

* required information

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

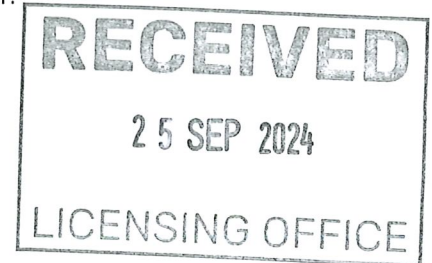
System reference This is the unique reference for this application generated by the system.

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

Other telephone number

Include country code.

- 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

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PREMISES DETAILS

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

Premises Address

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

- Address OS map reference Description

Postal Address Of Premises

Building number or name

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

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

Ryan Mark Sampson

Details

Registered number (where applicable)

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

Manager of registered charity of which is the applicant

Continued from previous page...

Address

Building number or name
Street
District
City or town
County or administrative area
Postcode
Country

[Redacted address information]

Contact Details

E-mail
Telephone number
Other telephone number
* Date of birth
* Nationality

[Redacted contact details]

Documents that demonstrate entitlement to work in the UK

Add another applicant

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OPERATING SCHEDULE

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

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

Provide a general description of the premises

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

Wensum Sports Centre Charitable Association Operating Schedule
Wensum Sports Centre has written this document in order to demonstrate how it plans to run on a day to day basis in accordance with promoting the 4 licensing objectives set out in The Licensing Act 2003.

Premises Details
- Premises Name: Wensum Sports Centre Charitable Association
- Premises Address: Wensum Sports Centre , 169A King Street, Norwich, Norfolk, NR1 1QH
- Designated Premises Supervisor: Ryan Sampson

Continued from previous page...

- Contact Number: 01603568823

- Email Address: wensum.management@gmail.com

Premises Outline

Wensum Sports Centre provides multi-functional facilities revolving around health, sport and fitness. Our facilities include a 70 space outdoors car park, 2 meeting rooms, 2 squash courts, a multi-functional sports hall (length = to 5 badminton courts) and a gym. In addition to this we have a largely unused community area for seating and a small space set up to be a kitchen which is currently under planning to be converted into a cafe / bar. The hope is by offering a range of hot, soft and alcoholic drinks along with cold snacks that we can encourage members to stay, socialise and meet new people within the existing sporting communities that have developed at the centre.

Licensable Activities

Licensable Activity Days Times

Sale of Alcohol (on-premises only) Mon-Sun 12:00-22:30*

*Sale of alcohol will stop at 22:00 by Centre Policy, however the premises will remain open until 22:30 to allow adequate time for consumption and staff to complete premises lock up.

Non-Licensable Activities

Wensum sports centre, on occasion, runs sporting events that will have an audience in attendance. However, the numbers of attendees at these events rarely exceeds 100 people, much below the licensable number of 1000.

Additionally Wensum Sports Centre will provide recorded music via the radio in both the gym and community area of which will not exceed a maximum capacity of 50.

Opening Hours

Day Opening Hours

Monday - Friday 7:00-22:30

Saturday - Sunday 9:00 – 20:00

Bank Holidays 10:00 – 18:00

Christmas Eve – Boxing Day & New Years Eve – New Years Day Closed

Promoting the Licensing Objectives

Prevention of Crime and Disorder

- Staff will receive training on conflict management and responsible alcohol service.
- A Challenge 25 policy will be implemented to prevent the sale of alcohol to underage individuals.
- Signs will be displayed promoting zero tolerance for anti-social behaviour.
- Signage displayed on all entry points showing that CCTV is in operation. CCTV will run 24/7 and all recordings will be kept for at least 31 days. All staff are trained to show and download recordings at the request of police and/or authorised officers.
- Current incident reporting procedures will extend to the new area with staff completing incident reports for any unacceptable behaviours, actions or damages. This includes logging any refusal of sales.
- Alcohol will be stored in lockable fridges and additional stock kept away from the point of sale in a locked storage room.
- Customers will not be permitted to take alcohol off the premises.
- Our capacity will be limited to 50 in the community area at any one time.
- If any illicit activities are seen or caught on CCTV then police will be contacted immediately along with asking all parties to exit the premises.

Public Safety

- All exits will be clearly marked, and escape routes will be unobstructed at all times.
- First-aid kits and trained first-aiders will be available on-site during operating hours.
- Existing health and safety policies regularly updated, including Fire risk assessments and services, all staff holding up to date first aid qualifications.
- The premises display up to date certification of public liability insurance up to the sum of £5m
- Thorough risk assessments produced for the community area's new usage including the sale of alcohol. Risk assessments to be updated for all existing areas which will be allocated as an area allowing consumption of alcohol. These will be monitored and updated regularly.

Continued from previous page...

- Free drinking water is always available to all users during the premises opening hours.
- Maximum capacity for events and specific areas will be monitored and enforced to prevent overcrowding.

Prevention of Public Nuisance

- Our opening hours will extend by half an hour to 22:30, however we will not be accepting anyone into the centre from 21:45. All facilities in the centre close at 21:40 so this extended opening time is to accommodate extra time for staff to complete extra lock up duties as opposed to allowing extra sales.
- Consumption is only permitted indoors, and it will be prohibited to take alcohol off the premises.
- Display signage at the exit requesting customers be considerate of local residents.
- Background music is kept at a low volume so it cannot be heard from adjacent areas of the sports centre and therefore outside as well.

Protection of Children from Harm

- Staff will be trained to identify and report concerns regarding the welfare of children on the premises.
- Our terms of use for the sports facility already state that all individuals under the age of 16 must be accompanied by an adult.
- Implementation of a challenge 25 policy to ensure no U18's are sold alcohol, with relevant signage at the point of sale. All staff will be trained to ask for valid identification if a customer appears to be under 25. Staff to be trained in identifying valid identification (one that has a holographic mark).
- CCTV is in operation 24/7 at the point of sale and entrance allowing identification of person(s).

Responsible Drinking Policies

- Alcohol will not be served to anyone under the age of 18. To ensure this all staff will be trained in identifying valid Proof of Age (one that bears a holographic mark).
- A range of non-alcoholic beverages will be on offer alongside signage encouraging people to drink responsibly. Free drinking water will also be available to anyone visiting the centre.
- The sale of alcohol will be stopped 30 minutes before close to allow reasonable time for customers to disperse and staff to complete their designated lock up tasks.
- Any individuals deemed to be drunk or acting in a disorderly manner will be refused service and asked to leave the premises. The staff will keep a complete incident log of any occurrences that result in a refusal of sale.

Fire Safety and Emergency Procedures

- The centre has an established fire emergency policy and procedure that includes regular fire drills, fire alarm checks, maintenance of fire extinguishers, and clearly marked emergency exits. The centre also has an annual service of all extinguishers, safety lighting and alarm system.
- All staff are trained in emergency evacuations and where designated safety points are outside of the building.

Staff Training

- Staff will undergo regular training by a personal license holder to ensure they are aware of their responsibilities under the Licensing Act 2003.
- A record of all training is kept and monitored to ensure all staff are up to date with relevant policies, procedures and legislation. This is to be made available to relevant authorities upon request.

Security and Monitoring

- CCTV covers key areas of the premises, including the entrance, community/bar area, and allocated areas for consumption. All CCTV footage that is captured is kept and available for at least 31 days and made available to any relevant authorities upon request. All staff will be trained how to view and download footage for Police at point of request.
- During peak hours a minimum of two staff will be always be present in the building.

Review and Monitoring of the Operating Schedule

Wesum Sports Centre Management team will regularly review the Operating Schedule to ensure that it continues to meet licensing conditions and to address any concerns raised by staff, members, or the local community.

Continued from previous page...

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

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Continued from previous page...

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

[See guidance on regulated entertainment](#)

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

Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

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.

N/A

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.

N/A

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

Continued from previous page...

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number
(if known)

Issuing licensing authority
(if known)

[Redacted area]

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

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ADULT ENTERTAINMENT

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

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

N/A

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

Continued from previous page...

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

State any seasonal variations

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

Reduced hours on bank holidays (Usually 10:00 - 18:00)

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.

Reduced hours on bank holidays (Usually 10:00 - 18:00)

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LICENSING OBJECTIVES

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

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

Continued from previous page...

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

WSC intend to monitor and provide regular staff training to ensure all staff are aware of updated policies, procedures, legislation and work on best practice.

Implementation of challenge 25 to ensure staff are proactive in checking identification and logging any sales that are refused.

Regularly updated and monitored risk assessments around the centre will continue with an additional focus on the bar area and areas for consumption. These risk assessments will impact the updating of the operating schedule to ensure licensing objectives are continually upheld and promoted.

CCTV in operation and relevant signage displayed. Staff to be active on shift and on the lookout for any activity that may be deemed unsafe or dangerous.

Staff levels to be adjusted during busy times to ensure that if any incidents occur they can be dealt with smoothly and effectively.

b) The prevention of crime and disorder

- Staff will receive training on conflict management and responsible alcohol service.
- A Challenge 25 policy will be implemented to prevent the sale of alcohol to underage individuals.
- Signs will be displayed promoting zero tolerance for anti-social behaviour.
- Signage displayed on all entry points showing that CCTV is in operation. CCTV will run 24/7 and all recordings will be kept for at least 31 days. All staff are trained to show and download recordings at the request of police and/or authorised officers.
- Current incident reporting procedures will extend to the new area with staff completing incident reports for any unacceptable behaviours, actions or damages. This includes logging any refusal of sales.
- Alcohol will be stored in lockable fridges and additional stock kept away from the point of sale in a locked storage room.
- Customers will not be permitted to take alcohol off the premises.
- Our capacity will be limited to 50 in the community area at any one time.
- If any illicit activities are seen or caught on CCTV then police will be contacted immediately along with asking all parties to exit the premises.

c) Public safety

- All exits are clearly marked, and escape routes will be unobstructed at all times.
- First-aid kits and trained first-aiders will be available on-site during operating hours.
- Existing health and safety policies regularly updated, including Fire risk assessments and services, all staff holding up to date first aid qualifications.
- The premises display up to date certification of public liability insurance up to the sum of £5m
- Thorough risk assessments produced for the community area's new usage including the sale of alcohol. Risk assessments to be updated for all existing areas which will be allocated as an area allowing consumption of alcohol. These will be monitored and updated regularly.
- Free drinking water is always available to all users during the premises opening hours.
- Maximum capacity for events and specific areas will be monitored and enforced to prevent overcrowding.

d) The prevention of public nuisance

- Our opening hours will extend by half an hour to 22:30, however we will not be accepting anyone into the centre from 21:45. All sports facilities in the centre close at 21:40 so this extended opening time is to accommodate extra time for staff to complete extra lock up duties as opposed to allowing extra sales.
- Consumption is only permitted indoors, and it will be prohibited to take alcohol off the premises.
- Display signage at the exit requesting customers be considerate of local residents.
- Background music is kept at a low volume so it cannot be heard from adjacent areas of the sports centre and therefore outside as well.

Continued from previous page...

e) The protection of children from harm

- Staff will be trained to identify and report concerns regarding the welfare of children on the premises to the designated safeguarding lead.
- Both centre managers are safeguarding qualified with one holding the designated safeguarding lead post for the centre
- Our terms of use for the sports facility already state that all individuals under the age of 16 can only use the facility with supervision.
- Implementation of a challenge 25 policy to ensure no U18's are sold alcohol, with relevant signage at the point of sale. All staff will be trained to ask for valid identification if a customer appears to be under 25. Staff to be trained in identifying valid identification (one that has a holographic mark).
- CCTV is in operation 24/7 at the point of sale and entrance allowing identification of person(s).

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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.

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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.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

315.00

DECLARATION

Continued from previous page...

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

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

* 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/norwich/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.

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

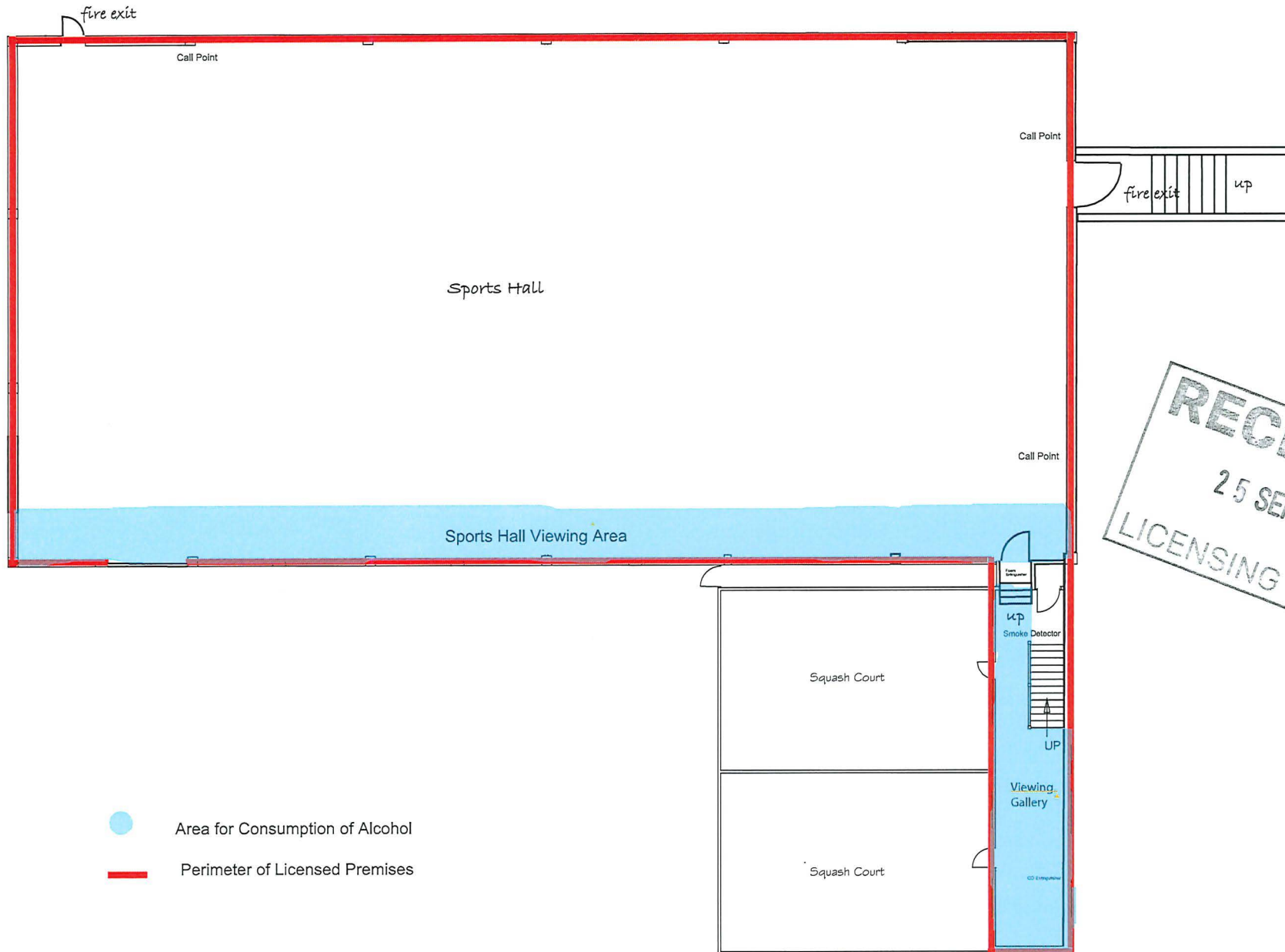
IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT 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



RECEIVED
 25 SEP 2024
 LICENSING OFFICE

- Area for Consumption of Alcohol
- Area for storage of Alcohol
- Staff Area
- Perimeter of Licensed Premises

WENSUM SPORTS CENTRE
 GROUND FLOOR PLAN
 1:100 @ A2



- Area for Consumption of Alcohol
- Perimeter of Licensed Premises

RECEIVED
 25 SEP 2024
 LICENSING OFFICE

WENSUM SPORTS CENTRE
 FIRST FLOOR PLAN
 1:100 @ A2