

**PUBLIC NOTICE
APPLICATION FOR PREMISES LICENCE
LICENSING ACT 2003**

An application has been made by Big Church Festival for the grant of a new Premises Licence relating to Big Church Festival, Wiston Estate, Steyning Road, West Sussex, BN44 3DZ

The application seeks to allow

Sale by retail of alcohol for consumption on the premises

Thursday to Monday – 11:00hrs to 00:00hrs

Late Night Refreshment

Thursday to Monday – 23:00hrs to 05:00hrs

Live Music, Recorded Music

Thursday to Sunday – 09:00hrs to 00:00hrs

Monday - 09:00hrs to 23:00hrs

Plays, Films, Performance of Dance, Anything of a similar description

Thursday to Monday – 09:00hrs to 00:00hrs

Premises Open to the public

Thursday to Monday – 24hrs

The application is available for inspection on the council's website, or by writing to Licensing Department, Albery House, Springfield Road Horsham, RH12 2GB. You can also contact the Alcohol Licensing Officer by email, licensing@horsham.gov.uk

Representations can be made at any time between 19th March 2025 and 15th April 2025

All representations must be in writing, including email, for the attention of the Alcohol Licensing Officer.

It is an offence for anyone to recklessly or knowingly make a false statement in connection with a licensing application. The maximum fine on conviction is £5000.00.



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.

We Big Church Festival
(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 Wiston Estate Steyning Road West Sussex			
Post town	Steyning	Postcode	BN44 3DZ

Telephone number at premises (if any)	None
Non-domestic rateable value of premises	£ 88,000

Part 2 - Applicant details

Please state whether you are applying for a premises licence as appropriate **Please tick as appropriate**

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *		
	i	as a limited company/limited liability partnership	please complete section (B)
	ii	as a partnership (other than limited liability)	please complete section (B)
	iii	as an unincorporated association or	please complete section (B)
	iv	other (for example a statutory corporation)	please complete section (B)

c)	a recognised club		please complete section (B)
d)	a charity	X	please complete section (B)
e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

(A) individual applicants (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)					

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Second individual applicant (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth or over		I am 18 years old		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

(B) Other applicants

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

Name - Big Church Festival
Address Big Church Festival Ltd 2 Balmoral Close, Littlehampton, BN16 3UT

Registered number (where applicable)
1127987
Description of applicant (for example, partnership, company, unincorporated association etc.)
Charity
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
2	0	0	8	2	0	2	5

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)

**** The license is not time limited but will only take place annually between 21-31 August each year (around the August bank holiday weekend).****

All planning for the event will be in line with recommendations laid out in the online "Purple Guide", HSG154 Managing Crowds Safely, Safer Crowds Safer Venues and other relevant regulations and guidance and will be planned in strong consultation with local authorities and licensing staff via the Safety Advisory Group meetings which take place no less than 4 months before the proposed start date of any activities on the site.

A full Event Management Plan and site map has been submitted with this application.

Wiston House is a Grade 1 listed building set in 6,000 acres of parkland. It is a combination of grassland and woodland with 2 lakes. The majority of the event spaces are well drained and maintained but certain areas are liable to become waterlogged when it rains. The layout and multiple areas lend themselves ideally for outdoor events. There are established traffic and emergency vehicle access routes around the site. The site is bordered on the West by the A24 and on the North by the A283. The nearest train station is Shoreham-By-Sea and a shuttle bus service is provided to the event site. No overhead or underground services are evident hazards.

The entire area used for the event is covered by the events license for licensable activities.

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

29,999

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)	X
b)	films (if ticking yes, fill in box B)	X
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)	X
f)	recorded music (if ticking yes, fill in box F)	X
g)	performances of dance (if ticking yes, fill in box G)	X
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	X

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

In all cases complete boxes K, L and M

A

Plays			Will the performance of a play take place	
Standard days and timings (please read guidance note 7)			indoors or outdoors or both – please tick (please read guidance note 3)	
Day	Start	Finish	Indoors	
Mon	09:00	00:00	Outdoors	
Tue			Both	X
Wed			Please give further details here (please read guidance note 4) Plays will be performed as part of the overall entertainment and worship programme. Plays will be performed predominantly in tents. All plays will be of a Christian nature in line with our overall programme.	
Thur	09:00	00:00	State any seasonal variations for performing plays (please read guidance note 5) ** The license is not time limited but will only take place annually between 21-31 August each year (around the August bank holiday weekend). **	
Fri	09:00	00:00	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)	
Sat	09:00	00:00		
Sun	09:00	00:00		

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	X
Mon	09:00	00:00	<u>Please give further details here</u> (please read guidance note 4) The exhibition of films as part of the overall entertainment and worship programme. All films will be of a Christian nature in line with our overall programme		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5) ** The license is not time limited but will only take place annually between 21-31 August each year (around the August bank holiday weekend).**		
Thur	09:00	00:00			
Fri	09:00	00:00	<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	09:00	00:00			
Sun	09:00	00:00			

C

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

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both please tick (please read guidance note 3)	
			Indoors	
			Outdoors	
Day	Start	Finish	Both	X
Mon	09:00	23:00	Please give further details here (please read guidance note 4) Music will be performed on stages and within tents as part of the overall entertainment and worship programme. All music will be of a Christian nature in line with our overall programme.	
Tue				
Wed			State any seasonal variations for the performance of live music (please read guidance note 5) ** The license is not time limited but will only take place annually between 21-31 August each year (around the August bank holiday weekend).**	
Thur	09:00	00:00		
Fri	09:00	00:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)	
Sat	09:00	00:00		
Sun	09:00	00:00		

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	
				Outdoors	
				Both	X
Day	Start	Finish			
Mon	09:00	23:00	<u>Please give further details here</u> (please read guidance note 4) Music will be performed on stages and within tents as part of the overall entertainment and worship programme. All music will be of a Christian nature in line with our overall programme.		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) ** The license is not time limited but will only take place annually between 21-31 August each year (around the August bank holiday weekend).**		
Thur	09:00	00:00			
Fri	09:00	00:00	<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	09:00	00:00			
Sun	09:00	00:00			

G

Performances of dance			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Standard days and timings (please read guidance note 7)				Outdoors	
Day	Start	Finish		Both	X
Mon	09:00	00:00		Please give further details here (please read guidance note 4) Dance will be performed as part of the overall entertainment and worship programme. Dance will be performed predominantly in tents.	
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 5) ** The license is not time limited but will only take place annually between 21-31 August each year (around the August bank holiday weekend).**		
Thur	09:00	00:00			
Fri	09:00	00:00	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	09:00	00:00			
Sun	09:00	00:00			

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 Worship related entertainment		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Mon	09:00	00:00		Outdoors	
				Both	X
Tue				<u>Please give further details here</u> (please read guidance note 4)	
Wed					
Thur	09:00	00:00			
Fri	09:00	00:00	<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) ** The license is not time limited but will only take place annually between 21-31 August each year (around the August bank holiday weekend).**		
Sat	09:00	00:00	<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)		
Sun	09:00	00:00			

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	
				Both	X
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) Food concessions will be managed by the Concessions Manager and all food concessions will be signed off by the onsite safety team. Food concessions in The Avenue area will serve until 00:00, food concessions in the campsite only, may serve until 05:00.		
Mon	23:00	05:00			
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5) ** The license is not time limited but will only take place annually between 21-31 August each year (around the August bank holiday weekend).**		
Thur	23:00	05:00			
Fri	23:00	05:00			
Sat	23:00	05:00	<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)		
Sun	23:00	05:00			

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	X
				Off the premises	
				Both	
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5) Alcohol will only be served during the event weekends over the license period ** The license is not time limited but will only take place annually between 21-31 August each year (around the August bank holiday weekend).**		
Mon	11:00	00:00			
Tue					
Wed					
Thur	11:00	00:00			
Fri	11:00	00:00			
			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)		
Sat	11:00	00:00			
Sun	11:00	00:00			

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 entitlement to work in the checklist at the end of the form):

Name		
Date of birth		
Address		
Postcode		
Personal licence number (if known)		
Issuing licensing authority (if known)		

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	00:00	00:00	
Tue			
Wed			
Thur	00:00	00:00	
Fri	00:00	00:00	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) ** The license is not time limited but will only take place annually between 21-31 August each year (around the August bank holiday weekend).**
Sat	00:00	00:00	

Sun	00:00	00:00	

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)

All planning for the event will be in line with recommendations laid out in the online "Purple Guide" and HSG154 Managing Crowds Safely, Safer Crowds Safer Venues and other relevant regulations and guidance and will be planned in strong consultation with local authorities and licensing staff via the Safety Advisory Group meetings which take place no less than 4 months before the proposed start date of any activities on the site.

The number of events featuring live or recorded music will be limited to 1 event per calendar year on the site license period

**** The license is not time limited but will only take place annually between 21-31 August each year (around the August bank holiday weekend). ****

The Event Management Plan, Traffic Management Plan, Fire Risk Assessment, Emergency and Contingency Plan and Security Deployment Plan will be agreed and finalised no less than 8 weeks prior to the event and shall be submitted to all responsible authorities. No changes will be made without the approval of the responsible authorities after this time.

Licensed area capacity will at no time exceed 29,999 persons including staff. This will be recorded at all times by the means of 'clickers' and logged with security control hourly.

The sale or supply alcohol will only be permitted by the Designated Premises Supervisor or by their written authority.

The event area will be managed at all times in accordance with the four licensing objectives.

The final site layout shall be as agreed with Big Church Day Out, the event health and safety officer and Security consultant and all statutory authorities (which includes but is not limited to members of the council events department, licensing, highways, parking, and blue light services)

Plastic containers will be used at the bar. Where a drink is in a bottle and this is not plastic, the contents of said bottle will be decanted into a plastic containers.

No event shall take place until an Event Management Plan has been submitted to and approved by all other relevant statutory bodies.

The Event Management Plan shall address the following matters as a minimum:

Site Security

Event Timetable

Major incident plan including emergency evacuation plan

Event control structure; site management and key responsibilities

Communications strategy and management including radio provision

Stewarding and crowd safety/audience management including details

of steward training
 Fire safety
 Medical/first aid provision
 On site welfare information including lost children
 Noise management and limitation
 Food hygiene and food safety
 Sanitation/toilet facilities
 Electrical installations
 Amusements, attractions and promotional displays
 Disabled people
 Water provision
 Special effects
 Waste management/litter strategy
 Detailed site layout plan
 Details of all structures to be used including stages, barriers together with drawings and calculations
 Public information and public address systems
 Set up, clean up, derigging arrangements

No event shall take place until the following safety certificates have been provided to, and approved by, the health and safety officer:
 Certification for all temporary structures on site, including stages, marquees, lighting towers and other structures
 Electrical safety certificates for all supplies on site, including mains supply and any portable or other generator
 Safety certification for any fairground ride on site
 Safety certification for any scaffolding or rigging
 All core event staff and personnel will be issued with a radio and will be in contact with event control.

b) The prevention of crime and disorder

To prevent Crime and Disorder Big Church Festival will coordinate with crowd management personnel, security staff, adjoining premises and Sussex Police to ensure a positive action programme for combating crime and disorder is in place. All security personnel operating will be SIA registered in line with the SIA requirements; all supervisors of stewards will be SIA registered; all crowd management personnel will be trained to FSQ Level 2 or equivalent or as necessary in accordance with legislation. The organiser will provide stewarding to monitor and report on crowd behaviour and where appropriate take action using SIA staff. This is further supported and detailed in the Crowd Management and Security sections the principals of which will be set out in the Event Safety Plan.

The appointed security contractor will provide SIA registered security staff provision, including the mix of male/female staff will be based on a risk assessment carried out no less than one month before any event.

Outside the permitted hours for alcohol, all alcoholic drinks shall be secured safely to prevent their sale.

Any patrons displaying signs of drunkenness or use of drugs will be ejected from the premises where it is safe to do so or admitted to onsite welfare facilities until they are deemed safe to be ejected.

Where antisocial behaviour is observed in connection with alcohol or drugs the patron will be ejected when safe to do so.

No controlled substances or suspected controlled substances will be allowed into the licensed area. Anyone found with these substances in their possession will be refused entry and the Police may be called. No New Psychoactive Substances or nitrous oxide will be allowed into the licensed area. Anyone found with these items in their possession will be refused entry or ejected if there are grounds to suspect that they are selling them.

Bag searches are conducted on a ratio of 1 in 10 persons.

The exact numbers of SIA licensed security staff and trained stewards will be finalised and will be sent to Sussex Police 3 weeks prior to the event at the latest. This list will be available to all the Responsible Authorities. Additionally a list of all the names and badge numbers of SIA staff working at the event will also be submitted to Sussex Police at the same time.

All SIA security and stewarding staff will be fully briefed as to their required duties and will have a familiarisation briefing upon arrival at site and prior to the event opening.

All Security and stewarding staff will sign in and out of the event.

All licensed SIA staff will use radios to contact each other. They will wear high visibility tabards with the SIA licence clearly displayed at all times and will be clearly identifiable as security.

An incident and log book will be completed for any incident that takes place within the licensed premises. The book will be made available upon request to officers from the Licensing Authority, Trading Standards and Sussex Police.

Anyone deemed to be drunk and/or disorderly or under the influence of controlled substances will be escorted to the security tent for observation.

A robust 'Challenge 25' policy will be in place at the bar. Any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID as proof of their age. The only ID that will be accepted are valid passports and UK driving licences with a photograph.

c) Public safety

To ensure public safety, Big Church Festival will consult with the Safety Advisory Group on the plans for each activity in accordance with paragraph the operating schedule of the license. These plans will be developed through coordination with each agency. They have been developed to meet guidance under the Purple Guide, Managing Crowds Safely (HSG154). It will ensure a professionally qualified safety manager is in place.

The license holder shall ensure that a health and safety risk assessment is submitted to the Horsham Licensing Authority at least two months prior to the holding of any event.

There will be medical provision available at all times during licensed opening hours. Drinking water will be available from the bar free of charge at all times.

All drinking vessels and bottles provided to those who attend the event shall be plastic or polycarbonate bottles or glasses. Cans will also be available. No bottles of any kind will be served at any time to the public in the event arena.

Any antisocial behaviour on site, including intoxication or drug use, will result in removal of the offending parties from the event.

All identified vehicle approach routes to the site will be stewarded.

Security will be posted at key locations, as identified within the EMP and agreed with all relevant statutory authorities, around the event site to ensure the protection of adjoining residences and businesses.

All drugs or illicit substances found or confiscated on site will be logged via radio at the point of confiscation and then returned to Event Control where it will be securely stored and logged in a drugs book which shall be made available upon request to Officers from Sussex Police. All contraband along with seizure records will be handed to Sussex Police in the end of the event.

An incident book will be completed for any incident that takes place within the licensed premises. The book will be made available upon request to officers from the Licensing Authority, Trading Standards and Sussex Police.

Waste Management teams, alongside event staff and volunteers will be engaged to ensure the event site is cleaned and returned to its previous condition.

d) The prevention of public nuisance

To prevent public nuisance ensure appropriate noise control levels are in place in accordance with the Code of Practice on Environmental Noise Control at Concerts. They will ensure appropriate rest and welfare facilities as detailed in this operating schedule are in place, as well as a suitable and sufficient waste and cleansing programme. The organiser will ensure that local residents and businesses are consulted throughout the specific event process of planning to ensure their views are taken into consideration. This is in addition to the precautions required by the Control of Noise at Work Regulations 2005

License is subject to Landlords Permission from Horsham Council
A full Noise Management Plan will be agreed and submitted to Horsham Council for approval.

All residents within the area will be advised of any use of the premises no less than one month before any event and a contact number issued to ensure any complaint can be dealt with in a timely fashion.

e) The protection of children from harm

To protect children from a dedicated safeguarding team is contracted to provide safeguarding services for the event. This includes separate facilities specifically for separated minors will be provided and staffed by suitably checked personnel. Records of children reported as separated will be collated to ensure appropriate levels of support are maintained. Where deemed necessary Social Services will be contacted to provide additional specialist support. The facilities will be located adjacent to secure production areas and have free access to the telephone. All working personnel will be advised of the location of the facilities. A Safeguarding Policy is in place.

The Challenge 25 policy will be robustly enforced.

Each bar will have a Responsible Person in attendance, whose duties will include monitoring customers and ensuring the refusal of service to anyone deemed to be intoxicated or underage.

All staff employed in the sale of alcohol will be fully trained regarding Age restricted sales, proxy sales and sales to persons who are drunk. All sales training undertaken by staff members shall be fully documented and recorded prior to being allowed to sell alcohol. All training records shall be made available to Officers from the Licensing Authority

including Trading Standards and Sussex Police.
Refusals log books will be completed for any refusal of the sale of alcohol. There will be one book at the bar and these will be made available upon request to officers from the Licensing Authority, Trading Standards and Sussex Police.

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
<ul style="list-style-type: none"> • I understand that if I do not comply with the above requirements my application will be rejected. • [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). 	X


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)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in
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	the UK (please read guidance note 15).
	<ul style="list-style-type: none"> The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	7 March 2025
Capacity	Chair of Trustees

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

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:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption

- on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
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.