



South Somerset District Council
The Council Offices, Brympton Way
Yeovil, Somerset, BA20 2HT

**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 South Somerset District Council
(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			
Westlands Entertainment Venue Westborne Close			
Post town	Yeovil	Postcode	BA20 2DD
Telephone number at premises (if any)	01935 422884		
Non-domestic rateable value of premises	£		

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

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

(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	South Somerset District Council				
Address	Brympton Way Tecuit BA20 2HT				
Registered number (where applicable)					
Description of applicant (for example, partnership, company, unincorporated association etc.)	District Council				
Telephone number (if any)	01935 845930				
E-mail address (optional)	sean.welsh@southsomerset.gov.uk				

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
01	02	2017

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 comprises of a large detached building, it will be used for entertainment and other social activities, a large car park accommodating up to ~~200~~³¹⁶ vehicles, it will host a wide range of events inc, music, film, Boxing & Dance. The Premises is on the outskirts of the town.

also on site is a sports pavillion, gym & Bowling green and other outdoor areas which are also part of the premises licensable activities may take place at any location within the red line shown on the site plan as the premises

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

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

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 (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	8:00	0:00	<p><u>Please give further details here</u> (please read guidance note 3)</p> <p>Indoor events but may have 1 or 2 events outside. This would tick in with clear parts of form. The maximum number of people permitted to attend an outdoor event ^{plus} would be 500.</p> <p><u>State any seasonal variations for performing plays</u> (please read guidance note 4)</p> <p><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> (please read guidance note 5)</p> <p>Outdoor events ^{plus} will not start before earlier than 8:00 and will finish by 23:00.</p>	Both	<input checked="" type="checkbox"/>
Tue	8:00	0:00			
Wed	8:00	0:00			
Thur	8:00	0:00			
Fri	8:00	0:00			
Sat	8:00	0:00			
Sun	8:00	0:00			

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place <u>indoors or outdoors or both</u> – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) All films to comply with BBFC also may do live screenings.		
Mon	8.00	05.00			
Tue	8.00	05.00			
Wed	8.00	05.00			
Thur	8.00	05.00			
Fri	8.00	05.00			
Sat	8.00	05.00			
Sun	8.00	05.00			
			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		

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	8.00	02.00	
Tue	8.00	02.00	
Wed	8.00	02.00	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Thur	8.00	02.00	<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	8.00	02.00	
Sat	8.00	02.00	
Sun	8.00	02.00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	8.00	03.00	Please give further details here (please read guidance note 3) <i>Touring events of wrestling & boxing & MMA fights in main hall.</i>	Both	<input type="checkbox"/>
Tue	8.00	03.00			
Wed	8.00	03.00	State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur	8.00	03.00			
Fri	8.00	03.00	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)		
Sat	8.00	03.00			
Sun	8.00	03.00			

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 (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	8:00	04:00	Please give further details here (please read guidance note 3) <i>Live bands / solo / duets, etc.</i> <i>No more than 12 outdoor live music events per calendar year, which shall not commence before 8:00 and finish by 23:00. The maximum permitted attendance would be 500.</i>		
Tue	8:00	04:00			
Wed	8:00	04:00	State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	8:00	04:00			
Fri	8:00	04:00	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	8:00	04:00			
Sun	8:00	04:00			

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 (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	8:00	04:00	<u>Please give further details here</u> (please read guidance note 3) No more than 12 outdoor recorded music events per calendar year, which shall not commence before 8:00 and will finish by 23:00. Maximum permitted attendees will be 500.	Both	<input checked="" type="checkbox"/>
Tue	8:00	04:00			
Wed	8:00	04:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur	8:00	04:00			
Fri	8:00	04:00	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	8:00	04:00			
Sun	8:00	04:00			

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place <u>indoors or outdoors or both</u> – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	8:00	02:00	Please give further details here (please read guidance note 3) <i>No more than 12 outdoor performances of dance events per calendar year, which shall not commence before 8:00 and will finish by 23:00. Maximum permitted attendees will be 500.</i>		
Tue	8:00	02:00			
Wed	8:00	02:00	State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	8:00	02:00			
Fri	8:00	02:00	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	8:00	02:00			
Sun	8:00	02:00			

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p>Please give a description of the type of entertainment you will be providing <i>Karaoke, Musical Theatre Performances, Live Music, Recorded Music, Performance of Dance.</i></p>		
Day	Start	Finish	<p>Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)</p>	Indoors	<input checked="" type="checkbox"/>
Mon	8:00	02:00		Outdoors	<input type="checkbox"/>
Tue	8:00	02:00	<p>Please give further details here (please read guidance note 3)</p>		
Wed	8:00	02:00			
Thur	8:00	02:00	<p>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)</p>		
Fri	8:00	02:00			
Sat	8:00	02:00	<p>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)</p>		
Sun	8:00	02:00			

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 (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	23:00	05:00	<u>Please give further details here</u> (please read guidance note 3) Hot food & drink		
Tue	23:00	05:00			
Wed	23:00	05:00	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Thur	23:00	05:00			
Fri	23:00	05:00	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	23:00	05:00			
Sun	23:00	05:00			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7) <i>Alcohol to be served for consumption \$ off premises rarely.</i>	On the premises	<input type="checkbox"/>
Day	Start	Finish		Off the premises	<input type="checkbox"/>
Mon	19:00	05:00	State any seasonal variations for the supply of alcohol (please read guidance note 4)	Both	<input checked="" type="checkbox"/>
Tue	10:00	05:00			
Wed	10:00	05:00			
Thur	10:00	05:00		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)	
Fri	10:00	05:00			
Sat	10:00	05:00			
Sun	10:00	05:00			

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

Name	<i>Sean Welsh</i>

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).

Yes - certain comedy & music events will be for over 18s only.

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	00:01	00:00	
Tue	00:01	00:00	
Wed	00:01	00:00	
Thur	00:01	00:00	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)
Fri	00:01	00:00	
Sat	00:01	00:00	
Sun	00:01	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)

See attached page

b) The prevention of crime and disorder

See attached page

c) Public safety

See attached page

d) The prevention of public nuisance

See attached page

e) The protection of children from harm

See attached page

A) General – All four Licensing Objectives

Licensing Act 2003 - All Front Of House (FOH) will be trained on the main aspects of the licence, FOH staff involved in the sale and/or supply of alcohol shall be trained on the offences that can be committed under the Licensing Act 2003 and a detailed written record shall be kept of this training, which includes the training material; all persons receiving this training shall sign and date the record. All staff occupying positions of management shall be aware and trained in Licensing Act 2003.

First Aid training – For all public events a Duty Manager or Duty Technician, who will have First Aid at work training, will be present. Certain events will be risked assessed for example fight nights, where there is a higher chance for injury we will bring in trained First Aid staff (St John's Ambulance / British Red Cross etc. This be updated as required and/or in accordance with any legal obligations

Noise policy – The premises licence holder shall ensure that a noise policy is devised and followed which is to the satisfaction of the Environmental Protection team so that nearby residents are not unduly disturbed by any music emanating from the premises and that notices shall be displayed at the premises requesting patrons to leave the premises quietly. The management will look to work with residents and while wanting to provide a entertaining services to its customers will ensure respect and thought is put into our neighbours.

Drugs – There will be a Zero tolerance policy to drugs and any suspension of the use of illegal substances will be asked to leave the premise and the police will be contacted.

B) The prevention of Crime and disorder

Intruder Alarm – An intruder alarm be installed and maintained with monitoring 365 days a year 24/7 with a call-out to alarms. Access will be restricted and recorded.

CCTV – will cover all areas of the building were a risk assessment deems it necessary, including some external cameras, the data will be kept for 2 weeks unless an incident dictates keeping it for criminal evidence. The management team will have access to this data and will liaise with SSDC data protection team to ensure all data protection laws are adhered to. Any external sources that would like the footage would have to follow SSDC policy and data protection laws.

Door staff/stewards – A risk assessment shall be undertaken prior to any public event to ascertain whether any SIA personnel and/or stewards are required and if so, the number(s) of those persons needed and where they will be deployed. However there will be a minimum number of steward to help with any fire evacuation, this will be worked into the Fire plan for the venue.

Pubwatch – The premises licence holder shall become a member of 'Pubwatch' or similar scheme, where it operates in the Yeovil area and shall work with any external security staff to ensure the benefits of pubwatch are used.

C) Public Safety

Risk Assessment – The venue will undertake risk assessments for activity taking place and annually review to ensure the highest regard to safety is adhered to. An annual external audit will inspect these assessments and any recommendations will be acted upon. The fire risk assessment will be done on an annual basis and approved by an external company working on behalf of SSDC any reports produced will be dealt with accordingly.

Fire Evacuation – Working with Somerset fire brigade a full plan will be drawn up, this would cover any event on in the building and give out roles for certain people to ensure everything is covered. There will be regular fire drills and staff training and annual training for all staff.

D) The prevention of public nuisance

Security - A risk assessment shall be undertaken prior to any public event to ascertain whether any SIA personnel and/or stewards are required and if so, the number(s) of those persons needed and where they will be deployed. However there will be a minimum number of steward to help with any fire evacuation, this will be worked into with the Fire plan for the venue. This would prevent any issues arising from members of the public becoming drunk and disorderly. Any act were a patron would be causing a nuisance should be acted upon via the SIA staff or police.

Control on deliveries- The premises licence holder shall ensure that deliveries to the premises are not made before 7am or after 10pm to ensure that noise nuisance is not caused to nearby residents, the only exception of this would be the arrival of a visiting company with equipment like sound or lighting, or if the performers are finished and the companys equipment is leaving the venue.

Noise policy – The premises licence holder shall ensure that a noise policy is devised and followed which is to the satisfaction of the Environmental Protection team so that nearby residents are not unduly disturbed by any music emanating from the premises and that notices shall be displayed at the premises requesting patrons to leave the premises quietly. The management will look to work with residents and while wanting to provide a entertaining services to its customers will ensure respect and thought is put into our neighbours.

E) The protection of children from harm

Challenge 25 Policy – The premises licence holder shall operate a challenge 25 policy, so that, all persons involved in the sale of alcohol will ask anyone who looks under 25 for an acceptable form of photographic ID (which shall bear the PASS hologram, such as a driving licence or a passport) to prove they are 18 years or over before they can purchase alcohol.