

**Council**

**5 June 2017**

**Report from the Councillor Sam Lain-Rose**

## Jubilee Fields Premises Licence

<b>Report Date</b>	29 May 2017
<b>Lead Councillor</b>	Parish Councillor Paddy Riordan
<b>Report Author</b>	Sam Lain-Rose
<b>Classification</b>	Public

<b>Type</b>	For Approval
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**This report makes the following recommendation(s):**

1. To approve the draft premises licence for Jubilee Fields (Appendix B) to submit to the Local Authority, with signatures from the Parish Clerk, the Chairman and Parish Councillor Lain-Rose and payment of the premises licence application of £190.
2. To approve the advertising costs incurred in relation to the premises licence application, up to the cost of £300.
3. To approve the ongoing renewal costs relating to the premises licence for Jubilee Field of approximately £180 per annum.
4. To note the acceptance of Parish Councillor Lain-Rose being the Designated Premises Supervisor (Appendix C).
5. To ratify that Parish Councillor Sam Lain-Rose joins the Staplehurst Fireworks Group as a Councillor Representative to ensure oversight of the licensable activities.

**This report relates to the following legislation, policies, procedures and/or strategies:**

- J Financial Regulations 4.1 – “Expenditure on revenue items may be authorised up to the amounts included for the class of expenditure in the approved budget. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.”

## Jubilee Fields Premises Licence

### 1. PURPOSE OF THE REPORT

- 1.1 On 19 May 2017, the Parish Council received an email from Robbie Tallon, representative from Staplehurst Fireworks Group (Appendix A). In his email, which was forwarded to Councillors on 23 May 2017, it has been requested that the Parish Council applies for a Premises Licence for Jubilee Fields, as a Temporary Events Notice would not be sufficient to cover the Fireworks event on 04 November 2017.

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### 2. INTRODUCTION AND BACKGROUND

- 2.1 On 7 November 2016, a resident asked the Council about the possibility of an organised fireworks display. Councillor Manning said he would liaise with the Carnival & Fete Committee. (Min. Page 1576).
- 2.2 On 21 November 2016, residents discussed the support and advice that was being extended to residents in staging a fireworks display in Staplehurst. It was noted that the cost of fireworks was significant. (Min. Page 1579).
- 2.3 On 6 March 2017, the Council discussed and made a decision on (i) Request of donation and (ii) Request to use Jubilee Fields. Noting the recreational and community value of the proposed activity, councillors RESOLVED to make a donation of £500 towards the event and AGREED to its use of the Jubilee Field. (Min. Page 1600).
- 2.4 On 19 May 2017, Robbie Tallon emailed the Council regarding a Premises Licence for Jubilee Fields (Appendix A).
- 2.5 On 9 April 2013, a Premises Licence application was received by the Licencing Authority for Surrenden Field (13/01011/LAPRE). The premises licence was issued on 15 May 2013. The licensed activities include, live music, recorded music and sale or supply of alcohol. These activities are licenced every day, throughout the year from 12:00 to 23:00. The Designated Premises Supervisor is Mr Graham Sivyver (as a representative of the Carnival & Fete).

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### 3. LICENCE APPLICATION

- 3.1 The draft premises licence application (41MHYZB7RB) can be found at Appendix B.
- 3.2 The premises licence application will be for the following licensable activities: live music, recorded music, performance of dance, anything of a similar description and supply of alcohol.

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- 3.3 The licensable activities time periods are every day, throughout the year from 10:00 to 00:00. With the following non-standard timings: St. Patrick's Day, St. George's Day, Easter Friday and Saturday, May Bank Holiday Friday and Saturday, Spring Bank Holiday Friday and Saturday, August Bank Holiday Friday and Saturday, Halloween and two evenings in November from 10:00 – 01:00. New Year's Eve – 10:00 – 03:00.
- 3.4 The proposed Designated Premises Supervisor (DPS) is Parish Councillor Sam Lain-Rose, as he qualifies, due to holding a Personal Licence. The Consent to be DPS is at Appendix C.
- 3.5 The following steps have been included within the applications to promote the four licencing objectives:
- ) Events will be subject to the approval of the Parish Council.
  - ) Compliance with Health and Safety requirements.
  - ) Every supply of alcohol under the licence will be made or authorised by a person who holds a personal licence.
  - ) Full guidance given to event volunteers and staff.
  - ) Close liaison with local and community police.
  - ) CCTV camera in place.
  - ) No persons shall be admitted to, or allowed to remain on the premises, who are, or are suspected to be under the influence of, or in the possession of, any illegal/illicit substance.
  - ) No persons shall be admitted to, or allowed to remain on the premises who are, or suspected of being intoxicated.
  - ) No persons shall be allowed to remain on the premises, who is behaving in a violent, aggressive or abusive manner. Anyone acting in this manner will be asked to leave the premises, and if necessary the matter reported to the Police.
  - ) Risk assessments carried out for events.
  - ) On occasions of special events where audience members exceed normal limits, there shall be adequate staff/stewards available to ensure safety of patrons. The number of staff/stewards shall be near to or equivalent to: one member of staff per one hundred person or part thereof.
  - ) Adherence to agreed licencing times.
  - ) Provision of litter bins and collections.
  - ) Prominent clear notices shall be displayed at all exists, requesting people to respect the needs of the local residents and leave the premises and the area quietly.
  - ) Requirement for proof of age, where appropriate.
- 3.6 In addition, the following conditions will be sought by the Licencing Authority:
- ) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises. In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried out on for the

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purpose of encouraging the sale or supply of alcohol for consumption on the premises: (a) games or other activities which require or encourage, or a designed to require or encourage, individuals to (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or (ii) drink as much alcohol as possible (whether a time limit or otherwise); (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licencing objective; (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective; (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner; (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

- ) The responsible person must ensure that free potable water is provided on request customers where it is reasonably available.
- ) The premises licence holder or club premises certificate must ensure that an age verification policy is adopted in respect of the premises in relation to the sale of alcohol. The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy. The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either: (a) a holographic mark, or (b) an ultraviolet feature.
- ) The responsible person must ensure that: (a) where any of the following alcoholic drinks are sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customer in the following measure: (i) beer or cider – ½ pint; (ii) gin, rum, vodka, whiskey – 25ml or 35ml; and (iii) still wine in a glass – 125ml; and these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and where a customer does not in relation to the sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
- ) Kent Police and Licensing Department shall be notified, with 28 days written notice in advance of any event where alcohol is sold.
- ) Alcohol is only to be sold or supplied in polycarbonate containers, plastic or waxed paper cups, except when previously agreed by Kent Police.
- ) Challenge 25 is to be in operation at all bars where alcohol is sold and appropriate signage on display.
- ) A personal licence holder will be present at all times that alcohol is being offered for sale.

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- ) All staff involved in the sale or supply of alcohol will be fully trained in their responsibilities under the Licencing Act 2003. Such training shall be recorded and those records will be available for inspection by the Police or Local Authority at any reasonable time.
- ) Where events are expected to attract more than 500 people, the Safety Advisory Group (SAG) will be notified in sufficient time to allow them to organise relevant meetings if required.
- ) The area is to be cleared of waste or litter regularly during and after an event and this shall be disposed of in a suitable manner.

## **FINANCIAL IMPLICATIONS**

- 3.7 The cost of the application is £190.
- 3.8 There is renewal charge each year, this will be approximately £180.
- 3.9 The Council incur advertising costs, principally a price of an advert in the Wealden Advertiser or similar and there will be a nominal cost of printing of posters to display and distribute.
- 3.10 These costs will be over and above, the previously agreed donation to the Staplehurst Fireworks Group. (Min. Page 160)

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## **4. REPORT APPENDICES AND BACKGROUND PAPERS**

- 4.1 Email from Robbie Tallon, Staplehurst Firework Group (Appendix A)
  - 4.2 Draft Premises Licence Application – Jubilee Fields (Appendix B)
  - 4.3 Consent to be DPS – LAIN-ROSE, Samuel Peter James (Appendix C)
  - 4.4 Jubilee Fields Site Map (Appendix D)
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**Parish Cllr. Sam Lain-Rose (Staplehurst PC)**

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**From:** Staplehurst Parish Clerk <clerk@staplehurstvillage.org.uk>  
**Sent:** 23 May 2017 12:35  
**To:** Parish Cllr. Sam Lain-Rose (Staplehurst PC)  
**Subject:** FW: Premises Licence for the Jubilee Feilds

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**From:** Staplehurst Parish Clerk [mailto:clerk@staplehurstvillage.org.uk]  
**Sent:** 23 May 2017 12:29  
**Subject:** FW: Premises Licence for the Jubilee Feilds

Dear Councillors,

Please see the request below for your attention.

I will put this item on the agenda for discussion at the meeting on 5<sup>th</sup> June.

Kind regards,

Deborah

Mrs DA Jenkins, Deputy Clerk & Finance Officer to  
Staplehurst Parish Council

Parish Office, High Street, Staplehurst, Kent. TN12 0BJ

Tel: 01580 891761 Office open 0900-1300 Monday – Thursday. CLOSED Friday.

[www.staplehurstvillage.org.uk](http://www.staplehurstvillage.org.uk)

[assistantclerk@staplehurstvillage.org.uk](mailto:assistantclerk@staplehurstvillage.org.uk)

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**From:** robbie Tallon [REDACTED]  
**Sent:** 19 May 2017 11:59  
**To:** Staplehurst Parish Clerk  
**Cc:** Patrick Riordan; Chris Claridge; Danielle Grimwood; Jon Grimwood; Martin Ralph; [REDACTED]; Zoe Cairney  
**Subject:** Premises Licence for the Jubilee Feilds

Dear Mick,

As the representative of the Staplehurst Family Fireworks group responsible for obtaining the relevant licences for activities pertaining to the Family Fireworks night, i contacted the licencing department at Kent County Council to discuss the need for the correct Alcohol and entertainment licences for the event, they we happy to grant me a Temporary Events Notice for the sale of alcohol as a Designated premises supervisor at the Kings Head as long as i was at the event to oversee the sale of alcohol which doesn't present a particular problem!, when we discussed the entertainment side of the same Temporary Events Notice a problem arose in that the application would only cover amplified music for up to 499 people, it was suggested that the best course of action would be to apply for a Premise Licence, in which i agree this would be the best thing for the Fireworks event and also any future events held on the site.

The cost of the application is £100 for the initial set up and the £80 per year renewal of the licence, there is also the problem of having to name a designated premises supervisor, , i would be happy to do this but feel as it is parish council property, a person from the parish council should take that responsibility, i believe that Councilor Rose has a personnel licence and would be able to for-fill that role.

## **APPENDIX A**

Once the Premises Licence is in place i will be able to apply for the Temporary Events Notice need to carry out the activities cover under the licence,as you can appreciate not understanding the time scale to complete the paperwork and have the premises licence granted, i urge that time is of the essence in dealing with problem

Kind Regards  
Robert Tallon

Licensing Authority: *The Licensing Partnership*

Licensing Partnership  
P.O. Box 182  
Sevenoaks  
Kent TN13 1GP

Ref:

**Application for a Premises Licence under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes found at bottom of Page 4 of this form.

Use the blank page at the end of the form to provide further details if necessary.

When it is complete you can submit the form directly to us - click on the Submit Form button.

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

For help information about filling in this type of electronic form, click on the help information button.

I / We **Staplehurst Parish Council** 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

Jubilee Fields  
Headcorn Road  
Staplehurst

Post town

Tonbridge

Post code

TN12 0DS

Telephone number of premises (if any)

None

Non-domestic rateable value of premises

£ 17800

If the premises is under construction please check here

If the premises hasn't been assigned a rateable value yet, please check here

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as

*Please make selection with an "x"*

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

- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm:

*Please make selection with an "x"*

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

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

***You do not have to answer the questions in this section.***

Title

Surname

First names

Are you 18 years or older?

- Yes
- No

Date of Birth

Nationality

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

**SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)**

Title

Surname

First names

Date of Birth  
(you must be 18  
years old or over)

Nationality

Current postal  
address  
if different from  
premises address

Postcode

Post Town

Daytime contact telephone number

Email address  
(optional)**(B) OTHER APPLICANTS**

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

Name

**Staplehurst Parish Council**

Address

**Village Centre  
High Street  
Staplehurst  
Tonbridge  
Kent  
TN12 0BJ**

Registered number (where applicable)

Description of applicant (for example,  
partnership, company, unincorporated  
association etc.)**Parish Council**

Telephone number (if any)

**01580891761**

E-mail address (optional)

**clerk@staplehurstvillage.org.uk**

**Part 3 - Operating Schedule**

When do you want the premises licence to start?

If you wish the licence to be valid only for a limited period, when do you want it to end?

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

**General description of premises (please read guidance note 1)**

**Public playing and sports premises.**

What licensable activities do you intend to carry on from the premises?  
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

*Please check all relevant boxes*

**Provision of regulated entertainment (please read guidance note 2)**

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

**Provision of late night refreshment** (if ticking yes, fill in box L)

**Supply of alcohol** (if ticking yes, fill in box M)

**In all cases complete boxes N, O and P**

## E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both - please make selection with an "x"</u></b> (please read guidance note 3).	Indoors	
Day	Start	Finish		Outdoors	
	10:00	00:00		Both	X
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)  <b>Amplified music played by amateur and professional groups.</b>		
Tue	10:00	00:00			
Wed	10:00	00:00	<b><u>State any seasonal variations for performance of live music</u></b> (please read guidance note 5)		
Thur	10:00	00:00			
Fri	10:00	00:00	<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)  <b>St Patrick's Day, St George's Day, Easter Friday and Saturday, May Bank Holiday Friday and Saturday, Spring Bank Holiday, Friday, and Saturday, August Bank Holiday Friday and Saturday Halloween and two days in November - 10:00 - 01:00. New Year's Eve - 10:00 - 03:00.</b>		
Sat	10:00	00:00			
Sun	10:00	00:00			

## F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both - please make selection with an "x"</u></b> (please read guidance note 3).	Indoors	
Day	Start	Finish		Outdoors	
	10:00	00:00		Both	X
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)  <b>Amplified music to support activities including dance performances.</b>		
Tue	10:00	00:00			
Wed	10:00	00:00	<b><u>State any seasonal variations for playing recorded music</u></b> (please read guidance note 5)		
Thur	10:00	00:00			
Fri	10:00	00:00	<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)  <b>St Patrick's Day, St George's Day, Easter Friday and Saturday, May Bank Holiday Friday and Saturday, Spring Bank Holiday, Friday, and Saturday, August Bank Holiday Friday and Saturday Halloween and two days in November - 10:00 - 01:00. New Year's Eve - 10:00 - 03:00.</b>		
Sat	10:00	00:00			
Sun	10:00	00:00			

## G

Performance of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both - please make selection with an "x"</u> (please read guidance note 3).	Indoors	
Day	Start	Finish		Outdoors	
				Both	X
Mon	10:00	00:00	<u>Please give further details here</u> (please read guidance note 4) <b>Performance by dance groups.</b>		
Tue	10:00	00:00			
Wed	10:00	00:00	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur	10:00	00:00			
Fri	10:00	00:00	<u>Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6) <b>St Patrick's Day, St George's Day, Easter Friday and Saturday, May Bank Holiday Friday and Saturday, Spring Bank Holiday, Friday, and Saturday, August Bank Holiday Friday and Saturday Halloween and two days in November - 10:00 - 01:00. New Year's Eve - 10:00 - 03:00.</b>		
Sat	10:00	00:00			
Sun	10:00	00:00			

## H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			<u>Please give a description of the type of entertainment you will be providing</u> <b>Theatrical performances by dramatic groups, fete style type of activities and annual fireworks display run by the local Fireworks Group.</b>		
Day	Start	Finish	<u>Will the entertainment take place indoors or outdoors or both - please make selection with an "x"</u> (please read guidance note 3).	Indoors	
				Outdoors	
				Both	X
Mon	10:00	00:00	<u>Please give further details here</u> (please read guidance note 4) <b>All activities will be subject to Parish Council approval.</b>		
Tue	10:00	00:00			
Wed	10:00	00:00	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Thur	10:00	00:00			
Fri	10:00	00:00	<u>Non standard timings. Where you intend to use the premises for entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6) <b>Same as specified within entertainment (e), (f) and (g).</b>		
Sat	10:00	00:00			
Sun	10:00	00:00			

## M

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption please make selection with an "x"</u> (please read guidance note 8).	On the premises	
Day	Start	Finish		Off the premises	
Mon	12:00	00:00			
Tue	12:00	00:00	<u>State any proposed seasonal variations for the supply of alcohol</u> (please read guidance note 5)		
Wed	12:00	00:00			
Thur	12:00	00:00			
Fri	12:00	00:00			
Sat	12:00	00:00	<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sun	12:00	00:00			
				Both	X
			St Patrick's Day, St George's Day, Easter Friday and Saturday, May Bank Holiday Friday and Saturday, Spring Bank Holiday, Friday, and Saturday, August Bank Holiday Friday and Saturday Halloween and two days in November - 10:00 - 01:00. New Year's Eve - 10:00 - 03:00.		

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

Title	Mr
Surname	Lain-Rose
First Name(s)	Samuel Peter James
Date of Birth	01/04/1993
Address	10 Offens Drive Staplehurst Kent
Postcode	TN12 0LB
Personal Licence number (if known)	17/00489/LAPER
Issuing licensing authority (if known)	Maidstone Borough Council

Please print the 'Consent of individual to being specified as premises supervisor' form (shown on pages 19 and 20), and have the person specified above sign and confirm the details given.

## N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9)

None

## O

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variation</u> (please read guidance note 5)  <b>Normally three days per year for community events, but additional use may occur for special occasions as agreed by the Parish Council.</b>
Day	Start	Finish	
Mon	00:00	23:59	<u>Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Tue	00:00	23:59	
Wed	00:00	23:59	
Thur	00:00	23:59	
Fri	00:00	23:59	
Sat	00:00	23:59	
Sun	00:00	23:59	

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

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

(a) events will be subject to approval by the Parish Council, (b) compliance with health and safety requirements, (c) every supply of alcohol under the licence will be made or authorised by a person who holds a personal licence.

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

(a) full guidance given to event volunteers and staff, (b) use of toughened/plastic glasses, (c) close liaison with local and community police, (d) CCTV camera in place and (e) no persons shall be admitted to, or allowed to remain on the premises who are, or are suspected to be under the influence of, or in possession of, any illegal/illicit substance, (f) no persons shall be admitted to, or allowed to remain on the premises who are, or suspected of being intoxicated and (g) no persons shall be allowed to remain on the premises, who is behaving in a violent, aggressive or abusive manner. Anyone acting in this manner will be asked to leave the premises, and if necessary the matter reported to the Police.

**c) Public safety**

(a) risk assessments carried out for events, (b) full guidance given to event volunteers and staff, (c) CCTV camera in place and (c) on occasions of special events where audience members exceed normal limits, there shall be adequate staff/stewards available to ensure safety of patrons. The number of staff/stewards shall be near to or equivalent to: one member of staff per one hundred persons or part thereof.

**d) The prevention of public nuisance**

(a) adherence to agreed licensing times, (b) provision of litter bins and collections, (c) liaison with local and community police, (d) prominent clear notices shall be displayed at all exists, requesting people to respect the needs of local residents and leave the premises and the area quietly.

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

(a) full guidance given to event volunteers and staff, (b) liaison with local and community police and (c) requirement for proof of age where appropriate.

Please make selection with an "x"

I have enclosed the plan of the premises

I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable

I understand that I must now advertise my application

I understand that if I do not comply with the above requirements my application will be rejected

[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships.] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

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

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

### Part 5 - Declaration (please read guidance note 11)

**Confirmation of applicant or applicant's solicitor or other duly authorised agent.** (See guidance note 12) **If confirming on behalf of the applicant please state in what capacity.**

• [Applicable to all 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).

Confirmation

Name  Date

Capacity

**Please print the 'Consent of individual to being specified as premises supervisor form (shown on pages 19 and 20), and have the person specified above sign and confirm the details given.**

**For joint applications confirmation of 2nd applicant or 2nd applicant's solicitor or other authorised agent.** (please read guidance note 13) **If confirming on behalf of the applicant please state in what capacity.**

Confirmation

Name  Date

Capacity

**Contact name (where not previously given) and postal address for correspondence associated with this application** (please read guidance note 14)

Name

Address

Post Town

Postcode

Telephone number (if any)

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

Use this page if there is any other information that you think we should know about. Information entered on this page will be sent to us, along with the data on the rest of the form when you use the "Submit" option.

We would like to see the following conditions also included in our licence:

- The Mandatory Conditions in force from 6 April 2010.
- Kent Police and Licensing Department shall be notified, with 28 days written notice in advance of any event where alcohol is sold.
- Alcohol is only to be sold or supplied in polycarbonate containers, plastic or waxed paper cups, except when previously agreed by Kent Police.
- Challenge 25 is to be in operation at all bars where alcohol is sold and appropriate signage on display.
- A personal licence holder will be present at all times that alcohol is being offered for sale.
- All staff involved in the sale or supply of alcohol will be fully trained in their responsibilities under the Licencing Act 2003. Such training shall be recorded and those records will be available for inspection by the Police or Local Authority at any reasonable time.
- Where events are expected to attract more than 500 people, the Safety Advisory Group (SAG) will be notified in sufficient time to allow them to organise relevant meetings if required.
- The area is to be cleared of waste or litter regularly during and after an event and this shall be disposed of in a suitable manner.

Notes for Guidance are available online

## Consent of individual to being specified as premises supervisor

Please print this form and ask the person being specified as premises supervisor to fill in the below.

Certain details have been pre-populated from data given on this online form. Please amend any incorrect information or add details where necessary.

Please return this completed form to:

*Licensing Partnership  
P.O. Box 182  
Sevenoaks  
Kent TN13 1GP*

I, **Mr Samuel Peter James Lain-Rose**

[Full name of prospective premises supervisor]

of **10 Offens Drive  
Staplehurst  
Kent  
TN12 0LB**

[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

**A premises licence**

[Type of application]

by **Staplehurst Parish Council**

[name of applicant]

relating to a premises licence

[Number of existing licence, if any]

for **Jubilee Fields  
Headcorn Road  
Staplehurst  
Tonbridge**

[Name and address of the premises to which the application relates]

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

**Staplehurst Parish Council**

[Name of applicant]

concerning the supply of alcohol at

**Jubilee Fields  
Headcorn Road  
Staplehurst  
Tonbridge**

[Name and address of the premises to which the application relates]

continued on following page

**Consent of individual to being specified as premises supervisor (cont.)**

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

**17/00489/LAPER**

[insert personal licence number, if any]

Personal licence issuing authority

**Maidstone Borough Council**

[Name and address and telephone number of personal licence issuing authority, if any]

**Signed**

[Signature area]

**Name (please print)**

[Name area]

**Date**

[Date area]

**Form end**

---

**You have now reached the end of the form. If you have entered all the necessary information, and read all the guidance notes, please now submit the form.**



**Sevenoaks  
Consent to be designated  
Licensing Act 2003**

For help contact  
[licensing@sevenoaks.gov.uk](mailto:licensing@sevenoaks.gov.uk)  
Telephone: 01732 227004

\* required information

**Section 1 of 3**

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

Is your business registered outside the UK?  Yes  No

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

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.

**Business Address**

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 3**

**CONSENT**

**Name Of Proposed Premises Supervisor**

\* First name

\* Family name

**Address Of Proposed Premises Supervisor**

\* Building number or name

\* Street

District

\* City or town

County or administrative area

Postcode

\* Country

I hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the following application, and any premises licence to be granted or varied in respect of this application concerning the supply of alcohol at the premises

\* Type of application

For instance 'Application for a premises licence' or 'Variation of a premises licence'

Is the application or variation that this consent is being submitted in connection with being supplied electronically to the authority

- Yes       No       Don't know

*Continued from previous page...*

Reference number of electronic application (if known)

If the application or variation form is already submitted, ask its applicant for the form's 'system reference' or 'your reference'.

**Premises Licence Holder**

\* Name

**Address Of Premises**

\* Building number or name

\* Street

District

\* City or town

County or administrative area

Postcode

**Premises**

Premise licence number

\* Name of premises

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below

Personal licence number

Personal licence issuing authority name

**Address Of Personal Licence Issuing Authority**

Building number or name

Street

District

City or town

County or administrative area

Postcode

**Contact Details Of Personal Licence Issuing Authority**

Telephone number

**Section 3 of 3**

**DECLARATION**

**Continued from previous page...**

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

\* Capacity

Date (dd/mm/yyyy)

\* Full name

\* Capacity

Date (dd/mm/yyyy)

\* Full name

\* Capacity

Date (dd/mm/yyyy)

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/sevenoaks/change-7> to upload this file and continue with your application.

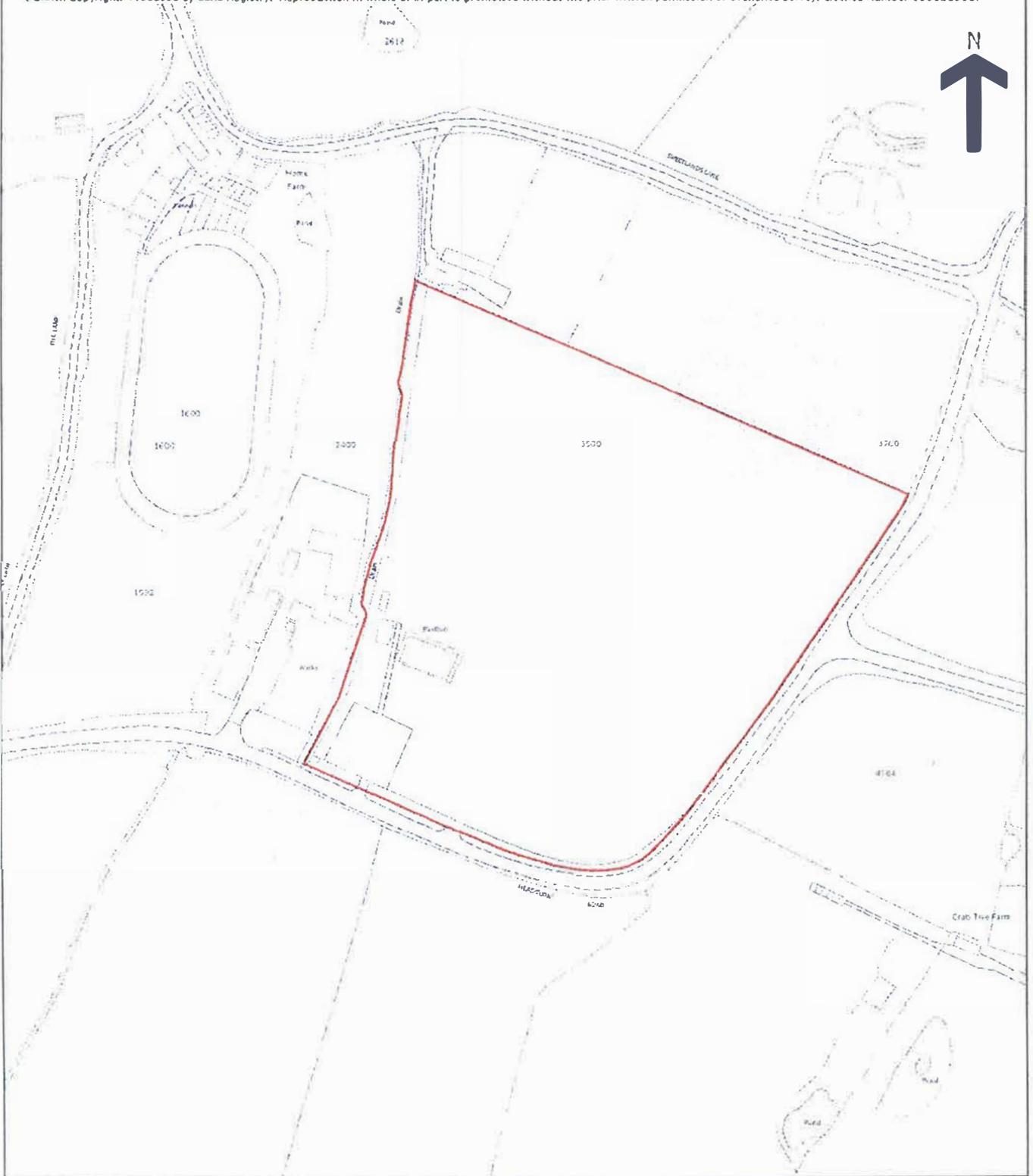
Don't forget to make sure you have all your supporting documentation to hand.

Land Registry  
Official copy of  
title plan

Title number XXXXXXXX  
Ordnance Survey map reference TQ7943NW  
Scale 1:2500  
Administrative area KENT: MAIDSTONE



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