, hierarchy/control, definitions of roles and responsibilities including:
    - Build and De-rig schedules.
    - Command and control plan
    - Alcohol management plan
    - Ingress and Egress plan
    - Security and stewarding plan
    - Incident management plan
    - Evacuation plan
    - Medical and vulnerability plan
- An "Emergency Plan" meaning a document detailing an expected response to incidents that threaten public safety;
- A "Contingency Plan", meaning a document a program of action designed for handling possible adverse circumstances that could affect safe running of the event.
- "Event Risk Assessments", meaning a document detailing careful examination of what could cause harm to persons attending the event, how serious that harm may be, the likelihood that it will occur and suitable control measures to reduce the risk of the harm occurring

- A “Crowd Management Plan”, meaning a document detailing crowd specific hazards, and details of suitable measures to manage the safety of a crowd accessing/egressing and during an event including information about:
  - Audience profile and crowd dynamics expected at the event
  - Organisational information/chain of command
  - Admission policies/ procedures for ejection & searches
  - Control or direction of audience for safe dispersal and the prevention of overcrowding
  - Maximum safe capacity for the premises
  - Maximum safe capacity each area i.e. for all stages and marquees etc.
  - Number of exits for all stages and marquees
  - Type of first safety equipment for all stages and marquees
- A “Medical Plan”, meaning a document detailing an assessment and provision of medical, ambulance and first-aid needs for the event.
- A “Stewarding Plan”, meaning a document detailing the arrangements for stewarding and security, the chain of command and details of the number and location of stewards during different phases of the event. The Stewarding Plan must also include information regarding:
  - General responsibilities towards the health and safety of all categories of audience (including those with special needs), other stewards, security personnel, event workers and themselves;
  - Chain of command for all stewards and Security Industry Authority
  - Competency/training arrangements & codes of conduct
  - Means of communication before, during and after the event
  - Pre-event safety checks
  - Duty of care to all audience members, other stewards and Security Industry Authority personnel, event workers and themselves
  - Being familiar with site layout, exits and entrances etc. and locations of facilities to assist members of the public
  - Controlling or directing the audience who are entering or leaving the event, to help achieve an even flow of people into and from the various parts of the site;
  - Assisting in the safe operation of the event by keeping gangways and exists clear at all times and preventing standing on seats and furniture;
  - Welfare arrangements (breaks etc. for stewards).
- A “Transport Management Plan”, meaning a document detailing transport specific hazards, parking arrangements, highway management issues, public transport arrangements and suitable measures to minimise the risk to safety to persons and impact of the event on transport systems not associated with the event.
- A “Hostile Vehicle Mitigation Plan”, meaning a document detailing what specific measures should be put in place to counter the threat of vehicles being used to attack the event.

44. The finalised version of the Event Management Plan must be submitted to the Licensing Authority and Police, Fire Service, East Midlands Ambulance Service and Environmental Health Officers with responsibility for Noise Pollution and Health & Safety no less than 6 weeks prior to the date of the event and must be retained by the Premises Licence Holder for a period of at least 12 months following the date of each event for inspection and copying by the police and officers of Responsible Authorities.

45. The terms of each Event Management Plan must be agreed with the Police, Fire and Environmental Health Officers with responsibility for Noise Pollution and Health & Safety in full and there must be full compliance with each agreed plan during each event.
46. All parts of the licensed area and all documents referred to in the Event Management Plan must be available for inspection during each event by officers of responsible authorities.
47. Where identified in the Event Management Plan that a Safety Co-ordinator is required, the premises licence holder must appoint a suitably competent person to assist in the planning and management of the event. The safety co-ordinator must be involved in the:
- Selection or approval and monitoring of contractors;
  - Liaison with contractors, self-employed people on site and the health and safety enforcement authority;
  - Checking of safety method statements and risk assessments;
  - Preparation and monitoring of site safety rules;
  - Checking of appropriate certificates in respect of structures, electrical supplies, etc.;
  - Communication of safety information to contractors on site;
  - Monitoring and co-ordinating safety performance;
  - Co-ordinating safety in response to a major incident.
48. Where identified in the Event Management Plan that an on-site “Event Control Centre” is required, one must be provided that has capacity to facilitate a co-ordinated response. In particular;
- Sufficient space must be provided to enable effective coordination between appropriate agencies (emergency services, event organisers, stewarding organisations, local authority etc.)
  - A suitable and sufficient view must be provided of the site and must be accessible to key personnel.
  - Up to date key documents must be available within the event control centre, along with detailed site plans, key contacts, log sheets, message pads etc.
  - Arrangements must be in place to effectively maintain and operate emergency communications; including the provision of a power supply which is independent of production power supplies, with appropriate back-up supply in case of failure;
49. Safe capacities must be calculated for the Event site, including any areas within the Event site where there is a specific risk to a crowd, and provided to the Licensing Authority and Responsible Authorities no less than 6 weeks prior to the Event. “Safe Capacity” means the number of people (including staff employed, contractors, guests, performers, volunteers) that can be accommodated safely and should be determined in accordance with national Event guidance.
50. An effective system must be put in place to ensure that the Safe Capacity(ies) are not exceeded. This system must be implemented at all times.
51. The Safe Capacity(ies) must not be exceeded.

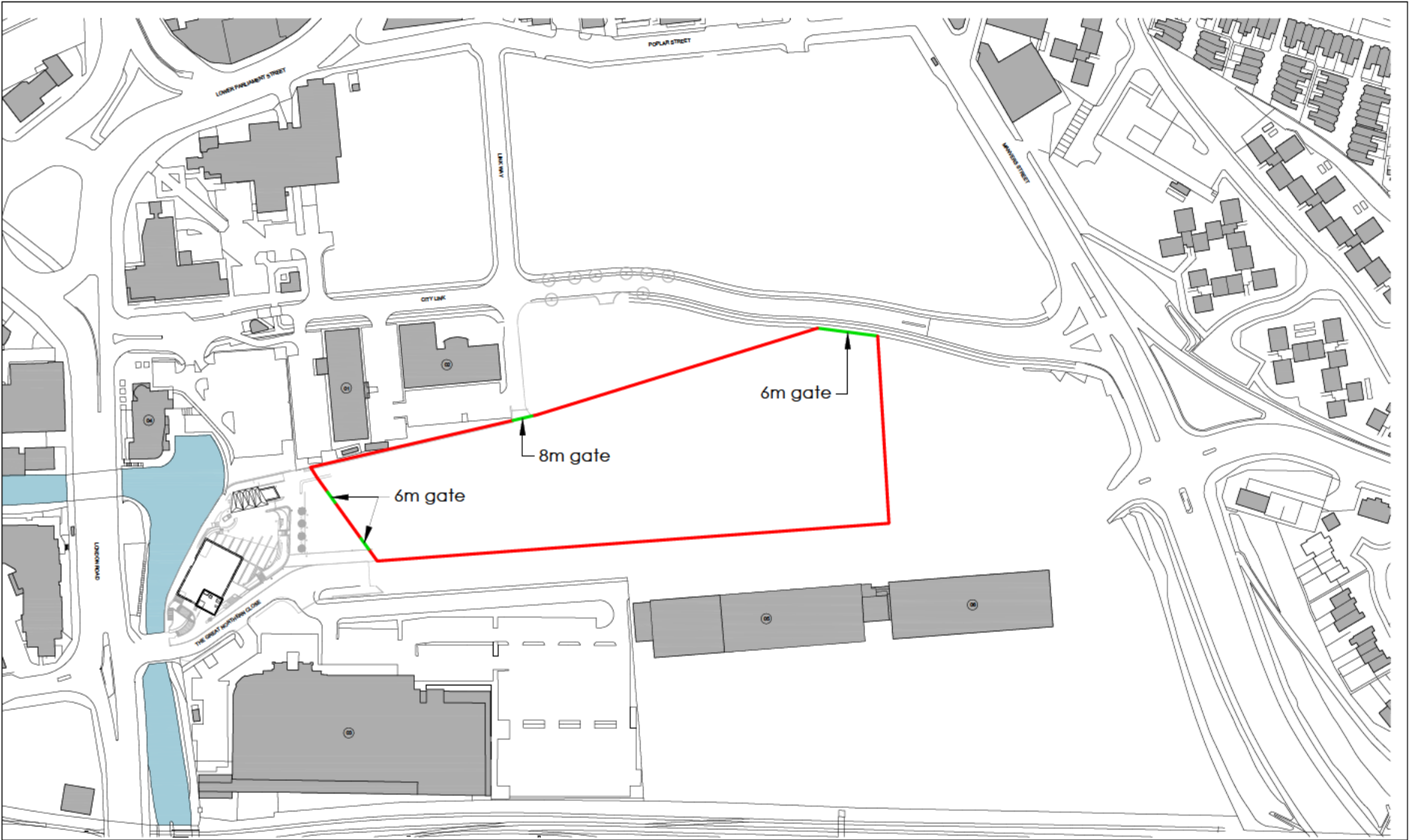
52. The number and type of crowd management personnel deployed during an Event must be determined with reference to the Safe Capacity figures and must be detailed in the Event Management Plan.
53. Where admission is by ticket (either free or sold) sales figures must be provided to the Police and Environmental Health Officers at regular intervals prior to the event and a final figure must be provided 24 hours before the event begins.
54. The Licensing Authorities must be informed of any event incorporating the sale of alcohol no later than 12 weeks prior to any events planned. The Licensing Authorities reserve the right to request that the Premise Licence Holder holds a table top exercise to test the policies and procedures in emergency situations (scenario testing). The Premises Licence Holder, on behalf of the event organiser (if different), must invite the key personnel for the event and key partner agencies. As a minimum those invited must include:
- The Premise Licence Holder;
  - Event Manager;
  - Event Security Manager;
  - Event Health & Safety Officer;
  - Event first aid provider;
  - Nottinghamshire Police;
  - Notts Fire and Rescue Service;
  - EMAS;
  - SAG Members; and
  - Other parties at the direction of those listed above
55. Any deficiencies highlighted from a table top exercise must be rectified and the premises licence holder must hold a further table top exercise within 6 weeks, unless all key personnel and agencies as listed above agree that this is not necessary.

General Notes

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DO NOT SCALE

Figured dimensions shall be taken in preference to scaled dimensions and any discrepancies or errors are to be referred to the Designer. Contractors, sub-contractors and suppliers must verify all dimensions on site before commencing work or making any fabrication drawings.



|                                |                    |
|--------------------------------|--------------------|
| Project                        |                    |
| 1B                             |                    |
| Address                        |                    |
| THE ISLAND QUARTER, NOTTINGHAM |                    |
| Title                          |                    |
| SITE PLAN                      |                    |
| Drawing Type                   |                    |
| LAYOUT                         |                    |
| Drawing No.                    | Date: APRIL 2024   |
| 2006.139.001                   | Scale: 1:2500 @ A3 |
|                                | REV: --            |

