

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 Headlands Fram Coffee Shop

(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 Headlands Farm Coffee Shop Romsey Road West Wellow			
Post town	Romsey	Postcode	SO51 6BG

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£4200

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** **Please tick as**

- | | | |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input checked="" type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | 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 (by ticking yes to 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

(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		
Date of birth		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

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		
Date of birth or over		I am 18 years old		<input type="checkbox"/>	Please tick yes
Nationality					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential 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 Headlands Farm Coffee Shop
Address Headlands Farm Coffee Shop Romsey Road West Wellow Romsey SO51 6BG
Registered number (where applicable) 13309496

Description of applicant (for example, partnership, company, unincorporated association etc.) Private Limited Company
Telephone number (if any)
E-mail address (optional) headlandsfarminfo@gmail.com

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
01	02	2022

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 Coffee Shop is based on private land owned by the CEO. We are a community based coffee shop in West Wellow. We are surrounded by fields with residential neighbours the otherside of the fields. To the right hand side of the coffee shop there is a community tennis courts and a football field which we own and rent out. We offer a handmade food menu and a locally sourced hot drink menu. We would also like to offer an alcoholic beverage with our food. We have been approached to hold small functions and we would like to offer an alcohol option in the package.

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 and Schedules 1 and 2 to the Licensing Act 2003)

- | Provision of regulated entertainment (please read guidance note 2) | Please tick all that apply |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

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 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) Whilst we do not have an event in mind at the time of application. We are a community hub and would be open to small community performances		
Mon	08.30	16.30			
Tue	08.30	16.30			
Wed	08.30	18.00	<u>State any seasonal variations for performing plays</u> (please read guidance note 5) none		
Thur	08.30	16.30			
Fri	08.30	18.00	<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 6)		
Sat	08.30	16.30			
Sun	08.30	16.30			

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	08.30	16.30	<p><u>Please give further details here</u> (please read guidance note 4) Whilst we do not have an event in mind at the time of application. We are a community hub and would be open to small community performances</p>		
Tue	08.30	16.30			
Wed	08.30	18.00	<p><u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)</p>		
Thur	08.30	16.30			
Fri	08.30	18.00	<p><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 6) An evening show in the summer months might be planned for. The finishing time would be 23.00.</p>		
Sat	08.30	16.30			
Sun	08.30	16.30			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			<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 6)
Thur			
Fri			
Sat			
Sun			

D

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

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finis h			
Mon	08.30	16.30	<u>Please give further details here</u> (please read guidance note 4) Whilst we do not have an event in mind at the time of application. We are a community hub and would be open to small community performances		
Tue	08.30	16.30			
Wed	08.30	18.00	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5) These would likely be held in the summer months		
Thur	08.30	16.30			
Fri	08.30	18.00	<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) An evening show in the summer months might be planned for. The finishing time would be 23.00.		
Sat	08.30	16.30			
Sun	08.30	16.30			

F

Recorded music 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	<input checked="" type="checkbox"/>
Day	Start	Finis h		Outdoors	<input checked="" type="checkbox"/>
Mon	08.30	16.30	Please give further details here (please read guidance note 4) Whilst we do not have an event in mind at the time of application. We are a community hub and would be open to small community performances	Both	<input type="checkbox"/>
Tue	08.30	16.30			
Wed	08.30	18.00	State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur	08.30	16.30			
Fri	08.30	18.00	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 (please read guidance note 6) An evening show in the summer months might be planned for. The finishing time would be 23.00.		
Sat	08.30	16.30			
Sun	08.30	16.30			

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) Whilst we do not have an event in mind at the time of application. We are a community hub and would be open to small community performances		
Mon	08.30	16.30			
Tue	08.30	16.30			
Wed	08.30	18.00	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur	08.30	16.30			
Fri	08.30	18.00	<u>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</u> (please read guidance note 6)		
Sat	08.30	16.30	An evening show in the summer months might be planned for. The finishing time would be 23.00.		
Sun	08.30	16.30			

H

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

I

Late night refreshment 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 (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	08.30	16.30	<u>Please give further details here</u> (please read guidance note 4) Whilst we do not have an event in mind at the time of application. We are a community hub and would be open to small community performances		
Tue	08.30	16.30			
Wed	08.30	18.00	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur	08.30	16.30			
Fri	08.30	18.00	<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 6) An evening event in the summer months might be planned for. The finishing time would be 23.00.		
Sat	08.30	16.30			
Sun	08.30	16.30			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for <u>consumption – please tick</u> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finis h		Both	<input type="checkbox"/>
Mon	08.30	16.30	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Tue	08.30	16.30			
Wed	08.30	18.00			
Thur	08.30	16.30	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 6) An evening event in the summer months might be planned for. The finishing time would be 23.00.		
Fri	08.30	18.00			
Sat	08.30	16.30			
Sun	08.30	16.30			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	
Date of birth	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

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 9).

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5) Events are more likely to be held in the warmer months but as above all events will close at 23:00.
Day	Start	Finish	
Mon	08.30	16.30	<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> (please read guidance note 6) Events are more likely to be held in the warmer months but as above all events will close at 23:00.
Tue	08.30	16.30	
Wed	08.30	18.00	
Thur	08.30	16.30	
Fri	08.30	18.00	
Sat	08.30	16.30	
Sun	08.30	16.30	

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 10)

- I will implement a 'sensible drinking' policy and abide by the British Beer & Pub Association (BBPA) code on irresponsible promotions to prevent crime and disorder;
- I will undertake ongoing risk assessments and adhere to the BBPA guidance on fire precautions and safety in pubs to address public safety concerns;
- I will take steps to be pro-active and considerate as advised by the BBPA's notes on Licenced Property Noise Control to help prevent public nuisance;
- I will put into operation measures recommended by the Portman Group as well as complying with the council's limitations as to when children are allowed on the premises to protect children from harm.
- All guidance and regulation will around alcohol will be clearly communicated to staff and added to the employee handbook.

b) The prevention of crime and disorder

- I will display "Challenge 25" notices to remind customers they may be asked to show proof of age (passport, driving license). A notice also will be displayed stating that drug use and violent/anti-social behaviour will not be tolerated on the premises.
- Information will be displayed on the premises explaining what a unit of alcohol is and how it translates in practical terms to the drinks sold, together with information about the risks of drink driving and chronic drinking.
- Wherever possible toughened glassware will be used. Customers who appear to be intoxicated will not be served and told to leave.
- An incident book also will be kept to log any refusals on the basis of no proof of age, intoxication or anti-social behaviour. All of the above will be communicated to staff members during training, the notes for which will be left behind the bar for reference.
- The premise is monitored by CCTV and we are able to record any incidents.
- We will employ specific measures to discourage binge drinking, for instance by not playing amplified music, by providing chairs for all of my customers and by selling primarily individual bottles of proseccos, wines, ales, gins. There will not be a 'happy hour' or similar drinks promotions.

Through the above measure we expect alcohol to be sold to discerning, mature customers who are sensible about drinking. We are happy to take further guidance from the local police in this matter and to take part in any campaigns promoting safe, sensible and social drinking.

c) Public safety

We are aware of the need to conduct ongoing Health & Safety risk assessments to identify and deal with hazards that might put the public in harm's way. We are very aware of the customer journey throughout the shop and ensure we have measures in place to reduce any associated risks.

The premises is open with no fixed seating and a fire exits are clearly labelled at the front, rear and both sides of the building.

The serving counter is central to the coffee shop and so tables are monitored centrally, and regular checks will be made to all customer. All seating areas are monitored using CCTV.

There are smoke alarms in place which are linked to the main electrical circuit as well as being battery operated. These are checked regularly to ensure they're working properly. A log book will be maintained to show that regular checks have been carried out to ensure smoke alarms and electrical appliances are all working properly. There is a calor gas supply to the coffee shop and this is monitored by external valves outside the kitchen, which is checked daily.

d) The prevention of public nuisance

I am requesting hours to sell alcohol up until 18.00 hrs Wednesday and Friday and until 16.30 hrs Monday, Tuesday, Thursday, Saturday and Sunday and so not exceeding the normal trading hours of local bars and pubs.

Noise will be kept to a minimum: we play music through Spotify which serves only as ambient background music. There are no loud extractor fans and all deliveries take place during daytime hours. Staff will be made aware of the above policies during training, the notes for which will be left behind the coffee bar for reference and put into their employee handbooks.

e) The protection of children from harm

Few activities will take place on the premises which might give concern to children's safety (eg no adult entertainment or gambling) and a Challenge 25 policy will be in place. I will not sell ready-to-drink bottles of alco-pops. I believe the 'sensible drinking' approach will help ensure that children are not exposed to incidences of violence or disorder.

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 or my share code issued by the Home Office online right to work checking service (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 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.**

Declaration	<ul style="list-style-type: none"> [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). 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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	
Capacity	

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other 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 postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	