



Licensing Team  
 North Norfolk District Council  
 Council Offices  
 Holt Road  
 Cromer  
 Norfolk  
 NR27 9EN

Reference number

(office use only)

**Application for a provisional statement to be granted under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance booklet.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in **black ink**. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

**I / We** ..... **apply for a**  
 (Insert name(s) of applicant)  
**provisional statement under section 29 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	
Post town	Post code
Telephone number of Premises (if any)	

Non-domestic rateable value of premises

£

(This can be obtained from the Valuation Office website [www.voa.gov.uk](http://www.voa.gov.uk))

## **Part 2 – Applicant Details**

Please state whether you are applying for a premises licence as

Please tick ✓

a) An individual or individuals*	<input type="checkbox"/> <b>Please complete Section A</b>
b) A person other than an individual* <ul style="list-style-type: none"> <li>i. as a limited company/limited liability partnership</li> <li>ii. as a partnership (other than limited liability)</li> <li>iii. as an unincorporated association or</li> <li>iv. other (for example a statutory corporation)</li> </ul>	<input type="checkbox"/> <b>Please complete Section B</b> <input type="checkbox"/> <b>Please complete Section B</b> <input type="checkbox"/> <b>Please complete Section B</b> <input type="checkbox"/> <b>Please complete Section B</b>
c) A recognised club	<input type="checkbox"/> <b>Please complete Section B</b>
d) A charity	<input type="checkbox"/> <b>Please complete Section B</b>
e) The proprietor of an educational establishment	<input type="checkbox"/> <b>Please complete Section B</b>
f) A Health Service Body	<input type="checkbox"/> <b>Please complete Section B</b>
g) A person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital	<input type="checkbox"/> <b>Please complete Section B</b>
ga) 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	<input type="checkbox"/> <b>Please complete Section B</b>
h) The Chief Officer of Police of a police force in England and Wales	<input type="checkbox"/> <b>Please complete Section B</b>

\* If you are applying as a person described in (a) or (b) please confirm:

By ticking 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

**SECTION A – INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr  Mrs  Miss  Ms  Other title   
(please state)

Surname

First names

I am 18 years old or over  Yes

**Current postal address if different from premises address**

<input type="text"/>	
Post Town:	Postcode:

Daytime contact telephone number

E-mail address (optional)

**Second individual applicant (if applicable)**

Mr  Mrs  Miss  Ms  Other title   
(please state)

Surname

First names

I am 18 years old or over  Yes

**Current postal address if different from premises address**

<input type="text"/>	
Post Town:	Postcode:

Daytime contact telephone number

E-mail address (optional)

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

What is the nature of your interest in the premises?

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### **Part 3 – Schedule of works**

Is the premises

Please tick as appropriate

▪ About to be constructed

▪ Being extended or altered

Please give details of the work and please attach plans of the work being done or about to be done at the premises

Please give particulars of the premises to which the application relates  
(please read guidance note 1)

**What licensable activities will the premises be used for?**

**Provision of regulated entertainment**

Please tick all that apply

- a) plays (optional, fill in **Box A**).....
- b) films (optional, fill in **Box B**).....
- c) indoor sporting events (optional, fill in **Box C**).....
- d) boxing or wrestling entertainment (optional, fill in **Box D**).....
- e) live music (optional, fill in **Box E**).....
- f) recorded music (optional, fill in **Box F**).....
- g) performances of dance (optional, fill in **Box G**).....
- h) anything of a similar description to that falling within e,f or g (optional, fill in **Box H**)...

**Provision of late night refreshment** (optional, fill in **Box I**).....

The supply of hot food or hot drink to the public for consumption on or off the premises between 11.00pm and 5.00am.

**Sale by retail of alcohol** (optional, fill in **Box J**).....

**COMPLETE BOXES K, L AND M (optional)**

**Part 4 – OPTIONAL – you may fill in this section if you choose to**

General description of the premises (please read guidance note 1)

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

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

<b>Box C</b> <b>Indoor sporting events</b> Standard days and timings (Please read guidance note 7)			Please give further details here (read guidance note 4)
Day	Start	Finish	State any seasonal variations for indoor sporting events (read guidance note 5)
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			
			Non standard timings. Where you intend to use the premises for the indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 6)

<b>Box D Boxing or wrestling entertainment</b> Standard days and timings Please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick <input type="checkbox"/> (Please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			State any seasonal variations for boxing or wrestling entertainment (read guidance note 5)		
			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 6)		



<b>Box E</b> <b>Live music</b> 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	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for the performance of live music</u> (read guidance note 5)		
Wed					
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

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

<b>Box G</b> <b>Performance of dance</b> Standard days and timings (Please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick ✓ (Please read guidance note 3)		Indoors	
					Outdoors	
					Both	
Day	Start	Finish	<p>Please give further details here (read guidance note 4)</p> <hr/> <p>State any seasonal variations for performance of dance (read guidance note 5)</p> <hr/> <p>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)</p>			
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						

<b>Box H</b> <b>Anything of a similar description to that falling within e, f or g</b> Standard days and timings (Please read guidance note 7)			<u>Please give a description of the type of entertainment you will be providing</u>					
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick ✓ (Please read guidance note 3)	Indoors				
Mon				Outdoors				
				Both				
			<u>Please give further details here</u> (read guidance note 4)					
Tue			<u>State any seasonal variations for entertainment of a similar description to that falling within e, f or g</u> (read guidance note 5)					
Wed								
Thur								
Fri								
Sat						<u>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</u> (please read guidance note 6)		
Sun								

<b>Box 1</b> <b>Late night refreshment</b> 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 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (Please read guidance note 3)		Indoors	
					Outdoors	
					Both	
			<u>Please give further details here (read guidance note 4)</u>			
Day	Start	Finish	<u>State any seasonal variations for the provision of late night refreshment (read guidance note 5)</u>			
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						
<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)</u>						

<b>Box J</b> <b>Supply of alcohol</b> Standard days and timings (Please read guidance note 7)			Will the sale of alcohol be for consumption – please tick <input type="checkbox"/> (Please read guidance note 3)		On premises	
					Off premises	
					Both	
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (read guidance note 5)			
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						
				<u>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</u> <u>(read guidance note 6)</u>		

## Box K

<p><b>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</b> (please read guidance note 9)</p>
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<b>Box L</b> <b>Hours premises are open to the public</b> Standard timings (Please read guidance note 7)			<u>State any seasonal variation</u> (read guidance note 5)	
Day	Start	Finish		
Mon				
Tue				
Wed				
Thur				<u>Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri				
Sat				
Sun				

## **M Describe the steps you intend to take to promote the four licensing objectives**

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

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

**CHECKLIST**

Please tick to indicate agreement

- I have made or enclosed payment of the fee .....
- I have enclosed a plans of the works to be done at the premises.....
- I have sent copies of this application and the plan to responsible authorities and others where 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 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.**

**Part 5 – 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.**

Signature .....

Date .....

Capacity.....

**For joint applications signature of 2<sup>nd</sup> or 2<sup>nd</sup> applicant’s solicitor or other duly 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 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, their general situation and layout and any other information which could be relevant to the licensing objectives. Where you are completing Part 4 and 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 agents must sign the application form.
  14. This is the address which we shall use to correspond with you about this application.