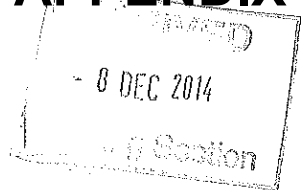


Ref: 47452

Receipt 424321

APPENDIX A

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 Ryde Town Club

(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 Ryde Town Club 25-27 Star Street			
Post town	Ryde	Postcode	PO332JH

Telephone number at premises (if any)	01983718785
Non-domestic rateable value of premises	£10,000

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 please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)

- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

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

Please tick yes

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name Ryde Town Club
Address 25-27 Star Street Ryde Isle of Wight PO332JH
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.) A recognised club
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
06	01	2015

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)
 The back bar (function room) of a private members club. The room is able to hold 120 people in accordance to fire regulations. The room has two doors one that leads to a hallway to the front door and the other that leads to an outside smoking area (beer garden) through the front bar.

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

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

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

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

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

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 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"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thur					
Fri			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)		
Sat					
Sun					

B

Films Standard days and 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	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
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 and timings (please read guidance note 6)			Please give further details (please read guidance note 3) Pool competitions Darts Competitions
Day	Start	Finish	
Mon	10:00	00:00	
Tue	10:00	00:00	State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed	10:00	00:00	
Thur	10:00	00:00	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	10:00	01:00	
Sat	10:00	01:00	
Sun	10:00	00:00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and 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	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	10:00	00:00	Please give further details here (please read guidance note 3) Live music will be amplified		
Tue	10:00	00:00			
Wed	10:00	00:00	State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	10:00	00:00			
Fri	10:00	01:00	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 5) Performance of live music may be played until 01:00 on New Year's Eve		
Sat	10:00	01:00			
Sun	10:00	00:00			

F

Recorded music Standard days and 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	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	10:00	00:00	Please give further details here (please read guidance note 3) Recorded music will be played by either a DJ, Juke box or from a CD player.	Both	<input type="checkbox"/>
Tue	10:00	00:00			
Wed	10:00	00:00	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	10:00	00:00			
Fri	10:00	01:00	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 5) Recorded music may be played until 01:00 on New Year's Eve		
Sat	10:00	01:00			
Sun	10:00	00:00			

G

Performances of dance Standard days and 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	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	10:00	00:00	Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue	10:00	00:00			
Wed	10:00	00:00	State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	10:00	00:00			
Fri	10:00	01:00	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 5) Performance of dance may continue until 01:00 on New Year's Eve.		
Sat	10:00	01:00			
Sun	10:00	00:00			

H

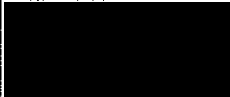

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p>Please give a description of the type of entertainment you will be providing</p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><u>Please give further details here</u> (please read guidance note 3)</p>		
Wed					
Thur			<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)</p>		
Fri					
Sat			<p><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 5)</p>		
Sun					

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	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	23:00	00:00	Please give further details here (please read guidance note 3)	Both	<input checked="" type="checkbox"/>
Tue	23:00	00:00			
Wed	23:00	00:00	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur	23:00	00:00			
Fri	23:00	01:00	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) Provision of late night refreshment may continue until 02:00 on New Year's Eve Easter Sunday and weekends leading up to a bank holiday.		
Sat	23:00	01:00			
Sun	23:00	00:00		<i>weekends = Friday, Saturday + Sunday</i> <i>CMT.</i>	

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	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	10:00	00:00			
Tue	10:00	00:00			
Wed	10:00	00:00			
Thur	10:00	00:00			
Fri	10:00	01:00			
Sat	10:00	01:00			
Sun	10:00	00:00			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
			The supply of alcohol may continue until 02:00 on New Year's Eve, Easter Saturday, Easter Sunday and weekends leading up to bank holidays.		
			<i>weekends = Friday, Saturday and Sunday.</i>		

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

Name Sarah Jane Jenvey
Address 
Postcode 
Personal licence number (if known) IW 047294
Issuing licensing authority (if known) Isle of Wight

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).
 NA

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	10:00	00:30	
Tue	10:00	00:30	
Wed	10:00	00:30	
Thur	10:00	00:30	
Fri	10:00	01:30	<p>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 5) New Year's Eve, Easter Saturday, Easter Sunday and weekends leading up to a bank holiday may finish later 02:30 <i>weekends = Friday, Saturday and Sunday cont.</i></p>
Sat	10:00	01:30	
Sun	10:00	00:30	

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

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

This room is to be used as a function room and not open freely to the public. The intention is to use this room for charity nights, birthday parties, wedding receptions, darts competitions etc. this will allow us to have more control over numbers and persons using the room. Please find enclosed our terms and conditions for booking the function room.

b) The prevention of crime and disorder

Do a risk assessment as to staffing levels and the need for security for each function.

c) Public safety

Ensure training on all four licensing objectives is carried out regularly and adhered to.

d) The prevention of public nuisance

Ensure regulated entertainment is kept to an acceptable level. Adhere to the terms of the Town Club noise management plan please find enclosed.

e) The protection of children from harm

No 18th birthday parties to be booked in the function room.
 Use challenge 21.
 Ensure all staff including glass collectors are given training on ensuring underage people are not served and not being supplied alcohol.

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.

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.

Part 4 – Signatures (please read guidance note 10)

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

Signature	
Date	8th December 2014
Capacity	Secretary of the club

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 postal address for correspondence associated with this application (please read guidance note 13)

Sarah Jenvey
Ryde Town Club
25-27 Star Street
Ryde

Post town	Isle of Wight	Postcode	PO33 2JH
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Telephone number (if any)	
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If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

Notes for Guidance

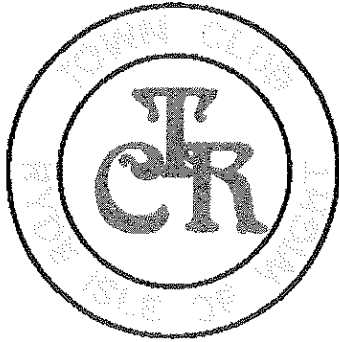
1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. 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 e.g. 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 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'.
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 or 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. An 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, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

Noise Management Plan for The Town Club 19th August 2014

- Regulated entertainment in both bars will be monitored by sound checks made from outside 16 Star Street and the pathway beside 49 Player Street.
- Sound checks will be made at least four times, at the beginning of each set and half way through. The level must be barely audible. This means that it needs to be so low in volume that distinct lyrics, tunes, musical instruments and bass beat cannot be heard.
- Doors to the function room, the front door and smoking area will be kept closed during regulated entertainment.
- The sound checks will be recorded in a book showing date, times of checks, name of artists, if they were asked to lower volume and who did the checks.
- If the level is found to be above barely audible the volume will be reduced immediately and further monitoring will take place.
- Bar staff will be advised of the noise management plan to ensure consistency.
- Where possible band etc. equipment will be collected the next day.
- Musicians equipment being moved late at night must be taken through the main doors and not the fire exit.
- The juke box situated in the front bar will not exceed -43 on the amplifier which is accessible only by the bar staff. A notice has been put on the volume control.
- No drinks to be taken in any outside areas including the smoking area.
- No smoking outside the front of the club after 9pm.
- Staff will actively discourage noise from customers in the smoking area and when leaving the premises.(notices to be put up)

- Before live music is resumed in the front bar acoustic insulation must be put in the false ceiling.
- The plan is to move the fire door ASAP in accordance with planning permission.
- Only soloists and duo's to be booked for the front bar.
- An assessment of suitability of acts for the front bar must be made at the time of booking.
- Acts such as karaoke which may be difficult to keep to an acceptable level will only be permitted in the back bar.
- A designated person will be appointed to ensure the noise management plan is carried out when there is entertainment.
- This plan is to be reviewed again in three months or if there are any complaints in the meantime.

To be reviewed 19th November 2014



Town Club

Terms and conditions of room hire

1. A deposit of £25 (cash only) is required in advance for all functions returnable if there is no damage to club premises or property and the room is left in an acceptable state.
2. A full list of guests is required at least 48 hours before the function. Failure to do this will result in the function being cancelled and loss of the £25 deposit.
3. The club reserve the right to refuse entry to any person under suspension, anyone refused membership or on pub watch from being a guest at any function.
4. Any person using violent or abusive behaviour will be asked to behave or leave the premises. If they continue unwanted behaviour or refuse to leave when requested the function will be stopped and all guests will have to leave.
5. Anyone who looks under 21 will be asked for photographic ID to prove they are 18. No ID will result in the refusal to serve the person in question. Guests are responsible for ensuring the safety of any minors under the age of 18 at all times.
6. An appointed person must be responsible for the function, including their guests behaviour and leaving the room in an acceptable state.
7. If a booking is cancelled within one month of the function the deposit will be forfeit.

8. No drinks are to be taken into the smoking area or outside of the club. We encourage party guests to smoke in the area provided at the back and there is no smoking outside the front of the club after 9pm.
9. The front bar is reserved for members only and therefore we ask that guests use the bar provided for their use. Please do not let your guests use the fruit machines as members only are permitted to use them.
10. Please respect our neighbours by keeping noise and bad language to a minimum when using the smoking area and leaving the club at the end of the night.
11. We ask that the room be left in an acceptable state which includes the removal of party food, decorations and any rubbish into black bags which are available behind the bar. Please do not use glitter confetti but party poppers are acceptable. Failure to leave the room in an acceptable state will result in losing your deposit to cover the cleaning costs.
12. We ask that any entertainment end by 12.00am and that you vacate the premises by 1.30am on Saturday nights. Failure to do this may result in money deducted from your deposit to pay bar staff.
13. Please can you fill out the form provided for information so we can organise staff to ensure good service.
14. The club hold no responsibility for any loss or damage to property during the function.

We thank you for your co-operation in these matters and for choosing us as a venue for your function. Please do not hesitate to speak to one of our team of bar staff for any enquiries, they will only be too happy to help.