



Hull

City Council

PREMISES LICENCE

**Application Form and
Guidance Booklet for
Applicants wishing to vary
their Premises Licence**



Varying a Premises Licence

This leaflet provides advice about the procedures under the Licensing Act 2003 for applying to vary a Premises Licence

A Variation application can be made if a Premises Licence Holder wishes to vary licensable activities including Regulated Entertainment, Late Night Refreshment or the Sale or Supply of Alcohol On or Off the Premises, or wishes to remove conditions imposed on a licence.

To make application to vary a Premises Licence, the application must be made by the holder(s) of the Premises Licence.

1. Provision of Regulated Entertainment

The provision of regulated entertainment covers the provision of entertainment, or of entertainment facilities. The descriptions of entertainment in the Licensing Act are:

- the performance of a play;
- an exhibition of a film;
- an indoor sporting event;
- boxing or wrestling entertainment;
- a contest, exhibition or display which combines boxing or wrestling with one or more martial arts (“combined fighting sports”)
- a performance of live music;
- any playing of recorded music;
- a performance of dance; or
- entertainment of a similar description to live music or recorded music

Furthermore, to be ‘regulated entertainment’ the entertainment must take place in the presence of an audience and be provided for the purpose of, or for purposes which include, entertaining that audience.

- i) In order for the provision of entertainment to be licensable, the activities must be provided:
 - (a) in the presence of a public audience
 - (c) in private, where a charge is made with a view to profit

The Live Music Act 2012

The Live Music Act passed into law on 8 March 2012 and came into effect on 1st October 2012. Live amplified music ceases to be classed as regulated entertainment if the following criteria are satisfied:

- There is a premises licence or club premises certificate in place permitting “on sales”.
- The premises are open for the sale or supply of alcohol for consumption on the premises;
- Live music is taking place between 8am and 11pm;

- If the live music is amplified, the audience consists of no more than 200 people.

The Act also disapplies live music related conditions if the above criteria are satisfied.

The Act also creates a general exemption that live unamplified music provided anywhere shall not be regarded as the provision of regulated entertainment if it takes place between 8am and 11pm, regardless of the number of people in the audience.

There are a number of mechanisms for the protection of residents and these are:

- Upon a review of the premises licence the Licensing Authority can determine that conditions on the premises licence relating to live music will apply even between 8am and 11pm;
- If the licence doesn't presently authorise live music the Licensing Authority can add conditions to the Premises Licence as though the live music were regulated entertainment authorised by that licence, again to apply between 8am and 11pm.

2. Provision of Late Night Refreshment

Late Night Refreshment means the supply of hot food or hot drink to the public, for consumption on or off the premises, between 11pm and 5am, or the supply of hot food or hot drink to any persons between those hours on or from premises to which the public have access.

Food or drink is 'hot' for the purposes of the Act if it is heated above ambient air temperature on the premises or elsewhere before it is supplied; or if it may be heated on the premises for this purpose after it is supplied.

3. Sale or Supply of Alcohol

The sale or supply of alcohol means sale by retail of alcohol to any person.

Any sale of alcohol is a sale of alcohol by retail regardless of the quantity of alcohol purchased and will require either a premises licence and a designated premises supervisor, or a club premises certificate (Clubs only) or a Temporary Event Notice (TEN).

The sale of alcohol includes events where alcohol is included in the ticket price or no specific price is quoted per drink, but donations are requested or accepted in respect of the alcohol. This includes charity events.

Alcohol is defined as spirits, wine, beer, cider or any other fermented, distilled or spiritous liquor except:

- Alcohol with a strength below 0.5%
- Perfume
- Flavouring essences and Angostura bitters
- Alcohol which is, or is in a medicinal product
- Denatured alcohol (methylated spirits) or methyl alcohol
- Naphtha
- Liqueur confectionery

It is an offence to display alcohol for an unauthorised sale.

Exemptions

Wholesalers who only make sales to other traders for the purposes of their trade are exempt from requiring a licence. However, if sales are made to the public then a Premise Licence is required.

4. Application Process

An applicant for a Variation of a Premises Licence must submit an application to the Licensing Authority in whose area the premises are situated. In addition to the application form, the licensing authority will require additional information depending on the type of application applied for.

Immigration Act

Please see below “Notes for Guidance” for the documents that must be provided which demonstrate entitlement to work in the UK.

5. Variation Applications

An applicant for the new grant of a premises application shall comply with the following procedure: -

- Submit a completed application form
- Submit the appropriate fee (See No. 7 of this booklet)
- Operating schedule (this is included as part of the application form above)
- A Plan of the Premises to scale (See No. 8 of this booklet) *No Plan is required if the layout of the premises is to remain the same.*
- Advertise the application in a manner detailed at No.10 of this booklet
- Consent form from individual who is to be specified as the Designated Premises Supervisor *(only required if varying to include sales of alcohol)*
- Supply a copy of the application and supporting documents to each of the Responsible Authorities as listed at No. 13, at the same time the application is given to the Licensing Authority.

7. Fees

Non Domestic Rateable Value of Premises	Band	Application Fee
No rateable Value to £4,300	A	£100
£4,301 to £33,000	B	£190
£33,001 to £87,000	C	£315
£87,001 to £125,000	D	£450
£125,001 and above	E	£635

Example: A premise with a non domestic rateable value between £33,001 and £87,000 would come within Band C generating an application fee of £315 for the grant of a new licence.

Please Note: Premises In Band D and Band E used exclusively or primarily for the supply of alcohol for consumption on the premises, the licence fee will be that shown in Column 3, x 2 in respect of Band D (£900) or x 3 in respect of Band E (£1,905)

8. Plans

(1) An application for a premises licence under section 17, or a club premises certificate under section 71, shall be accompanied by a plan to scale of the premises to which the application relates and which shall comply with the following paragraphs of this regulation.

(2) The plan shall show—

- (a) the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;
- (b) the location of points of access to and egress from the premises;
- (c) if different from sub-paragraph (3)(b), the location of escape routes from the premises;
- (d) in a case where the premises is to be used for more than one licensable activity, the area within the premises used for each activity;
- (e) fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
- (f) in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- (g) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- (h) in the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- (i) the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment; and
- (j) the location of a kitchen, if any, on the premises.

The plan may include a legend through which the matters mentioned or referred to in paragraph (3) are sufficiently illustrated by the use of symbols on the plan.

9. Advertisements

In the case of an application for a premises licence under section 17, for a provisional statement under section 29, to vary a premises licence under section 34, for a club premises certificate under section 71 or to vary a club premises certificate under section 84, the person making the application shall advertise the application, including the appropriate information set out in regulation 26—

- (a) for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority, by displaying a notice,
 - (i) which is—
 - (aa) of a size equal or larger than A4,
 - (bb) of a pale blue colour,
 - (cc) printed legibly in black ink or typed in black in a font of a size equal to or larger

than 16; (ACTUAL SIZE 16 FONT SIZE)

(ii) in all cases, prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises and in the case of a premises covering an area of more than fifty metres square, a further notice in the same form and subject to the same requirements every fifty metres along the external perimeter of the premises abutting any highway; and

(b) by publishing a notice—

(i) in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises;

(ii) on at least one occasion during the period of ten working days starting on the day after the day on which the application was given to the relevant licensing authority.

A COPY OF SUCH A PUBLICATION SHOULD BE SUBMITTED TO THE LOCAL AUTHORITY, DISPLAYING THE ADVERTISEMENT FOR THE SAID PUBLIC NOTICE.

(1) In the case of an application for a premises licence or a club premises certificate, the notices referred to in regulations shall contain a statement of the relevant licensable activities or relevant qualifying club activities as the case may require which it is proposed will be carried on, on or from the premises.

(2) In the case of an application for a provisional statement, the notices -

(a) shall state that representations are restricted after the issue of a provisional statement; and

(b) where known, may state the relevant licensable activities which it is proposed will be carried on or from the premises.

(3) In the case of an application to vary a premises licence or a club premises certificate, the notices shall briefly describe the proposed variation.

(4) In all cases, the notices shall state—

(a) the name of the applicant or club;

(b) the postal address of the premises or club premises, if any, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises or club premises to be identified;

(c) the postal address and, where applicable, the worldwide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected;

(d) the date by which an interested party or responsible authority may make representations to the relevant licensing authority;

(e) that representations shall be made in writing; and

(f) that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.

10. Operating Schedules

A PREMISES OPERATING SCHEDULE is a document which is in the prescribed form, and includes a statement of the following matters –

- (a) the relevant licensable activities,
- (b) the times during which it is proposed that the relevant activities are to take place,
- (c) any other times during which it is proposed that the premises are to be open to the public,
- (d) where the applicant wishes the licence to have effect for a limited period, that period,
- (e) where the relevant licensable activities include the supply of alcohol, prescribed information in respect of the individual whom the applicant wishes to have specified in the premises licence as the premises supervisor,
- (f) where the relevant licensable activities include the supply of alcohol, whether the supplies are proposed to be for consumption on the premises or off the premises or both,
- (g) the steps which it is proposed to take to promote the licensing objectives, and
- (h) such other matters as may be prescribed.

11. Hearings

If any representation is made by any of the responsible authorities or interested parties in respect of variation or grant applications, a hearing will be arranged before a Licensing Sub-Committee.

If no representation is made, the Licensing Authority must GRANT your application.

12. Application Address

Applications for Variation Applications must be addressed to: -

Kingston upon Hull City Council

Licensing Section
33 Witham
Kingston upon Hull
HU9 1DB

Telephone: (01482) 300300

Fax: (01482) 615466

Email: licensing.requests@hullcc.gov.uk

13. Responsible Authorities

Copies of Applications for Variation Applications must also be addressed to : -

Humberside Police

Alcohol Licensing Department
Police Headquarters
Priory Road Police Station
Priory Road
Hull HU5 5SF

Telephone: (01482) 976760 / 976758 / 976759 / 976761/ 676754

Email communitieslicensing@humberside.pnn.police.uk

Humberside Fire & Rescue Service

Public Safety Centre
Summergroves Way
Hessle
HU4 7BB

Telephone: (01482) 567133

Email: publicsafetycentre@humbersidefire.gov.uk

Health and Safety Section

Contact Officer: Khaled Choudhury

(All premises where Hull City Council is the enforcing authority for Health and Safety legislation)

Hull City Council
33 Witham
Kingston upon Hull HU9 1DB

Telephone: (01482) 300300

Fax: (01482) 615453

Email: FoodandHealth&Safety@hullcc.gov.uk

Environmental Regulations Section

Contact Officer: Mark Willoughby

Hull City Council
33 Witham
Kingston upon Hull HU9 1DB

Telephone: (01482) 300300

Fax: (01482) 615554

Email: environmentalprotection.jobrequests@hullcc.gov.uk

Safeguarding Children Board
Hull Safeguarding Children Board
Midmere Centre
Dorchester Road
Hull HU7 6BD

Telephone: (01482) 379090
Email: phillip.snowden@hullcc.gov.uk

Contact Officer : Phil Snowden

Weights and Measures Authority
Trading Standards,
33 Witham
Kingston upon Hull
HU9 1DB

Telephone: (01482) 300300
Fax: (01482) 615572
Email: david.greenwood@hullcc.gov.uk

Contact Officer: David Greenwood

Planning Services
The Guildhall
Alfred Gelder Street
Hull, HU1 2AA

Telephone: (01482) 300300
Fax: (01482) 612350
Email: vicky.johnson@hullcc.gov.uk

Contact Officer: Vicky Johnson

Public Health
The Hooper Building
Guildhall Road
Hull
HU1 1HJ

Telephone (01482) 616241
Email: des.cooper@hullcc.gov.uk

Contact Officer: Des Cooper

Application to vary a premises licence 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 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 (insert name(s) of applicant) being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below.

Premises licence
number

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description

Post town

Post code

Telephone number of premises (if any)

Non domestic rateable value of premises

£

Part 2 – Applicant Details

Daytime contact telephone number

Email address (optional)

Current postal address if different from premises address

Post Town

Postcode

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible? Yes
 No

If not, from what date do you want the variation to take effect?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) Yes
 No

Please describe briefly the nature of the proposed variation (please read guidance note 2)

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

.....

Part 4 - Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if the application to vary is successful.

Please tick all that apply

Provision of regulated entertainment

- a) play (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)

Sale by retail 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 8)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 5)	Both	
Tue					
Wed			State any seasonal variations for performing play (please read guidance note 6)		
Thur					
Fri			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 7)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of a films take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 5)	Both	
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 6)		
Thur					
Fri			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 7)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			Please give further details (please read guidance note 5)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 6)
Tue			
Wed			
Thur			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 7)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 8)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 5)	Both	
Tue					
Wed					
Thur			State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 6)		
Fri					
Sat					
Sun					
			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. (please read guidance note 7)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 8)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon					
Tue			State any seasonal variations for the performance of live music (please read guidance note 6)		
Wed					
Thur			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 7)		
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon					
Tue			State any seasonal variations for the playing of recorded music (please read guidance note 6)		
Wed					
Thur			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 7)		
Fri					
Sat					
Sun					

G

Performance of dance Standard days and timings (please read guidance note 8)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 5)		
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 6)		
Thur					
Fri			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. (please read guidance note 7)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			<u>Please give a description of the type of entertainment you will be providing</u>		
			Will the entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
Outdoors					
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 5)		
Tue					
Wed			State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 6)		
Thur					
Fri			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. (please read guidance note 7)		
Sat					
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 8)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			Please give further details here (please read guidance note 5)		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 6)		
Thur					
Fri			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. (please read guidance note 7)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption on or off the premises or both – please tick (please read guidance note 9)	On the premises	
Day	Start	Finish		Off the premises	
				Both	
Mon			State any seasonal variations for providing dancing facilities (please read guidance note 6)		
Tue					
Wed					
Thur			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. (please read guidance note 7)		
Fri					
Sat					
Sun					

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 10)

L

Hours premises are open to the public Standard days and timings (please read guidance note 8)			State any seasonal variations (please read guidance note 6)
Day	Start	Finish	
Mon			Non standard timings. Where you intend to open 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 7)
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

Please tick ✓ yes

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below

Reasons why I have failed to enclose the premises licence or relevant part of the premises licence

M

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b, c, d, e) (please read guidance note 11)

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

- | | | |
|--|--------------------------|--------------------------|
| | Please tick ✓ | Yes |
| • I have made or enclosed payment of the fee, or | <input type="checkbox"/> | <input type="checkbox"/> |
| • I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy | <input type="checkbox"/> | <input type="checkbox"/> |
| • I have sent copies of this application and the plan to responsible authorities and others where applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| • I understand that I must now advertise my application | <input type="checkbox"/> | <input type="checkbox"/> |
| • I have enclosed the premises licence or relevant part of it or explanation | <input type="checkbox"/> | <input type="checkbox"/> |
| • I understand that if I do not comply with the above requirements my application will be rejected | <input type="checkbox"/> | <input type="checkbox"/> |

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.

Part 5 – Signatures (please read guidance note 12)

Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent. (See guidance note 13). **If signing on behalf of the applicant please state in what capacity.**

Signature

Date

Capacity

Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent. (please read guidance note 14). **If signing on behalf of the applicant please state in what capacity.**

Signature

Date

Capacity

Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 15)	
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	

Notes for guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence you should make a new premises licence application under section 17 of the Licensing Act 2003.

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.
2. 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.
3. 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.
4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 5. 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.
 6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 8. 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.
 9. 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'.
 10. 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.
 11. Please list here steps you will take to promote all four licensing objectives together.
 12. The application form must be signed.
 13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 14. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.