

Documents that demonstrate entitlement to work in the UK

add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start?

/ /
dd mm 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.

A community co-work and arts hub in a former bank. The building is in a terrace of commercial properties on Saltash's high street.

Two rooms on the ground floor of the venue will host cultural events such as exhibitions, film screenings, talks and performing arts during evenings and weekends. Alcohol and refreshments will be sold to people attending events. There is no stand-alone cafe or bar outside of events times. There are toilets for customers on the ground floor and the events space

Continued from previous page...

is wheelchair accessible. Events and consumption of alcohol will not take place outside of the building. Noise will not be audible outside of the building.

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

Section 6 of 21

PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

☒ 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

Continued from previous page...

Will the performance of a play 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.

Small-scale rural touring and community theatre events featuring 1-8 performers and limited staging and tech support. Music may be amplified to accompany productions but this will not be audible outside of the venue. The venue will host a maximum of c. 1 play per month. Maximum capacity is 77 audience members.

State any seasonal variations for performing plays

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

Non standard timings. Where the premises will be used for the performance of a play 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.

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

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...

THURSDAY

Start 18:00

End 22:30

Start

End

FRIDAY

Start 12:00

End 22:30

Start

End

SATURDAY

Start 12:00

End 22:30

Start

End

SUNDAY

Start 12:00

End 22:30

Start

End

Will the exhibition of films 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.

Community film screenings c.2 evenings a week and occasional matinees. Maximum capacity 77 people. Sound will be amplified to levels appropriate for events. This will not be audible outside of the venue.

State any seasonal variations for the exhibition of film

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

Non standard timings. Where the premises will be used for the exhibition of film 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.

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Continued from previous page...

Will you be providing indoor sporting events?

☐ Yes

☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

☐ Yes

☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

☒ Yes

☐ No

Standard Days And Timings

MONDAY

Start 18:00

End 22:30

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 18:00

End 22:30

Start

End

WEDNESDAY

Start 18:00

End 22:30

Start

End

THURSDAY

Start 18:00

End 22:30

Start

End

FRIDAY

Start 18:00

End 22:30

Start

End

SATURDAY

Start 12:00

End 22:30

Start

End

Continued from previous page...

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.

Occasional live music events featuring 1-4 acoustic performers. Events c.1 per month. Any amplified sound will not be audible outside of the venue. Maximum capacity 77 audience members.

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.

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.

Section 11 of 21

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

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 18:00

End 22:30

Start

End

THURSDAY

Start 18:00

End 22:30

Start

End

FRIDAY

Start 18:00

End 22:30

Start

End

SATURDAY

Start 12:00

End 22:30

Start

End

SUNDAY

Start 12:00

End 22:30

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.

Recorded music will be played at a low level before and after events and as background sound during activities such as workshops and exhibitions. It will not be audible outside of the venue.

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.

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.

Continued from previous page...

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes

☒ No

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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

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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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

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...

SATURDAY

Start 12:00

End 22:30

Start

End

SUNDAY

Start 12:00

End 22:30

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.

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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.

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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

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'.

Section 16 of 21

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.

Access to films will be restricted to by age as directed by the British Board of Film Classification certificates.

Section 17 of 21

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.

Continued from previous page...

TUESDAY

Start	18:00	End	23:00
Start		End	

WEDNESDAY

Start	18:00	End	23:00
Start		End	

THURSDAY

Start	18:00	End	23:00
Start		End	

FRIDAY

Start	12:00	End	23:00
Start		End	

SATURDAY

Start	09:00	End	23:00
Start		End	

SUNDAY

Start	09:00	End	23:00
Start		End	

State any seasonal variations

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

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.

Section 18 of 21

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)

Continued from previous page...

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

b) The prevention of crime and disorder

Performances and public evening events will be open to ticket holders only.
All ticketed events will be stewarded by a supervisor and at least one other member of staff.
An incident book will be maintained to record any issues.
Patrons who cause crime or disorder will be permanently barred from the premises.
Patrons may not bring alcohol into the venue.
Valuable items such as cash boxes will be securely stored and will not be on public display during events.
Staff will have mobile phones to enable them to call for support or quickly contact the police if required.
An alarm will be installed and live when the premises is empty.
Rooms that the public does not need to access during events will be kept locked.
Premises supervisors will communicate with other local businesses on issues.

c) Public safety

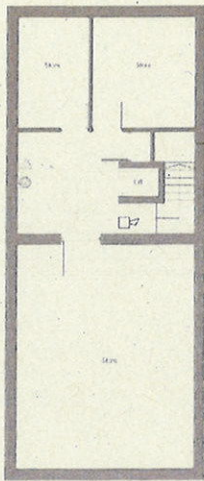
Appropriate fire safety procedures, equipment and signage are in place.
Appropriate first aid procedures, equipment and signage are in place.
Escape routes will be kept clear and fire doors will not be locked.
Staff and volunteers will be trained in all aspects of public safety in relation to events at the premises.
Room capacities will be strictly adhered to.
Smoking will not be allowed in the building and will be discouraged in public areas outside.
The venue will comply with food safety regulations.
Empty glasses and crockery will be regularly collected and washed.
An incident book will be maintained and regularly reviewed to constantly improve public safety.
The venue electrical and gas systems will be annually tested and safety certificates obtained.
Staff will have mobile phones to enable them to call for support or and ambulance quickly if required.
Staff will receive first aid training.
Staff and volunteers will be aware of the nearest defibrillator equipment.
Portable electrical equipment will be PAT tested annually.
Accessible toilets will be provided for patrons.

d) The prevention of public nuisance

Patrons will remain inside the premises while attending events.
When arriving at or leaving the premises patrons will be reminded to keep noise levels to the minimum and to not congregate outside the building.
Noise from events will not be audible outside of the building.
Patrons will not take drinks or refreshments outside of the building.
Soft drinks and water will be available at all events.
Rubbish and recycling will be sorted inside the venue or during daytime outside the venue and noise will be kept to the minimum.

e) The protection of children from harm

All staff and volunteers will follow Salt Arts CIC's Safeguarding Policy.
Children will be required to attend events with adults.
Adults will be able to bring a maximum of 4 children each to events.
Patrons who appear to be under 25 will be asked for proof of age when purchasing alcohol.
Staff will be trained in underage sales prevention.
Children will not be allowed to attend film screenings where they are not at the appropriate age for the film's certificate.



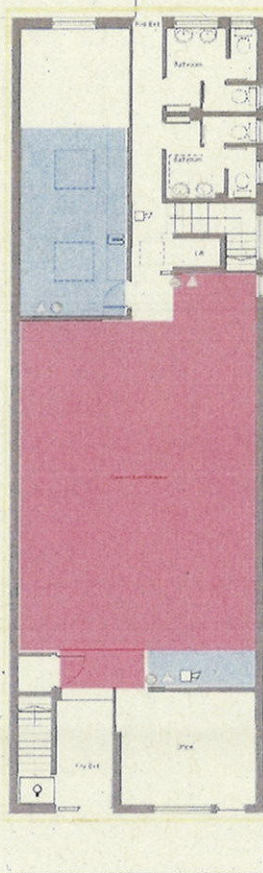
Existing Basement Floor Plan 1:50



Block Plan 1:500

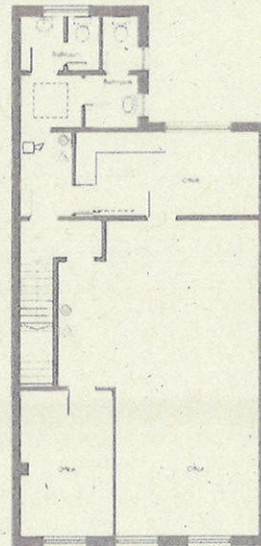


Location Plan 1:1250

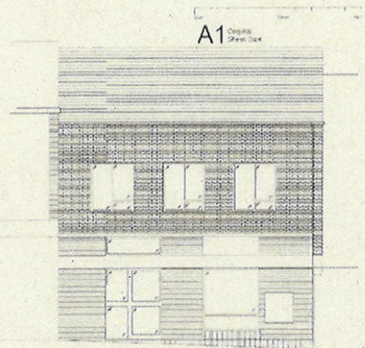


Existing Ground Floor Plan 1:50

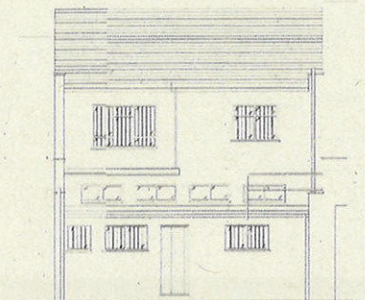
- Key:**
- Co-work and events space - area use for regulated entertainment
 - Alcohol sales area
 - ▲ CO2 fire extinguisher
 - Foam fire extinguisher
 - Fire blanket
 - Fire alarm bell
 - Fire alarm control panel
 - Perimeter of licensed area of building (ground floor only)



Existing First Floor Plan 1:50



Existing Front (South) Elevation 1:50



Existing Rear (North) Elevation 1:50

