



West Lancashire Borough Council Licensing Service

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

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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.

We Estates and Valuation Section of Development and Regeneration Service of West Lancashire Borough Council 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

Unit 1 Wheatsheaf Walk	
Ormskirk	L39 2XA

Telephone number at premises (if any)

N/A

Non-domestic rateable value of premises

£ 18,750

Part 2 – Applicant details

Please state whether you are applying for a premises licence as

- | | Please tick ✓ (yes) |
|---|---|
| a) An individual or individuals* | <input type="checkbox"/> Please complete section (A) |
| b) A person other than an individual* | <input type="checkbox"/> Please complete section (B) |
| i. as a limited company | <input type="checkbox"/> Please complete section (B) |
| ii. as a partnership | <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 checked="" 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 | <input type="checkbox"/> Please complete section (B) |
| f) A health service body | <input type="checkbox"/> 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 | <input type="checkbox"/> Please complete section (B) |

ga) 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 Please complete section (B)

h) The chief officer of police of a police force in England and Wales Please complete section (B)

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

Please tick ✓ (yes)

a) I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

b) 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
(for example, Rev)

Surname

First Names

Please tick ✓ Yes

I am 18 years old or over

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address (optional)

This section is intentionally blank

SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)

Mr Mrs Miss Ms Other
(for example, Rev)

Surname

First Names

Please tick ✓ Yes

I am 18 years old or over

Current postal
address if different from
premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address
(optional)

E-mail address
(optional)

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(B) OTHER APPLICANTS

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

Name Estates and Valuation Section
Address Development and Regeneration Service West Lancashire Borough Council 52 Derby Street Ormskirk L39 2DF
Registered Number (where applicable) To be confirmed
Description of applicant (for example, partnership, company, unincorporated association etc.) Local Authority acting in it's capacity of Landlord of the premises.
Telephone number (if any) 01695 512611
E-mail address (optional) <u>Rachel.Kneale@westlancs.gov.uk</u> or <u>Sara.tomison@westlancs.gov.uk</u>

Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month			Year		
2	3	1	2	2	0	1	8

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

Day		Month			Year		

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

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

The property is a 2 storey lock up retail unit situated on the corner of Burscough Street and Wheatsheaf Walk within the town centre of Ormskirk, which has recently been trading as Barnyard.

The ground floor of the property is open plan with restaurant seating and there is a access door onto Burscough Street and a rear trade / delivery access / fire exit into the rear service yard which leads onto Leyland Way to the rear.

There is a bar area/ counter backing against the stair case which does not impede access from either exit route. There is also a disabled WC to the ground floor which is adjacent to the side wall to no 24 Burscough Street.

The first floor of the premises has public toilets and a separated kitchen area with a staff only access. There is a small office area to the first floor, but this area outside the kitchen could be altered to provide additional covers if required.

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

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

Provision of regulated entertainment:

- 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)

Please tick ✓
(yes)

Provision of late night refreshment (if ticking yes, fill in box L)

Sale by retail of alcohol (if ticking yes, fill in box M)

In all cases complete boxes K, L and M

A

Plays Standard days & timings (Please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick [✓] (Please read guidance note 2).		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)			
Mon						

Tue			
Wed			State any seasonal variations for performing plays (please read guidance note 4)
Thurs			
Fri			
Sat			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 (please read guidance note 5)
Sun			

B

Films Standard days & timings (Please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick [✓] (Please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed					
Thurs			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Fri			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 (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days & timings (Please read guidance note 6)			Please give further details here (please read guidance note 3)		
Day	Start	Finish			
Mon					

Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)	
Wed				
Thurs				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 (please read guidance note 5)
Fri				
Sat				
Sun				

D

Boxing or wrestling entertainment Standard days & timings (Please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [✓] (Please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thurs			Non-standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

E

Live music Standard days & timings (Please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick [✓] (Please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					

Tue			
Wed			State any seasonal variations for performing of live music (please read guidance note 4)
Thurs			
Fri			Non-standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)
Sat			
Sun			

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F

Recorded music Standard days & timings (Please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick [✓] (Please read guidance note 2).		Indoors	
					Outdoors	
					Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)			
Mon						

Tue			
Wed			State any seasonal variations for playing of recorded music (please read guidance note 4)
Thurs			
Fri			Non-standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)
Sat			
Sun			

G

Performance of dance Standard days & timings (Please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick [✓] (Please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for performing of dance (please read guidance note 4)		
Thurs					
Fri					
Sat					
Sun			Non-standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days & timings (Please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will the this entertainment take place indoors or outdoors	Indoors	
				Outdoors	

			or both – please tick [✓] (Please read guidance note 2).	Both
Mon			Please give further details here (please read guidance note 3)	
Tue				
Wed				
Thurs			State any seasonal variations for entertainment (please read guidance note 4)	
Fri				
Sat			Non-standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sun				

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Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick [✓] (Please read guidance note 2).		Indoors	
					Outdoors	
					Both	
Day	Start	Finish				

Mon			<p>Please give further details here (please read guidance note 3)</p>	
Tue				
Wed				<p>State any seasonal variations for the provision of late night refreshment (please read guidance note 4)</p>
Thurs				
Fri			<p>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 (please read guidance note 5)</p>	
Sat				
Sun				

This section is intentionally blank

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick [✓] (Please read guidance note 7).		On the premises	
					Off the premises	
					Both	✓
Day	Start	Finish				

Mon			State any proposed seasonal variations for the supply of alcohol (please read guidance note 4)	
	11.00	21.00		
Tue				
	11.00	21.00		
Wed				State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within J or K (please read guidance note 5)
	11.00	21.00		
Thurs				
	11.00	21.00		
Fri			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 10)	
	11.00	22.00		
Sat				
	11.00	22.00		
Sun				
	11.00	22.00		

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

Name Steven Scott Woods

Address [REDACTED]

Postcode [REDACTED]

Personal Licence Number (if known) LN/7763

Issuing Licensing Authority (if known) West Lancashire Borough Council LN/7763

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (Please read guidance note 4).
Day	Start	Finish	
Mon	11.00	21.00	
Tue	11.00	21.00	
Wed	11.00	21.00	
Thurs	11.00	21.00	Non-standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5) Christmas Eve, New Year's Eve and Bank Holidays 11.00-23.00
Fri	11.00	22.00	
Sat	11.00	22.00	
Sun	11.00	22.00	

M

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

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

All exit routes will be kept unsecured with non-slippery even surfaces, free of trip hazards and clearly signed.
 Public areas will be maintained free from obstruction and trip hazards.
 Adequate and appropriate first aid equipment and materials will be kept on site, checked regularly and kept in a place easily accessible by staff.
 A "refusal to serve" log will be made available for inspection by a Police Officer or Authorised Officer which shall include the date, time, name and signature of the staff member who refused the sale, plus the name and address and postcode of the customer.
 "Refusal to Serve" log will be signed by DPS of premises on a weekly basis.

b) The prevention of crime and disorder

The DPS shall install a CCTV system which shall be in use at all licensable times when such activities are taking place and shall comply as follows :-

- The system shall cover all entrances and exits from the premises in addition to covering all internal areas of the premises used to supply or consume licensed products.
- The focus of cameras shall be so as to enable clear identification of persons on the premises.
- The system will be capable of accurate time and date stamping recordings for at least 21 days.
- The Data Controller (DPS) shall make footage available to a police officer or Authorised Officer where such a request is made in accordance with Data Protection Act 1998 or GDPR regulations.

c) Public safety

d) The prevention of public nuisance

Refuse such as bottles will be placed into receptacles outside the premises at times to minimise disturbance to nearby properties.

Notices will be prominently displayed at all exits requesting that patrons leave the premises quietly.

No deliveries or collections will be made to or from the premises between 21.00 and 06.00 hours.

e) The protection of children from harm

Front of house staff will be trained in age verification and underage sales prevention.

Staff will be trained in the procedures that shall be adopted if it is considered that any individual under the age of 18.

A documented Challenge 21 Scheme will be operated at the premises.

The Challenge 21 Scheme will be actively promoted and advertised at the premises and will ensure any person purchasing alcohol who appears to be under 21 years of age, will be asked to provide identification to show they are 18 or over. A Proof of Age Standard Scheme (PASS) accredited holographic proof of age card will be the main identification document accepted at the premises as proof of age and only the following forms of identification will be acceptable :-

- Photo Driving Licence
- Passport
- Her Majesties Forces Warrant Card

Failure to provide such identification will result in no sale of alcohol.

- I have made or enclosed payment of the fee
- I have enclosed a plan of the premises (see edged red area on attached lease plan)
- 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 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

Please tick
✓ (yes)

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

Part 4 – Signatures (please read guidance note 10)

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

Signature  Rachel Kneale

Date 23.11.18

Capacity: Estates and Valuation Services Manager, Development and Regeneration Service, West Lancashire Borough Council.

For joint applications signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent. (Please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature:

Date:

Capacity:

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)	
Mrs Sara Tomison , Estates and Valuation Surveyor , Development and Regeneration Department , West Lancashire Borough Council, 52 Derby Street, Ormskirk, Lancashire , L39 2DF.	
Post town Ormskirk	Post code L39 2DF
Telephone number 01695 712612	
If you would prefer us to correspond with you by e-mail your e-mail address (optional) <u>Sara.tomison@westlancs.gov.uk</u>	

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. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. 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.
4. For example (but not exclusively), where the activity will occur on additional days during the

- summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day i.e. Christmas Eve.
 6. 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.
 7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
 8. 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, the presence of gaming machines.
 9. Please list here steps you will take to promote all four licensing objectives together.
 10. The application form must be signed.
 11. A applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
 13. This is the address which we shall use to correspond with you about this application.

