



Coventry City Council

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 Coventry Reggae Fever Community Interest Company

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

| | | | |
|--|----------|-----------------|----------------|
| Postal address of premises or, if none, ordnance survey map reference or description | | | |
| War Memorial Park | | | |
| Post town | Coventry | Postcode | CV3 6PT |

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

Part 2 - Applicant details

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

| | | | |
|----|-------------------------------------|--|---------------------------------|
| a) | an individual or individuals * | | please complete section (A) |
| b) | a person other than an individual * | | |
| | i | as a limited company/limited liability partnership | Yes 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) |



Coventry City Council

| | | | |
|------|---|--|-----------------------------|
| d) | a charity | | please complete section (B) |
| e) | the proprietor of an educational establishment | | please complete section (B) |
| f) | a health service body | | please complete section (B) |
| g) a | 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) |
| g) b | a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England | | please complete section (B) |
| h) | the chief officer of police of a police force in England and Wales | | please complete section (B) |

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

(A) individual applicants (fill in as applicable)

| | | | |
|--|--|--------------------------------|--|
| Mr | | Other Title (for example, Rev) | |
| Surname | | First names | |
| Date of birth I am 18 years old or over | | | |
| Nationality | | | |
| Current residential address if different from premises address | | | |
| Post town | | Postcode | |
| Daytime contact telephone number | | | |
| E-mail address | | | |
| 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) | | | |
| Share Code: | | | |



Coventry City Council

Second individual applicant (if 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 | | | | | |
| Current residential address if different from premises address | | | | | |
| Post town | | | | Postcode | |
| Daytime contact telephone number | | | | | |
| E-mail address | | | | | |
| 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) | | | | | |
| Share Code: | | | | | |

(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 Coventry Reggae Fever Community Interest Company |
| Address 159 Spon Street, Coventry, CV1 3BB |
| Registered number (where applicable) 14481981 |



Coventry City Council

| |
|---|
| Description of applicant (for example, partnership, company, unincorporated association etc.) Community Interest Company |
| Telephone number (if any) |
| E-mail address (optional): |

Part 3 Operating Schedule

When do you want the premises licence to start?

| | | |
|----|----|----------|
| DD | MM | YYYY |
| 1 | 8 | 07 20 24 |

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

| | | |
|----|----|------|
| DD | MM | YYYY |
| | | |

| |
|--|
| Please give a general description of the premises (please read guidance note 1) Annual Family Reggae Festival |
|--|

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

| |
|--------|
| 14,999 |
|--------|

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) | Yes |
| b) | films (if ticking yes, fill in box B) | Yes |
| c) | indoor sporting events (if ticking yes, fill in box C) | No |
| d) | boxing or wrestling entertainment (if ticking yes, fill in box D) | No |



Coventry City Council

| | | |
|--|--|-----|
| e) | live music (if ticking yes, fill in box E) | Yes |
| f) | recorded music (if ticking yes, fill in box F) | Yes |
| g) | performances of dance (if ticking yes, fill in box G) | Yes |
| h) | anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | |
| Provision of late night refreshment (if ticking yes, fill in box I) | | No |
| Supply of alcohol (if ticking yes, fill in box J) | | Yes |

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 | |
|--|-------|--------|---|----------|---|
| Day | Start | Finish | | Outdoors | x |
| Mon | | | <u>Please give further details here</u> (please read guidance note 4) Details will change for each annual event and details will be submitted to the SAG group prior to each iteration. | Both | |
| Tue | | | | | |
| Wed | | | | | |
| Thur | | | <u>State any seasonal variations for performing plays</u> (please read guidance note 5) | | |
| Fri | 11:00 | 22:00 | | | |
| Sat | 11:00 | 22:00 | | | |
| Sun | 11:00 | 22:00 | <u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| | | | | | |



Coventry City Council

B

| Films Standard days and timings (please read guidance note 7) | | | Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | |
|---|-------|--------|---|----------|---|
| Day | Start | Finish | | Outdoors | x |
| | | | | Both | |
| Mon | | | Please give further details here (please read guidance note 4) Details will change for each annual event and details will be submitted to the SAG group prior to each iteration. | | |
| Tue | | | | | |
| Wed | | | State any seasonal variations for the exhibition of films (please read guidance note 5) | | |
| Thur | | | | | |
| Fri | 11:00 | 22:00 | 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 6) | | |
| Sat | 11:00 | 22:00 | | | |
| Sun | 11:00 | 22:00 | | | |



Coventry City Council

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 | | | |
| Wed | | | |
| Thur | | | |
| Fri | | | |
| Sat | | | |
| Sun | | | |

State any seasonal variations for indoor sporting events
(please read guidance note 5)

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 6)



Coventry City Council

D

| Boxing or wrestling entertainments Standard days and timings (please read guidance note 7) | | | <u>Will the boxing or wrestling entertainment 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 | | | <u>Please give further details here</u> (please read guidance note 4) | | |
| | | | | | |
| Wed | | | <u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5) | | |
| | | | | | |
| Thur | | | <u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5) | | |
| | | | | | |
| 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 | | | | | |



Coventry City Council

E

| Live music Standard days and timings (please read guidance note 7) | | | Will the performance of live music take <u>place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | |
|---|-------|--------|---|--|---|
| Day | Start | Finish | | Outdoors | x |
| | | | | Both | |
| Mon | | | | Please give further details here (please read guidance note 4) Details will change for each annual event and details will be submitted to the SAG group prior to each iteration. | |
| Tue | | | | | |
| Wed | | | State any seasonal variations for the performance of live music (please read guidance note 5) | | |
| Thur | | | | | |
| Fri | 11:00 | 22:00 | 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) | | |
| Sat | 11:00 | 22:00 | | | |
| Sun | 11:00 | 22:00 | | | |



Coventry City Council

F

| Recorded music Standard days and timings (please read guidance note 7) | | | Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | |
|---|-------|--------|---|----------|---|
| Day | Start | Finish | | Outdoors | x |
| | | | | Both | |
| Mon | | | Please give further details here (please read guidance note 4) Details will change for each annual event and details will be submitted to the SAG group prior to each iteration. | | |
| Tue | | | | | |
| Wed | | | State any seasonal variations for the playing of recorded music (please read guidance note 5) | | |
| Thur | | | | | |
| Fri | 11:00 | 22:00 | Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6) | | |
| Sat | 11:00 | 22:00 | | | |
| Sun | 11:00 | 22:00 | | | |



Coventry City Council

G

| Performances of dance Standard days and timings (please read guidance note 7) | | | Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | |
|--|-------|--------|--|----------|---|
| Day | Start | Finish | | Outdoors | x |
| | | | | Both | |
| Mon | | | Please give further details here (please read guidance note 4) Details will change for each annual event and details will be submitted to the SAG group prior to each iteration. | | |
| Tue | | | | | |
| Wed | | | State any seasonal variations for the performance of dance (please read guidance note 5) | | |
| Thur | | | | | |
| Fri | 11:00 | 22:00 | Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6) | | |
| Sat | 11:00 | 22:00 | | | |
| Sun | 11:00 | 22:00 | | | |



Coventry City Council

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) Details will change for each annual event and details will be submitted to the SAG group prior to each iteration. | | |
| 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 | | | | | |



Coventry City Council

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 | |
|---|-------|--------|---|----------|--|
| 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 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 | | | | | |



Coventry City Council

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 | |
| | | | | Both | X |
| Day | Start | Finish | State any seasonal variations for the supply of alcohol (please read guidance note 5) | | |
| Mon | | | <p>Details will change for each annual event and details will be submitted to the SAG group prior to each iteration.</p> <p>A Personal License holder will be on site for the duration of all alcohol selling times.</p> <p>Details of how the event will meet the 4 licencing objectives will be laid out in the documentation provided to SAG prior to each event.</p> | | |
| Tue | | | | | |
| Wed | | | | | |
| Thur | | | | | |
| | | | 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) | | |
| Fri | 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 designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

| | |
|----------------------|--|
| Name | |
| Date of birth | |
| Address: | |
| | |
| Postcode | |



Coventry City Council

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).

Children will for part of the event. Details will change for each annual event and details will be submitted to the SAG group prior to each iteration. The organisers will ensure a safeguarding lead is appointed and that the 4 licencing objectives are met.

L

Hours premises are open to the public
Standard days and timings (please read guidance note 7)

| Day | Start | Finish |
|------|-------|--------|
| Mon | | |
| Tue | | |
| Wed | | |
| Thur | | |
| Fri | 11:00 | 22:00 |
| Sat | 11:00 | 22:00 |

State any seasonal variations (please read guidance note 5)

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)



Coventry City Council

| | | | |
|-----|-------|-------|--|
| | | | |
| 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 and e) (please read guidance note 10)

This application is for an annual three-day festival, with amplified music. We are applying for a consecutive Friday, Saturday and Sunday in either June, July, August or September, with the date determined by Coventry City Council.

Depending on each annual event, the organiser will submit a new plan to the SAG group for review.

Coventry Reggae Fever CIC will provide a draft ESMP [Event Safety Management Plan] to the licensing authority (LA) a minimum of 8 weeks prior to proposed event dates. The LA shall cascade to responsible authorities and SAG partners to provide adequate time to convene a SAG meeting to discuss and provide feedback to initial event proposals.

The final ESMP shall include: a drugs policy, alcohol management policy, noise management policy, stewarding, security resourcing provisions, traffic management plan, crowd management, ejection policy, waste management, medical and first aid plans, major incident and emergency plan, fire and all risk assessments, emergency evacuation procedures, and missing person procedure.

The Final ESMP will be provided to the responsible authorities in advance of the final SAG date and the event. It is acknowledged this would remain a live document. Each year's ESMP will form part of the premises licence and conditions for the event, which will be run in accordance with the ESMP. A copy of the final ESMP will be kept at the event control point and made immediately available to officers of any responsible authority or members of the SAG upon request.

At least one representation of Coventry Reggae Fever CIC will attend SAG meetings and work with SAG partners to enhance and improve plans, consult on emergency arrangements and ensure that information about the event is shared with everybody concerned.

The site will be open throughout the event to on duty Police and local authority inspection and enforcement officers; unless requested otherwise by the Police or Local Authority. The site will be ticket only admission with capacity controls in place to monitor and maintain attendee numbers.

Security and marshalling staff shall be easily identifiable by wearing distinguishable uniform/tabards.

Any reasonable requirements of the SAG will be complied with in order to ensure that the event site is suitable for its intended use. Coventry Reggae Fever CIC will facilitate a site inspection(s), upon advanced request, co-ordinated with the SAG Chair before the licensed activity takes place.

Training and incident records shall be kept and made available on request to officers from responsible authorities.



Coventry City Council

b) The prevention of crime and disorder

Details of the proposed event will change annually, compliance with licencing objectives will be displayed in the ESMP submitted to SAG for approval prior to the event taking place.

SIA Licensed Staff and Event Marshals shall monitor all areas of the site. This includes providing security, monitoring access and exits points, removing individuals who pose a risk to the public and any reasonable matters to promote the licensing objectives.

The ESMP will contain details of, prohibited items, search policy and management of confiscated items.

Behaviour on site shall be monitored. Any person behaving inappropriately shall be spoken to and warned about their behaviour. If attendees persistently behave inappropriately, they shall be ejected from the site. A list of evicted people shall be maintained and provided on request to the Police.

Staff to be trained to report any suspicious or criminal activities to security team who shall, where justified, report matters to the Police. Any person deemed unfit due to drink or drugs at the event shall be asked to leave the event after organisers have considered it safe for them to leave the site.

A personal License Holder nominated by the event organiser or the DPS to remain on site throughout the hours of licensable activity.

c) Public safety

Details of the proposed event will change annually, compliance with licencing objectives will be displayed in the ESMP submitted to SAG for approval prior to the event taking place.

Secure fencing shall be erected around the site perimeter to restrict access and create a safe event area.

Sufficient number of onsite toilets and facilities shall be provided to accommodate attendee numbers.

A clear method of communication between all key personnel shall be operated on site in the event of minor and major incidents.

A free provision of drinking water will be available from the bar, provided on request.

Numbers of SIA staff at entry and exit points shall be based on risk assessment.

We will develop a full site evacuation procedure as part of the ESMP.

Training and implementation of underage ID checks.

An alcohol log book or recording system shall be kept upon the premises in which shall be entered particulars of inspections made of all areas of the operation including backstage.

The alcohol log book shall be kept available for inspection when required by persons authorised by the Licensing Act 2003 or associated legislation.



Coventry City Council

d) The prevention of public nuisance

Details of the proposed event will change annually, compliance with licencing objectives will be displayed in the ESMP submitted to SAG for review prior to the event taking place.

A noise management plan will be submitted as part of the ESPM to the SAG group. The EHO officer shall liaise with the event organisers prior to and during the event. Advice received by the EHO officer by the event shall be implemented in a timely fashion.

The Event Organisers will appoint a nominated person to implement the noise management plan and co-ordinate with the EHO officer at their request.

Sound Systems used during the event will be fit for purpose and selected in line with the noise management plan.

The event organisers shall ensure that prior to the event during any testing of equipment, minimum noise levels are emitted from the sound equipment, to reduce to its lowest level any noise nuisance to local residents. The licensee shall ensure that sound testing is only carried out between the hours of 10:00 and 19:00 and is of the shortest duration practicable.

A contact number will be provided to responsible authorities/communities to provide accessible number in the event of needing to be contacted during event. The Event Organisers will comply with any reasonable request made by a nominated officer of the Environmental Health Team (Noise Officer) to reduce the sound emanating from the amplification system if there is evidence of a noise nuisance.

To ensure that the speakers face away from the major nearby settlements (where possible

The Event Organiser shall ensure that there is no live or recorded music audible at the pre-agreed noise monitoring locations after 22.00 on any day.

e) The protection of children from harm

Details of the proposed event will change annually, compliance with licencing objectives will be displayed in the ESMP submitted to SAG for review prior to the event taking place.

The event will appoint a nominated safeguarding lead for the event.

A Challenge 25 age verification policy shall be in place to prevent sale of alcohol to underage people. This shall detail age verification conditions, ID requirements, staff training and signage conditions wording.

No under 18s shall work at the licensed site unless a suitable and sufficient risk assessment has been carried out and all control measures effectively implemented.

Any persons believed to be drinking under-age shall be intercepted by security personnel and alcohol disposed of.

Any person under the age of 18 attempting to purchase alcohol, or any adult attempting to purchase alcohol for any person under 18 shall be asked to leave the event after event organisers have considered that it is safe for them to leave site. The Premises Licence Holder will deliver training and implement underage ID checks.

The security & medical teams will be trained and at the events to deal with vulnerable children.



Coventry City Council

Checklist:

Please tick to indicate agreement

| | | |
|---|--|--|
| • | I have made or enclosed payment of the fee. | |
| • | I have enclosed the plan of the premises. | |
| • | I have sent copies of this application and the plan to responsible authorities and others where applicable. | |
| • | I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. | |
| • | I understand that I must now advertise my application. | |
| • | I understand that if I do not comply with the above requirements my application will be rejected. | |
| • | [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). | |

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

| | |
|--------------------|---|
| Declaration | <ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15) |
| Signature | |
| Date | 16/05/2024 |
| Capacity | Director, Coventry Reggae Fever CiC |



Coventry City Council

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

| | |
|-----------|--|
| Signature | |
| Date | |
| Capacity | |

| | | | |
|---|--|----------|--|
| Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) | | | |
| Post town | | Postcode | |
| Telephone number (if any) | | | |
| Email Address | | | |

Notes for Guidance

- 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.
- 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:



Coventry City Council

- 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



Coventry City Council

- 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:



Coventry City Council

- 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.