

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.

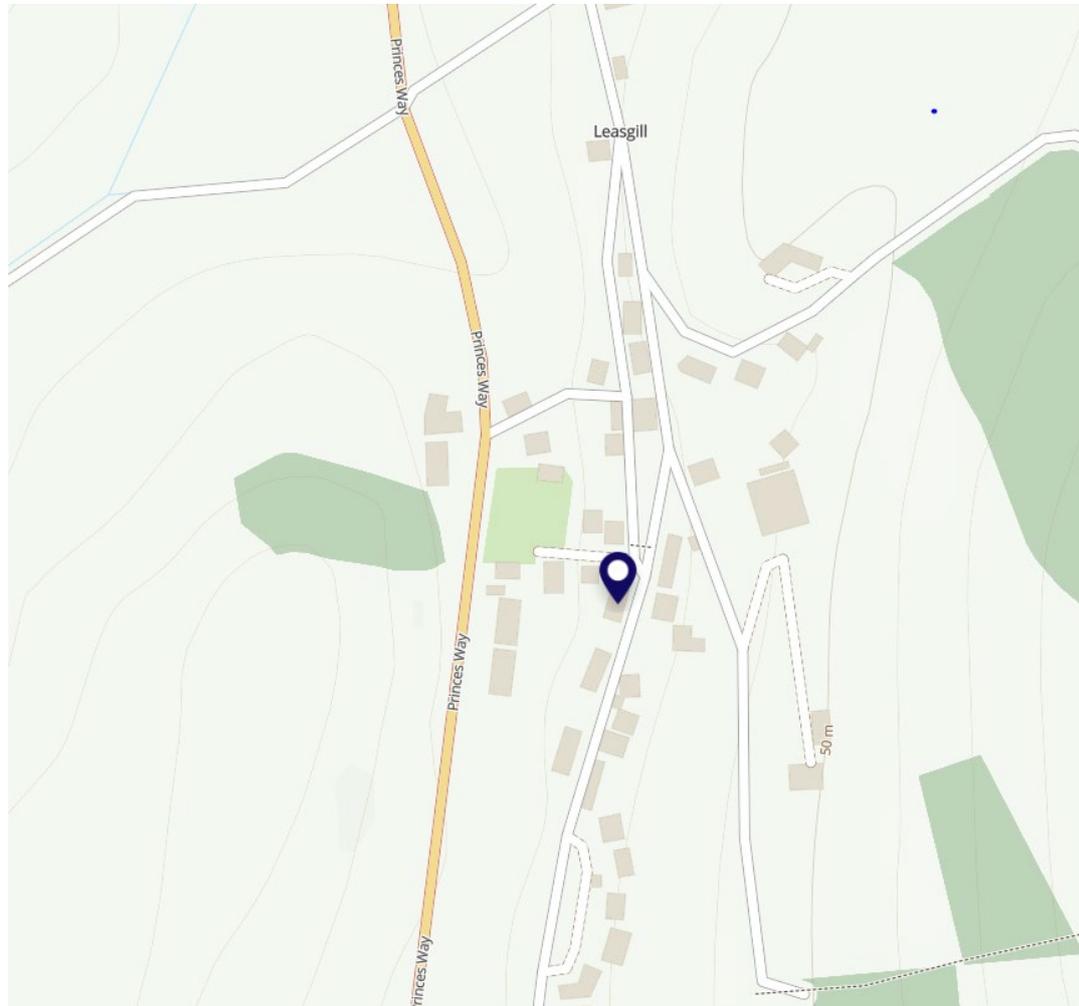
I/We Heversham Athenaeum Committee

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

The **Athenaeum**
 Leasgill
 Milnthorpe
 Cumbria LA7 7ET



Post town	Heversham,	Postcode	LA7 7ET
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Telephone number at premises (if any)	None
Non-domestic rateable value of premises	£ 5400

Part 2 - Applicant details

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

a)	an individual or individuals *	<input type="checkbox"/>	please complete section (A)
b)	a person other than an individual *	<input type="checkbox"/>	

	i	as a limited company/limited liability partnership		please complete section (B)
	ii	as a partnership (other than limited liability)		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		X	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 X
- I am making the application pursuant to a
- statutory function or
- a function discharged by virtue of Her Majesty's prerogative

(A) individual applicants (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality British					
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 'share code' provided to the applicant by that service (please see note 15 for information)	
Applying on Behalf of The Athenaeum Committee	

Second individual applicant (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth or over		I am 18 years old		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 'share code' provided to the applicant by that service: (please see note 15 for information)					

(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 The Athenaeum -

<p>Address The Athenaeum Leasgill Milnthorpe Cumbria LA7 7ET</p>
<p>Registered number (where applicable) 224187</p>
<p>Description of applicant (for example, partnership, company, unincorporated association etc.) Register Charity</p>
<p>Telephone number (if any)</p>
<p>E-mail address (optional)</p>

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

<p>Please give a general description of the premises (please read guidance note 1)</p> <p>The premises is a village hall within the village of Heversham. It has a large hall area approx. 20m x 10m and kitchen / servery.</p> <p>The hall has suitable and sufficient toilets for up to 150 people and disabled WC facilities.</p> <p>The entrance to the hall is from the carpark and is well lit with good disability access. The emergency exit to the rear has ramp access and lighting.</p> <p>It is situated in the centre of the village and has good off road parking provision for up to 20 vehicles.</p> <p>This premises will be used to supply alcohol from time to time for village events. We plan to hold a monthly pub nights We would open to 1am on New Year's eve if a party was planned by the village</p>

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

NA

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)	
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)	

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	
<u>Supply of alcohol</u> (if ticking yes, fill in box J)	X

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	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<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					
Sun					

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	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri			<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)		
Sat					
Sun					

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			
Thur			<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)
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	
				Outdoors	
Day	Start	Finish		Both	
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)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	x
Day	Start	Finish		Outdoors	
				Both	
Mon	12:00	00:00	Please give further details here (please read guidance note 4)		
Tue	18:00	00:00			
Wed	18:00	00:00	State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur	18:00	00:00			
Fri	12:00	00:00	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 6) New Year's Eve 12:00 – 00:30		
Sat	12:00	00:00			
Sun	12:00	00:00			

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	
Day	Start	Finish	Indoors	Outdoors
			<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
Mon	12:00	00:00	<u>Please give further details here</u> (please read guidance note 4)	
Tue	18:00	00:00		
Wed	18:00	00:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)	
Thur	18:00	00:00		
Fri	12:00	00:00	<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 6) New Year's Eve 12:00 – 00:30	
Sat	12:00	00:00		
Sun	12:00	00:00		

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	
Day	Start	Finish		Outdoors	
Mon				<u>Please give further details here</u> (please read guidance note 4)	Both
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri			<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					
Sun					

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	
Mon				Outdoors	
				Both	
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	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri			<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)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	
				Off the premises	
Day	Start	Finish		Both	X
Mon	12:00	00:00	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Tue	18:00	00:00			
Wed	18:00	00:00			
Thur	18:00	00:00	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 6) New Year's Eve 18:00-00:30.		
Fri	12:00	00:00			
Sat	12:00	00:00			
Sun	12:00	00:00			

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 Nort applicable as applying for section 21 Disapplication - Attached	
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)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	12:00	00:30	
Tue	18:00	00:30	
Wed	18:00	00:30	
Thur	18:00	00:30	
Fri	12:00	00:30	
Sat	12:00	00:30	
Sun	12:00	00:30	
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 6)			
New Year's Eve 18:00-01:00			

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 10)

The Athenaeum Committee will appoint a person in charge for each event.
Sufficient number of staff on the premises to cover
Regular training of staff.
Adherence to 4 objectives as below

b) The prevention of crime and disorder

1. The venue is generally for the use of the residents of Heversham and their guests. The Prime reason for licence is for our monthly pop-up pub. If required by any one off event having a large proportion of non- local attendees then the use of accredited door security staff will be considered.
2. A Refusals Register and Incident Report Register will be kept. Such documents will record incidents of staff refusals of alcohol sales to under-age or drunk people, as well as incidents of any anti-social behaviour and ejections from the premises.
3. Both Refusals and Incident Report registers shall be kept for at least 1 year and they will be made available immediately upon a reasonable request from any Responsible Authority. [For the avoidance of doubt, the one-year period relates to each respective entry in the log book and runs from the date of that particular entry]:

Regular glass collections

c) Public safety

Checking the number of people entering and leaving the premises and ensuring that once the maximum occupancy is reached, no further persons are admitted.

The licence holder or people authorised by them will check the premises before it opens to the public to ensure there are no risks to patrons and that all safety precautions are in place.

The licence holder will ensure that all staff receive appropriate training about emergency and general safety precautions and procedures.

The licence holder will ensure that all staff are aware of their social and legal obligations and their responsibilities regarding the sale of alcohol.

All bottles and glasses and rubbish removed from public areas on a regular and frequent basis.

The fire safety measures provided on the premises maintained in good working order, and their adequacy will be determined on a regular basis, by the carrying out of a fire risk assessment as required by, and in accordance with the Regulatory Reform (Fire Safety) Order 2005.

An adequate and appropriate supply of first aid equipment and materials available on the premises.

Public liability insurance in place

Emergency procedures in place.

Designated smoking areas outside

good housekeeping procedures in place.

d) The prevention of public nuisance

Ensure that doors and windows are kept closed after 10pm, Signage in place asking people to leave quietly, regular sound checks inside & outside of the premises to ensure no significant noise is heard at local properties.

Suitable and conspicuous notices shall be displayed at entrances and exits requesting patrons to minimize noise and when smoking and/or leaving.

Alcoholic drinks purchased on the premises may only be taken off the premises in sealed containers.

Open containers of alcohol shall not be removed from the premises, except for consumption in any delineated external area (licensed area) onto the pavement or highway.

All windows and external doors shall be kept closed from 10.00pm and or at any time when regulated entertainment takes place, except for the immediate access and egress or persons.

No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises that gives rise to a nuisance

e) The protection of children from harm

The licence holder will operate a Challenge 25 Age Verification Policy and display prominent signage at the point of sale indicating that the Challenge 25 scheme is in operation.

The only acceptable proof of age identification shall be a current Passport, photo card Driving Licence or identification carrying the PASS logo or military id.

Checklist:

Please tick to indicate agreement

<input checked="" type="checkbox"/>	I have made or enclosed payment of the fee.	X
<input type="checkbox"/>	I have enclosed the plan of the premises.	
<input type="checkbox"/>	I have sent copies of this application and the plan to responsible authorities and others where applicable.	
<input type="checkbox"/>	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	
<input type="checkbox"/>	I understand that I must now advertise my application.	
<input type="checkbox"/>	I understand that if I do not comply with the above requirements my application will be rejected.	
<input type="checkbox"/>	[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	06/04/2023
Capacity	On behalf of Atheneum Committee

Contact name (where not previously given) and postal 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, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. 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 agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.
 15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:
 - A licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:
 - does not have the right to live and work in the UK; or
 - is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:

- 1) by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Home Office online right to work checking service.

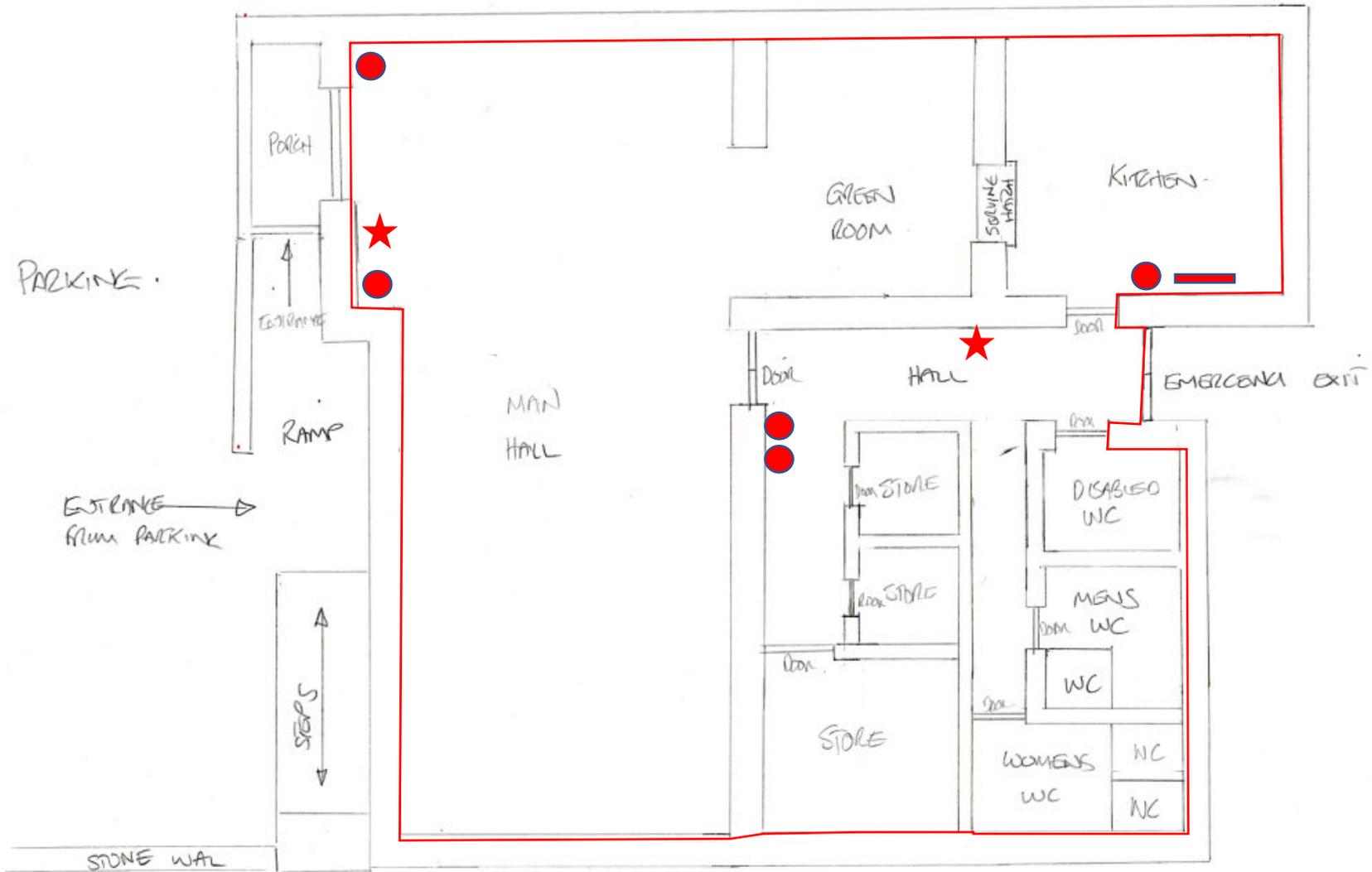
As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

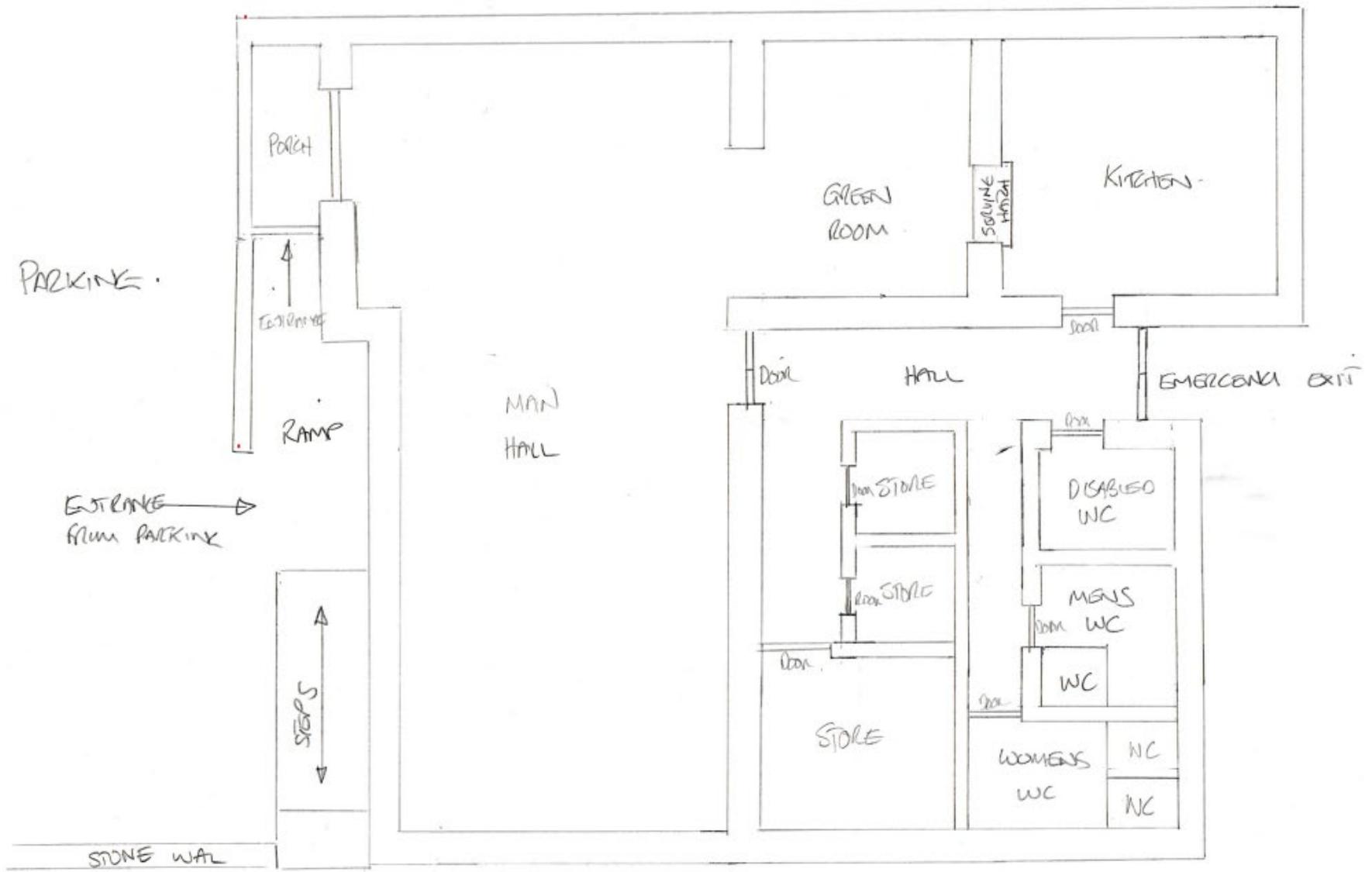
Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.



THE ATTENEUM PLAN

SCALE 1:100

Key	
	License Area
	Fire Extinguisher
	Fire Blanket
	Call Point



THE ATTENEUM PLAN

SCALE 1:100

**Application for the mandatory alcohol condition under
the Licensing Act 2003 requiring a Designated Premises Supervisor
in respect of a premises licence to be disappled**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of this 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 in written black ink. Use additional sheets if necessary.

You must send the application to the licensing authority (by email to **licensing@southlakeland.gov.uk** or by post to **Licensing Team, South Lakeland House,, Lowther Street, Kendal, Cumbria LA9 4DQ**). If you are submitting the notice by post, you must also send a copy on the same day to Cumbria Constabulary, Busher Walk, Kendal LA9 4RJ

We*The Athenaeum Management Committee*.... being a board or committee of individuals with responsibility for the management of the community premises described in Part 1 below, and being the applicant for a premises licence/premises licence holder [*delete as applicable*] in respect of those premises apply for the condition referred to in section 19(4) of the Licensing Act 2003 to be included in the licence instead of the conditions referred to in section 19(2) and (3) of the said Act (see guidance note 2).

Part 1 – Community premises details

Name of premises The Athenaeum	
Postal address of premises or, if none, ordnance survey map reference, or description The Athenaeum Leasgill Milnthorpe Cumbria	
Post town Milnthorpe	Post code LA7 7ET

Telephone number at premises (if any)

NA

Premises licence number (if applicable)

NA

Brief description of premises and the composition of the committee or board of individuals with responsibility for the management of the premises (please see guidance note 3)

The premises is a village hall within the village of Heversham. It has a large hall area approx. 20m x 10m and kitchen / servery. The hall will hold 100people seated and upto 150 standing up.

The hall has suitable and sufficient WC's for upto 150 people and disabled WC facilities.

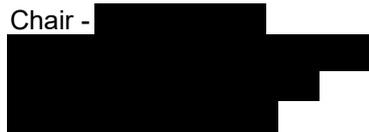
The entrance to the hall is from the carpark and is well lit with good disability access. The emergency exit to the rear has ramp access and lighting.

It is situated in the centre of the village and has good off road parking provision for upto 20 vehicles.

The Athenaeum is a registered charity (Charity number: 224187) and has a formally appointed management committee that meet on a regular basis to oversee the correct and effective running of the premises.

The key members of the committee are:

Chair -



Attached documents set out the constitution and management policies and procedures of the facility:

- The Athenaeum at Leasgill Constitution for the Management Committee.
- The Athenaeum Health and Safety Policy
- The Athenaeum Hire Agreement
- The Athenaeum Terms and Conditions of Hire
- The Athenaeum Health and Safety Policy Statement
- The Athenaeum Equal Opportunity, Environmental and Safeguarding Policy

Please describe how you will ensure that alcohol sales are properly supervised and what arrangements you have in place (if any) for hiring out the premises (please see guidance note 4)

1. The Athenaeum is a charity constituted to provide a village with a meeting, sporting and social venue for use by the villagers or Heversham, Leasgill, Hincaster and Greenside. It is accessed by all age groups from providing a space for everything from young children's parties to, badminton, bowls and social evenings for village residents.
2. The management of the hall is via a duly elected committee who meet regularly to provide oversight to its operation and upkeep. This committee sets the policies of the hall and terms of its hire and use.
3. All hirers of the hall are required to complete a detailed booking and hire agreement. On provision of the Licence the hire agreement and booking form will be updated to include a description of any event which would request the use of the licence to provide alcohol and the person taking responsibility for discharging the requirements of the licence (see notes 4, 5 and 6). A review of the purpose of the hire will be completed by the committee's nominated bookings manager and if deemed not appropriate the manager will not accept the booking.

Types of hire:

4. Private parties utilising the licence to sell alcohol must be booked by a resident of the villages the hall is associated with. The organiser will need to complete a form designating the person in charge of the licensable activities, the number of people planned to attend and the times that the party will start and finish. The committee or its nominated booking clerk will decide the suitability of the event and the person in charge hosting. The requirements of the licence will be briefed to the hirer and a signed acknowledgement of these rules received prior to any event taking place.
5. If hired for large fundraising events on a very irregular basis, a member of the committee will be assigned to work with the organisers to complete an assessment of the suitability of the organiser and the event prior to allowing it to take place. A designated committee member or their nominee will be at the venue throughout any event to ensure the licence is being upheld. The committee or its nominated booking clerk will decide the suitability of the event and the person in charge hosting. The requirements of the licence will be briefed to the hirer and a signed acknowledgement of these rules received prior to any event taking place.
6. When the community premises is hired for short fundraising events by local voluntary organisations the local contact for that organisation will meet with the committee and complete a review of the event prior to filling out the event management and person in charge form. The committee or its nominated booking clerk will decide the suitability of the event and the person in charge hosting. The requirements of the licence will be briefed to the hirer and a signed acknowledgement of these rules received prior to any event taking place.
7. The committee will review the licence and its responsibility for alcohol sales at each meeting and if necessary, put in place any changes required to its policies and procedures to ensure the licence objectives are maintained in line with these requirements.

Part 2 – Applicant details

Please tick ✓ yes

We are the premises licence holder

Contact phone number in working hours (if any)

Email address (optional)

Current address (if different from premises address)

Post code

Telephone number (if any)

Please tick ✓ yes as appropriate

I have enclosed the premises licence

I have enclosed the relevant part of the premises licence

This form accompanies a new premises licence application

If you are varying an existing licence and have not ticked one of the first two boxes above, please explain why in the box below.

Reasons why you have failed to enclose the premises licence or relevant parts

This is form accompanies the original application and The Athenaeum does not currently hold a licence.

Any further information to support your application

CHECKLIST

Please tick ✓ yes

If applying to remove the mandatory requirements from an existing premises licence that already authorises alcohol sales

- I have made or enclosed payment of the fee x
- I have included documents (if available) which identify the premises and how it is managed x
- I have included copies of any hiring agreement x
- I have sent a copy of this application to the chief officer of police x
- I understand that if I do not comply with the above requirements my application will be rejected x

If applying alongside a new application or variation for a permission to allow alcohol sales

- This application accompanies a new premises licence application/this application accompanies an application to vary an existing premises licence (delete as applicable) x
- I have enclosed the premises licence or relevant part of it or provided an explanation
- I understand that if I do not comply with the above requirements my application will be rejected x

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.

Notes for guidance

8. This form may be used by a community premises seeking to replace the mandatory conditions in sections 19(2) and 19(3) of the 2003 Act which requires a personal licence holder and Designated Premises Supervisor where a premises allows the supply of alcohol, with the alternative mandatory condition (in section 19(4) of the Act) that the supply of alcohol is instead authorised by the premises licence holder through either:
- Applying to remove the mandatory conditions of an existing premises licence which allows the sale of alcohol;
 - Applying to remove the mandatory conditions when applying for a new premises licence that includes then sale of alcohol; or
 - Applying to remove the mandatory conditions when applying to vary an existing premises licence to allow the sale of alcohol.

On applying for the removal of the requirement to have a Designated Premises Supervisor, the management committee should understand that if this is granted they will be responsible for all alcohol sales under the licence.

9. The applicant must be a committee or board of individuals with responsible for the management of the premises – enter name of committee or board.
10. Describe the premises and the management structure. In particular, explain why you consider it to be a community premises i.e. is it available for community benefit most o the time and accessible by a broad range of persons and sectors of the local community for purposes beneficial to the community as a whole. If the community premises is a registered charity, please include its Charity Commission number. Set out how the premises is managed and the structure of the committee or board of individuals with responsibility for its management (including the names of the committee's or board's key officers, e.g. the chair, secretary, treasurer). Please include any documents e.g. written constitution or other management documents that show the structure of the premises and how it is managed.
11. Describe how the supervision of alcohol sales is to be ensured in different situations (including e.g. then the community premises is hired to private parties, when the community premises is hired for large fundraising events and hen the community premises is hired for short fundraising events by local voluntary organisation. Set out how responsibility for alcohol sales is to be determined in individual cases and discussed and reviewed within the committee's or board's procedure in the event of any issues arising. You should include copies of hiring agreements that describe the arrangement made between the community premises and the hiring party. You should note that sample hire agreements are available for e.g. ACRE and Community Matters. More information about these hire agreements is contained in the Statutory Guidance.
12. Application to substitute the section 19(4) mandatory condition must be made by a management committee or similar structure which holds or will be the holder of the premises licence for the community premises. Please state in what capacity you are signing the application (e.g. Committee Chair, committee member, Hall secretary, etc.).
13. Please send a copy of this form to the chief officer of police for your area.

Part 3 – Signatures (see guidance note 5)

Signature of applicant. Please provide two signatories of members of the management committee stating in what capacity they represent the premises licence holder.

First Signature [REDACTED]

Date 21-03-2023

Capacity: Chairman

Second Signature [REDACTED]

Date 21-03-2023

Capacity: Treasurer of the Athenaeum

Contact name (where not previously given) and address for correspondence associated with this application.	
Post Town	Post Code
Telephone number (if any)	
If you would prefer us to correspond with you by email your email address (optional)	