

Our Ref: CG/EAI/REZ-PAR/PAR188  
Contact: Chris Grunert

London Borough of Brent  
Health Safety & Licensing  
P O Box 411, Brent House  
349-357 High Road  
Wembley  
Middlesex  
HA9 6EP

25 October 2012

Dear Sirs

**Premises – (Proposed) Park Inn Hotel London Wembley, 5 Olympic Way,  
Wembley,  
Applicant – key Homes Barking Ltd**

We act for Key Barking Homes Limited and Roderick Smith the proposed DPS.

On our client's behalf, we enclose by way of service on you Notice of Application for the grant of a Premises Licence for Park Inn Wembley together with our cheque in your favour in the sum of £315 being the fee payable. Kindly acknowledge safe receipt.

In support of the application, we enclose:

1. Application form
2. Consent of proposed DPS
3. Copy of proposed site notice
4. Plans as detailed below:
  - a. OLY AL 14-1005 Rev Q (Ground floor plan 1 of 4) (A1)
  - b. OLY AL 14-1006 Rev M (Ground floor plan 2 of 4) (A1) – plans 3 of 4 and 4 of 4 do not relate to this application and are not included.
  - c. OLY AL 14-1009 Rev K (A1) (Mezzanine floor plan 1 of 4)
  - d. OLY AL 14-1010 Rev I (A1) (Mezzanine floor plan 2 of 4) – plans 3 of 4 and 4 of 4 do not relate to this application and are not included.
  - e. OLY SK 110118/001 Rev X (First Floor Accommodation) (A1)
  - f. OLY SK 110118/002 Rev X (Second Floor Accommodation) (A1)
  - g. OLY SK 110118/003 Rev X (Third Floor Accommodation) (A1)
  - h. OLY SK 110118/004 Rev X (Fourth Floor Accommodation) (A1)
  - i. OLY SK 110118/005 Rev X (Fifth Floor Accommodation) (A1)
  - j. OLY SK 110118/006 Rev X (Sixth Floor Accommodation) (A1)
  - k. OLY SK 110118/007 Rev X (Seventh Floor Accommodation) (A1)
  - l. OLY SK 110118/008 Rev X (Eighth Floor Accommodation) (A1)
  - m. OLY SK 110118/009 Rev X (Ninth Floor Accommodation) (A1)
  - n. OLY SK 110118/010 Rev X (Tenth Floor Accommodation) (A1)
  - o. OLY F 022 Rev C (Ground Floor Fire Strategy Plan) (A4)
  - p. OLY F 023 Rev C (Mezzanine Fire Strategy Plan) (A4)

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Partners:

John Gaunt  
Katharine Redford  
Tim Shield  
Michelle Hazlewood  
Jonathan Pupius

Practice Manager:

John Gaunt & Partners  
Omega Court  
372 - 374 Cemetery Road  
Sheffield  
S11 8FT

q. OLY AL 13-022 Rev F (Site Location Plan) (A1)

5. Our cheque for £315 being the appropriate fee.

Please note that the internal area edged with a solid red line at ground floor level and Mezzanine as shown on deposited plans is intended to be used for all licensable activities.

Licensable activities on floors 1 to 10 shall be limited to retail sale of alcohol, film, and recorded music.

Licensable activities in external areas hatched red on deposited plans will be limited to the retail sale of alcohol and late night refreshment only.

Insofar as they contain information which is not prescribed under the relevant Regulations, this information should be taken as being illustrative only.

Please further note that the appropriate fire safety precautions will be incorporated within the development in consultation with the Fire Safety Officer and under the Building Regulation approval process.

We confirm that we have served copies of the enclosed application and supporting documents on the relevant authorities being the Police, Fire Authority, Local Enforcement of Health & Safety at Work, Environmental Health Authority, Planning Authority, the relevant authority for Protection of Children from Harm and Weights and Measures and the Health Authority.

Please take this letter and enclosures as service on you as Licensing Authority and as a Responsible Authority. If you require a further copy of the documentation, please advise by return.

For completeness, we enclose a copy of our notice being displayed on site. According to our calculations, the consultation period is due to expire on 26/11/2012. If you have any queries regarding this, please contact us upon receipt.

We should be grateful if you would forward to us any representations as soon as they are received to enable early consultation and discussion to take place.

Should you have any queries, please do not hesitate to telephone us. Please forward all correspondence to this office and quote our reference. In due course, please ensure that any licensed issued is forwarded to us.

Thank you for your assistance.

Yours faithfully



**Chris Grunert**  
**John Gaunt & Partners**  
**Email: [chris@john-gaunt.co.uk](mailto:chris@john-gaunt.co.uk)**

**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, Key Homes Barking Ltd, 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	
Park Inn Hotel London Wembley 5 Olympc Way	
Post town Wembley	Post code

Telephone number of premises (if any)

TBC

Non-domestic rateable value of premises

£0

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as

a) An individual or individuals\*

Please tick ✓

please complete section (A)

b) a person other than an Individual\*

- i. as a limited company
- ii. as a partnership
- iii. as an unincorporated association or
- iv. other (for example a statutory corporation)

please complete section (B)

please complete section (B)

please complete section (B)

please complete section (B)

c) a recognised club

please complete section (B)

d) a charity

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  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:

**Please tick ✓ yes**

- 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

I am 18 years old or over  Please tick

Current postal address if different from premises address

Post Town  Postcode

Daytime contact telephone number

Email address (optional)

**Second Individual Applicant (if applicable)**

Mr  Mrs  Miss  Ms  Other title (For example, Rev)

Surname  First names

I am 18 years old or over  Please tick

Current postal address if different from premises address

Post Town  Postcode

Daytime contact telephone number

Email address (optional)

**(B) OTHER APPLICANTS**

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

Name Key Homes Barking Ltd
Address 299 Bethnal Green Road London E2 6AH
Registered number (where applicable) 7404612
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any)
E-mail address (optional)

**Part 3 – Operating Schedule**

When do you want the premises licence to start?

Day    Month    Year

**On completion of the works – to be advised in due course**

--	--	--	--	--	--	--	--

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

Day    Month    Year

--	--	--	--	--	--	--	--

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

N/A
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**Please give a general description of the premises (please read guidance note 1)**

The premises are a new build hotel which will provide accommodation to guests, being open 24 hours a day providing the usual accommodation and in addition, providing restaurant and bar facilities, together with function suite / meeting room facilities, as detailed on the plans lodged with this application.

The proposed Hotel premises will have at ground floor level and principally fronting to Olympic Way, the entrance and Hotel lobby, hotel reception, bar and restaurant area with bedroom accommodation at first floor to tenth floors of the building comprising in all some 210 rooms (to which licensable activities specified below are extended). Multi-purpose rooms for meetings and functions are provided on the Mezzanine level.

The details of the development are shown in the drawings identified below, deposited with this application.

It is proposed that the permitted hours for licensable activities for non-residents at these premises will be :-

- Monday to Thursday: 07:00 – 00:00
- Friday to Sunday: 07:00 – 01:00

There will be mini bar and room service to residents 24 hours a day. Alcohol and regulated entertainments shall be available to residents and their bona fide guests 24hrs a day.

This application seeks to licence the premises specifically to authorise under the Licensing Act 2003 the following activities:

1. Plays
2. Film including in-room services.
3. Indoor sporting events.
4. Boxing or wrestling entertainment
5. Recorded Music.
6. Live Music.
7. Performance of dance
8. Anything of a similar description to 5, 6, & 7 above.
9. The retail sale of alcohol for consumption on and off the premises.
10. The provision of late night refreshment after 23.00.

The appropriate drawings deposited with this application are :-

- OLY AL 13-022 Rev F (Site Location Plan)
- OLY AL 14-1005 Rev Q (Ground Floor Plan 1 of 2) (A1)
- OLY AL 14-1006 Rev M (Ground Floor Plan 2 of 2) (A1)
- OLY AL 14 -1009 Rev K (Mezzanine Floor Plan 1 of 2) (A1)
- OLY AL 14 -1010 Rev I (Mezzanine Floor Plan 2 of 2) (A1)
- OLY SK 110118/001 Rev X (First Floor Accommodation) (A1)
- OLY SK 110118/002 Rev X (Second Floor Accommodation) (A1)
- OLY SK 110118/003 Rev X (Third Floor Accommodation) (A1)
- OLY SK 110118/004 Rev X (Fourth Floor Accommodation) (A1)
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- OLY SK 110118/009 Rev X (Ninth Floor Accommodation) (A1)
- OLY SK 110118/010 Rev X (Tenth Floor Accommodation) (A1)
- OLY F 022 Rev C (Ground Floor Fire Strategy Plan) (A4)
- OLY F 023 Rev C (Mezzanine Fire Strategy Plan) (A4)

Please note that the Internal area edged with a solid red line at ground floor level and Mezzanine as shown on deposited plans is intended to be used for all licensable activities.

Licensable activities on floors 1 to 10 shall be limited to retail sale of alcohol, film, and recorded music.

Licensable activities in external areas hatched red on deposited plans will be limited to the retail sale of alcohol and late night refreshment only.

Please further note that the appropriate fire safety precautions will be incorporated within the development in consultation with the Fire Safety Officer and under the Building Regulation approval process.

It is not anticipated that the proposed development will adversely affect crime and disorder or public nuisance but it is proposed the redevelopment at this site will improve the area providing jobs for the local community and a new Hotel facility at this location.



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

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Please tick ✓ yes

**Provision of regulated entertainment**

- a) Plays (if ticking yes, fill in box A)
- b) Films (if ticking yes, fill in box B)
- c) Indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**



**A**

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick {Y} (please read guidance note 2).	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 3)	Both	
Tue					
Wed					
Thur			State any seasonal variations for performing plays (please read guidance note 4)		
Fri					
Sat					
Sun			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 5)		

**B**

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick {Y} (please read guidance note 2).	Indoors	✓
Day	Start	Finish		Outdoors	
Mon	07:00	00:00	Please give further details here (please read guidance note 3)	Both	
Tue	07:00	00:00			
Wed	07:00	00:00			
Thur	07:00	00:00	As stated in Part 3 above. There shall be no films shown to a close seated audience		
Fri	07:00	01:00			
Sat	07:00	01:00			
Sun	07:00	01:00	State any seasonal variations for the exhibition of films (please read guidance note 4)		
			N/A – save as below		
			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 (please read guidance note 5)		
			When hours for sale of alcohol are extended hereunder these hours are also extended (see box M below)		

**C**

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	<p>As stated in Part 3 above and restricted to traditional pub games in the presence of an audience, including (but not limited to) darts, pool, snooker, dominos and similar</p> <p>State any seasonal variations for indoor sporting events (please read guidance note 4)</p> <p>N/A – save as below</p> <p>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 (please read guidance note 5)</p> <p>When hours for sale of alcohol are extended hereunder these hours are also extended (see box M below)</p>
Mon	07:00	00:00	
Tue	07:00	00:00	
Wed	07:00	00:00	
Thur	07:00	00:00	
Fri	07:00	01:00	
Sat	07:00	01:00	
Sun	07:00	01:00	

**D**

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick {Y}(please read guidance note 2).	Indoors	✓
Day	Start	Finish		Outdoors	
Mon	07:00	00:00	<p>Please give further details here (please read guidance note 3)</p> <p>Charitable or amateur contests such as white collar boxing or local boxing club fund raising exhibition matches.</p> <p>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)</p> <p>N/A – save as below</p> <p>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 (please read guidance note 5)</p> <p>When hours for sale of alcohol are extended hereunder these hours are also extended (see box M below)</p>	Both	
Tue	07:00	00:00			
Wed	07:00	00:00			
Thur	07:00	00:00			
Fri	07:00	01:00			
Sat	07:00	01:00			
Sun	07:00	01:00			



**E**

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick {Y} (please read guidance note 2).	Indoors	✓
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3) Live music and amplified voice as stated in part 3 above.		
Mon	07:00	00:00			
Tue	07:00	00:00	State any seasonal variations for the performance of live music (please read guidance note 4)		
Wed	07:00	00:00			
Thur	07:00	00:00	N/A – save as below		
Fri	07:00	01:00	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 5)		
Sat	07:00	01:00			
Sun	07:00	01:00	When hours for sale of alcohol are extended hereunder these hours are also extended (see box M below)		

**F**

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick {Y} (please read guidance note 2).	Indoors	✓
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3) Recorded music, including juke box, with or without a DJ, during normal business hours or as part of functions and including audience participation as specified in part 3 above.		
Mon	07:00	00:00			
Tue	07:00	00:00	State any seasonal variations for playing recorded music (please read guidance note 4)		
Wed	07:00	00:00			
Thur	07:00	00:00	N/A – save as below		
Fri	07:00	01:00	Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	07:00	01:00			
Sun	07:00	01:00	When hours for sale of alcohol are extended hereunder these hours are also extended (see box M below)		

**G**

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick {Y} (please read guidance note 2).	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	07:00	00:00	Please give further details here (please read guidance note 3) As stated in Part 3 above		
Tue	07:00	00:00			
Wed	07:00	00:00	State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	07:00	00:00	N/A – save as below		
Fri	07:00	01:00	Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	07:00	01:00			
Sun	07:00	01:00	When hours for sale of alcohol are extended hereunder these hours are also extended (see box M below)		

**H**

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick {Y} (please read guidance note 2).	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	07:00	00:00	Please give further details here (please read guidance note 3) As stated in Part 3 above		
Tue	07:00	00:00			
Wed	07:00	00:00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Thur	07:00	00:00	N/A – save as below		
Fri	07:00	01:00	Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	07:00	01:00			
Sun	07:00	01:00	When hours for sale of alcohol are extended hereunder these hours are also extended (see box M below)		

**I**

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (Y) (please read guidance note 2).	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) As stated in Part 3 above		
Mon	23:00	00:00			
Tue	23:00	00:00			
Wed	23:00	00:00			
Thur	23:00	00:00			
Fri	23:00	01:00			
Sat	23:00	01:00			
Sun	23:00	01:00			
			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
			N/A – save as below		
			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 (please read guidance note 5)		
			When hours for sale of alcohol are extended hereunder these hours are also extended (see box M below)		

**J**

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box Y) (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	07:00	00:00			
Tue	07:00	00:00			
Wed	07:00	00:00			
Thur	07:00	00:00			
Fri	07:00	01:00			
Sat	07:00	01:00			
Sun	07:00	01:00			
			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 5)		
			New Years Eve: 10:00 to New Years Day – terminal hour as proposed		
			To permit trading until from 07:00hrs to 01:00hrs daily through the month of December to accommodate seasonal parties.		
			Regulated activities shall be available to residents of the hotel 24hrs per day, everyday.		
			On the morning that British Summer Time is applied the premises shall trade until 02:00 (BST)		

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

**Name:** Roderick Smith .....

**Address:** 85 Westgate Apartments, 14 Western Gateway, London, E16 1BJ.....

.....

**Postcode** .....

**Personal Licence number (if known):** 10/00131/LAPER.....

**Issuing licensing authority (if known):** London Borough of Newham Council .....

**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 8)

NONE save for the presence of gaming machines already authorised the use of which is not permitted by persons under the age of 18

**L**

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variation (please read guidance note 4)  Please see box M above
Day	Start	Finish	
Mon	07:00	00:30	
Tue	07:00	00:30	
Wed	07:00	00:30	
Thur	07:00	00:30	Non standard timings. Where you intend to use 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 5)
Fri	07:00	01:30	The premises will close 30 minutes after the end of the non-standard timings identified in box M above.
Sat	07:00	01:30	The premises shall be open to residents of the hotel 24hrs a day.
Sun	07:00	01:30	

**P**

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

**a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)**

The steps identified in relation to the four licensing objectives are listed below:-

**b) The prevention of crime and disorder**

1. The use of door staff will be risk assessed on an ongoing basis by the licence holders or the premises' Designated Premises Supervisor.
2. Alcoholic drinks may not be removed from the premises in open containers save for consumption in any external area provided or in hotel bedrooms.
3. Staff will receive training on matters concerning under age sales, drugs policy and operating procedures.

4. There shall be a zero tolerance policy in relation to drugs at the premises and there shall be regular checks by the management to prevent as far as possible the use of drugs by patrons. Any drugs seized shall be stored securely and handed to the Police.

5. A CCTV system shall be fitted to the reasonable satisfaction of the Police with recording facilities. Recordings from the CCTV system shall be retained for a reasonable period and provided to a Police Officer upon reasonable request subject to Data Protection legislation.

**c) Public safety**

1. The premises will have adequate safety and fire fighting equipment and such equipment will be maintained in good operational working order.
2. Staff will be trained on matters of safety, evacuation and use of emergency equipment as required.
3. Spillages and breakages will be removed as soon as reasonably practicable to reduce the risk to patrons and staff.

**d) The prevention of public nuisance**

1. Where appropriate prominent, clear and legible notices shall be displayed at exits requesting the public to respect the needs of local residents and to leave the premises and area quietly.

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

1. There shall be adequate controls in place to safeguard as far as possible against the sale of alcohol to persons under the age of 18.
2. Where children are admitted to the premises their presence shall not be inconsistent with the style and operation of the premises at the time and licensable activities that are being carried out.

Please tick ✓ Yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

**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**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant’s solicitor or other duly authorised agent.** (Please read guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature: John Gaunt & Partners 

Date: 25<sup>th</sup> October 2012.....

Capacity: Solicitors.....

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent.** (Please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature: .....



Date: .....

Capacity: .....

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Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13) John Gaunt & Partners Omega Court 372 Cemetery Road	
Post town Sheffield	Post code S11 8FT

## 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. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day, e.g. Christmas Eve.
6. 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.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. 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, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.