



# RUNNYMEDE BOROUGH COUNCIL

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## Application for a provisional statement 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 .....  
(Insert name(s) of applicant)

apply for a provisional statement under section 29 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	
Post town	Post code

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

**Please tick yes**

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

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

\*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**

**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**

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr  Mrs  Miss  Ms

Other title (for example, Rev)

**Surname**

**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**

**(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
Address
Registered number (where applicable)
Description of applicant (for example partnership, company, unincorporated association etc)
Telephone number (if any)
E-mail address (optional)

**What is the nature of your interest in the premises?**

**Part 3 - Schedule of works**

Is the premises

- about to be constructed
- being extended or altered

Please tick yes

  

Please give details of the work and please attach plans of the work being done or about to be done at the premises

Please give particulars of the premises to which the application relates (please read guidance note 1)

What licensable activities will the premises be used for?

**Provision of regulated entertainment**

Please tick yes

- 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 entertainment facilities:**

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

**Provision of late night refreshment** (optional, fill in box L)

**Supply of alcohol** (optional, fill in box M)

**Complete boxes N, O and P**

**Part 4 – OPTIONAL – you may fill in this section if you choose to**

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

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)	
Mon				
Tue			<b>State any seasonal variations for performing plays</b> (please read guidance note 4)	
Wed				
Thurs			<b>Non Standard timings. Where you intend to use the premises for the performance of a plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5)	
Fri				
Sat				
Sun				

## B

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)	
Mon				
Tue				
Wed				
Thurs				
<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4)			<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 5)	
Fri				
Sat				
Sun				

## C

<b>Indoor Sporting Events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details here</u></b> (please read guidance note 3)	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4)	
Mon				
Tue				
Wed				
Thurs				
<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 5)				
Fri				
Sat				
Sun				

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 3)	
Tue			<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)	
Wed			<b>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</b> (please read guidance note 5)	
Thurs				
Fri				
Sat				
Sun				

**E**

<b>Live Music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)	
Mon				
			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)	
Tue				
			<b>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</b> (please read guidance note 5)	
Wed				
Thurs				
Fri				
Sat				
Sun				

**F**

<b>Recorded music</b> Standard days and timings (please read guidance not 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance not 2)	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	<p><b><u>Please give further details here</u></b> (please read guidance note 3)</p> <p><b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)</p> <p><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 5)</p>	
Mon				
Tue				
Wed				
Thurs				
Fri				
Sat				
Sun				

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance not 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance not 2)	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	<p><b><u>Please give further details here</u></b> (please read guidance note 3)</p> <p><b><u>State any seasonal variations for performance of dance</u></b> (please read guidance note 4)</p> <p><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 5)</p>	
Mon				
Tue				
Wed				
Thurs				
Fri				
Sat				
Sun				

## H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance not 6)			<b><u>Please give a description of the type of entertainment you will be providing</u></b>		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance not 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>	
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thurs			<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 4)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for entertainment of 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 5)		
Sun					

## I

<b>Provision of facilities for making music</b> Standard days and timings (please read guidance not 6)			<b><u>Please give a description of the facilities for making music you will be providing</u></b>		
Day	Start	Finish	<b><u>Will the facilities for making music be indoors or outdoors or both – please tick</u></b> (please read guidance not 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>	
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed			<b><u>State any seasonal variations for the provision of facilities for making music</u></b> (please read guidance note 4)		
Thurs					
Fri			<b><u>Non Standard timings. Where you intend to use the premises for the provision of facilities for making music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

**J**

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance not 6)			<b><u>Will the facilities for dancing take place indoors or outdoors or both – please tick</u></b> (please read guidance not 2)	Indoors Outdoors Both	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b><u>Please give a description of the facilities for dancing you will be providing</u></b>					
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for providing dancing facilities</u></b> (please read guidance note 4)		
Thurs					
Fri			<b><u>Non Standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

**K**

<b>Provision of facilities for entertainment of a similar description to that falling within I or j</b> Standard days and timings (please read guidance not 6)			<b><u>Please give a description of the type of entertainment facility you will be providing</u></b>		
			<b><u>Will the entertainment facility take place indoors or outdoors or both – please tick</u></b> (please read guidance not 2)	Indoors Outdoors Both	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within I or j</u></b> (please read guidance note 4)		
Thurs					
Fri			<b><u>Non Standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or j at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

**L**

<b>Late night refreshment</b> Standard days and timings (please read guidance not 6)			<b><u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u></b> (please read guidance not 2)	Indoors Outdoors Both	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)		
Wed					
Thurs			<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 5)		
Fri					
Sat					
Sun					

**M**

<b>Supply of alcohol</b> Standard days and timings (please read guidance not 6)			<b><u>Will the supply of alcohol be for consumption– (please tick box)</u></b> (please read guidance note 7)	On premises Off premises Both	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Mon			<b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>Non Standard timings. Where you intend to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Thurs					
Fri					
Sat					
Sun					



**P**

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 9)**

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

**c) Public safety**

**d) The prevention of public nuisance**

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

**CHECKLIST:-**

Please tick yes

- 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 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 CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 5 – 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.....

Date.....

Capacity.....

**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 note12) **If signing on behalf of the applicant please state in what capacity.**

Signature.....

Date.....

Capacity.....

<b>Contact name (where not previously given) and postal address for correspondence associated with this application</b> (please read guidance note 13)	
<b>Post town</b>	<b>Post code</b>
<b>Telephone number (if any)</b>	
<b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b>	

## 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, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. 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, 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, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.