

Southwark Council



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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

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

I/We Venue Lab Limited

*(Insert name(s) of applicant)*

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

**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description			
Unit 1 Canada Water Retail Park Surrey Quays Road			
Post town	London	Postcode	SE16 2XU

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£500,000

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)

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

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

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 <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(B) OTHER APPLICANTS**

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

Name Venue Lab Limited
Address Acre House 11/15 William Road London NW1 3ER
Registered number (where applicable) 10496774
Description of applicant (for example, partnership, company, unincorporated association etc.)  Private Limited Company
Telephone number (if any) [REDACTED]
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
A	S	A P

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

The premises will operate as a multi function events space and entertainment venue with a maximum capacity of 1,500 people in line with granted planning permission. Flexibility is required to market the premises for different types of events.

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

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

Provision of regulated entertainment

Please tick any that apply

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

**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**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon	08:00	01:00			
Tue	08:00	01:00			
Wed	08:00	01:00	<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thur	08:00	01:00			
			<b>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</b> (please read guidance note 5)  That on New Year's Eve licensable activities shall also be permitted between the end of the hours permitted for licensable activities on New Year's Eve to the start of the hours permitted for licensable activities on New Year's Day.		
Fri	08:00	01:00			
Sat	08:00	01:00			
Sun	08:00	00:00			

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon	08:00	01:00			
Tue	08:00	01:00			
Wed	08:00	01:00			
			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4)		
Thur	08:00	01:00			
Fri	08:00	01:00			
			<b><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></b> (please read guidance note 5)		
Sat	08:00	01:00			
			That on New Year's Eve licensable activities shall also be permitted between the end of the hours permitted for licensable activities on New Year's Eve to the start of the hours permitted for licensable activities on New Year's Day.		
Sun	08:00	00:00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon	08:00	01:00	
Tue	08:00	01:00	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed	08:00	01:00	
Thur	08:00	01:00	<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri	08:00	01:00	That on New Year's Eve licensable activities shall also be permitted between the end of the hours permitted for licensable activities on New Year's Eve to the start of the hours permitted for licensable activities on New Year's Day.
Sat	08:00	01:00	
Sun	08:00	00:00	

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon	08:00	01:00			
			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Tue	08:00	01:00			
			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Wed	08:00	01:00			
			That on New Year's Eve licensable activities shall also be permitted between the end of the hours permitted for licensable activities on New Year's Eve to the start of the hours permitted for licensable activities on New Year's Day.		
Thur	08:00	01:00			
Fri	08:00	01:00			
Sat	08:00	01:00			
Sun	01:00	00:00			



**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon	08:00	01:00			
Tue	08:00	01:00	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Wed	08:00	01:00			
Thur	08:00	01:00	<b>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</b> (please read guidance note 5)		
Fri	08:00	01:00			
Sat	08:00	01:00	That on New Year's Eve licensable activities shall also be permitted between the end of the hours permitted for licensable activities on New Year's Eve to the start of the hours permitted for licensable activities on New Year's Day.		
Sun	08:00	00:00			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon	08:00	01:00			
Tue	08:00	01:00	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)		
Wed	08:00	01:00			
Thur	08:00	01:00	<b><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></b> (please read guidance note 5)		
Fri	08:00	01:00			
Sat	08:00	01:00	That on New Year's Eve licensable activities shall also be permitted between the end of the hours permitted for licensable activities on New Year's Eve to the start of the hours permitted for licensable activities on New Year's Day.		
Sun	08:00	00:00			

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 2)		Indoors	<input checked="" type="checkbox"/>				
					Outdoors	<input type="checkbox"/>				
					Both	<input type="checkbox"/>				
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)							
Mon	08:00	01:00								
Tue	08:00	01:00								
Wed	08:00	01:00					<b>State any seasonal variations for the performance of dance</b> (please read guidance note 4)			
Thur	08:00	01:00								
			<b>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</b> (please read guidance note 5)  That on New Year’s Eve licensable activities shall also be permitted between the end of the hours permitted for licensable activities on New Year’s Eve to the start of the hours permitted for licensable activities on New Year’s Day.							
Fri	08:00	01:00								
Sat	08:00	01:00								
Sun	08:00	00:00								

**H**

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> 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	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)		Indoors	<input checked="" type="checkbox"/>
Mon	08:00	01:00			Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Tue	08:00	01:00	<b>Please give further details here</b> (please read guidance note 3)			
Wed	08:00	01:00				

Thur	08:00	01:00	<p><b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)</u></b></p>
Fri	08:00	01:00	
Sat	08:00	01:00	<p><b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)</u></b></p>
Sun	08:00	00:00	<p>That on New Year's Eve licensable activities shall also be permitted between the end of the hours permitted for licensable activities on New Year's Eve to the start of the hours permitted for licensable activities on New Year's Day.</p>

**I**

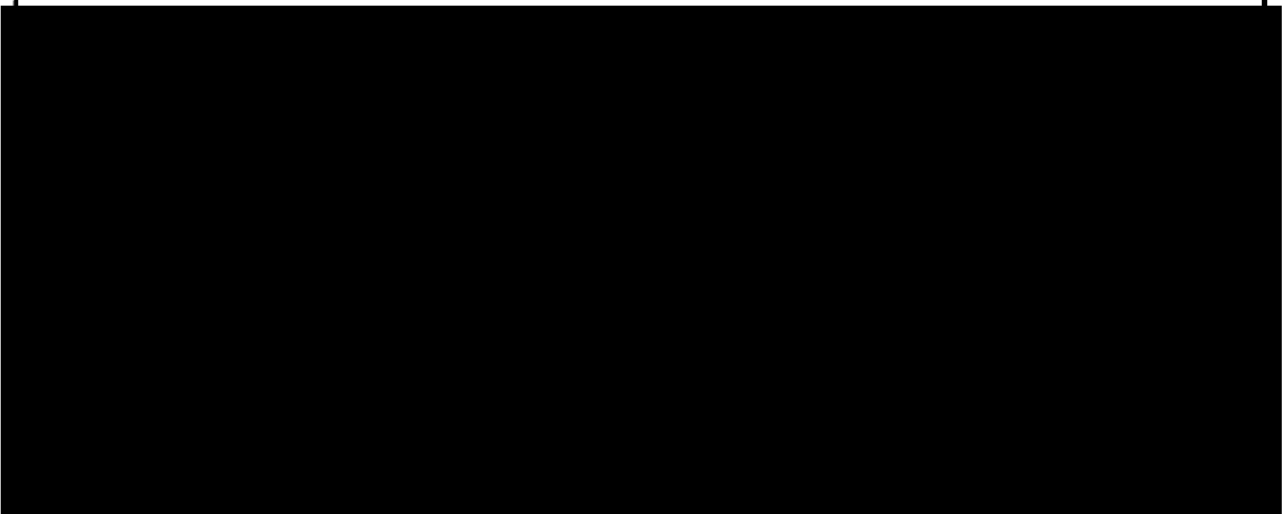
<p><b>Late night refreshment</b> Standard days and timings (please read guidance note 6)</p>			<p><b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<p><b><u>Please give further details here</u></b> (please read guidance note 3)</p>		
Mon	23:00	01:00			
Tue	23:00	01:00			
Wed	23:00	01:00	<p><b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)</p>		
Thur	23:00	01:00			
Fri	23:00	01:00	<p><b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 5)</p> <p>That on New Year's Eve licensable activities shall also be permitted between the end of the hours permitted for licensable activities on New Year's Eve to the start of the hours permitted for licensable activities on New Year's Day.</p>		
Sat	23:00	01:00			
Sun	23:00	00:00			

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)		
Mon	08:00	01:00			
Tue	08:00	01:00			
Wed	08:00	01:00			
Thur	08:00	01:00	<b>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</b> (please read guidance note 5)  That on New Year’s Eve licensable activities shall also be permitted between the end of the hours permitted for licensable activities on New Year’s Eve to the start of the hours permitted for licensable activities on New Year’s Day.		
Fri	08:00	01:00			
Sat	08:00	01:00			
Sun	08:00	00:00			

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

Name Rebecca Blatter



**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).

N/A

**L**

<p><b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)</p>			<p><u>State any seasonal variations</u> (please read guidance note 4)</p>
Day	Start	Finish	
Mon	08:00	01:00	<p><b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)</p> <p>That on New Year's Eve licensable activities shall also be permitted between the end of the hours permitted for opening hours on New Year's Eve to the start of the hours permitted for opening hours on New Year's Day.</p>
Tue	08:00	01:00	
Wed	08:00	01:00	
Thur	08:00	01:00	
Fri	08:00	01:00	
Sat	08:00	01:00	
Sun	08:00	00:00	

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

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

1. That the maximum number of people permitted at the premises at any one time (not included staff) is 1,500 people (the 'accommodation limit').
2. The Premises licence holder shall risk assess each event and where necessary SIA staff shall use counting devices, or a counting system, to maintain an exact count of the number of people at the premises at any one time, and to ensure that the accommodation limit is never exceeded. The number of people at the premises (not including staff) shall be made known immediately to police, council or fire brigade officers on request."

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

3. That a register will be maintained at the main entrance to the premises showing the names, addresses and up to date contact details including mobile phone contact numbers for the DPS and other members of the management team who are on duty.
4. A risk assessment will be undertaken and where deemed necessary by the risk assessment a sufficient number of male and female door supervisors will be employed at the premises in accordance with that risk assessment. Risk assessments will be shared with the police and licensing authority as where necessary.
5. That SIA registered door supervisors shall be employed at a ratio of 1 door supervisor to every 100 customers (or part thereof). At least one female door supervisor shall be employed to assist with screening entrants to the premises.
6. That an egress and dispersal policy shall be devised and be kept / be accessible at the premises at all times that the premises are in operation. The egress and dispersal policy shall be in operation at all times that the premises are in use. All staff employed at the premises shall be trained in the latest iteration of the policy and records of such training (including the printed name of the trainee, signature of the trainee, declaration that the training was received & understood and the date of the training) shall be kept as an annex of the policy. The egress and dispersal policy shall be reviewed, and refresher training in it provided to staff, annually. A record of each annual review and any refresher training shall be kept in an annex of the policy and shall include the details of the person who undertook the review. The policy shall be made immediately available to council and / or police officers on request.
7. That all staff shall be trained in their responsibilities under the Licensing Act 2003 and the terms and conditions of this licence. Records of such training (including the printed name of the trainee, signature of the trainee, declaration that the training was received & understood and the date of the training) shall be kept / be accessible at the premises. Staff shall receive refresher training every 6 months. The training records shall be made immediately available to council and / or police officers on request.
8. That a drugs and alcohol management policy shall be devised and be kept / be accessible at the premises at all times that the premises are in operation. The drugs and alcohol management policy shall be in operation at all times that the premises are in use. All staff employed at the premises shall be trained in the latest iteration of the policy and records of such training (including the printed name of the trainee, signature of the trainee, declaration that the training was received & understood and the date of the training) shall be kept as an annex of the policy. The drugs and alcohol management policy shall be reviewed, and refresher training in it provided to staff, annually. A record of each annual review and any refresher training shall be kept in an annex of the drugs and alcohol management policy and shall include the details of the person who undertook the review. The drugs and alcohol management policy shall be made immediately available to council and / or police officers on request.

9. That a comprehensive incident register will be maintained at the premises. The incident register will record the date, time, location and persons concerned in any incident together with a summary of the incident and an identification of any emergency services personnel who attend.
10. That a taxi pickup point will be designated at the premises.
11. That a challenge 25 scheme shall be maintained at the premises requiring that staff selling alcohol request that any customer who looks under 25 years old, and who is attempting to purchase alcohol, provides valid photographic identification proving that the customer is at least 18 years old. Valid photographic identification is composed of a driving licence, passport, UK armed services ID card, any Proof of Age Standards Scheme (PASS) accredited card or any identification card validated by the Secretary of State.
12. That all staff involved in the sale of alcohol shall be trained in the prevention of sales of alcohol to underage persons, and the challenge 25 scheme in operation at the premises. A record of such training shall be kept / be accessible at the premises at all times and be made immediately available for inspection at the premises to council or police officers on request.”
13. That clearly legible signs shall be prominently displayed where they can easily be seen and read by customers stating to the effect that a challenge 25 policy is in operation at the premises, that customers may be asked to provide proof of age and stating what the acceptable forms of proof of age are. Such signage shall be displayed at all entrances, points of sale and in all areas where alcohol is displayed for sale. The signage shall be kept free from obstructions at all times.
14. Promotional literature (both physical and electronic) and tickets will contain information regarding transport options in the locale and shall request that persons leave the area quietly.
15. SIA security staff and/or stewards to be briefed to monitor and remind patrons where necessary to leave the site quietly.
16. That a CCTV system shall be installed at the premises, be maintained in full working order and be continually recording at all times that the premises are in use. The CCTV shall be able to capture a clear facial image of all entrants to the premises, shall cover all public areas of the premises & all entrances / exits at the premises and shall be able to capture clear images in all lighting conditions.
17. That all CCTV footage shall be kept for a period of 31 days and shall be made immediately available to officers of the police and / or the council on request.
18. That there shall be at least one member of staff on duty at all times that the premises are in operation who is trained the operation of the CCTV system and who is capable of retrieving footage and downloading it to a removable data storage device at the immediate request of police and / or council officers.
19. That any external smoking area shall be bounded by secure fencing of at least 6 feet in height (e.g. ‘Heras’ fencing or similar). At least one SIA registered door supervisor shall be deployed in the smoking area at all times. Only 20 persons at any one time may be permitted into the smoking area. Any person observed to be attempting to procure objects from outside the smoking area into the smoking area shall be ejected from the premises. Signage shall be displayed in the smoking area requesting to the effect that customers behave in a quiet and orderly manner, and if and when required, security staff shall verbally instruct the same. The smoking area must be covered by the CCTV system installed at the premises.

**c) Public safety**



20. That a professional Fire Risk Assessment (FRA) shall be devised and be kept / be accessible at the premises at all times that the premises are in operation. The FRA shall be made immediately available to fire brigade, council and police officers on request. The FRA shall be reviewed annually, or whenever there is any substantive change to the layout or operation of the premises. A record of each annual review of the FRA shall be kept in an annex of the FRA and shall include the details of the person who undertook the review.
21. That a professional Health & Safety Risk Assessment (H&SRA) in respect of all aspects of the operation of the premises shall be devised and be kept / be accessible at the premises at all times that the premises are in operation. The H&SRA shall be made immediately available to fire brigade, council and police officers on request. The H&SRA shall be reviewed annually, or whenever there is any substantive change to the layout or operation of the premises. A record of each annual review of the H&SRA shall be kept in an annex of the H&SRA and shall include the details of the person who undertook the review.
22. That in accordance with the Health and Safety Risk Assessment devised in respect of the premises, first aid equipment and facilities shall be provided at the premises. If the first aid facilities include first aid boxes then the first aid boxes shall be kept in easily accessible locations, be kept free from obstructions at all times and all relevant staff shall be informed of the locations of the first aid boxes.
23. That at least one trained first aider shall be on duty at all times that the premises are in operation, a record of the (primary) first aider on duty at any time shall be kept at the premises and be made immediately available to emergency service and / or council officers on request. All staff shall be aware of who the first aiders on duty are.

**d) The prevention of public nuisance**

24. That a Noise Management Plan (NMP) shall be devised and be kept / be accessible at the premises at all times that the premises are in operation. The NMP shall be adhered to at all times that the premises are in use. All management / supervisory staff and all staff employed at the premises in respect of noise management, sound engineering or anything similar shall be trained in the latest iteration of the NMP and records of such training (including the printed name of the trainee, signature of the trainee, declaration that the training was understood and the date of the training) shall be kept as an annex of the policy. The NMP shall be made immediately available to council and / or police officers on request. The NMP shall be reviewed annually, or whenever there is any substantive change to the layout or operation of the premises. A record of each annual review shall be kept in an annex of the NMP and shall include the details of the person who undertook the review.
25. A noise propagation test shall be undertaken in consultation with representative(s) of the Licensing Authority.
26. Clear and legible signage will be placed in all areas inside and outside the premises visible to members of the public requesting them to respect the neighbours and to leave quietly.
27. In the event of an emergency, security / stewarding staff shall provide verbal instructions to members of the public as to the appropriate routes to be used to vacate the premises. Announcements (either recorded or live) will also be made over the sound system advising to the effect that customers leave by the nearest emergency exit and listen to the instructions of stewarding and security staff.
28. All plant associated with events shall be located as far away from sensitive locations as possible.
29. Patrons of the premises shall be provided details of preferred mini cab companies.
30. The premises licence holder will promote public transport wherever possible.

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

31. That persons under 18 years of age shall not be permitted entrance to any events that are to continue past 23:00.
32. That a Child Protection Policy (CPP) shall be devised and be kept / be accessible at the premises at all times that the premises are in operation. The CPP shall be adhered to at all times that the premises are in use. All staff employed at the premises shall be trained in the latest iteration of the CPP and records of such training (including the printed name of the trainee, signature of the trainee, declaration that the training was understood and the date of the training) shall be kept as an annex of the policy. The CPP shall be made immediately available to emergency service and / or council officers on request. The CPP, and all staff training, shall be reviewed annually. A record of each annual review of the CPP and related staff training shall be kept in an annex of the CCP and shall include the details of the person who undertook the review. The CPP shall include provisions for lost children.

**Checklist:**

**Please tick to indicate agreement**

- 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 designated 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.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

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

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

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

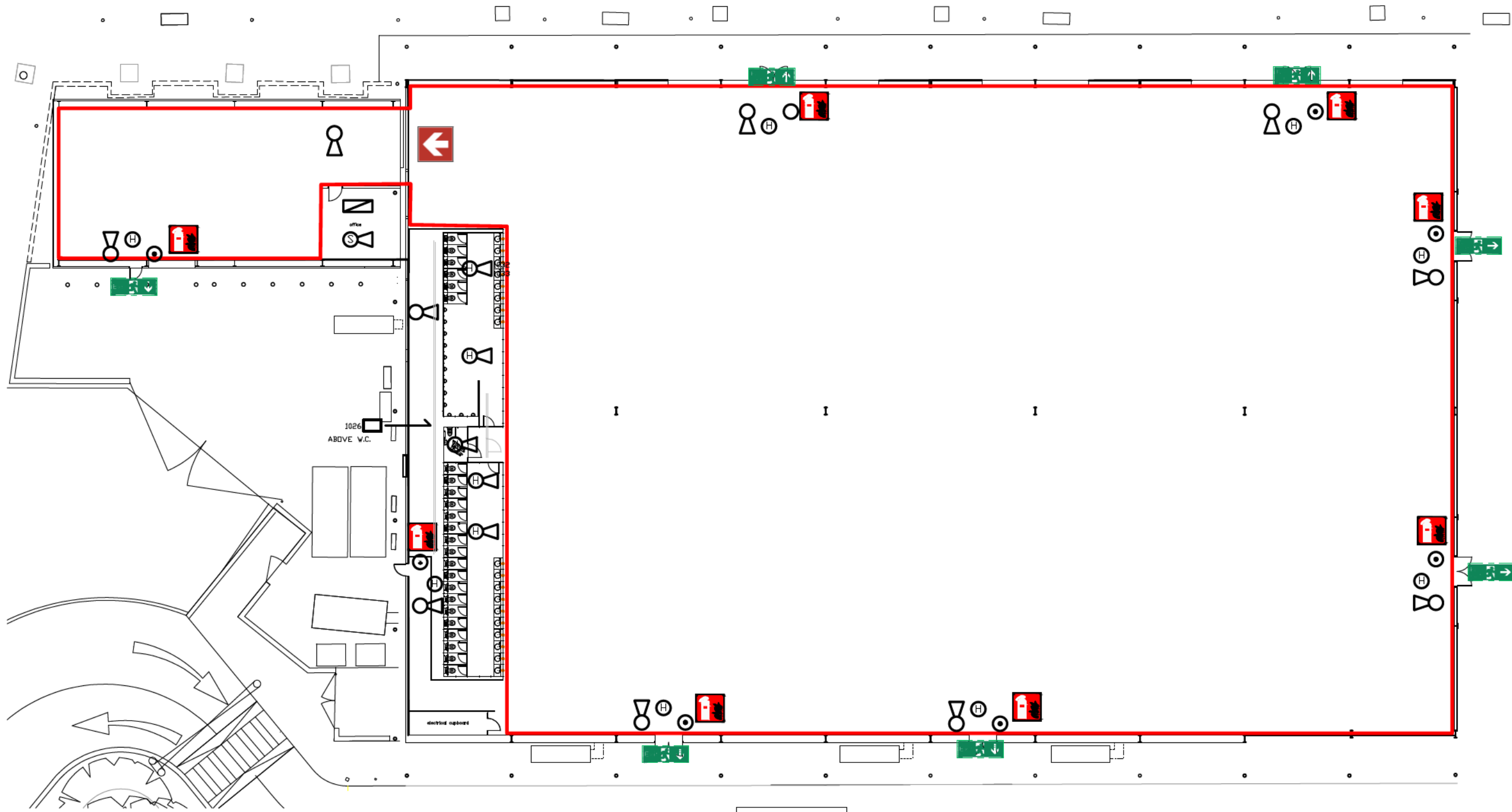
**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15)</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li> </ul>	
Signature		
Date		
Capacity		Solicitors for the Applicant

**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	

<p>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)</p> <div style="background-color: black; height: 150px; width: 100%;"></div>
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CLIENT:  
**Venue Lab**

PROJECT:  
**Dock X**

FILENAME: Licensing Drawing.dwg		
DATE: 19th December 2018	SCALE: 1:300	VERSION: v1.0
DRAWING: Licensing Drawing	DRAWN BY: Alex Bingham	
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NOTES:

**LEGEND** 0 5 10 15 20 25m 50m

DENOTES AREA FOR LICENSABLE ACTIVITIES	FIRE MUSTER POINT	FIRE ALARM PANEL
FINAL FIRE EXIT	FIRE SAFETY EQUIPMENT	HEAT DETECTOR
DIRECTION TO FIRE EXIT	CALL POINT	INPUT / RELAY
SMOKE / SOUNDER / BEACON	HEAT / SOUNDER / BEACON	SOUNDER / BEACON

