

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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

We Chepstow and District Mencap Society

*(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 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 <b>The Board School Bridge Street</b>			
Post town	<b>Chepstow</b>	Postcode	<b>NP16 5EZ</b>
Telephone number at premises (if any)			
Non-domestic rateable value of premises		<b>£ 21,750</b>	

**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 | 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) |
| d) a charity <input checked="" type="checkbox"/>     | 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 (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	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 (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

**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					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential 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 Chepstow and District Mencap society
Address The Board School  Bridge Street Chepstow Mon NP16 5EZ
Registered number (where applicable) Registered Charity Number 1043574 Company Registered number 03009141
Description of applicant (for example, partnership, company, unincorporated association etc.) Charity limited by guarantee

Telephone number (if any) (	
E-mail address (optional) re	lk

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
07	07	2021

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 Board School is a renovated school which provides: a function hall; a lounge/activity area; a kitchen; WC's including an adult personal care room; offices and small meeting rooms. The front of the building has a disabled ramp, a lawned area and parking for 4 vehicles. The rear of the property has a courtyard with a summer house and a workshop.

The property is owned by Chepstow Mencap and it's main use is for it to be used as a Day Service by the charity for the support of adults with a learning disability.

The building will also be used by community groups such as singing groups. We intend to have a pop-up community café and the building will be available for hire for social functions.

There will not be a permanent bar serving alcohol – alcohol will be sold only at social events, if required. We have a full fire inspection report which allows us to have 110 people in the front function room and 120 people in the rear activity room.

The opening hours of the building will be 8am to 12pm

#### Operating schedule

The Board school is to be used as a community space as well as for use by Chepstow Mencap Events or activities organised by Chepstow Mencap will have a member of it's committee in attendance. All staff, volunteers and trustees have enhanced up to date DBS's.

When the building is hired out to members of the community, they must agree to our terms and conditions which outline the responsibilities of the hirer. Hirer's must be 25 or older.

The booking form will request details of any event to take place at the Board School to comply with our licensable activities.

The licensable activities that we have applied for are:

Activity	The hall is licensed for the activity during the following times
a. The performance of plays	Mon-Sun 09.00 – 23.00
b. The exhibition of films	Mon-Sun 09.00 – 23.00
c. The performance of live music	Mon-Thurs 09.00 – 23.00. Fri-Sat 09.00 – 24.00. Sun 09.00-23.00
d. The playing of recorded music	Mon-Thurs 09.00 – 23.00. Fri-Sat 09.00 – 24.00. Sun 09.00-23.00
e. The performance of dance	Mon-Sun 09.00 – 23.00

g. Dancing	Mon-Sun 09.00 – 23.00
h. The provision of hot food/drink	Mon-Sun 10.00 – 23.00
i. The provision of alcohol	Mon-Thurs 12.00 – 23.00. Fri – Sat 12.00 – 23.30. Sun 12.00 – 23.00 New Year's Morning until 01.00 Bank Hols 12.00 – 23.00

#### Operating schedule conditions

##### Prevention of Crime and Disorder

1. The Licensee shall in all things conduct the premises in a decent, sober and orderly manner, and take whatever steps are necessary to ensure that there is no profanity, impropriety of language, dress, dance or gesture which is in any way offensive to public feelings or is likely to cause a breach of the peace. Committee Members will be in attendance during Hall functions held by Chepstow Mencap. Hirers of the premises will be responsible to take the necessary steps to conduct the premises in a decent, sober and orderly manner. This responsibility is part of the terms and conditions of hire.

##### Public Safety

2. Duly authorised officers of the Council, Police Constables and duly authorised officers of the South Wales Fire and Rescue Service shall at all reasonable times have free ingress to the licensed premises and the Licensee or the person in charge in the absence of the Licensee shall comply with any reasonable safety measure that may be required of him by any duly authorised officer of the Council.

##### 3. Lighting, Electrical Fittings etc.

(a) All electrical fittings, wiring and appliances shall be constructed and maintained in a safe and satisfactory condition and to the satisfaction of the Council and whensoever required to do so by the Council the licensee shall submit to the Council a certificate given by a qualified Electrical Engineer that the electrical installations have been examined and tested and are in a safe working condition. The property is a new renovation and the electrical work has all been examined and signed off. Future examinations will take place.

(b) All electric lamp holders within reach of the public shall be kept fitted with lamps or otherwise protected.

(c) The Licensee shall ensure that socket outlets for use with temporary or portable Electrical Equipment on or in the vicinity of any stage area, and any circuits associated with spotlights or other stage equipment, shall be protected by one or more "Residual Current Devices" as necessary, having an adequate load current, rating and a 30 mA Tripping current.

##### 4. Fire, Etc.

(a) Except with the permission of the Council in writing, and in accordance with any conditions attached to such permissions, scenery or stage properties shall not be kept or used on the platform or in

any other part of the premises.

(b) Except with the consent of the Council in writing and subject to any conditions, which may be attached to such permission, explosives or highly inflammable substances shall not be brought in or used on the premises.

(c) Toy balloons filled with inflammable gas shall not be used, sold or exhibited on the premises.

(d) Limelight acetylene gas installations or steel cylinders for the storage of compressed air, oxygen, hydrogen or other liquid gas under pressure shall not be used except with the permission of the Council.

- (e) The Licensee and the staff of attendants shall take due precautions for the prevention of accidents. The premises will have a risk assessment
- (f) Any outbreak of fire, however small, shall be reported immediately to the Fire Brigade.
- (g) All areas of the premises so designated by the Council, shall comply with Class O and Class I, as contained in the Building Regulations.

#### **5. Other Safety Matters**

- (a) All rug, matting and other floor coverings shall be secured and maintained so that they will not be likely to ruck or to be in any way a source of danger.

#### **6. Conditions of Premises; Heating, Ventilations; Lavatories.**

- (a) All parts of the premises and fittings therein, including the seating, door fastenings and notices, shall be maintained at all times in good order and condition.

#### **7. Heating and Ventilation**

- (a) The public parts of the premises shall be kept properly and sufficiently ventilated and heated to the satisfaction of the Council.
- (b) Every heating appliance used in the premises, which is so situated as to be within reach by any member of the public shall be fitted with guards to comply to standards of construction and fitting, required by the Heating Appliances (Fire Guard) Regulations 1953 or any amendment thereto in the case of heating appliances of a type which are so designed that they are suitable for use in residential premises.
- (c) Without the consent of the Council in writing no portable heaters shall be used on the premises.
- (d) Every heating appliance situated in part of the premises to which the public are admitted shall be fixed in position.
- (e) The several lavatories, W.C.'s and urinals in the licensed premises shall at all times be kept in good order and repair, and be properly and effectually cleansed, ventilated, disinfected and supplied with water, and the doors leading thereto shall be suitably marked. The doors are suitably marked and have braille markings as well.
- (f) The Licensee shall provide and maintain in a suitable position such number of sanitary conveniences for use of persons frequenting the premises, as the Council consider reasonable. Sanitary conveniences are placed in the WC's

- 8. Adequate and appropriate first aid equipment and materials are available on the premises. The first aid stations will be shown on the property plan which is displayed on the premises. A defibrillator is available at the premises.

#### **Prevention of Public Nuisance**

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

#### **Protection of Children**

- 10. Children under 16yrs will only be allowed in the bar area when accompanied by a parent/guardian or adult acting in loco parentis.
- 11. Adults should have a satisfactory Disclosure and Barring Check if attending and supervising events involving working with children. All Mencap staff, volunteers and trustees have up to date DBS's
- 12. The premises has a 'proof of age' policy (Challenge 21) and staff will be trained on this policy.
- 13. Anyone hiring the Hall will sign a document signifying that they agree by the conditions of the licence, especially those regarding working with children. The terms and conditions of hire must be agreed to. The conditions of the licence are part of the terms and conditions.

We enclose a layout of the building including the front and rear outside areas. We also enclose our fire evacuation plan.

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 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) ☒
- 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

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 4) Plays will not be a regular activity but may occur at times specified		
Mon	9:00	23:00			
Tue	9:00	23:00			
			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
Wed	9:00	23:00			
Thur	9:00	23:00			
			<b><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></b> (please read guidance note 6)		
Fri	9:00	23:00			
Sat	9:00	23:00			
Sun	9:00	23:00			



# B

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors <input checked="" type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 4)		
Mon	9:00	23:00			
Tue	9:00	23:00			
Wed	9:00	23:00	<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)		
Thur	9:00	23:00			
Fri	9:00	23:00	<b>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</b> (please read guidance note 6)		
Sat	9:00	23:00			
Sun	9:00	23:00			

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Wed			
Thur			
Fri			<b><u>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</u></b> (please read guidance note 6)
Sat			
Sun			

# D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7).			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)</u></b>		Indoors	
					Outdoors	
					Both	
Day	Start	Finish	<b><u>Please give further details here (please read guidance note 4)</u></b>			
Mon						
Tue						
			<b><u>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)</u></b>			
Wed						
Thur						
			<b><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 (please read guidance note 6)</u></b>			
Fri						
Sat						
Sun						

# E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors	
					Outdoors	
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)			
Mon	9:00	23:00				
Tue	9:00	23:00				
			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)			
Wed	9:00	23:00				
Thur	9:00	23:00				
			<b>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</b> (please read guidance note 6)			
Fri	9:00	24:00				
Sat	9:00	24:00				
Sun	9:00	23:00				

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon	9:00	23:00			
Tue	9:00	23:00			
			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Wed	9:00	23:00			
Thur	9:00	23:00			
			<b><u>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</u></b> (please read guidance note 6)		
Fri	9:00	24:00			
Sat	9:00	24:00			
Sun	9:00	23:00			

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	9:00	23:00	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue	9:00	23:00			
Wed	9:00	23:00	<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur	9:00	23:00			
Fri	9:00	23:00	<b><u>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</u></b> (please read guidance note 6)		
Sat	9:00	23:00			
Sun	9:00	23:00			

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing  Provision of food and drink		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	
Mon	10:00	23:00		Outdoors	
				Both	<input checked="" type="checkbox"/>
Tue	10:00	23:00	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed	10:00	23:00			
			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Thur	10:00	23:00			
Fri	10:00	23:00	<b><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></b> (please read guidance note 6)		
Sat	10:00	23:00			
Sun	10:00	23:00			

# I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)</b>		Indoors	
					Outdoors	
					Both	
Day	Start	Finish	<b><u>Please give further details here (please read guidance note 4)</u></b>			
Mon						
Tue						
			<b><u>State any seasonal variations for the provision of late night refreshment (please read guidance note 5)</u></b>			
Wed						
Thur						
			<b><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 (please read guidance note 6)</u></b>			
Fri						
Sat						
Sun						



**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	
				Off the premises	
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5) Bank Holidays 12:00 – 23:00 New Year's morning until 1:00		
Mon	12:00	23:00			
Tue	12:00	23:00			
Wed	12:00	23:00			
Thur	12:00	23:00			
Fri	12:00	23:30	<b>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</b> (please read guidance note 6)		
Sat	12:00	23:30			
Sun	12:00	23:00			

**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):**

<b>Name</b>	
<b>Date of birth</b>	
<b>Address</b>	
We are applying for a committee licence – the committee will be the charity trustees/directors as registered with Companies House and the Charity Commission and other members of the Social Events committee The committee licence is submitted with this premises licence.	
<b>Postcode</b>	
<b>Personal licence number (if known)</b>	

Issuing licensing authority (if known)
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**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).**

**We do not envisage adult entertainment will take place as a regular activity. However, an occasional film or event may be for adults only. We will not be having gaming machines.**

**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).**

**We do not envisage adult entertainment will take place as a regular activity. However, an occasional film or event may be for adults only. We will not be having gaming machines.**

**L**

<b>Hours premises are open to the public</b> <b>Standard days and timings (please read guidance note 7)</b>			<b><u>State any seasonal variations</u></b> (please read guidance note 5)		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>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</u></b> (please read guidance note 6)		
<b>Mon</b>	7:00	24:00			
<b>Tue</b>	7:00	24:00			
<b>Wed</b>	7:00	24:00			
<b>Thur</b>	7:00	24:00			
<b>Fri</b>	7:00	24:00			
<b>Sat</b>	7:00	24:00			

Sun	7:00	23:00	

## 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)**

As well as having our own policies relating to health and safety it will be a condition of hire that hirers agree to uphold the licensing objectives. These will be clearly stipulated in the Terms and Conditions of Hire

**b) The prevention of crime and disorder**

nothing beyond existing health and safety/fire safety etc requirements'

**c) Public safety**

nothing beyond existing health and safety/fire safety etc requirements'

**d) The prevention of public nuisance**

nothing beyond existing health and safety/fire safety etc requirements'

**e) The protection of children from harm**

nothing beyond existing health and safety/fire safety etc requirements'

**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.**

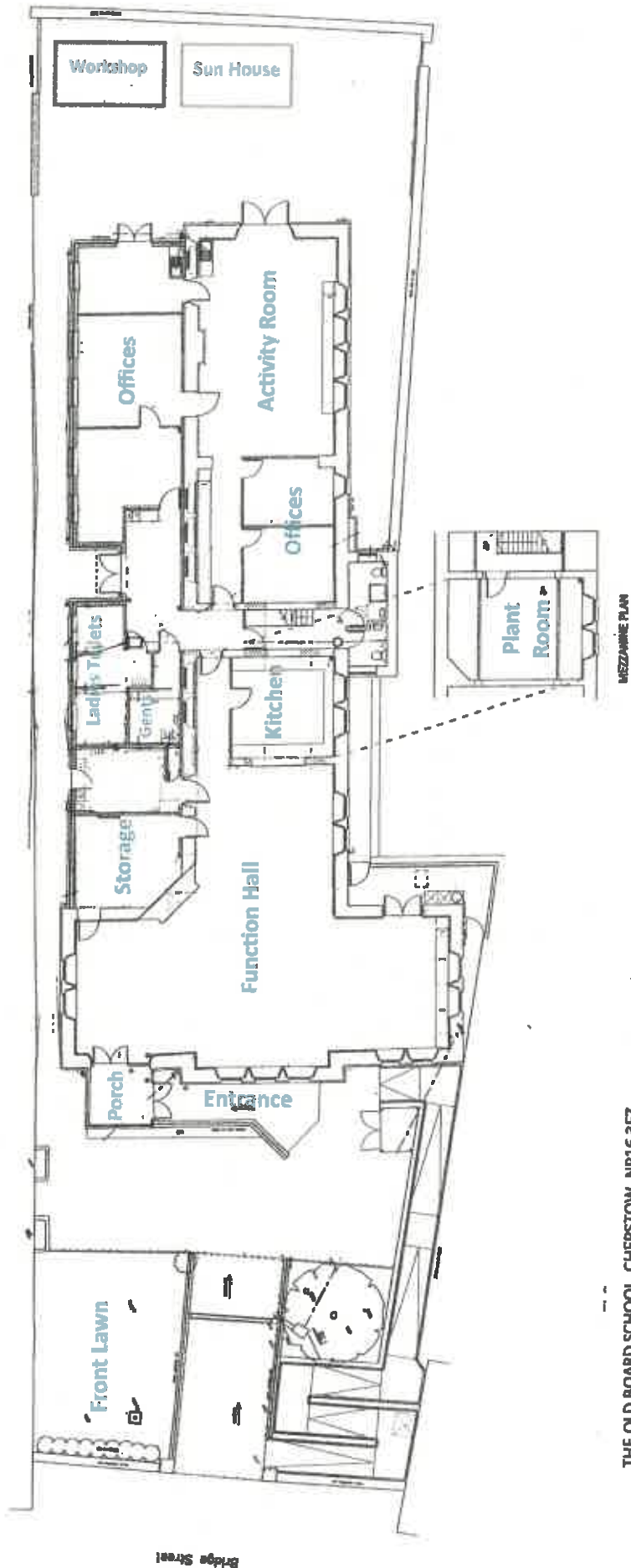
<b>Declaration</b>	<ul style="list-style-type: none"><li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I</li></ul>
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	<p>am not entitled to be issued with a licence 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).</p> <ul style="list-style-type: none"> <li>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)</li> </ul>
Signature	
Date	
Capacity	

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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)	
1	
Post t	Postcode
Teleph	e-mail address (optional)
If you would prefer us to correspond	



THE OLD BOARD SCHOOL, CHEPSTOW, NP16 3EZ

