

## Application for a premises licence to be granted under the Licensing Act 2003

### Please read the following instructions first

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

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

I/We Showbitz Limited

*(Insert name(s) of applicant)*

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

### Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
<b>Shobrooke Park</b>			
<b>Post town</b>	Crediton	<b>Postcode</b>	<b>EX17 1DG</b>

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£

### Part 2 - Applicant details

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

a)	an individual or individuals *			please complete section (A)
b)	a person other than an individual *			
	i	as a limited company/limited liability partnership	X	please complete section (B)
	ii	as a partnership (other than limited liability)		please complete section (B)
	iii	as an unincorporated association or		please complete section (B)
	iv	other (for example a statutory corporation)		please complete section (B)
c)	a recognised club			please complete section (B)
d)	a charity			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 in Wales		please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		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 (by ticking yes to one box below):

- 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)

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

**Second individual applicant** (if applicable)

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

### (B) Other applicants

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

Name - Showbitz Limited
Address - 3 Southernhay West, Exeter, EX1 1JG
Registered number - 07281764
Description of applicant - Limited Company

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
2	6	052025

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

The Premises is historic parkland attached to what was an old manor house, which was destroyed during WW2. The landowner lives on the old site of the original house in a bungalow built in the mid century.

The landowner has a current event licence for the site, which is not a premises licence and therefore does not allow sale of alcohol.

We have been holding an annual event on the site for the last 14 years. Improvements made to the estate by the landowner, have made it much easier to access and the potential of the site to hold more events has been realised.

The annual event which has traditionally been held on the site, on the weekend that follows the late May bank holiday, is an event for Exeter University students. The event has gradually grown to 7000 students, all of whom are brought to site in buses and taxis therefore the impact on the local residents is minimal. There has historically been no problems or issues with any aspect of the event, and it is a well-respected and popular event which sells out in minutes.

Due to the capacity and landscaping of the site, It would be really nice to hold other events such as family fete's, plays in the amphitheatre, or other music events. Therefore, we are applying for a licence for a larger physical area, which will encompass the majority of Shobrooke Park. Not all of which for licensable activities, and not necessarily to be used all at once, but to allow scope for different events in different locations.

This licence would allow events to happen on any day of the year. We propose to limit this licence to 10 events per year where licensable activities take place, in no way contravening the current licence held by the landowner for their own events. Of these 10 events, no more than 2 would be 3 days and 8 would be 1 day. (a 1 day event can span midnight. i.e. 10am – 2am counts as 1 day for the purposes of this application). No event would last longer than 3 days.

We do not propose to operate events all-day every day, however, for example, we may wish to run a family event on a Saturday running from 10am to 8pm, but further into the year, on a different Saturday we may wish to run a music event which starts later but finishes at 4am.

We have no plans to run any events later than 2:30am, however, we are applying for a longer licenced period to allow us to keep the site open later than planned without breaching licence conditions in the rare occurrence we should need to – in 2023 we were at risk of having a H&S compliance issue due to having to close the site because of licence conditions, this meant a massive egress of guests that would not be easy to safely manage. To mitigate a similar situation we are applying for slightly longer licencing hours to allow us the flexibility to keep a venue open longer in this scenario.

In addition, we are applying for the maximum capacity for the largest event that we wish to hold. A theatre event would likely be held with a 400 cap. Whereas the current Enchanted Garden Ball event would like to gradually grow from the current 7500 capacity up to 9999.

We will cap the attendance to; 8000 in 2025, 9000 in 2026 and 9999 in 2027. This number also includes all staff, artists, security and management, not only ticket holders.

For events of 8000+ then full plumbing will be installed around the site for free drinking water. However, we will endeavour to provide water stations for attendees to fill their own receptacles or those purchased via the bars.

For all events a site plan and an EMP will be produced and kept on site for the duration of the event, along with it's build and break phases. The SAG will be notified for all events over 500 capacity via email. Organisers will attend SAG meetings if requested to do so.

For any amplified events, a licence condition would be that all sound systems are directed away from local residences. We would request that the sound engineers have a sound monitor at the control position to ensure that sound levels are kept to a reasonable volume. Theatre and unamplified events will generally not require a noise management plan. However, with larger, louder events, such as anything with a "professional level PA" (more than simply a couple of speakers), or runs beyond 22:00, then a noise management plan will be created and submitted to the SAG. The sound operators will be required to operate within the bounds of the NMP. For events of 5000+ capacity an external noise monitoring company is to be employed who will visit the most noise sensitive locations throughout the event to ensure sound levels are kept within the legal bounds.

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

9999

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

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

Provision of regulated entertainment (please read guidance note 2)		Please tick all that apply
a)	plays (if ticking yes, fill in box A)	X
b)	films (if ticking yes, fill in box B)	X
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	X
f)	recorded music (if ticking yes, fill in box F)	X
g)	performances of dance (if ticking yes, fill in box G)	X
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	X

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

In all cases complete boxes K, L and M

# A

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon	10:00	02:00	<b><u>Please give further details here</u></b> (please read guidance note 4) Plays may be performed in the purpose built amphitheatre, in a temporary structure, or promenade around the site.		
Tue	10:00	02:00			
Wed	10:00	02:00	<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
Thur	10:00	02:00			
Fri	10:00	04:00	<b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	10:00	04:00			
Sun	10:00	02:00			

## B

<b>Films</b> Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon	10:00	02:00	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue	10:00	02:00			
Wed	10:00	02:00	<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)		
Thur	10:00	02:00			
Fri	10:00	04:00	<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	10:00	04:00			
Sun	10:00	02:00			

## C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			
Wed			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Thur			
Fri			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)
Sat			
Sun	-----	-----	



## D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

# 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 tick</u></b> (please read guidance note 3)		Indoors	
					Outdoors	
Day	Start	Finish			Both	X
Mon	10:00	04:00	<b><u>Please give further details here</u></b> (please read guidance note 4)			
Tue	10:00	04:00				
Wed	10:00	04:00	<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)			
Thur	10:00	04:00				
Fri	10:00	04:00	<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)			
Sat	10:00	04:00				
Sun	10:00	02:00				

# 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 tick</u></b> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	X
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon	10:00 -----	04:00 -----			
Tue	10:00 -----	04:00 -----			
Wed	10:00 -----	04:00 -----			
Thur	10:00 -----	04:00 -----	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Fri	10:00 -----	04:00 -----			
Sat	10:00 -----	04:00 -----	<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun	10:00 -----	04:00 -----			

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon	10:00	04:00	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue	10:00	04:00			
Wed	10:00	04:00	<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur	10:00	04:00			
Fri	10:00	04:00	<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	10:00	04:00			
Sun	10:00	04:00			

## H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing  Unknown at this time.		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
Mon	10:00	04:00		Outdoors	
				Both	X
Tue	10:00	04:00	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed	10:00	04:00			
Thur	10:00	04:00	<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri	10:00	04:00			
Sat	10:00	04:00	<b><u>Non standard timings. Where you intend to use the premises for the 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></b> (please read guidance note 6)		
Sun	10:00	04:00			

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon	10:00	04:00	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue	10:00	04:00			
Wed	10:00	04:00	<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur	10:00	04:00			
Fri	10:00	04:00	<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	10:00	04:00			
Sun	10:00	04:00			

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	
				Off the premises	
Day	Start	Finish		Both	X
Mon	10:00	04:00	<b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 5)		
Tue	10:00	04:00			
Wed	10:00	04:00			
Thur	10:00	04:00	<b><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></b> (please read guidance note 6)		
Fri	10:00	04:00			
Sat	10:00	04:00			
Sun	10:00	04:00			

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

<b>Name</b>	Christopher Davis
<div style="background-color: black; height: 50px;"></div>	
<b>Personal licence number (if known)</b>	
<b>Issuing licensing authority (if known)</b>	

## K

**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).

At present and within all current expectation. Any adult entertainment will be ONLY at OVER18 events.

All alcohol sales that are not at solely over 18 events will be subject to challenge<sup>25</sup>.

Any events that allow under 18's on to site will have additional safeguarding policies in place.

## L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)
Day	Start	Finish	
Mon	09:00	04:30	
Tue	09:00	04:30	
Wed	09:00	04:30	
Thur	09:00	04:30	<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 6)
Fri	09:00	04:30	
Sat	09:00	04:30	
Sun	09:00	04:30	

## M



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

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

An Event Management Plan (EMP) (including Noise Management Plan), Risk Assessments, Site Plan, Crowd Management Plan, Fire Safety Risk Assessments, Medical Plan and Alcohol Management Plan will be made available to the local Safety Advisory Group no later than 2 months prior to the event date.

So far as is reasonably practicable the Premises Licence Holder shall ensure that the event is run in accordance with the Event Management Plan and no changes may be made to this plan after 28 days prior to the event date unless the changes have been requested/advised by a responsible authority.

The EMP will form part of the premises licence conditions and it will be the responsibility of the licence holder to ensure these are complied with.

All events planned will take into consideration the guidelines laid down in the Purple Guide, Fire Reform Act and all other relevant guidance and legislation.

The safe capacity of the site should be worked out in conjunction with the Fire reform act and Purple guide where Evacuation Time, Escape route capacities, Exit flow rate and Occupancy levels should be considered in conjunction with the amount of infrastructure present.

There will always be adequate security staff over and above the recommendations in the Purple Guide for the nature of the event. This will include SIA, supervisors and stewards as necessary. As a general rule we aim for 1:100 security, with additional personnel on gates, venue entrances and roaming. This brings the ratio to about 1:75.

For events of 500+, the SAG and therefore all agencies will be made aware of the size, duration and nature of the event. All events will have some form of Event Management Plan, and site plan. The event EMP will be scaled as deemed necessary for the size, scale and nature of the event. A full scale EMP will be submitted to the SAG for events with capacity of 2500 or more. For smaller events (500-2500) a scaled back EMP may be supplied if requested. The SAG will be made aware of all events with 500+ capacity, by email, at least three months prior to the event wherever possible, and certainly for 2500+ capacity events. The EMP will be kept on-site for the duration of the event, it's build and break phases. The event will be run in accordance with the EMP that is produced and specific for that event. The event organisers will attend a SAG meeting at any point should they be requested to do so.

First aid and welfare provision will be provided for all scales of event. From 1000 capacity events upwards, depending on the capacity and nature of the event, medical personnel with more advanced training will be on-site for the duration. For events of 5000+ full paramedics and ambulances will be available should the EMP deem them necessary.

Provision of toilet facilities will be offered over and above those outlined in the Purple Guide. Our usual practice is to assume 100% female occupancy with 100% male occupancy added on top – most complaints for events seem to be about toilets and we are keen to be different.

For larger scale events (2500+) or those with amplified music late into the evening/night, sound levels will be monitored by the event. Depending on the nature of the event, an external noise monitoring company may be used to produce a Noise Management Plan and continuously assess the sound levels (SPL) at various locations that they have identified as the most noise sensitive areas. On smaller

events, such as theatre shows, or those with just a couple of speakers, the sound engineer may have a monitor set up at the control position to enable them to keep levels within the correct parameters.

For the current annual student event, all guests access the site via buses or taxis. There is no parking allowed on-site for anyone, other than staff, for the duration of that event, thereby increasing safety and removing any concerns about drink-driving. An external company is used to create a TTRO, one-way system, and supply traffic marshals for the duration of the event. For smaller events, we may create an on-site carpark or allow customers to drive to site depending on the nature of the event and considering the impact on the local residents. We will take guidance from the SAG and Highways for the larger events. On-site carparking will be determined by each event, but there is access in to the park via the western entrance, as well as via North and South lodges. Therefore giving various options for the location of carparking depending on the design and nature of the event.

For events where under18's are allowed, a safeguarding plan suitable to the size and nature of the event will be enacted as per the EMP and/or as agreed by the SAG (should the nature of the event require the SAG to be notified).

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

See above

**c) Public safety**

See above

**d) The prevention of public nuisance**

See above

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

See above

**Checklist:**

**Please tick to indicate agreement**

•	I have made or enclosed payment of the fee.	
•	I have enclosed the plan of the premises.	
•	I have sent copies of this application and the plan to responsible authorities and others where applicable.	
•	I have enclosed the consent form completed by the individual I wish to be designated 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 or my share code issued by the Home Office online right to work checking service (please read note 15).	

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

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

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

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>	
Signature		
Date	17 April 2025	
Capacity	Director	

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

## Notes for Guidance

1. Describe 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.
2. 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:

- a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
- 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.
- 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.
- 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.
- 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:
  - 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.
  - 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.
  - 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.
- 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:
  - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;

- 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;
  - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. For example the 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.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. Please 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.
  8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  9. Please 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 or the presence of gaming machines.
  10. Please list here steps you will take to promote all four licensing objectives together.
  11. The application form must be signed.
  12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
  13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
  14. This is the address which we shall use to correspond with you about this application.
  15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:
    - A licence may not be issued to an individual or an individual in a partnership which is not a limited liability 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 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 the right 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 which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 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).

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

As an alternative to providing a copy of original documents, 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 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, 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 shared digitally. 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 copies of documents as set out above.

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.