



**South Cambridgeshire  
Application for a premises licence  
Licensing Act 2003**

For help contact  
[licensing@scambbs.gov.uk](mailto:licensing@scambbs.gov.uk)  
Telephone: 03450 450 063

\* required information

**Section 1 of 21**

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

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

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

Are you an agent acting on behalf of the applicant?

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

Yes  No

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

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

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

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

**Applicant Business**

Is your business registered in the UK with Companies House?  Yes  No

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...

Your position in the business

CEO

Home country

United Kingdom

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

## Section 2 of 21

### PREMISES DETAILS

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

#### Premises Address

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

Address     OS map reference     Description

#### Postal Address Of Premises

Building number or name

Lakeview Field at The Holiday Inn

Street

Bridge Road

District

Impington

City or town

Cambridge

County or administrative area

Postcode

CB24 9PH

Country

United Kingdom

#### Further Details

Telephone number

Non-domestic rateable value of premises (£)

**Section 3 of 21**

**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

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

**Confirm The Following**

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

**Section 4 of 21**

**NON INDIVIDUAL APPLICANTS**

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

**Non Individual Applicant's Name**

Name

**Details**

Registered number (where applicable)

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

Continued from previous page...

Private limited company

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /

\* Nationality

Documents that demonstrate entitlement to work in the UK

**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.

Continued from previous page...

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

**Section 7 of 21**

**PROVISION OF FILMS**

See guidance on regulated entertainment

Will you be providing films?

Yes

No

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

See guidance on regulated entertainment

Will you be providing indoor sporting events?

Yes

No

**Section 9 of 21**

**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

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	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text" value="12:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text" value="12:00"/>	End	<input type="text" value="00:00"/>

SUNDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

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.

Corporate Parties with dance bands using amplified live music  
Private weddings / parties with dance bands using amplified live music  
Summer Corporate Staff & Family Days with amplified live music from bands ending by 10 pm

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.

Winter: Mid November to Jan 1st, one event per week on Friday or Saturday  
with one additional event on a Thursday during December at same times as above

Summer - May to September Fridays & Saturdays Only

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.

One Thursday in December 18:00 pm - 1:00 am

Continued from previous page...

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

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

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THURSDAY

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FRIDAY

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End

SATURDAY

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End

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End

SUNDAY

Start

End

Start

End

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

Indoors  Outdoors  Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Corporate Parties with dance bands and or DJ using amplified recorded music (indoors)  
Private weddings / parties with dance bands and or DJ using amplified recorded music (indoors)  
Summer Corporate Staff & Family Days with amplified recorded music from activities and bands/DJ, ending by 10 pm

Continued from previous page...

(partly outdoors in summer)

Dancers, Artistes or Performers at above events using amplified recorded music (partly outdoors in summer)

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.

Winter: Mid November to Jan 1st, one event per week on Friday or Saturday  
with one additional event on a Thursday during December at same times as above

Summer - May to September Fridays & Saturdays Only

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.

One Thursday in December 18:00 pm - 1:00 am

## Section 12 of 21

### PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

Yes

No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

##### FRIDAY

Start

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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  End

Start  End

**SUNDAY**

Start  End

Start  End

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

Indoors       Outdoors       Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Dancers using amplified recorded music (partly outdoors in summer)

State any seasonal variations for the performance of dance

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

Winter: Mid November to Jan 1st, one event per week on Friday or Saturday  
with one additional event on a Thursday during December at same times as above

Summer - May to September Fridays & Saturdays Only

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

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

One Thursday in December 18:00 pm - 1:00 am

**Section 13 of 21**

**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

**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

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Start

End

Give a description of the type of entertainment that will be provided

General entertainers - e.g. stilt walkers, magicians, comedians occasionally with live or recorded music to enhance their act to a close up audience using mild amplification

Will this entertainment 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.

Artistes and Performers using amplified recorded or live music (partly outdoors in summer)

State any seasonal variations for entertainment

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

Winter: Mid November to Jan 1st, one event per week on Friday or Saturday with one additional event on a Thursday during December at same times as above

Continued from previous page...

Summer - May to September Fridays & Saturdays Only

Non-standard timings. Where the premises will be used for entertainment 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.

One Thursday in December 18:00 pm - 1:00 am

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

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

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End

SATURDAY

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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...

**SUNDAY**

Start

End

Start

End

Will the provision of late night refreshment 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.

as stated previously

State any seasonal variations

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

Winter: Mid November to Jan 1st, one event per week on Friday or Saturday with one additional event on a Thursday during December at same times as above

Summer - May to September Fridays & Saturdays Only

Non-standard timings. Where the premises will be used for the supply of late night refreshments 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:

One Thursday in December 18:00 pm - 1:00 am

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

Yes       No

**Standard Days And Timings**

**MONDAY**

Start

End

Start

End

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

Continued from previous page...

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

**Name**

First name

Family name

Date of birth  /  /   
dd mm yyyy

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

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

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

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.

Continued from previous page...

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

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Start

End

SATURDAY

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Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises     Off the premises     Both

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

State any seasonal variations

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

Winter: Mid November to Jan 1st, one event per week on Friday or Saturday with one additional event on a Thursday during December at same times as above

Summer - May to September Fridays & Saturdays Only

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.

One Thursday in December 18:00 pm - 1:00 am

Continued from previous page...

**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.

**TUESDAY**

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**WEDNESDAY**

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**THURSDAY**

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**FRIDAY**

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**SATURDAY**

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Start

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**SUNDAY**

Start

End

Start

End

State any seasonal variations

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

See previous sections and General licensing objectives section 18 a.

*Continued from previous page...*

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.

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**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)

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

**A: Licensing Objectives - General**

This Licence Application is designed to support the four licencing objectives in general terms by:

- limiting the nature of the events at the Premises
- limiting the guests able to attend
- using a Premises with excellent access and an existing permanent CCTV system

1. The primary purpose of the Licence is to allow the production of corporate evening events hosted by Cambridge based businesses for an annual party for their employees and guests, primarily in December each year. In addition, the Licence will allow the production of occasional similar events for Cambridge based institutions with a restricted ticket list.
2. The guest list for corporate events is private and primarily employees and their partners by invitation only and free of charge to the guests. The guest list is confined to 18+ adults.
3. In addition, the Licence is to allow the production of corporate 'funday' events hosted by Cambridge based businesses for their employees, their families and guests primarily in May, June and July each year.
4. The guest list of those attending all the corporate events is strictly controlled and employees of the host company have their conditions of employment to consider in relation to their actions at the events.
5. In addition, the Licence is to allow the production of private events to celebrate events such as weddings, anniversaries and milestone parties primarily in May, June and July each year. These events are for invited guests only.
6. Only the events in the summer (3 & 5 above) have children as attendees, who are subject to parental control.
7. The Licence will be limited to Fridays and Saturdays to avoid disturbance to the locality during the working week. There is a single variation for one event a year for a Thursday evening (where a major Cambridge business has a corporate policy not to hold work events outside the working week).
8. There will be no access to any events by the general public.
9. Access to the site is via a wide well serviced and maintained two lane private road to the Holiday Inn hotel, with a permanent CCTV number plate recognition system in operation.

b) The prevention of crime and disorder

**B: The Prevention of Crime & Disorder**



*Continued from previous page...*

1. Ensure access to the premises is controlled by an appropriate numbers of SIA licenced Security Staff in accordance with the risk assessment for each event to ensure only invited guests and bona fide contractors have access to the premises.
2. Draw up a Security Management Plan (SMP) with a gridded site and boundary plan and consult with Cambridgeshire Police (CP) and South Cambridgeshire District Council (SCDC) and modify the SMP as required after the consultation
3. Incorporate the SMP as part of the risk assessment for each event.
4. Implement the SMP in an appropriate manner following the risk assessment for each event.
5. The SMP will ensure that the designated entry points to the premises and to the event site within the premises are sufficient to permit the effective control of these points by Stewards, Security Staff or the Police and allow emergency services in and emergency evacuation out.
6. The SMP will include a provision for a continual recording CCTV system to be in place if the risk assessment of an event deems it appropriate. Where a CCTV system is deemed appropriate the recordings will be kept for a minimum 31 days and made available to the Police and SCDC.
7. Guests who become disorderly or a danger to others will be ejected from the event and Security Staff will ensure they leave the premises and the area. Guests and all personnel working at the event will be made aware of the ejection policy.
8. Organise a taxi system for evening events to ensure guests ejected from the premises and those leaving at the end of the event have a method of transport to vacate the area.
9. Install notices at the entrances to inform guests that CCTV is installed when it is deemed appropriate to use CCTV.

#### c) Public safety

##### C: Public Safety

1. The maximum number of guests and contractors allowed at the premises at any one time shall be limited to 3500 including all staff and performers. Suitable records will be kept for SCDC showing that this number has not been exceeded.
2. The License Holder shall produce and implement an Event Management Plan (EMP), the terms of which shall be conditions of the Licence.
3. The EMP shall include a gridded site plan of the premises including:
  - a. The perimeter with position of all entry and exit points
  - b. Marquees, tents and stages
  - c. Food serving points and bars
  - d. Car parks
  - e. Site facilities including lighting towers, generators, toilets and event office
  - f. Medical and welfare facilities
  - g. Guest information point
  - h. Orientation of sound systems
  - i. Emergency and fire muster areas.
4. The EMP shall include the following:
  - a. Traffic management plan
  - b. Security Management Plan (SMP)
  - c. Admissions and ejections policy
  - d. Drugs and alcohol management plan
  - e. Risk assessments for fire, safe working practices, contingency plans, site build and breakdown

*Continued from previous page...*

- f. Health and safety policy
  - g. Noise management plan
  - h. Vulnerable persons management plan
  - i. Medical and welfare plan
  - j. Emergency procedures plan
  - k. Provision of on-site toilet facilities plan
  - l. Litter, refuse and wastewater management plan
5. Any changes to the EMP once submitted in its final format shall not be made except with the written consent of SCDC
6. The licence holder shall ensure all plans and procedures included within the EMP are appropriately implemented for the duration of the licensed activities.
7. Ensure all event logbooks are kept on site and made available to statutory officers of SCDC and CP. The event logbook shall include each and every event and incident with date, time and action taken if any.
8. Ensure all safety certificates, inspection reports and risk assessments are kept on site and made available to statutory officers of SCDC and CP
9. Ensure an appropriate number of suitably competent stewards are available and working throughout the event. Written instructions to be provided to stewards prior to the event and additional verbal instructions to be given to stewards on the premises before the event commences regarding their roles and responsibilities and what action to take in the event of an accident or serious incident occurring or if emergency plans need to be enacted.
10. Ensure all relevant staff including those serving or selling alcohol are appropriately trained on the requirements for persons identification; establishing age; the adopted nationally recognised age restriction policy; not serving alcohol to intoxicated persons; asking guests to use the premises in an orderly and respectful manner, being aware of vulnerable persons and adhering to Licencing and Environmental Health requirements.
11. Ensure a means of two-way communication is provided to report incidents between stewards, the Event Manager and the on-site medical team.
12. Provide and maintain suitable access in all eventualities for 'Blue Light' services to all parts of the premises in consultation with the Cambridgeshire Fire & Rescue Service (CFRS), CP and the onsite medical team.
13. Appropriate and suitable fire safety equipment to be strategically positioned in consultation and agreement with CFRS prior to the event.
14. The Licence holder to require that all the event caterers meet the requirements of current food safety, drinking water and health and safety legislation. A list of event caterers to be submitted to SCDC prior to the event.

**d) The prevention of public nuisance**

**D: The Prevention of Public Nuisance**

- 1. The licence holder shall give notice to SCDC and the clerk of Impington Parish Council of the date of each event at least 30 days prior to the event being held.
- 2. Ensure all bars close 30 minutes before the end of the event closing time.
- 3. Ensure all regulated entertainment ceases promptly at the end of the event closing time.
- 4. Ensure the design of the event ensures that amplified music from any band or discotheque at the event is projected away from local residential areas.

**Continued from previous page...**

- 5. Ensure a sound test shall be carried out at least 2 hours prior to the start of the event in order to set appropriate control levels having measured the sound levels at the perimeter of the premises.**
- 6. Ensure periodic checks are made during the event to ensure that appropriate sounds levels at the perimeter of the premises are not exceeded.**
- 7. Provide an event incidents, complaints and noise hotline number to be physically staffed by a named representative during each event which will be provided to CP, SCDC, Holiday Inn Reception and Impington Parish Council at least 7 days prior to each event together with the name of the named representative.**
- 8. Arrange for the premises to be monitored by Stewards on the day of each event to prevent activities being carried out prior to the event which may result in a noise nuisance to local residents.**
- 9. Ensure the Event Manager has a copy of the full premises licence at each event and a copy is available at the reception desk at events when appropriate.**
- 10. Relevant conditions and terms of the licence will be notified to performers, bands and DJ's to ensure that they comply with all the terms and conditions of the premises licence.**
- 11. Ensure prominent notices are displayed at the exit and in the carpark requesting guests to respect the needs of local residents and to leave the premises and area quietly and in a timely manner.**
- 12. No erection or dismantling of temporary structures or loading or unloading of production equipment, or deliveries or collections or other operations in connection with each event, which can be heard beyond the perimeter of the premises, shall take place between the hours of midnight and 07.00 am.**
- 13. Any external lighting shall be directed away from local residential areas and lit only during operational hours.**
- 14. All sanitary appliances will be regularly checked, cleaned and emptied to ensure they are in a functional state with a constant supply of clean water or alternative hand cleaning by sanitiser whilst guests and contractors are at the premises both before during and after the event. A constant supply of clean water must be available to all catering contractors.**
- 15. Ensure that appropriate litter bins, skips and other waste receptacles are provided for refuse and waste water, and to ensure there is always adequate capacity for litter and waste water so that fire risks and environmental pollution are avoided.**

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

**D: Protection of Children from Harm**

- 1. Require all corporate and Institutional clients to restrict their guests to 18+ adults for all evening events**
- 2. At all other events ensure an appropriate and suitable, nationally recognised, age restricted policy is actively operated at other events, including at all licenced bars on the site, in relation to the sale or supply of alcohol such as the Challenge 25 Policy.**
- 3. Ensure that the supply of alcohol is carried out in accordance with the age verification policy**
- 4. Only accredited identity cards, passports or photo ED driving licences or a photo ID card as approved by central government will be accepted as bona fide recognised forms of identification.**
- 5. Ensure all relevant staff are aware of, and implement, where appropriate, the vulnerable persons management plan.**

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

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

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

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

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

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

**Documents which demonstrate entitlement to work in the UK**

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

*Continued from previous page...*

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

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

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

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

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

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

#### **Home Office online right to work checking service**

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

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

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

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

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**NOTES ON REGULATED ENTERTAINMENT**



*Continued from previous page...*

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

- **Plays:** no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
- **Films:** no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- **Indoor sporting events:** no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
- **Boxing or Wrestling Entertainment:** no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- **Live music:** no licence permission is required for:
  - 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.

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- 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.

## Section 21 of 21

### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

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

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

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

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

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

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

100.00

### ATTACHMENTS

### AUTHORITY POSTAL ADDRESS



Continued from previous page...

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**DECLARATION**

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

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

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

\* Full name

CHARLES RICHARD NORTON DRAKIN

\* Capacity

Applicant

Date (dd/mm/yyyy)

23rd Oct 2014

Add another signatory

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

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/south-cambridgeshire/apply-1> to upload this file and continue with your application.

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

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

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



LAKEVIEW SITE



