



Licensing Authority
 Mid Devon District Council
 Phoenix House, Phoenix Lane
 Tiverton, Devon EX16 6PP
 Tel: 01884 244617/8/9 or 01884 244646

Licensing Act 2003

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

CHECKLIST	Please tick <input type="checkbox"/> yes
I have made or enclosed payment of the fee	<input checked="" type="checkbox"/>
I have enclosed the plan of the premises	<input checked="" type="checkbox"/>
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 premises supervisor, if applicable	n/a
I understand that I must now advertise my application	<input checked="" type="checkbox"/>
I understand that if I do not comply with the above requirements my application will be rejected	<input checked="" type="checkbox"/>
For office use only	Payment code: HC5507266

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.middevon.gov.uk/index.cfm?articleid=3746 or contact the Information Management and e-gov Officer on 01884 234916.

**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.

We Moorhayes Community Association

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 Moorhayes Community Centre Lea Road Tiverton EX16 6TN			
Post town	Tiverton	Postcode	EX16 6TN

Telephone number at premises (if any)	01884 254490
Non-domestic rateable value of premises	£ 10,000

Part 2 - Applicant Details

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

- | | |
|---|-----------------------------|
| a) an individual or individuals * | please complete section (A) |
| b) a person other than an individual * | |
| i. as a limited company | please complete section (B) |
| ii. as a partnership | 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:

Please tick yes

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)	
Surname N/A			First names		
I am 18 years old or over					Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname N/A			First names		
I am 18 years old or over				Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(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	Moorhayes Community Association
Address	Moorhayes Community Centre Lea Road Tiverton EX16 6TN
Company number:	07550464
Charity number:	1146202
Moorhayes Community Association – registered company incorporated / limited by Guarantee and a registered Charity.	
Tel: 01884 254490 (centre number) or Phil White mobile: 07838 387110	
E-mail address (optional)	phillipwhite@live.co.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

01 April 2016

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

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

Moorhayes Community Centre is a purpose built community centre with a main hall and meeting room, together with a full commercial kitchen. There is a large outside grassed area, suitable for and normally used as a football pitch, a hard surfaced and fenced multi use games area, outside seating areas, children's play area and also a car park. The premises have been extended to improve the facilities available to the local community and consist of the existing 'Country House' bar, plus a new restaurant and bar area. The main hall has a bar which can be opened for functions.

The overall site plan shows the entire site etched in blue and the 'main' premises area including some outside seating, immediately outside the building etched in red. The area etched in red is where licensed activities may take place in accordance with the schedules/times indicated below and the wider outside area marked in blue is where they shall be restricted to a maximum six times per calendar year.

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

N/A

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

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

Provision of regulated entertainment

Please tick any that apply

a) plays (if ticking yes, fill in box A)



b) films (if ticking yes, fill in box B)



c) indoor sporting events (if ticking yes, fill in box C)



d) boxing or wrestling entertainment (if ticking yes, fill in box D)



e) live music (if ticking yes, fill in box E)



f) recorded music (if ticking yes, fill in box F) ☒

g) performances of dance (if ticking yes, fill in box G) ☒

h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H) ☒

Provision of late night refreshment (if ticking yes, fill in box I) ☒

Supply of alcohol (if ticking yes, fill in box J) ☒

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon	08.00	01.00	Please give further details here (please read guidance note 3)		
Tue	08.00	01.00			
			State any seasonal variations for performing plays (please read guidance note 4)		
Wed	08.00	01.00			
Thur	08.00	01.00	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 (please read guidance note 5)		
Fri	08.00	01.00			
Sat	08.00	01.00			

Sun	08.00	01.00	

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon	0800	0100	Please give further details here (please read guidance note 3)		
Tue	0800	0100			
Wed	0800	0100	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	0800	0100			
Fri	0800	0100	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 (please read guidance note 5)		
Sat	0800	0100			
Sun	0800	0100			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon	0800	0100	
Tue	0800	0100	State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed	0800	0100	
Thur	0800	0100	
Fri	0800	0100	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 (please read guidance note 5)
Sat	0800	0100	
Sun	0800	0100	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	X
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon	0800	0100			
Tue	0800	0100			
Wed	0800	0100	<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Thur	0800	0100			
Fri	0800	0100	<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> (please read guidance note 5)		
Sat	0800	0100			
Sun	0800	0100			

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
				Both	X
Day	Start	Finish	On any occasion we have an outside event on the field it will be restricted to weekends (including public holidays) and all outside music will finish by 12 Midnight. To be restricted to a maximum six outside events per calendar year.		
Mon	0800	0100			
Tue	0800	0100			
Wed	0800	0100			
Thur	0800	0100	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 (please read guidance note 5)		
Fri	0800	0100			
Sat	0800	0100			
Sun	0800	0100			
			New years eve de-regulated		

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon	0800	0100	On any occasion we have an outside event on the field it will be restricted to weekends (including public holidays) and all outside music will finish by 12 Midnight. To be restricted to a maximum six outside events per calendar year.		
Tue	0800	0100			
Wed	0800	0100			
Thur	0800	0100			
Fri	0800	0100	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 (please read guidance note 5)		
Sat	0800	0100			
Sun	0800	0100	New years eve de-regulated		

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon	0800	0100	On any occasion we have an outside event on the field it will be restricted to weekends (including public holidays) and all outside music and/or performance will finish by 12 Midnight. To be restricted to a maximum six outside events per calendar year.		
Tue	0800	0100			
Wed	0800	0100	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur	0800	0100			
Fri	0800	0100	<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> (please read guidance note 5)		
Sat	0800	0100	New years eve de-regulated		
Sun	0800	0100			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start		<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	
Mon	0800	0100		Outdoors	
				Both	X
Tue	0800	0100	On any occasion we have an outside event on the field it will be restricted to weekends (including public holidays) and all outside music and/or performance will finish by 12 Midnight. To be restricted to a maximum six outside events per calendar year.		
Wed	0800	0100			
Thur	0800	0100	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Fri	0800	0100			
Sat	0800	0100	<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> (please read guidance note 5)		
Sun	0800	0100			
			New years eve de-regulated		

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon	2300	0100	<u>Please give further details here</u> (please read guidance note 3)		
Tue	2300	0100			
Wed	2300	0100	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Thur	2300	0100			
Fri	2300	0100	<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> (please read guidance note 5)		
Sat	2300	0100	New years eve de-regulated		
Sun	2300	0100			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 7)	On the premises	
				Off the premises	
Day	Start	Finish		Both	X
Mon	0800	0100	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4) On any occasion we have an outside event on the field it will be restricted to weekends (including public holidays) and all outside music and/or performance will finish by 12 Midnight. To be restricted to a maximum six outside events per calendar year.		
Tue	0800	0100			
Wed	0800	0100			
Thur	0800	0100	<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 5) New years eve de-regulated		
Fri	0800	0100			
Sat	800	0100			
Sun	0800	0100			

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

Application submitted concurrently for the requirement for a Designated Premises Supervisor be disapplied.	
Nb. Currently license – the requirement for a DPS is already disapplied.	
Postcode	
Personal licence number (if known)	

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 8).

No such activities have or currently take place and none are proposed. Should any such event be proposed in future it would firstly need to be approved by the management committee, who would consider all the risks involved and in particular risks to children, as well as any offence which may be caused to the wider community. In the unlikely event of any such activity being approved by the committee, children would not be permitted on the premises and door staff would be used to prevent access.

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			
Day	Start	Finish	
Mon	0800	0100	
Tue	0800	0100	
Wed	0800	0100	
Thur	0800	0100	
Fri	0800	0130	<p><u>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 (please read guidance note 5)</u></p> <p>New years eve de-regulated.</p> <p>On any occasion we have an outside event on the field it will be restricted to weekends (including public holidays) and all outside music will finish by 12 Midnight. To be restricted to a maximum six outside events per calendar year.</p>
Sat	0800	0130	
Sun	0800	100	

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 9)

The following information (box a) is given for is intended for information only / not a condition.

The management committee normally meets on a monthly basis to deal with the general management and upkeep of the premises. The committee will from time to time review the management of the premises in respect of licensed activities to ensure the licensing objectives are being met.

An incident book is maintained and will be reviewed by the committee. r the potential or actual harm to children will be reported to the committee.

b) The prevention of crime and disorder

An incident book shall be maintained to record any activity of a violent, criminal or anti-social nature. The record must contain the time and date, the nature of the incident, the people involved (if possible), and details of the action taken.

The incident book shall be available for inspection at all reasonable times by an authorised officer of relevant responsible authority. The records will be retained on the premises for at least 12 months from the date of the incident.

No customers will be permitted to take open containers of alcoholic or soft drinks from the licensed area.

A detailed 'customer code of conduct' poster will be displayed warning customers that if they act in an inappropriate manner, they could be barred from all licensed premises in the vicinity.

Any restrictions on the admission of children to the premises will be displayed outside the premises.

c) Public safety

The premises will be regularly checked to ensure there are no risks to patrons and that all safety precautions are in place.

Appropriate risk assessments will be carried out and reviewed from time to time.

d) The prevention of public nuisance

All doors and windows shall be kept shut, other than for access and egress, during regulated entertainment.

Outside events taking place on the playing field area (area hatched in blue on the site plan) are limited to weekends (including public holidays) and a maximum 6 times per calendar year.

e) The protection of children from harm

The premises will operate a 'Challenge 21' scheme. This means that staff working at the premises must ask individuals who appear to be under 21 years of age, attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:

- An identification card carrying the PASS holographic logo
- A photo driving license
- A passport

Unless such identification is produced the sale of alcohol must be refused.

The Premises shall maintain a refusal register for the sale of alcohol. This must include details of all alcohol sales refused and the reason for refusal. The refusals register must be kept on the premises and be made available for inspection to an authorised enforcement officer on request.

For any activity or entertainment of a clearly adult or sexual nature, access will not be permitted for children under 18 years of age. Windows would also be blocked out to prevent anyone outside from seeing in.

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.

N/A

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.



IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 11). If signing on behalf of the applicant, please state in what capacity.

Signature	P. White
Date	1 February 2016
Capacity	Chairman.

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). 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 13)			
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. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. 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.

4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. 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.
7. 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'.
8. 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.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.