



Before completing this form –Do you know whether any exemptions apply to the activities you intend to offer? Do you have all the licences from the Council that you need?

To find out you could take advantage of our pre-application advice service. If you do require a licence you may also want to use our application assistance and check & send services to help you get your application right first time.

The fixed fees for our **Licensing Direct** services include VAT and cover the cost of administration and delivery and are not for profit.

Access these services by calling **0300 1234 212** and select the option for licensing. Alternatively, email us at licensing@cornwall.gov.uk and we will contact you. Our support services can help you save time and money.

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

Please read the following instructions first

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Trevethan Distillery Limited

(Insert name(s) of applicant)

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

Part 1 –Premises details

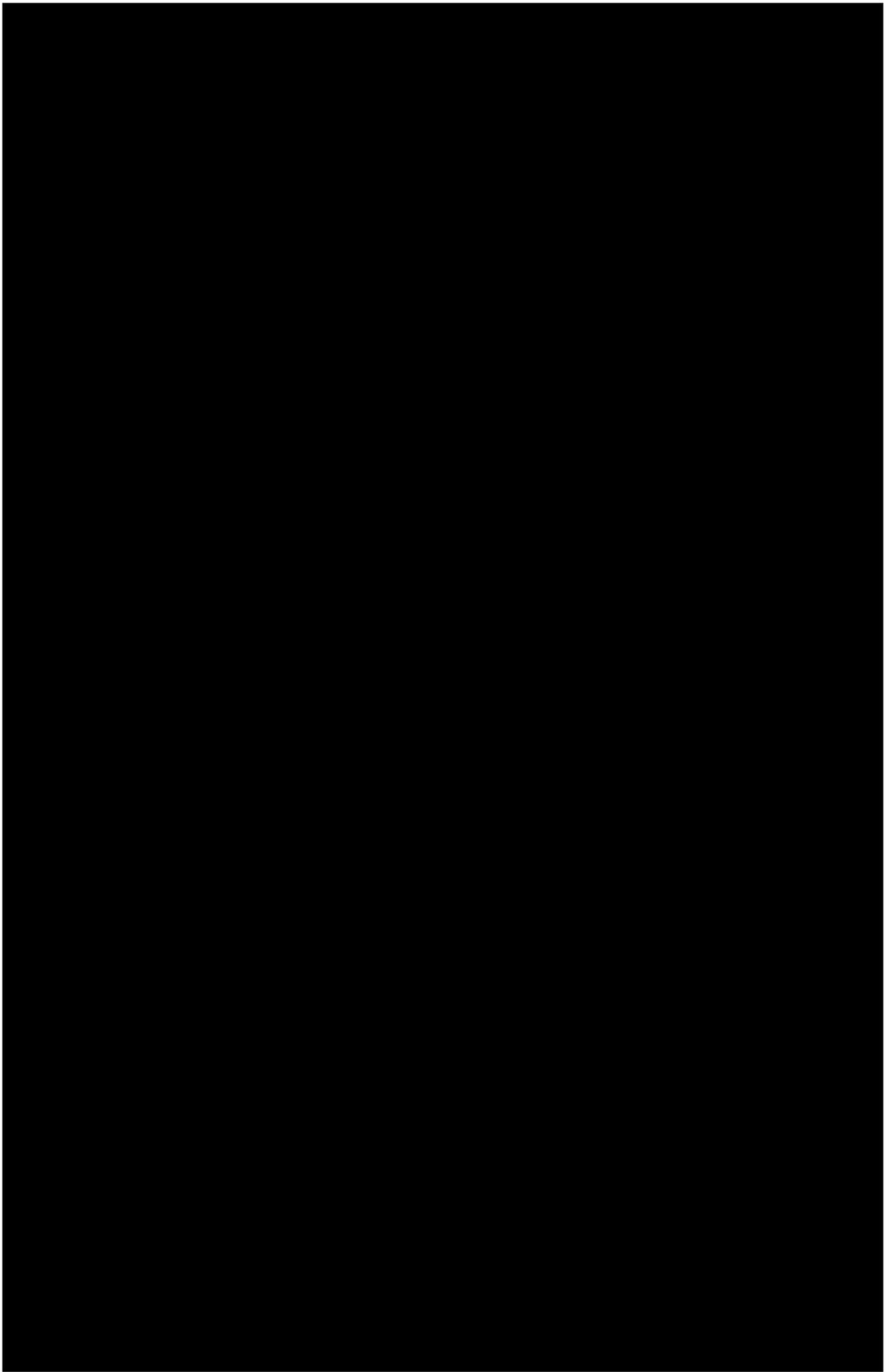
Postal address of premises or, if none, ordnance survey map reference or description
**Unit 14 Edgumbe Trade Park Tamar View Industrial Estate Saltash Cornwall
 PL12 6LD**

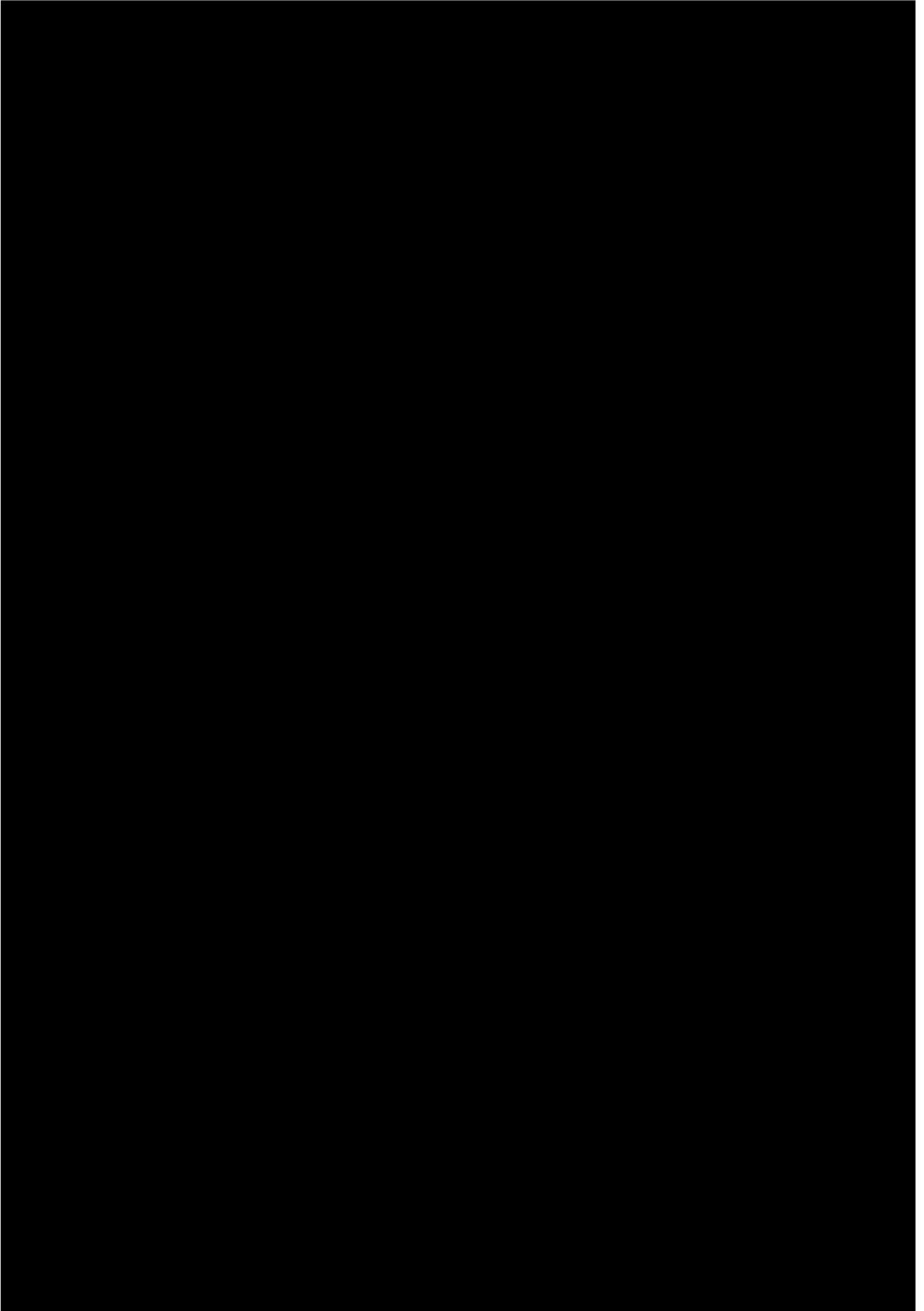
Post town

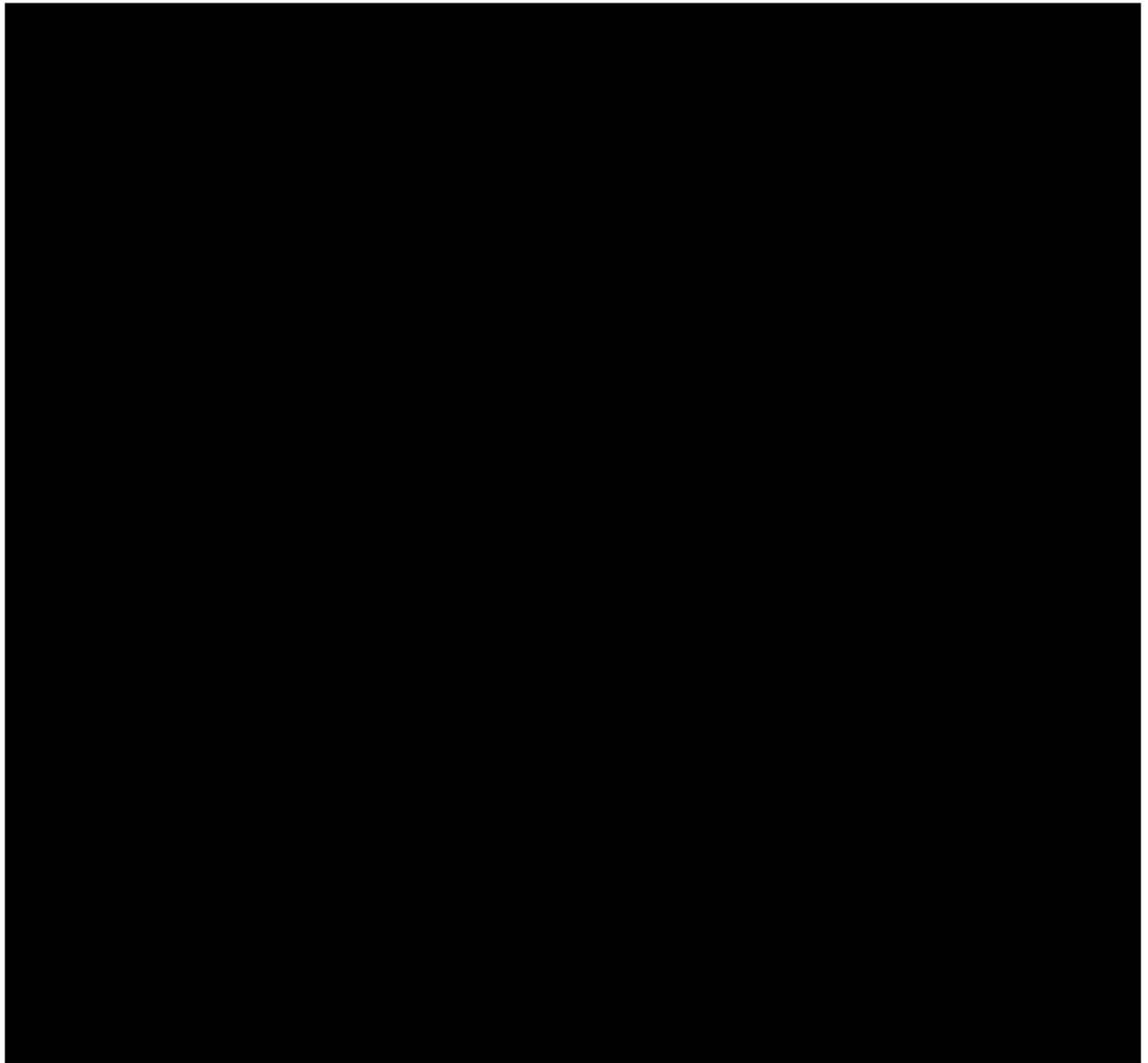
Saltash

Postcode

PL12 6LD





**Part 3 Operating Schedule**

When do you want the premises licence to start?

| DD | | MM | | YYYY | | | |
|----|---|----|---|------|---|---|---|
| 0 | 1 | 0 | 4 | 2 | 0 | 2 | 6 |

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

| DD | | MM | | YYYY | | | |
|----|--|----|--|------|--|--|--|
| | | | | | | | |

Please give a general description of the premises (please read guidance note 1)
 Distillery producing and distributing spirit products. Licenced by HMRC to produce spirits under APPA licence scheme and licenced by HMRC to distribute alcohol under AWRS scheme. We will be selling alcohol direct to consumers through our website and at the site.

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

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

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

| Provision of regulated entertainment (please read guidance note 2) | | Please tick all that apply |
|--|--|----------------------------|
| a) | plays (if ticking yes, fill in box A) | |
| b) | films (if ticking yes, fill in box B) | |
| c) | indoor sporting events (if ticking yes, fill in box C) | |
| d) | boxing or wrestling entertainment (if ticking yes, fill in box D) | |
| e) | live music (if ticking yes, fill in box E) | |
| f) | recorded music (if ticking yes, fill in box F) | |
| g) | performances of dance (if ticking yes, fill in box G) | |
| h) | anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | |

| | |
|---|-----|
| <u>Provision of late night refreshment</u> (if ticking yes, fill in box I) | |
| <u>Supply of alcohol</u> (if ticking yes, fill in box J) | YES |

In all cases complete boxes K, L and M

A

| Plays Standard days and timings (please read guidance note 7) | | | <u>Will the performance of a play take place indoors or outdoors or both –please tick</u> (please read guidance note 3) | Indoors | |
|--|-------|--------|--|---|------|
| Day | Start | Finish | | Outdoors | |
| Mon | ----- | ----- | | <u>Please give further details here</u> (please read guidance note 4) | Both |
| Tue | ----- | ----- | | | |
| Wed | ----- | ----- | <u>State any seasonal variations for performing play</u> (please read guidance note 5) | | |
| Thur | ----- | ----- | | | |
| Fri | ----- | ----- | <u>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</u> (please read guidance note 6) | | |
| Sat | ----- | ----- | | | |
| Sun | ----- | ----- | | | |

B

| Films Standard days and timings (please read guidance note 7) | | | Will the exhibition of films take place <u>indoors or outdoors or both –please tick</u> (please read guidance note 3) | Indoors | |
|--|-------|--------|--|---|------|
| Day | Start | Finish | | Outdoors | |
| Mon | ----- | ----- | | <u>Please give further details here</u> (please read guidance note 4) | Both |
| Tue | ----- | ----- | | | |
| Wed | ----- | ----- | <u>State any seasonal variations for the exhibition of film</u> (please read guidance note 5) | | |
| Thur | ----- | ----- | | | |
| Fri | ----- | ----- | <u>Non standard timings. Where you intend to use th premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| Sat | ----- | ----- | | | |
| Sun | ----- | ----- | | | |

C

| | | | |
|--|-------|--------|--|
| Indoor sporting events Standard days and timings (please read guidance note 7) | | | <u>Please give further details</u> (please read guidance note 4) |
| Day | Start | Finish | |
| Mon | | | <u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5) |
| Tue | | | |
| Wed | | | |
| Thur | | | <u>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</u> (please read guidance note 6) |
| Fri | | | |
| Sat | | | |
| Sun | | | |

D

| Boxing or wrestling entertainments Standard days and timings (please read guidance note 7) | | | <u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | |
|---|-------|--------|---|----------|--|
| Day | Start | Finish | | Outdoors | |
| | | | | Both | |
| Mon | | | <u>Please give further details here</u> (please read guidance note 4) | | |
| Tue | | | | | |
| Wed | | | <u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5) | | |
| Thur | | | | | |
| Fri | | | <u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| Sat | | | | | |
| Sun | | | | | |

E

| Live music Standard days and timings (please read guidance note 7) | | | Will the performance of live music take <u>place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | |
|---|-------|--------|---|---|------|
| Day | Start | Finish | | Outdoors | |
| Mon | ----- | ----- | | <u>Please give further details here</u> (please read guidance note 4) | Both |
| Tue | ----- | ----- | | | |
| Wed | ----- | ----- | <u>State any seasonal variations for the performance of live music</u> (please read guidance note 5) | | |
| Thur | ----- | ----- | | | |
| Fri | ----- | ----- | <u>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</u> (please read guidance note 6) | | |
| Sat | ----- | ----- | | | |
| Sun | ----- | ----- | | | |

F

| Recorded music Standard days and timings (please read guidance note 7) | | | <u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | |
|---|-------|--------|---|---|--|
| Day | Start | Finish | | Outdoors | |
| Mon | ----- | ----- | | <u>Please give further details here</u> (please read guidance note 4) | |
| Tue | ----- | ----- | | | |
| Wed | ----- | ----- | <u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) | | |
| Thur | ----- | ----- | | | |
| Fri | ----- | ----- | <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> (please read guidance note 6) | | |
| Sat | ----- | ----- | | | |
| Sun | ----- | ----- | | | |

G

| Performances of dance Standard days and timings (please read guidance note 7) | | | <u>Will the performance of dance take place indoors or outdoors or both –please tick</u> (please read guidance note 3) | Indoors | |
|--|-------|--------|--|---|--|
| Day | Start | Finish | | Outdoors | |
| Mon | ----- | ----- | | <u>Please give further details here</u> (please read guidance note 4) | |
| Tue | ----- | ----- | | | |
| Wed | ----- | ----- | <u>State any seasonal variations for the performance of dance</u> (please read guidance note 5) | | |
| Thur | ----- | ----- | | | |
| Fri | ----- | ----- | <u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| Sat | ----- | ----- | | | |
| Sun | ----- | ----- | | | |

H

| | | | | | |
|--|-------|--------|--|----------|--|
| Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7) | | | Please give a description of the type of entertainment you will be providing | | |
| Day | Start | Finish | <u>Will this entertainment take place indoor: or outdoors or both –please tick</u> (please read guidance note 3) | Indoors | |
| Mon | ----- | ----- | | Outdoors | |
| Tue | ----- | ----- | | Both | |
| Wed | ----- | ----- | | | |
| Thur | ----- | ----- | <u>Please give further details here</u> (please read guidance note 4) | | |
| Fri | ----- | ----- | | | |
| Sat | ----- | ----- | <u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5) | | |
| Sun | ----- | ----- | | | |
| | | | <u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |

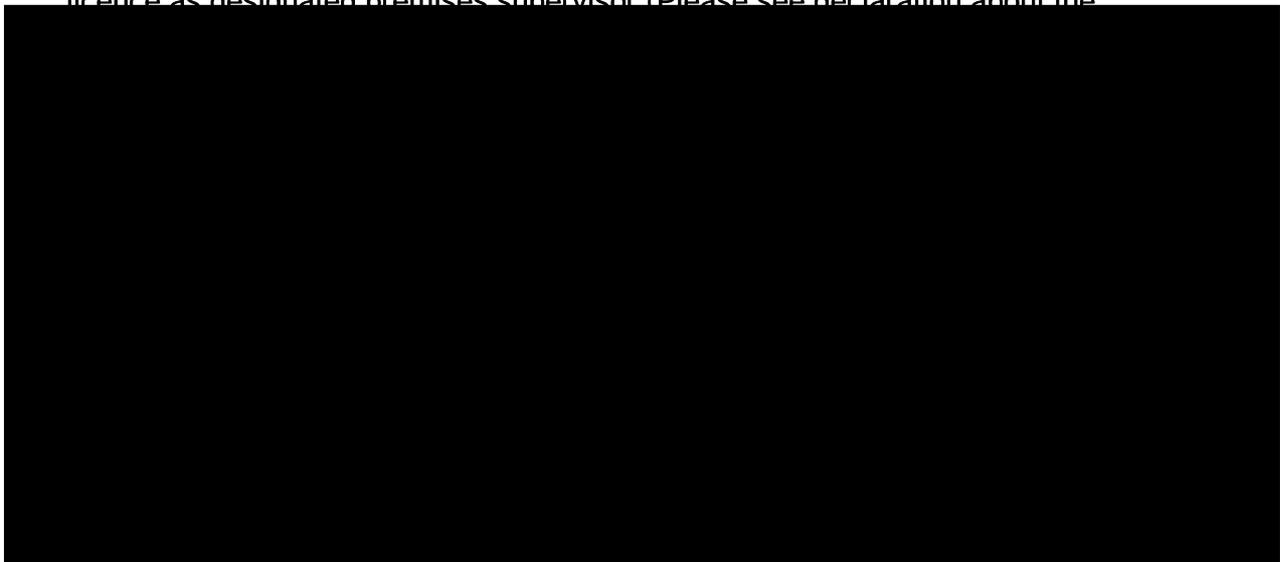
I

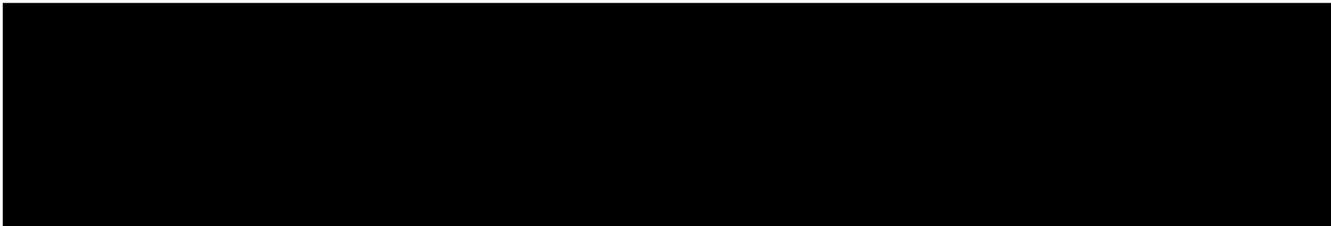
| Late night refreshment Standard days and timings (please read guidance note 7) | | | Will the provision of late night refreshment take place indoors or outdoors or both –please tick (please read guidance note 3) | Indoors | |
|---|-------|--------|---|--|--|
| | | | | Outdoors | |
| Day | Start | Finish | | Both | |
| Mon | ----- | ----- | | <u>Please give further details here</u> (please read guidance note 4) | |
| Tue | ----- | ----- | | | |
| Wed | ----- | ----- | <u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5) | | |
| Thur | ----- | ----- | | | |
| Fri | ----- | ----- | <u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| Sat | ----- | ----- | | | |
| Sun | ----- | ----- | | | |

J

| Supply of alcohol Standard days and timings (please read guidance note 7) | | | Will the supply of alcohol be for consumption –please tick (please read guidance note 8) | On the premises | | |
|--|-------|--------|---|--|------|---|
| Day | Start | Finish | | Off the premises | | |
| | | | | | Both | X |
| Mon | 09:00 | 16:30 | State any seasonal variations for the supply of alcohol (please read guidance note 5) None | | | |
| Tue | 09:00 | 16:30 | | | | |
| Wed | 09:00 | 16:30 | | | | |
| Thur | 09:00 | 16:30 | | 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 6) None | | |
| Fri | 09:00 | 16:30 | | | | |
| Sat | | | | | | |
| Sun | | | | | | |

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the





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 9).

None

L

| | | | |
|---|-------|--------|---|
| Hours premises are open to the public Standard days and timings (please read guidance note 7) | | | State any seasonal variations: (please read guidance note 5) |
| Day | Start | Finish | |
| Mon | 09:00 | 17:00 | |
| Tue | 09:00 | 17:00 | |
| Wed | 09:00 | 17:00 | |
| Thur | 09:00 | 17:00 | |
| Fri | 09:00 | 17:00 | |
| Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6) | | | |

| | | | |
|-----|--|--|--|
| Sat | | | |
| Sun | | | |

M

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

a) General –all four licensing objectives (b, c, d and e) (please read guidance note 10)

1. Strong Management and Staff Training A comprehensive staff training programme will be in place covering age#verification, responsible alcohol sales, refusal of service, handling conflict, safeguarding vulnerable people, and emergency procedures. Training will be refreshed regularly and documented for inspection. A written management plan will outline day#to#day operating procedures and responsibilities. 2. Robust Policies and Record#Keeping Policies will be developed for all key areas—age#verification (Challenge 25), incident management, dispersal, noise control, alcohol sales, and dealing with intoxicated or vulnerable customers. Records of refusals, incidents, and staff training will be maintained and made available to responsible authorities upon request. 3. Effective Communication With Authorities and the Community The premises will maintain open lines of communication with the police, licensing authority, environmental health and local residents. Any concerns raised by relevant authorities or local stakeholders will be addressed promptly. 4. Safe and Responsible Operating Environment The design and layout of the premises will promote safety—clear signage, good internal and external lighting, CCTV coverage, and appropriate monitoring of entrances and exits. Crowd management and supervision will be provided when required, including SIA#licensed door staff where appropriate. 5. Preventive and Proactive Approach to Risk Management Risk assessments will be regularly conducted to identify and address potential issues relating to crime, disorder, safety, noise, and underage access. Operational practices will be reviewed routinely to ensure the objectives continue to be met as the business evolves.

b) The prevention of crime and disorder

1. CCTV A comprehensive CCTV system will operate at the premises, covering all entry/exit points, licensable areas and outside spaces where customers may congregate. Recordings will be kept for a minimum of 31 days and made available to the police or authorised officers on request. The system will be regularly maintained to ensure it remains fully operational. 2. Staff Training & Responsible Alcohol Sales All staff will receive training in: preventing crime and disorder recognising signs of intoxication refusing service to drunk, aggressive or disorderly individuals dealing with conflict safely A training log will be maintained and kept on site. 3. Challenge 25 Policy A strict Challenge 25 age#verification policy will be in place. Only valid forms of photo ID (passport, driving licence, PASS#accredited card) will be accepted. A refusals register will be maintained. 4. Incident Log An incident log will be kept and updated with details of: refusals of service ejections criminal incidents interactions with police The log will be made available to relevant authorities on request. 5. Door Supervision (if applicable) SIA#licensed door supervisors will be used when required by the operating schedule or at times of increased risk (e.g., busy trading periods or events). Door supervisors will monitor queuing, manage entry, and help prevent crime or disorder both inside and immediately outside the premises. 6. Managing Customer Behaviour Clear signage will

remind customers to behave responsibly and respect neighbours. Staff will monitor customer behaviour both inside and at entrances/ exits. Drunk or disorderly individuals will not be admitted. 7. Partnership With Authorities The premises will maintain strong communication with the police, local authority and community groups. Any concerns raised by responsible authorities will be acted on promptly

c) Public safety

1) Risk Assessments, Capacity & Supervision Maintain a written public safety risk assessment covering crowding, slips/trips, lighting, fire, evacuation, intoxication, noise-related risk, and activities/entertainment. Set and adhere to a maximum safe capacity, informed by fire safety and layout; headcounts will be taken at peak times. Provide adequate staffing and supervision during busy periods and events to manage queuing, circulation and exits. 2) Fire Safety & Emergency Preparedness Keep a current fire risk assessment and comply with all recommendations. Provide and maintain appropriate fire detection, alarm and firefighting equipment (e.g., extinguishers serviced annually). Keep all escape routes unobstructed, clearly signed and well lit; doors on escape routes will be easily openable without a key. Display a simple Emergency Action Plan, with staff trained in evacuation procedures and assembly points; evacuation drills will be carried out and recorded. 3) First Aid & Incident Management Maintain a suitably stocked first aid kit and ensure at least one trained first aider (or appointed person) is present during operating hours. 4) Building Safety, Maintenance & Utilities Ensure fixed electrical installations are tested (e.g., every 5 years or as advised) and keep PAT records for portable appliances. Maintain good internal and external lighting, including emergency lighting, and promptly repair hazards (floors, steps, handrails). Keep surfaces clean and dry as far as practicable; spills will be cleared promptly with appropriate signage. 5) Training, Records & Continuous Improvement Provide induction and refresher training on public safety, emergency procedures, manual handling, and incident reporting. Keep records of training, maintenance (electrical, gas, fire), drills, incidents, and capacity counts, available for inspection. Review and update risk assessments and procedures at least annually or following any incident/ near miss.

d) The prevention of public nuisance

1. Waste, Glass & Litter Management Conduct regular litter and glass checks around the premises, especially at closing time. Ensure refuse is stored securely and collections are scheduled at reasonable hours to avoid noise disturbance. Prevent staff from carrying out noisy operations (such as moving bins or bottles) during late night or early morning hours where practicable. 2. Light Pollution Ensure any external lighting is properly angled and maintained to avoid causing nuisance to nearby properties while keeping access routes safely lit. 3. Odour & Ventilation Control Maintain kitchen extraction and ventilation systems to prevent odours from causing a nuisance. Ensure filters are cleaned and serviced regularly. 4. Delivery & Collection Controls Schedule deliveries and collections during daytime hours where possible. Ensure delivery drivers follow site rules and avoid unnecessary engine idling or noise. 5. Monitoring & Continuous Improvement Keep a record of any complaints or noise issues raised by residents or authorities. Investigate and respond promptly, adjusting operations where necessary. Maintain open communication with neighbours, the council and responsible authorities.

e) The protection of children from harm

1. Age Verification –Challenge 25 Operate a strict Challenge 25 policy for the sale of alcohol. Require all customers who appear under 25 to produce valid, approved photo identification (passport, UK/EEA driving licence, PASS#accredited card). Ensure all staff are trained to refuse alcohol sales when acceptable ID is not provided. 2. Refusals and Incident Logs Maintain a Refusals Register to record any attempt by a child or young person to purchase alcohol, including the date, time, description and reason for refusal. Keep an Incident Log documenting any safeguarding concerns, suspicious behaviour, or issues involving minors. Make logs available to responsible authorities upon request. 3. Staff Training & Awareness Provide training to all staff on: age#restricted sales and Challenge 25 recognising and dealing with underage drinking identifying signs of exploitation, safeguarding risks or children at risk how to escalate concerns to management or the authorities Keep written training records on site. 4. Prevention of Underage Drinks Consumption Do not permit adults to purchase alcohol on behalf of children (“proxy sales”). Display clear signage warning against underage drinking and proxy purchasing. Staff will remain vigilant to groups of mixed#age customers and behaviour that may indicate underage consumption. 5. Partnership with Authorities & Community Maintain communication with local police, Trading Standards, and safeguarding teams. Act promptly on any issues or concerns raised by responsible authorities or the local community.

Checklist:

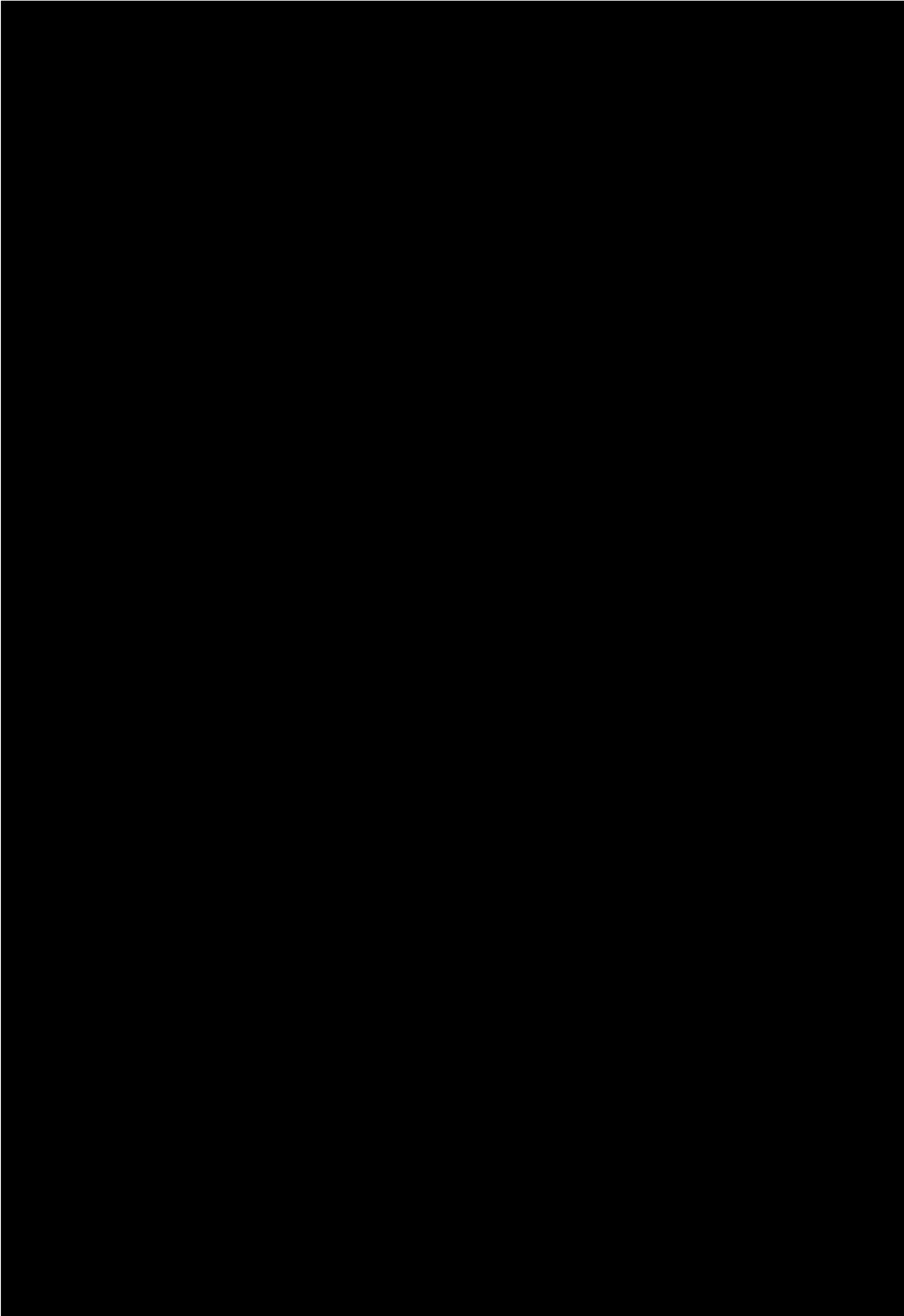
Please tick to indicate agreement

| | | |
|---|--|---|
| • | I have made or enclosed payment of the fee. | X |
| • | I have enclosed the plan of the premises. | X |
| • | I have sent copies of this application and the plan to responsible authorities and others where applicable. | X |
| • | I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. | X |
| • | I understand that I must now advertise my application. | X |
| • | I understand that if I do not comply with the above requirements my application will be rejected. | X |
| • | [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). | |

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.

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.

Part 4 –Signatures (please read guidance note 11)



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. 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.
 - 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. 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.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.

6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. 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.
8. 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'.
9. 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.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.
15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be issued to an individual or an individual in a partnership which is not a limited liability 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 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 the right 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 which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 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).

Home Office online right to work checking service.

As an alternative to providing a copy of original documents, 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 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, 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 shared digitally. 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 copies of documents as set out above.

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.