



South Staffordshire
Application for a premises licence
Licensing Act 2003

For help contact
licensing@staffs.gov.uk
 Telephone: (01902) 696804

* required information

Section 1 of 21

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

System reference

Not Currently In Use

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

Your reference

Alive G BDO /001

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Saleha

* Family name

Simms

* E-mail

Main telephone number

Other telephone number

Include country code.

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

- ☒ Applying as a business or organisation, including as a sole trader
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?

☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

12465404

Business name

Alive Group Limited

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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PREMISES DETAILS

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

Premises Address

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

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

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NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Alive Group Limited

Details

Registered number (where applicable)

12465404

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

Continued from previous page...

Limited Company

Address

Building number or name

2a Hewell Road

Street

Barnt Green

District

City or town

Birmingham

County or administrative area

West Midlands

Postcode

B45 8NE

Country

United Kingdom

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth

aa mm yyyy

* Nationality

GB

Documents that demonstrate entitlement to work in the UK

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start?

22

dd

05

mm

2024

yyyy

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

dd

mm

yyyy

Provide a general description of the premises

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

large Playing fields at the rear of The Edward Marsh Center, Legion Drive, off High St, Kinver, Stourbridge DY7 6ET

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

PROVISION OF PLAYS

Will you be providing plays?

☐ Yes ☒ No

PROVISION OF FILMS

Will you be providing films?

☐ Yes ☒ No

PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

☐ Yes ☒ No

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

PROVISION OF LIVE MUSIC

Will you be providing live music?

☒ Yes ☐ No

MONDAY

Start

End

Start 

End

TUESDAY

Start

End

Start

End

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

Continued from previous page...

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

☐ Indoors

☒ Outdoors

☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Live bands, DJ and dancing. Music is amplified.

State any seasonal variations for the performance of live music

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

Summer months would include a Sunday preceding a bank holiday Monday.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

none

Continued from previous page...

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

☐ Indoors ☒ Outdoors ☐ Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State 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.

A DJ will perform between live bands and assist with public announcements both entertainment and event regulations etc
Music will be amplified.

Continued from previous page...

State any seasonal variations for playing recorded music

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

a Sunday preceding a bank holiday Monday

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start 12:00

End 22:00

Start

End

SUNDAY

Start 12:00

End 22:00

Start

End

Will the performance of dance take place indoors or outdoors or both?

☐ Indoors ☒ Outdoors ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

People will dance to music

State any seasonal variations for the performance of dance

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

a Sunday preceding a Bank Holiday Monday

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve

None

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

[See guidance on regulated entertainment](#)

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

☐ Yes ☒ No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

Continued from previous page...

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

☒ On the premises ☐ Off the premises ☐ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

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

A Sunday preceding a Bank Holiday Monday

Continued from previous page...

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve,

None

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

Name

First name

Adrian

Family name

Swain

Date of birth

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number
(if known)

Issuing licensing authority
(if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Continued from previous page...

Reference number for consent form (if known)

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

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ADULT ENTERTAINMENT

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

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

None

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start 12:00

End 22:00

Start

End

State any seasonal variations

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

The Sunday event will only occur before Bank Holiday Monday

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

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LICENSING OBJECTIVES

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

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

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

Alive Music Group is committed to promoting the four licensing objectives—The Prevention of Crime and Disorder, Public Safety, The Prevention of Public Nuisance, and The Protection of Children from Harm—through a comprehensive and unified strategy. Our approach is designed to ensure a safe, secure, and enjoyable environment for all patrons, performers, and staff members. Here's an outline of the steps we will take:

Each event will have an event specific site plan.

Comprehensive Staff Training and Development

- ****Security Training:**** All security and door staff will be SIA-trained, with a focus on conflict resolution, emergency response, and diligent enforcement of age verification procedures.
- ****Staff Awareness:**** We will conduct regular training sessions for all staff to reinforce the importance of the licensing objectives, detailing how each role contributes to these goals and the specific practices that promote a safe and inclusive environment.

Effective Management of Security and Safety

- ****SIA Staff Register:**** Maintain an up-to-date register of all SIA-licensed staff, including their personal details, license numbers, and work schedules, ensuring this information is readily available for inspection by the relevant authorities.
- ****Ingress and Egress Management:**** Implement strategic crowd control measures using barriers and fencing to efficiently manage entry and exit points, facilitating safe and orderly patron movement.

Robust Policy Implementation

Continued from previous page...

- **Alcohol Management Policies:** Enforce strict policies regarding alcohol consumption, including prohibiting open vessels of alcohol beyond the premises and utilizing non-glass drinking receptacles to minimize alcohol-related risks and prevent injuries from glassware.
- **Noise Management:** Adopt effective noise control measures, such as soundproofing and enforcing entertainment curfews, to mitigate public nuisance.
- **Waste Management:** Implement a rigorous waste disposal and recycling protocol to ensure the premises and surrounding areas remain clean and presentable.

Engagement with Local Authorities and Community

- **Liaison with Authorities:** Foster ongoing communication with local law enforcement, licensing authorities, and the SIA, ensuring compliance with all legal requirements and promoting collaborative community safety efforts.
- **Community Feedback:** Establish open channels for community feedback regarding our operations and address any concerns proactively to maintain positive community relations.

Safety and Emergency Preparedness

- **Emergency Plans:** Develop, maintain, and regularly review detailed emergency response plans, including protocols for fire safety, medical emergencies, and evacuations.
- **First Aid and Safety Equipment:** Ensure that first aid kits and safety equipment are readily accessible throughout the premises, with staff trained in basic first aid techniques.

Protection of Children and Vulnerable Individuals

- **Age Verification Systems:** Implement strict age verification systems at all points of sale and entry to prevent underage access to alcohol and age-restricted performances.
- **Child Protection Training:** Provide comprehensive training for staff on child protection laws and practices, enabling them to identify and mitigate potential risks to minors.

Monitoring and Continuous Improvement

- **Regular Audits:** Conduct systematic audits of our operations with respect to the licensing objectives, identifying areas for improvement and implementing necessary adjustments.
- **Technology Utilization:** Leverage advanced technology, including state-of-the-art CCTV systems, to enhance security and monitor activities on the premises effectively.

Alive Music Group is dedicated to upholding these steps to ensure not only compliance with the licensing objectives but also to enhance the overall experience for everyone involved with our events. By prioritizing safety, security, and community engagement, we aim to set a standard for responsible event management within the music industry.

b) The prevention of crime and disorder

Overview

A full and detailed overview is in the EMP.

The four licensing objectives are designed to ensure that licensed premises operate in a manner that promotes public welfare and community safety. Here's a detailed explanation of each objective:

1. **Prevention of Crime and Disorder:** This objective aims to combat crime and antisocial behaviour within and around licensed premises. We will implement security measures such as hiring trained door staff, installing CCTV body cameras, and using metal detectors to prevent the entry of weapons. Staff should be trained to recognize and de-escalate potentially volatile situations, handle conflicts, and identify signs of drug use or dealing. We will cooperate with law enforcement and share information about crime and disorder associated with the premises. Controlled sale of alcohol, including challenge 25 age verification checks and refusing service to intoxicated individuals, is crucial in preventing alcohol-related crimes.

Continued from previous page...

2. **Public Safety:** This objective focuses on ensuring the physical safety of everyone who visits or uses the licensed premises. It includes adhering to fire safety regulations, maintaining structural integrity, managing capacity limits to prevent overcrowding, and providing adequate first aid facilities and trained personnel.

3. **Prevention of Public Nuisance:** We aim to minimize the impact of licensed premises on the surrounding environment and community. Measures include implementing noise control measures, ensuring that lighting does not disturb nearby residential areas, implementing effective waste management practices, and managing traffic and parking to prevent obstruction and inconvenience to local residents.

4. **Protection of Children from Harm:** We will not expose children to harmful activities. Measures we will include a strict age verification systems to prevent underage sale and consumption of alcohol and tobacco, ensuring that entertainment provided is appropriate for all ages, setting access restrictions to certain areas of the venue, and training staff to recognize and prevent harm to children.

By adhering to these objectives, licensed premises can contribute to a safer and more responsible environment for both their patrons and the community as a whole.

Prevention of Crime and Disorder & Public Safety

Ingress and Egress Control: To maintain a safe and orderly environment, I've implemented comprehensive crowd control measures, including the strategic use of barriers and fencing. These measures are essential for ensuring the perimeter is not breached and for managing the flow of attendees into and out of the premises effectively. By controlling access points, we can prevent overcrowding and facilitate a smooth evacuation in case of emergency, significantly enhancing overall safety.

Security/Door Staff Management: Recognizing the critical role that Security/Door Staff play in the safety and security of the premises, I've instituted a mandatory register for every SIA-licensed individual employed. This register includes:

Name, date of birth, and home address of the staff member

Security Industry Authority licence number

The time and date the Security/Door Staff starts and finishes duty

A signature from the Security/Door Staff for each entry

This register is meticulously maintained, kept up-to-date at all times, and stored securely on the premises. It is readily available for immediate inspection by any authorized officer of the Licensing Authority, the Security Industry Authority, or the Police, ensuring compliance and facilitating transparency.

Control of Alcoholic Drinks: To prevent any potential disorder and ensure the safety of patrons beyond the premises, no open vessels containing alcoholic drinks are allowed to be taken beyond the boundaries of the premises. This measure helps in minimizing the risk of alcohol-related incidents outside the venue.

Use of Non-Glass Drinking Receptacles: In accordance with the Event Management Plan/Risk Assessment, and to prevent injuries related to broken glass, a requirement is set for the use of non-glass drinking receptacles. Drinks must be served in materials other than glass where necessary, and any beverages that are not available in such packaging are to be decanted. Original glass bottles are retained by the staff, not handed to customers, further ensuring a safe environment for all attendees.

Continued from previous page...

b) The prevention of crime and disorder

SIA-Trained Security Personnel: A key aspect of my security strategy is employing security staff who are rigorously trained and licensed by the SIA. This ensures they are well-versed in conflict resolution, physical intervention techniques, and the legal aspects of their duties, which is vital for maintaining a secure and orderly environment.

Identification and Search Procedures: To prevent underage alcohol consumption and deter the carrying of weapons or illegal substances, I've implemented strict ID checks and systematic search procedures. My SIA-trained staff are skilled in conducting these checks efficiently while respecting patrons' rights and privacy.

Surveillance and Monitoring: I've placed a strong emphasis on the strategic use of CCTV systems across the premises to continuously monitor activities. This serves as a deterrent to criminal behaviour and as a means to collect evidence if incidents occur.

Incident Response and Reporting: My staff are equipped to handle emergencies and unusual situations promptly, ensuring that any incidents are immediately reported to management and, when necessary, to law enforcement agencies.

Overview

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2. **Public Safety:** This objective focuses on ensuring the physical safety of everyone who visits or uses the licensed premises. It includes adhering to fire safety regulations, maintaining structural integrity, managing capacity limits to prevent overcrowding, and providing adequate first aid facilities and trained personnel.

3. **Prevention of Public Nuisance:** We aim to minimize the impact of licensed premises on the surrounding environment and community. Measures include implementing noise control measures, ensuring that lighting does not disturb nearby residential areas, implementing effective waste management practices, and managing traffic and parking to prevent obstruction and inconvenience to local residents.

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Prevention of Crime and Disorder & Public Safety

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b) The prevention of crime and disorder

SIA-Trained Security Personnel: A key aspect of my security strategy is employing security staff who are rigorously trained and licensed by the SIA. This ensures they are well-versed in conflict resolution, physical intervention techniques, and the legal aspects of their duties, which is vital for maintaining a secure and orderly environment.

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Prevention of Crime and Disorder & Public Safety

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Incident Response and Reporting: My staff are equipped to handle emergencies and unusual situations promptly, ensuring that any incidents are immediately reported to management and, when necessary, to law enforcement agencies.

Prevention of Crime and Disorder & Public Safety

Ingress and Egress Control: To maintain a safe and orderly environment, I've implemented comprehensive crowd control measures, including the strategic use of barriers and fencing. These measures are essential for ensuring the perimeter is not breached and for managing the flow of attendees into and out of the premises effectively. By controlling access points, we can prevent overcrowding and facilitate a smooth evacuation in case of emergency, significantly enhancing overall safety.

Security/Door Staff Management: Recognizing the critical role that Security/Door Staff play in the safety and security of the premises, I've instituted a mandatory register for every SIA-licensed individual employed. This register includes:

Name, date of birth, and home address of the staff member

Security Industry Authority licence number

The time and date the Security/Door Staff starts and finishes duty

Continued from previous page...

A signature from the Security/Door Staff for each entry

This register is meticulously maintained, kept up-to-date at all times, and stored securely on the premises. It is readily available for immediate inspection by any authorized officer of the Licensing Authority, the Security Industry Authority, or the Police, ensuring compliance and facilitating transparency.

Control of Alcoholic Drinks: To prevent any potential disorder and ensure the safety of patrons beyond the premises, no open vessels containing alcoholic drinks are allowed to be taken beyond the boundaries of the premises. This measure helps in minimizing the risk of alcohol-related incidents outside the venue.

Use of Non-Glass Drinking Receptacles: In accordance with the Event Management Plan/Risk Assessment, and to prevent injuries related to broken glass, a requirement is set for the use of non-glass drinking receptacles. Drinks must be served in materials other than glass where necessary, and any beverages that are not available in such packaging are to be decanted. Original glass bottles are retained by the staff, not handed to customers, further ensuring a safe environment for all attendees.

SIA-Trained Security Personnel: A key aspect of my security strategy is employing security staff who are rigorously trained and licensed by the SIA. This ensures they are well-versed in conflict resolution, physical intervention techniques, and the legal aspects of their duties, which is vital for maintaining a secure and orderly environment.

Identification and Search Procedures: To prevent underage alcohol consumption and deter the carrying of weapons or illegal substances, I've implemented strict ID checks and systematic search procedures. My SIA-trained staff are skilled in conducting these checks efficiently while respecting patrons' rights and privacy.

Surveillance and Monitoring: I've placed a strong emphasis on the strategic use of CCTV systems across the premises to continuously monitor activities. This serves as a deterrent to criminal behaviour and as a means to collect evidence if incidents occur.

Incident Response and Reporting: My staff are equipped to handle emergencies and unusual situations promptly, ensuring that any incidents are immediately reported to management and, when necessary, to law enforcement agencies.

c) Public safety

Crowd Management: The training my security personnel have received includes advanced crowd management techniques, enabling them to manage the flow of patrons effectively, prevent overcrowding, and keep evacuation routes clear at all times. This is crucial not only during regular operations but also in emergency situations.

Emergency Response: My team is trained in emergency procedures, including fire safety and first aid, and is capable of coordinating evacuations. This ensures a swift and organized response to any emergencies, minimizing risks to patrons.

Health and Safety Compliance: Regular inspections by my security team help identify potential hazards, ensuring the venue complies with health and safety regulations and minimizing risks to patrons.

Communication with Emergency Services: I've established clear communication channels with emergency services to ensure quick and professional assistance for any incident, further enhancing the safety and security of the venue.

d) The prevention of public nuisance

Continued from previous page...

Noise Control: Implementing sound control measures, setting volume limits for music and live performances, and managing patron behavior to reduce noise disturbance.

Light Pollution: Ensuring that lighting from the premises does not intrude into nearby residential areas, using appropriate shading or directional lighting.

Waste Management: Implementing effective waste management practices to control litter and refuse from the premises, including providing adequate disposal bins and regular cleanup.

Traffic and Parking: Managing the impact of traffic and parking generated by the premises to prevent obstruction and inconvenience to local residents.

e) The protection of children from harm

Age Verification Systems: Implementing and enforcing strict age verification systems to prevent underage sale and consumption of alcohol and tobacco.

Content Control: Ensuring that entertainment provided is appropriate for audiences of all ages, especially when children are permitted on the premises.

Access Restrictions: Setting clear policies on the access of children to certain areas of the venue, particularly where alcohol is sold or entertainment may be unsuitable.

Staff Training: Training staff to recognize and prevent any harm to children, including understanding their responsibilities under child protection laws.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

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- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card. Premises Licence Fees are determined by the non domestic rateable value of the premises. To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £8700	£315.00
Band D - £87001 to £12500	£450.00*
Band E - £125001 and over	£635.00*

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

Band D - £87001 to £12500	£900.00
Band E - £125001 and over	£1,905.00

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

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

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

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39000	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00

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Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

* Fee amount (£)

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

DECLARATION

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

☐ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

Date (dd/mm/yyyy)

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/south-staffordshire/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED