



Bracknell Forest
Application for a premises licence
Licensing Act 2003

For help contact
licence.alk@bracknell-forest.gov.uk
 Telephone: 01344 352000

* required information

Section 1 of 19

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader

☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

* Is your business registered in the UK with Companies House? ☒ Yes ☐ No

* Registration number

* Business name

If your business is registered, use its registered name.

* VAT number

Put "none" if you are not registered for VAT.

* Legal status



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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name	<input type="text" value="The Acoustic Couch Community Centre 11"/>
Street	<input type="text" value="Market Street"/>
District	<input type="text"/>
City or town	<input type="text" value="Bracknell"/>
County or administrative area	<input type="text" value="Bracknell Forest Borough Council"/>
Postcode	<input type="text" value="RG12 1JG"/>
Country	<input type="text" value="United Kingdom"/>

Further Details

Telephone number	<input type="text" value="07413664164"/>
Non-domestic rateable value of premises (£)	<input type="text" value="19,000"/>

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company
- ☐ A partnership
- ☐ An unincorporated association
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c 14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales
- ☐ Other (for example a statutory corporation)

Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

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NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

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OPERATING SCHEDULE

When do you want the premises licence to start? / /
 dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
 dd mm yyyy

Provide a general description of 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.

The Community Centre is situated underneath The High Street Car Park, with entrances off The Ring and Market Street Bracknell. With approximately 500 sqm of floor space split up into a large Stage and Dance Floor, off which are a Cafe Bar to one side and a Control Box. At one end there is a sound proofed room plus Toilets including Disabled facilities. Further into the area is access to small shop/workshop and 2 Breakout Rooms for small meetings. All these areas will be within the Licenced area

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

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PROVISION OF PLAYS

Will you be providing plays?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Will the performance of a play take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other
 structure tick as appropriate. Indoors may
 include a tent.

State 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.

Continued from previous page...

There will be performances like "The Rocky Horror Show" which will be amplified through our sound desk

State any seasonal variations for performing plays

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

There will be occasions on St. Davids Day, St. Patricks Day, Good Friday, Easter Sunday, Easter Bank Holiday Monday, St. Georges Day, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, St. Andrews Day, Christmas Eve, Christmas Day, Boxing Day, New Years Eve & New Years Day. Where we may need to exceed the stated hours, by either opening from 6am and or closing at 3am

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PROVISION OF FILMS

Will you be providing films?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Will the exhibition of films take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other
 structure tick as appropriate. Indoors may
 include a tent.

State 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.

Continued from previous page...

The Showing of Film Recordings of Acts and Performances by Artists, Dramatists, Training, Education and associated items

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

There will be occasions on St. Davids Day, St. Patricks Day, Good Friday, Easter Sunday, Easter Bank Holiday Monday, St. Georges Day, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, St. Andrews Day, Christmas Eve, Christmas Day, Boxing Day, New Years Eve & New Years Day. Where we may need to exceed the stated hours, by either opening from 6am and or closing at 3am

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PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

☐ Yes ☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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PROVISION OF LIVE MUSIC

Will you be providing live music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

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WEDNESDAY

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THURSDAY

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SUNDAY

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Will the performance of live music take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other
 structure tick as appropriate. Indoors may
 include a tent.

State 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.

Continued from previous page...

Various pre-booked Acts will perform on stage. They may be enhanced via our Sound Desk

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

There will be occasions on St. Davids Day, St. Patricks Day, Good Friday, Easter Sunday, Easter Bank Holiday Monday, St. Georges Day, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, St. Andrews Day, Christmas Eve, Christmas Day, Boxing Day, New Years Eve & New Years Day. Where we may need to exceed the stated hours, by either opening from 6am and or closing at 3am

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PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

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WEDNESDAY

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SUNDAY

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Will the playing of recorded music take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other
 structure tick as appropriate. Indoors may
 include a tent.

State 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.

Continued from previous page...

Background music will be provided through our Sound Desk from various sources like iPods, MP3s, Radio, Computer.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

There will be occasions on St. Davids Day, St. Patricks Day, Good Friday, Easter Sunday, Easter Bank Holiday Monday, St. Georges Day, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, St. Andrews Day, Christmas Eve, Christmas Day, Boxing Day, New Years Eve & New Years Day. Where we may need to exceed the stated hours, by either opening from 6am and or closing at 3am

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PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

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End

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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Will the performance of dance take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other
 structure tick as appropriate. Indoors may
 include a tent.

State 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.

Continued from previous page...

Dance of all types from Ballet to Disco and Street Dance will be performed at various times.

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

There will be occasions on St. Davids Day, St. Patricks Day, Good Friday, Easter Sunday, Easter Bank Holiday Monday, St. Georges Day, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, St. Andrews Day, Christmas Eve, Christmas Day, Boxing Day, New Years Eve & New Years Day. Where we may need to exceed the stated hours, by either opening from 6am and or closing at 3am

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Continued from previous page...

Will the provision of late night refreshment take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

For Pre-booked Studio, Practice sets and Events , we will provide sustenance in the form of Hot & Cold Drinks and Snacks

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

LNR for duration of Studio Booking

LNR for duration of dance-a-thon type events

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Will the sale of alcohol be for consumption:

☒ On the premises ☐ Off the premises ☐ Both

If the sale of alcohol is for consumption on
 the premises select on, if the sale of alcohol
 is for consumption away from the premises
 select off. If the sale of alcohol is for
 consumption on the premises and away
 from the premises select both.

Continued from previous page...

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

There will be occasions on St Davids Day, St. Patricks Day, Good Friday, Easter Sunday, Easter Bank Holiday Monday, St. Georges Day, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, St. Andrews Day, Christmas Eve, Christmas Day, Boxing Day, New Years Eve & New Years Day. Where we may need to exceed the stated hours, by either opening from 6am and or closing at 3am

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

Name

First name

Family name

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

☐ Electronically, by the proposed designated premises supervisor

Continued from previous page...

- ☒ As an attachment to this application

Reference number for consent
form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page..

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

There will be occasions on St. Davids Day, St. Patricks Day, Good Friday, Easter Sunday, Easter Bank Holiday Monday, St. Georges Day, Early May Bank Holiday, Spring Bank Holiday, Summer Bank Holiday, St. Andrews Day, Christmas Eve, Christmas Day, Boxing Day, New Years Eve & New Years Day. Where we may need to exceed the stated hours, by either opening from 6am and or closing at 3am

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LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Member of Local Pub Watch

No Binge Drinking Promotions will take place

Any person who appears drunk or aggressive will not be permitted access to the building

Notices will be placed in prominent positions to ask the patrons to leave the premises quietly

A suitable evacuation plan in case of emergency

Free Drinking Water will be provided at all times

b) The prevention of crime and disorder

Any incident at the premises which impacts on the crime and disorder licensing objective shall be recorded in a register kept at the premises and shall contain the following information:

a) time and date

b) exact location

c) nature of incident

d) name of staff members or door supervisors involved

e) name of any offender

f) action taken as a result of the incident

g) name of member of staff recording the incident

This record must be retained at the premises for a period of not less than six months and be available on request by any authorized officer of the Licensing Authority or Police.

A written record shall be kept in respect of all door supervisors working at the premises containing the following information:

a) name, address, and telephone number;

b) registration number;

c) name, address, and telephone number of the agency (where the door supervisor in question is not employed directly by the premises);

d) dates and times at which he/she commences and finishes work at the premises

e) details of any incident in which the door supervisor is involved, including calls to police and any police action taken.

This record will be retained at the premises for a period of not less than six months and be available on request by any authorised officer of the Licensing Authority or Police.

At under-18s permitted entry events, there shall be at least one door supervisor per exit, whichever is the greater. Also a female security person.

The management of the premises shall devise and implement a written policy relating to the prevention of illegal drugs and offensive weapons. This policy shall include: staff training, searching, confiscation, storage and disposal of seized items. No customers carrying open containers of alcohol shall be admitted to the premises at any time when the premises are open to the public.

Customers shall be prevented from taking any glasses or open bottles from the premises smoking area. security will be present

Drinking vessels shall be made of toughened glass or plastic and shall be designed not to have a sharp edge when broken.

Continued from previous page..

A digital CCTV system will be installed and maintained in accordance with current Home Office Guidelines relating to UK Police Requirements for Digital CCTV Systems. The system shall ensure all licensed areas of the premises (except toilet facilities) are monitored, including all entry and exit points and external areas, and should ensure frontal identification of every person entering and in any light condition. All cameras shall continually record whilst the premises are open to the public and the recordings shall be kept and available for a minimum of 31 days with accurate time and date stamping. Any breakdown or system failure will be notified to the Police immediately and remedied as soon as practicable. A member of staff trained in data retrieval and viewing from the CCTV system shall be available at all times when the premises is open to the public. Recordings shall be made available to an authorised officer of Thames Valley Police or an authorised officer of Bracknell Forest Council together with facilities for viewing. The recordings for the preceding two days shall be made available immediately on request. Recordings outside this period shall be made available within 48 hours. Any request from Thames Valley Police or Bracknell Forest Council for a copy of the CCTV recording to be made for evidential purposes must be carried out within 48 hours.

The management of the premises shall devise and implement a written policy to monitor and control the access and exit of persons to and from the premises, including ejections and dispersal.

The supply of alcohol shall cease 15 minutes prior to the closure of the premises and a winding down period with quieter music shall be implemented. Last orders will be 30 minutes.

Provision will be made for customers leaving the premises to be able to book licensed private hire or hackney carriage vehicles.

The management of these premises shall devise and implement a written policy for the provision of appropriately qualified and trained staff at the premises.

There shall be at least two members of staff on duty at the premises each main event evening until the premises closes.

All staff responsible for alcohol sales shall be able to converse with members of the public and relevant agencies in English.

c) Public safety

A suitable method of determining the number of persons on the premises at any one time shall be employed to ensure that the maximum permitted capacity is not exceeded. Ticket sales or a clicker.

A notice shall be displayed prominently at the entrance to the premises indicating the maximum number of persons permitted on the premises (or any particular part of the premises) at any one time.

All exit doors shall be available at all times when the premises is open to the public without the use of a key, code, card or similar. Exit doors shall be regularly checked to ensure they function satisfactorily. On main event nights security will be positioned at both entrances.

Safety checks shall be carried out before the admission of the public, and these should be recorded in a log book available on request to an authorised officer of the licensing authority.

Staff with specific responsibilities in the event of fire or other emergency shall receive training and written instruction appropriate to their role and documented records of such training and instruction shall be kept.

Access routes for emergency vehicles shall be kept clear and free from obstruction.

d) The prevention of public nuisance

During any regulated entertainment, or in any case after. All external doors (including lobby doors) and windows to the premises shall remain closed, other than for access and egress.

Prominent, clear and legible notices are to be displayed and maintained at all exits requesting the public to respect the needs of local residents and to leave the premises and area quietly.

All reasonable steps shall be taken to ensure that people entering or leaving the premises do so in an orderly manner and do not in any way cause annoyance to residents and people passing by the premises.

Regulated entertainment shall only take place within the premises and no speakers shall be provided in external areas of the premises.

external smoking area [as identified on the plan]. This area shall be monitored by the DPS or nominated staff to ensure noise is kept to a minimum so as not to cause nuisance.

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The external areas of the premises shall be monitored by the DPS or a nominated person every 30 minutes from the start of any regulated entertainment and for a further 30 minutes after the permitted closing time of the premises, to ensure there is no noise which is likely to cause a nuisance

All external monitoring and actions taken as a result of such monitoring shall be recorded and made available to authorised officers on request.

Flashing or bright lights which cause a nuisance to nearby properties shall not be permitted.

PN20 Noxious smells shall not be permitted to emanate from the premises so as to cause a nuisance to nearby properties.

No poster, advertisement, or similar which is unsuitable for general exhibition shall be displayed in a public place. If the licensee is notified by the Licensing Authority in writing that it objects under this rule to a poster, advertisement or similar it shall not be displayed, sold or supplied.

The licensee shall ensure that the footway and public space in the vicinity of the premises is swept and kept free of litter at regular intervals whilst the premises are open and at the close of business, and litter and sweepings disposed of in an appropriate manner.

Notices shall be exhibited in prominent positions on the premises to ask patrons to dispose of their rubbish in the bins provided.

An adequate number of waste receptacles for use by patrons shall be provided and emptied at appropriate intervals.

The licensee shall ensure that all waste is properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.

All refuse and bottles shall be disposed of in bins quietly so as not to disturb local residents. There shall be no disposal of glass bottles outside between 23:00 hours and 07:00 hours.

e) The protection of children from harm

During entertainment presented especially for under-18s, a member of staff shall be stationed in each area occupied by children, and in the vicinity of each exit, so that on each level occupied by children the minimum number of responsible adult members of staff on duty shall be one for every 50 children or part thereof.

During entertainment presented especially for under-18s, there shall be a minimum of two door supervisors on duty at all times including at least one female door supervisor.

Any supervisors and chaperones at performances for children shall be appropriately checked by the Disclosure and Barring Service. Measures shall be put in place to ensure that the children can be accounted for at all times in case of an evacuation or emergency

The licensee shall adopt and maintain a Challenge 25 Policy as part of their policy relating to alcohol sales. Clear signage relating to the policy shall be displayed at the premises. (we want to know can we enforce no ID no service to alcohol)?

All staff employed in the sale of alcohol shall be trained in respect of the law relating to the sale of alcohol, the company's proof of age policy and the procedure on handling and recording refusals. Training shall be documented in writing and details made available upon request by Thames Valley Police, Trading Standards Officers and Licensing Officers. Training shall be reviewed and updated on a regular basis.

An alcohol refusal register shall be maintained at the premises and kept up to date. The register is to be made available upon request by Thames Valley Police, Trading Standards Officers and Licensing Officers. The register should include details of the time, date, member of staff, reason for refusal and a brief description of the person refused. Alcohol shall be kept behind the kiosk/counter with no public access to this area.

Where appropriate, especially and including under 18 events specifically staff and volunteers will be db's checked including and especially permanent staff. again guest lists have been introduced and will be evolved to maximise safety of all visitors and again especially youth.

Advice has and will continue to be acquired from the police and suitable people like youth line .



Bracknell Forest
Application for a premises licence
Licensing Act 2003

For help contact
licence.alk@bracknell-forest.gov.uk
Telephone: 01344 352000

* required information

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out the non-domestic rateable value of a premises please go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

*If the premises is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee.

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

DECLARATION

I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered 'Yes' to the question 'Are you an agent acting on behalf of the applicant?'

* Full name

Jody Rule

* Capacity

300 - 500

Continued from previous page...

* Date

/ /
dd mm yyyy

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/bracknell-forest/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

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