West Suffolk Council

West Suffolk
Application for a premises licence
Licensing Act 2003

For help contact
licensing@westsuffolk.gov.uk
Telephone: 01284 757400

* required information

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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	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	Queens Head Pub	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 [redacted]
* 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

Note: completing the Applicant Business section is optional in this form.

Registration number	17249424	
Business name	C AND B ZORBA LIMITED	If your business is registered, use its registered name.
VAT number	- none	Put "none" if you are not registered for VAT.
Legal status	Partnership	

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Your position in the business	Director
Home country	United Kingdom

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name	Queens Head Pub
Street	23 Mill Hill
District	
City or town	Haverhill
County or administrative area	Suffolk
Postcode	CB9 8BT
Country	United Kingdom

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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	Queens Head Pub
Street	9 Queen Street
District	
City or town	Haverhill
County or administrative area	Suffolk
Postcode	CB9 9DZ
Country	United Kingdom

Further Details

Telephone number	[redacted]
Non-domestic rateable value of premises (£)	9,150

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ 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 (c14) 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

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 His 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: C and B Zorba Limited

Details

Registered number (where applicable): 17249424

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

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Limited Company, Partnership

Address

Building number or name	Queens Head Pub
Street	9 Queen Street
District	
City or town	Haverhill
County or administrative area	Suffolk
Postcode	CB9 9DZ
Country	United Kingdom

Contact Details

E-mail [redacted]

Telephone number

Other telephone number

* Date of birth

* Nationality

Documents that demonstrate entitlement to work in the UK

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start? [redacted]

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.

Public House to Sell Off-Supplies of Alcohol Within Ground Floor and Garden Area of Pub as Before. Within Pub There will Be Three Individual Areas Space Has A Capacity of no More Than 60 People in All Areas. External Garden Has Space of 300 Square Metres. However only Plastic Containers are to be used. We Will Hopefully be Opening Kitchen to Serve Restaurant/ Bistro Food. However Kitchen Has Yet More Development Required to Bring to Required Legislative Standard. Food to be Served Throughout Pub Areas.

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Every Retail Sale or Supply of alcohol made under this license will be made or authorized by a person who holds a personal license.

Our Premises License holder will ensure that there is an age verification policy and adopted in respect of the premises in relation to the retail or sale of alcohol. The DPS in relation to this premises license will ensure that the supply of alcohol at the premises is carried out in accordance with the age verification policy. The policy will require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either 1) a holographic mark, 2) an ultraviolet feature.

A relevant or responsible person will ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price. (Permitted Price Formula - P=D+(DxV), Where P = Permitted Price, D = Amount of Duty chargeable in relation to the alcohol as if the duty were charged on the date of sale or supply of alcohol, V = The Rate of Value Added Tax chargeable in relation to the alcohol as if the Value Added Tax were charged on the date of the sale or supply of the alcohol.
A Separate Slot Machine License will be applied for in Due Diligence, However No Children under the age of 18 are to use these at any time.
A challenge 25 policy will be implemented requiring all customers who appear to be under the age of 25 to produce photographic identification in the form of a passport, driving license or proof of age scheme (PASS) approved identification, before alcohol can be supplied or sold to them. All staff will be instructed, through training, that alcohol cannot be supplied or sold unless valid identification is produced. The DPS and License Holders will ensure that notices are prominently displayed in the premises to advise patrons and staff that a 'Challenge 25' scheme operates in the premises.
All staff engaged in the sale or supply of alcohol will be trained in responsible alcohol retailing on commencing employment at the premises. This training can be administered in-house by the DPS. Training records are to be kept on the premises and produced to the police/local authorities on request. Training will be reviewed every six months to ensure that staff are up to date with the latest legislation and their training records endorsed accordingly.
A log book shall be kept at the premises, recording any significant incidents or any refusal of sale or supply of alcohol. It will be available to an authorized Officer of the Police/Council on request. It must be completed within 24 Hours of the occurrence and must record 1)The Date & Time of the Incident or Refusal, 2) Names of Staff or Persons Involved (If Known), 3) Detail of Incident or Refusals. Incidents to be recorded should include (but not be limited to) any crime or disorder, injuries to staff or customers, refusal of the sale or supply of alcohol, ejections, banning of customers, seizures of Drugs/ Weapons or any visits by relevant authorities or emergency services and the purpose of the visit.
A CCTV System has been installed and has maintenance every six months. The CCTV Covers all areas of the premises open to the Public including Entry and Exit Points. The CCTV Provides Sufficient Quality Images which support facial identification. The System has a Hard Drive Capable of Capturing the Weekly Working Hours and all Licensing Activity when patrons are on or off the premises. The System is maintained every six months and is in good working order, it is correctly date and time stamped, and all recordings are to be kept for a period of 30 days. The premises License Holder must ensure a DPS or appointed member of staff, able to operate the CCTV system and are always present when the premises are open to the public. That Person will then show the video required to the police or an authorized officer with minimum delay when requested. A download of CCTV video in a viewable format on disc or storage device will be provided to the police or an authorized officer as soon as possible, and in any case within 36 hours of the request. The CCTV system will be reguarly checked to ensure it is functioning correctly.
Noise shall be inaudible at any facade of any noise sensitive premises. To this end , a Responsible member of staff shall carry out proactive noise assessments (A Noisy Survey) outside the premises at least once an hour during the provision of regulated entertainment to ensure noise is not audible at the boundary of the nearest noise sensitive property and remedial action shall be taken where noise is found to be audible. No Amplified sound (Including Public Announcements)in connection with regulated entertainment at the premises shall be permitted to continue beyond the permitted hours of entertainment. A Prominent, Clear and Legible notice shall be displayed at all exits requesting patrons to respect the needs of local residents and leave the premises and surrounding area quietly.
The Placing of Bottles into Receptacles outside of the premises shall be carried out at a time that will minimize disturbance to the occupants of nearby premises and no Earlier/Later than 09:00/21:00 hours Respectively.
Cellar Equipment shall be located and maintained in an area so not to cause a nuisance to neighbors.
There shall be Signs Prominently displayed at all exits from the premises reminding patrons there are residents living nearby and instructing them to respect the neighbors and to leave the premises and area promptly and quietly.

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Unaccompanied Children are Not allowed on Premises, Children are Not permitted in the Bar Area. Children with an adult will be allowed to use the toilets, go through to the Garden/Fenced Patio 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

See guidance on regulated entertainment

Will you be providing plays?

○ Yes ◉ No

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

○ Yes ◉ No

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

◉ Yes ○ No

Standard Days And Timings

MONDAY

Start 09:00 End 23:30

Start End

TUESDAY

Start 09:00 End 23:30

Start End

WEDNESDAY

Start 09:00 End 23:30

Start End

THURSDAY

Start 09:00 End 02:30

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.

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FRIDAY

Start 09:00 End 02:30

Start End

SATURDAY

Start 09:00 End 02:30

Start End

SUNDAY

Start 09:00 End 00:30

Start End

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.

Darts is Declared as a Sport, Therefore we shall be doing Sporting Events such as a Darts Team. Darts will be Played without music. We can only predict what dates these are to be played and any larger tournaments we will apply for a TENS. We Will provide Supervised Use of the Dart Boards for Times Given Above. Darts can be seen as weapons and will require monitoring, this area has CCTV and our Staff shall have appropriate training.

State any seasonal variations for indoor sporting events

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

None

Non-standard timings. Where the premises will be used for indoor sporting events 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.

We Acknowledge that the town has local events and we would like to be a part of these. We cannot give such inclusive dates as times of the year change. we would also take into consideration certain non-standard timings do happen around Christmas and New Year Holidays.

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

○ Yes ◉ No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

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Continued from previous page...

Standard Days And Timings

MONDAY

Start 09:00 End 00:00

Start End

TUESDAY

Start 09:00 End 00:00

Start End

WEDNESDAY

Start 09:00 End 00:00

Start End

THURSDAY

Start 09:00 End 03:00

Start End

FRIDAY

Start 09:00 End 03:00

Start End

SATURDAY

Start 09:00 End 03:00

Start End

SUNDAY

Start 09:00 End 01:00

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.

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.

Music Externally Will be Amplified and Supervised Internally Using Central Internal Speaker Volume Control. External Entertainment May Be in Summer Months Only. Possible Music Bands Internally but Again Supervised Internally Through Our Own Speaker Volume Control. Such Entertainment will Gather Crowds and we Shall employ qualified SIA Door Supervisors. We shall also leaflet drop local community to allow for acknowledgment such events are taking place. We Shall Keep Minimal dB Levels Outside After Hours. Noise shall be inaudible at any facade of any noise sensitive premises. To this end , a Responsible member of staff shall carry out proactive noise assessments (A Noisy Survey) outside the premises at least once an hour during the provision of regulated entertainment to ensure noise is not audible at the boundary of the nearest noise sensitive property and remedial action shall be taken where noise is found to be audible. No Amplified sound (Including Public Announcements)in connection with regulated entertainment at the premises shall be permitted to continue beyond the permitted hours of entertainment. A Prominent, Clear and Legible notice shall be displayed at all exits requesting patrons to respect the needs of local residents and leave the premises and surrounding area quietly.

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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.

In Summer Months We May Have Provision of Music on additional days, We will Consider the use of the External Patio for Town Events like late night shopping and fireworks, we want to work with the community to have a smoother operation of such activities. A TENS Would be Implemented at Larger Events to Notify Council/Committee, Inclusive with Leaflet Dropping.

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.

We Acknowledge that the town has local events and we would like to be a part of these. We cannot give such inclusive dates as times of the year change. we would also take into consideration certain non-standard timings do happen around Christmas and New Year Holidays.

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

(•) Yes ( ) No

Standard Days And Timings

MONDAY

Start 08:30 End 00:00

Start End

TUESDAY

Start 08:30 End 00:00

Start End

WEDNESDAY

Start 08:30 End 00:00

Start End

THURSDAY

Start 08:30 End 03:00

Start End

FRIDAY

Start 08:30 End 03:00

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.

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SATURDAY

Start 08:30 End 03:00

Start End

SUNDAY

Start 08:30 End 00:00

Start End

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

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

○ Indoors ○ Outdoors ◉ Both

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.

Standard Juke Box Under Amplified Speakers that Have Supervised Volume Control for Each Area of Pub, We Shall Keep Minimal dB Levels Outside After Hours. Noise shall be inaudible at any facade of any noise sensitive premises. To this end , a Responsible member of staff shall carry out proactive noise assessments (A Noisy Survey) outside the premises at least once an hour during the provision of regulated entertainment to ensure noise is not audible at the boundary of the nearest noise sensitive property and remedial action shall be taken where noise is found to be audible. No Amplified sound (Including Public Announcements)in connection with regulated entertainment at the premises shall be permitted to continue beyond the permitted hours of entertainment. A Prominent, Clear and Legible notice shall be displayed at all exits requesting patrons to respect the needs of local residents and leave the premises and surrounding area quietly.

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.

In Summer Months We May Have Recorded Music on additional days, We will Consider the use of the External Patio for Town Events like late night shopping and fireworks, we want to work with the community to have a smoother operation of such activities. A TENS Would be Implemented at Larger Events to Notify Council/Committee, Inclusive with Leaflet Dropping.

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.

We Acknowledge that the town has local events and we would like to be a part of these. We cannot give such inclusive dates as times of the year change. we would also take into consideration certain non-standard timings do happen around Christmas and New Year Holidays.

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PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

○ Yes ◉ No

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

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See guidance on regulated entertainment

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

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

◉ Yes ○ No

Standard Days And Timings

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.

MONDAY	Start	10:00	End	00:00
	Start		End	
TUESDAY	Start	10:00	End	00:00
	Start		End	
WEDNESDAY	Start	10:00	End	00:00
	Start		End	
THURSDAY	Start	10:00	End	03:00
	Start		End	
FRIDAY	Start	10:00	End	03:00
	Start		End	
SATURDAY	Start	10:00	End	03:00
	Start		End	
SUNDAY	Start	10:00	End	00:00
	Start		End	

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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.

State any seasonal variations

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

In Summer Months We May Have Supply of Alcohol on additional days? We will Consider the use of the External Patio for Town Events like late night shopping and fireworks, we want to work with the community to have a smoother operation of such activities. A TENS Would be Implemented at Larger Events to Notify Council/Committee, Inclusive with Leaflet Dropping.

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.

We Acknowledge that the town has local events and we would like to be a part of these. We cannot give such inclusive dates as times of the year change. we would also take into consideration certain non-standard timings do happen around Christmas and New Year Holidays.

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

Name

First name [redacted]

Family name

Date of birth

Enter the contact's address

Building number or name [redacted]

Street

District

City or town

County or administrative are

Postcode

Country

Personal Licence number (if known)

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Issuing licensing authority (if known): West Suffolk

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
- ◉ 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				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.
	Start 08:00	End 00:00		
	Start	End		
TUESDAY				
	Start 08:00	End 00:00		
	Start	End		
WEDNESDAY				
	Start 08:00	End 00:00		
	Start	End		
THURSDAY				
	Start 08:00	End 03:00		
	Start	End		

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FRIDAY

Start 08:00 End 03:00

Start End

SATURDAY

Start 08:00 End 03:00

Start End

SUNDAY

Start 08:00 End 00:00

Start End

State any seasonal variations

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

If a Sporting Event May Happen Out of Hours Then We Will Seek Permissions Through Correct Channels. In Summer Months We May Have Provision of Extra Hours for Supply of Food on additional days, We will Consider the use of the External Patio for Town Events like late night shopping and fireworks, we want to work with the community to have a smoother operation of such activities. A TENS Would be Implemented at Larger Events to Notify Council/Committee, Inclusive with Leaflet Dropping.

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.

We Acknowledge that the town has local events and we would like to be a part of these. We cannot give such inclusive dates as times of the year change. we would also take into consideration certain non-standard timings do happen around Christmas and New Year Holidays.

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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.

We Have Facial Recognition 24/7 CCTV System That Requires Detailed Permissions of Persons who Have Criminal Records. CCTV System Has been Installed Throughout. We Will Conduct and Implement Rigorous Staff Training for Responsible Drinking, Retailing, Resolutions of Conflict and Correct Knowledge of Evacuation Procedures. All Training Shall Be Logged and Stored in Our Safety Lock-box. We Will be Enforcing a Challenge 25 Policy, Anyone who Appears Under 25 Must Provide Valid Photographic Identification. Prior to being Sold Any Restricted Products & Protect Children from Harm. We Shall Enlist Help of Neighbouring Schemes and Become Part of a Trusted Community. That Helps the Area Deflect Challenges That May Occur. All Incidents and Refusals Shall Also be Logged and Sales Rejections, All Items Detailed Will be Manually and Digitally Logged.

b) The prevention of crime and disorder

We are Establishing a Tiered System Combining Rigorous Hi Tech Security, Staff Training and Combination of Public Collaboration. For Late and Popular Evening we Must Enlist SIA Approved Security and Enforce a Strict Entry With a Search

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Policy. This Will Help with Over Crowding However We All as a Team Must Implement This Standard for the Safety of All. Staff Welfare and Safety is Vital as this will help implement Zero Tolerance Policies Towards Drug Use and Harassment. With Correct Training Throughout All Staff this will help with drug use which suspicions are to be reported to the National Crime Agency. Knowing our Urban Surroundings Also Will Help, Which Allows for Community Partnerships Such as Pub Watch or Local Lookout. Having Such a Hi Tech CCTV System we can actually help with live footage towards police. Perhaps Share Radio Systems too? The Must we Do Look at is Being Absolutely Responsible for the Retail We are in. Full Training Throughout Again for All Staff Consistently to Identify Intoxicated Patrons and Refuse Service to Aggressive People. Having Community Partnerships Work as Itself is its Own Central Intelligence.

c) Public safety

We as a Public House are Very Aware that We MUST Operate with Strict Regulations to Ensure Public Patrons and Our Staff Remain Secure. Fire Safety is a Huge Criteria Following Grenfall, Such As All Our Escape Routes Have Photo Luminescent Escape Signs and Are Clear from debris. All Doors Leading onto the Escape Route are Unlocked and We Must Adhere to Our Maximum Capacity. We as Owners are the Responsibility of reasonable measures to prevent accident and injuries. This can be Achieved by Managing Slips and Spills, that they are Cleaned Promptly, Steps Identified and all Pathways Clear of Debris. Again by Employed Trained SIA Door Staff we Can Manage Crowds, De-Escalate Conflicts and Conduct Correct Searches by Such Trained Supervisors. Unfortunately Terror Risks are now a Big Part of Society and We Must Have Such Preparations in Place and Mitigation Plans. Again Such a Deterrent Our CCTV System, with Staff Training we must Identify 'Ask For Angela' Such Situations too.

d) The prevention of public nuisance

We Have Installed Noise Prevention Equipment and Limiting Devices that are Supervised at all times. We Must Respect our Community and Surroundings. We Can Isolate Some Noise by Closing Doors and Windows This may Contain Some. We Have Installed Fans that Actually Now Operate and Cleared Existing Vents to Keep People Ventilated During these Occasions. Noise Vibration is a Factor However we Have Vibration Mounts on All Speakers However External Music will Have a Maximum Cutoff by 22:00. To Ensure we Manage Customer Dispersal we Shall Input Signage to display Polite and Clear Asking Patrons to Respect Community and Leave Quietly. Having Staff Presence and Door Supervisors can Help Monitor Exit and Decrease Shouting of Patrons. Prevention of Large Crowds from Congregating May Also Encourage Prompt Exit. We Shall Provide Local Taxi Company Numbers to Establish Safe Commute Home and Help Swift Departure. We Must Keep Litter and Fouling to a Minimal, by Carrying Out Routine Sweeps, Collection of Empty Vessels, food Containers etc especially from public Pathways and Potential High Level Areas. Waste Bins to be Emptied Efficiently and Regularly to Avoid Stacking and Over Filling. Especially Within Glass Bins in Late Hours. A Complaint Log Should Ideally be Implemented to Monitor Community Woes and Help Maintain What We can do to Minimise or Actions We Should Take. We Must Take Regular Outlooks by Monitoring Internal and External Noise is not Intrusive Outside the Boundry of the Property.

e) The protection of children from harm

We are to be Strict with Children being Unaccompanied, Especially as the Licensing Act 2003 Prohibits Children Under the Age of 16 to Enter a Pub on Own. We Shall be Barring Children from 20:00 in All Areas Unless Dining with Family. They will be Restricted from the Gambling Area Unless Accompanied by an Adult Over 25. All Staff Within Working Hours Shall be Over Age of 25 and Licensed. We Will Uphold Our Right to Refuse Entry to Under 18 Year Olds.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

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Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a 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 premises 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 an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 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).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination** with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

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- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
    - evidence of the applicant's own identity – such as a passport,
    - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
    - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
        (i) working e.g. employment contract, wage slips, letter from the employer,
        (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
        (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
        (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

(i) any page containing the holder's personal details including nationality;
(ii) any page containing the holder's photograph;
(iii) any page containing the holder's signature;
(iv) any page containing the date of expiry; and
(v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

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If the document is not a passport, a copy of the whole document should be provided.

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.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, 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 9-digit 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 (provided within this application), 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 checked online. 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 copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

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In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

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- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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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. Please see https://www.westsuffolk.gov.uk/Business/Regulation_and_Licensing/Licensing/Alcohol_and_entertainment/premiseslicence.cfm for more information.
To find out a premises non domestic rateable value 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 £8700 £315.00
Band D - £87001 to £12500 £450.00*
Band E - £125001 and over £635.00*
In all other cases, the premises shall be in Band A (i.e where NNDR does not apply) except where the premises is under construction, in which case it shall be in Band C.
*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee
Band D - £87001 to £12500 £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 30000-39000 £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

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DECLARATION

* [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, if appropriate (please see note 15).

* CHECKLIST

* I have made or enclosed payment of the fee.

* I have enclosed the plan of the premises clearly indicating the area in which the licensable activities will take place

* 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 and put up my blue notices

* I understand that if I do not comply with the above requirements my application will be rejected

* Privacy Statement: West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data protection Officer can be contacted at the same address. We are collecting your personal information in order to process your application under the Licensing Act 2003. Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation. Your data will be kept for 7 years post licence expiry/surrender in line with our retention policy. You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer. Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113. If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence. For further information on our Data protection Policies please go to our website: How we use your information or email: data. protection@westsuffolk.gov.uk

☒ 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 [redacted]

***** Capacity

***** Date 05 / 08 / 2026
dd mm yyyy

Add another signatory

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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/west-suffolk/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 TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

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

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Applicant reference number	Queens Head Pub
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
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