

# Application for a premises licence

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## Your Details

It is an offence, liable on conviction to a fine up to level 5 on the standard scale under Section 158 of the Licensing Act 2003, to make a false statement in, or in connection with, this application

### Your Details

These details will be used for correspondence relating to this application

<b>Title</b>	Mrs
<b>First name</b>	Johanna
<b>Last name</b>	Malone

## Premises

Premises Information	
<b>Postal address of premises or, if none, ordnance survey map reference or description</b>	Village Pizza Kitchen 155 High Street Hurstpierpoint Hassocks
<b>Postcode</b>	BN6 9PU
<b>Non-domestic rateable value of premises.</b>	£4301 - £33000

## Applicant Type

<b>Please state whether you are applying for a premises licence as:</b>	a person other than an individual - i) as a limited company
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## Applicant Type

<b>Please confirm one of the following</b>	I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
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## Applicants

I/We apply for a premises licence under section 17 of (Insert name(s) of applicant) 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	
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.	
<b>Applicant Details</b>	
<b>Applicant title</b>	Mrs
<b>Applicant first name</b>	Johanna
<b>Applicant last name</b>	Malone
<b>Applicant description</b>	Village Pizza Kitchen Ltd

## Operating Schedule

<b>Operating Schedule</b>	
<b>When do you want the premises licence to start?</b>	2024-11-15
<b>If you wish the licence to be valid only for a limited period, when do you want it to end?</b>	
<b>If the club's proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend</b>	

## Description of Premises

<b>Operating Schedule</b>	
<b>Describe the premises</b>	<p>We will be relocating from our current premises to a larger premises across the road, where we will operate as a restaurant in addition to continuing to offer takeaway and delivery.</p> <p>Our new premises is located at the end of the high street, in close proximity to Napur, The Fig Tree and the Poacher.</p> <p>Seating and collection for takeaway will be in the front section of the premises, with some additional seating out the front (subject to a successful pavement license application).</p>

We currently hold a premises license for our existing premises.

## Activities Guidance

Which types of licensable activity will you be provisioning? Live Music, Recorded Music, Supply of alcohol

### Activity

<b>Live Music</b>	
Type of Activity	Live Music
Activity Verb	performance of live music
Please indicate standard days of Live Music	
<b>Please indicate the standard days and timings. Provide times using the 24 hour clock.</b>	
<b>Monday</b>	
Monday from	
Monday to	
<b>Tuesday</b>	
Tuesday from	
Tuesday to	
<b>Wednesday</b>	
Wednesday from	
Wednesday to	
<b>Thursday</b>	
Thursday from	
Thursday to	
<b>Friday</b>	
Friday from	
Friday to	
<b>Saturday</b>	
Saturday from	
Saturday to	
<b>Sunday</b>	
Sunday from	
Sunday to	
Please give a description of the type of entertainment that the club will be providing	
Where will the performance of live music take place? Indoors may include a tent.	
Where will the supplied alcohol be consumed?	

Please state type of activity to be authorised, if not already stated, and give relevant further details.	
State any seasonal variations	
Non standard timings. Where the club intends to use the premises for the performance of live music at different times from those listed above, please list	

## Activity

<b>Recorded Music</b>	
Type of Activity	Recorded Music
ActivityVerb	playing of recorded music
Please indicate standard days of Recorded Music	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
<b>Please indicate the standard days and timings. Provide times using the 24 hour clock.</b>	
<b>Monday</b>	
Monday from	23:00
Monday to	23:30
<b>Tuesday</b>	
Tuesday from	23:00
Tuesday to	23:30
<b>Wednesday</b>	
Wednesday from	23:00
Wednesday to	23:30
<b>Thursday</b>	
Thursday from	23:00
Thursday to	23:30
<b>Friday</b>	
Friday from	23:00
Friday to	23:30
<b>Saturday</b>	
Saturday from	23:00
Saturday to	23:30
<b>Sunday</b>	
Sunday from	
Sunday to	
Please give a description of the type of entertainment that the club will be providing	
Where will the playing of recorded music take place? Indoors may include a tent.	Indoors

Where will the supplied alcohol be consumed?	
Please state type of activity to be authorised, if not already stated, and give relevant further details.	Amplified background music played through ceiling speakers.
State any seasonal variations	
Non standard timings. Where the club intends to use the premises for the playing of recorded music at different times from those listed above, please list	

## Activity

<b>Supply of Alcohol</b>	
Type of Activity	Supply of Alcohol
ActivityVerb	supply of alcohol
Please indicate standard days of Supply of Alcohol	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
<b>Please indicate the standard days and timings. Provide times using the 24 hour clock.</b>	
<b>Monday</b>	
Monday from	09:00
Monday to	23:30
<b>Tuesday</b>	
Tuesday from	09:00
Tuesday to	23:30
<b>Wednesday</b>	
Wednesday from	09:00
Wednesday to	23:30
<b>Thursday</b>	
Thursday from	09:00
Thursday to	23:30
<b>Friday</b>	
Friday from	09:00
Friday to	23:30
<b>Saturday</b>	
Saturday from	09:00
Saturday to	23:30
<b>Sunday</b>	
Sunday from	09:00
Sunday to	23:30
Please give a description of the type of entertainment that the club will be providing	
Where will the supply of alcohol take place? Indoors may include a tent.	
Where will the supplied alcohol be consumed?	Both on and off premises

<b>Please state type of activity to be authorised, if not already stated, and give relevant further details.</b>	
<b>State any seasonal variations</b>	
<b>Non standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed above, please list</b>	Christmas Eve & New Years Eve 09:00 - 00:30

## Activity

<b>Hours premises is open to the public</b>	
<b>Type of Activity</b>	Hours premises is open to the public
<b>ActivityVerb</b>	
<b>Please indicate standard days of Hours premises is open to the public</b>	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
<b>Please indicate the standard days and timings. Provide times using the 24 hour clock.</b>	
<b>Monday</b>	
<b>Monday from</b>	09:00
<b>Monday to</b>	23:30
<b>Tuesday</b>	
<b>Tuesday from</b>	09:00
<b>Tuesday to</b>	23:30
<b>Wednesday</b>	
<b>Wednesday from</b>	09:00
<b>Wednesday to</b>	23:30
<b>Thursday</b>	
<b>Thursday from</b>	09:00
<b>Thursday to</b>	23:30
<b>Friday</b>	
<b>Friday from</b>	09:00
<b>Friday to</b>	23:30
<b>Saturday</b>	
<b>Saturday from</b>	09:00
<b>Saturday to</b>	23:30
<b>Sunday</b>	
<b>Sunday from</b>	09:00
<b>Sunday to</b>	23:30
<b>Please give a description of the type of entertainment that the club will be providing</b>	
<b>Where will the take place? Indoors may include a tent.</b>	
<b>Where will the supplied alcohol be consumed?</b>	
<b>Please state type of activity to be authorised, if not already stated, and give relevant further details.</b>	

State any seasonal variations	
Non standard timings. Where the club intends to use the premises for the at different times from those listed above, please list	Christmas Eve & New Years Eve 09:00 - 01:00

## Premises Supervisor

This person needs to complete the form entitled ' <a href="#">Consent of an individual to being specified as a premises supervisor</a> '	
<b>Premises Supervisor</b>	
State the name and details of the individual whom you wish to specify on the licence as premises supervisor.	
First name	Johanna
Last name	Malone

## Adult Entertainment

<b>Adult Entertainment</b>	
Please 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.	None

## Objectives

<b>Licensing Objectives</b>	
Describe the steps you intend to take to promote the four licensing objectives	
<b>Please list here steps you will take to promote all four licensing objectives together.</b>	<p>The Licensee, that is the person in whose name the premises licence is issued, shall ensure that all times when the premises are for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder. The Licensee shall ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage persons. Records will be kept of training and refresher training.</p> <p>Digital CCTV and appropriate recording equipment will be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09 /05), operated and maintained throughout the premises internally and externally to cover all public areas, including the entrance to the premises and the outside seating area. The system shall be on and recording at all times the premises licence is in operation.</p> <p>The CCTV cameras and recording equipment will be of sufficient quality to work in all lighting levels inside the premises at all times.</p> <p>CCTV footage will be stored for a minimum of 31 days</p>

<p><b>The prevention of crime and disorder</b></p>	<p>The management will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime.</p> <p>The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy. The time will be amended promptly when British Summer Time starts and ends.</p> <p>Subject to GDPR guidance and legislation, the management of the premises will ensure that key staff are fully trained in the operation of the CCTV, and will be able to download selected footage onto a disk (or other electronic portable device acceptable to Sussex Police) for the police without difficulty or delay and without charge to Sussex Police.</p> <p>Any breakdown or system failure will be notified to the police immediately &amp; remedied as soon as practicable.</p> <p>In the event of the CCTV system hard drive being seized as evidence as part of a criminal investigation by Sussex Police or for any other reason, the premises will be expected to install a replacement hard drive or a temporary replacement drive as soon as practicable.</p> <p>All off sales of alcohol will be made in sealed containers.</p> <p>Patrons will not be permitted to take drinks in open containers to consume outside on the pavement /public highway beyond the licensed area of the premises whilst smoking or otherwise congregating outside of the premises beyond the licensed area. The licensed area includes the outer boundary of the outside tables and chairs area.</p> <p>All furniture and barriers from any outside tables and chairs area will be completely removed from the pavement outside the premises at the end of permitted hours for the outside tables and chairs area.</p>
<p><b>Public safety</b></p>	<p>Appropriate fire safety procedures are in place including fire extinguishers (foam, H2O and CO2), fire blanket, internally illuminated fire exit signs, numerous smoke detectors and emergency lighting. All appliances are inspected annually. All emergency exits shall be kept free from obstruction at all times.</p>
<p><b>The prevention of public nuisance</b></p>	<p>All customers will be asked to leave quietly. Clear and legible notices will be prominently displayed to remind customers to leave quietly and have regard to our neighbours.</p>
<p><b>The protection of children from harm</b></p>	<p>The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, driving licenses with a photograph, photographic military ID or proof of age cards bearing the "PASS" mark hologram, official photographic identity cards issued by EU states bearing a hologram or ultraviolet feature.</p> <p>Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.</p> <p>The Premises Licence Holder shall ensure that all staff members (including family members and friends) engaged or to be engaged, in selling alcohol at the premises shall receive induction training. This training will take place prior to the selling of such products:</p> <ul style="list-style-type: none"> <li>· the lawful selling of age restricted products</li> <li>· refusing the sale of alcohol to a person who is drunk</li> </ul> <p>Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed three months, with the date and time of the verbal reinforcement/refresher training documented.</p> <p>All such training undertaken by staff members shall be fully documented and recorded and signed and dated by both the employee and the DPS. All training records shall be kept on the premises and made available to officers of any responsible authority upon request.</p> <p>An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises and any refusals of alcohol. The incident log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a month. The log book should be kept on the premises and be available for inspection at all times the premises are open by officers of any responsible authority.</p> <p>Alcohol deliveries will only be made to a residential or business address and not to a public place.</p> <p>The age verification policy (including challenge 25) shall clearly be advertised at each stage of the order and on all advertising. All forms of advertising and promotional literature detailing the delivery service (including internet sites and flyers/leaflets) will clearly state that alcohol should only be purchased for</p>



delivery to intended recipients (or persons who will accept delivery on behalf of the named recipient) who are aged over 18. Customers will be reminded that it is a criminal offence for a person under 18 to purchase or attempt to purchase alcohol and that it is also an offence to purchase alcohol on behalf of a person aged under 18.

At the time the order is placed a declaration will be required from the person placing the order that that person is aged 18 years or over, and that the intended recipient are over 18 years or over. This process will be documented, (tick box before proceeding, record of verbal acknowledgement or similar). These records must be retained for no less than twelve months and produced on request to an officer of a Responsible Authority.

For deliveries where the alcohol is delivered by a third party, the alcohol is concealed in a secure sealed package, and the DPS has no direct supervision or control over the delivery (such as an independent courier or Royal Mail), there cannot be an age verification challenge on delivery, but the above conditions will be followed.

For deliveries made directly by the DPS or their employees, staff or agent or persons instructed by the DPS/PLH, the person accepting the delivery must be aged 18 years or over. Where the person accepting delivery appears to be under 25, a recognised photographic ID must be produced prior to delivery. No ID, no delivery.

Where the premises contracts a third party to deliver alcohol on their behalf and the person collecting the alcohol from the premises delivers it directly to the customer within a short timescale (such as Deliveroo, Just Eats), the premises will ensure that the third party:

- only employs delivery employees or agents aged 18 and over;
- is aware that alcohol is included in the delivery;
- that the delivery person actively engages with the person receiving delivery and operates a challenge 25 policy rather than just handing the delivery over;
- that in the event that the recipient of the alcohol is challenged for ID and does not provide appropriate and valid ID, the delivery person will retain the alcohol and return it to the premises.

## Summary



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# Proposed Plan

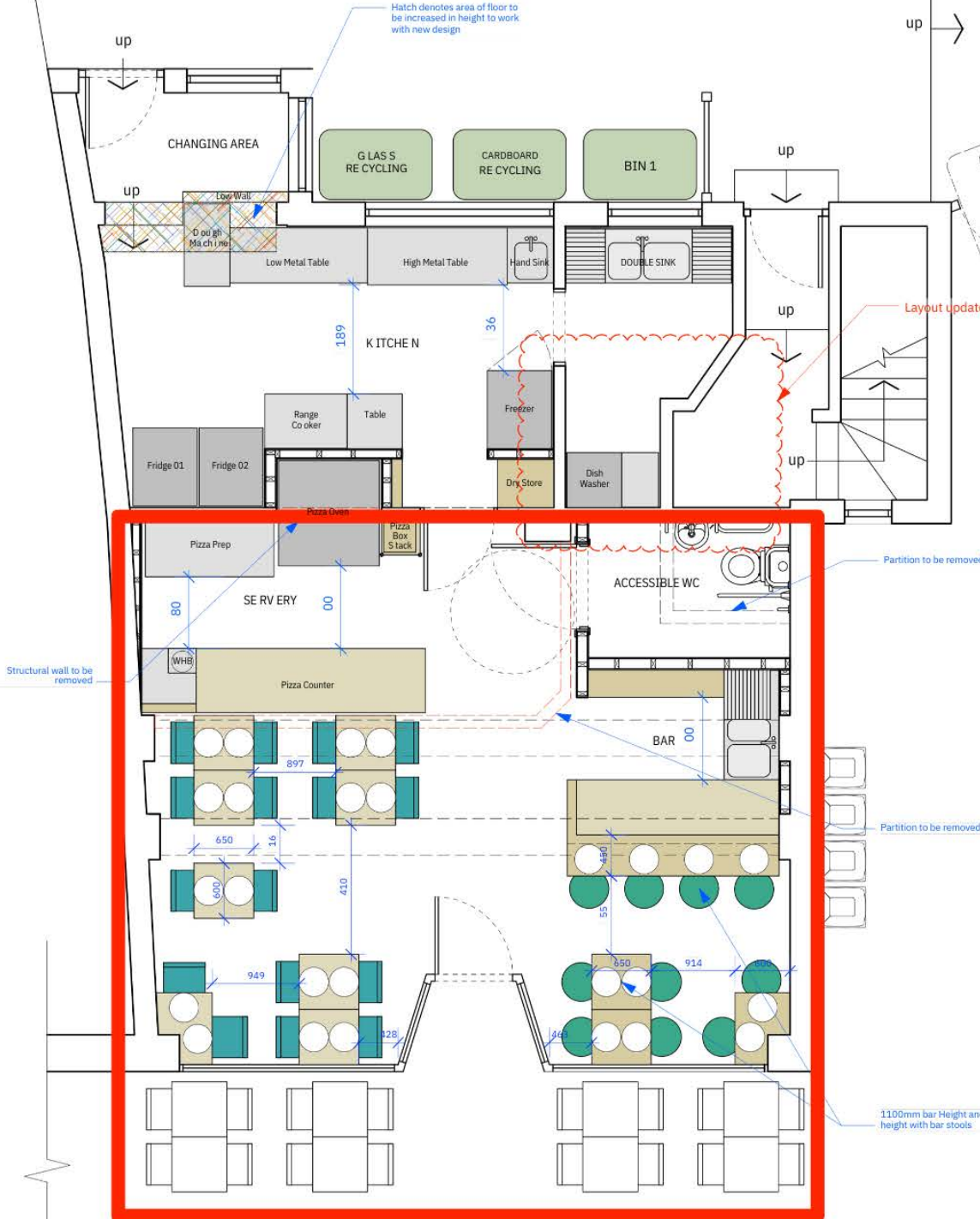
Scale: 1:50

28 Internal Covers

16 External Covers



shed



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ISSUED FOR COMMENT BY CLIENT	<p>THIS DRAWING IS THE PROPERTY OF ENGAGING INTERIORS LTD. COPYRIGHT IS RESERVED BY THEM AND THE DRAWING IS ISSUED ON THE CONDITION THAT IT IS NOT COPIED, REPRODUCED, RETAINED OR DISCLOSED TO ANY UNAUTHORIZED PERSON, EITHER WHOLLY OR IN PART WITHOUT THE CONSENT IN WRITING OF CRISPIN WILLIAMS LTD. DO NOT SCALE THIS DRAWING. FIGURED DIMENSIONS ONLY ARE TO BE USED IN PREFERENCE TO DIMENSIONAL DIMENSIONS. ALL DIMENSIONS ARE TO BE CHECKED ON SITE BEFORE ANY WORK PROCEEDS. ANY ERRORS OR OMISSIONS ARE TO BE REPORTED TO THE DESIGNER BY EMAIL SET OUT BELOW. THE CONTRACTOR IS TO PROVIDE FULL SIZE SETTING-OUT DRAWINGS BASED ON INFORMATION CONTAINED IN THIS DRAWING FOR THE DESIGNER'S APPROVAL PRIOR TO COMMENCING MANUFACTURE. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL THE RELEVANT CONSULTANTS' AND/OR SPECIALISTS' DRAWINGS OR DOCUMENTS AND ANY DISCREPANCIES OR VARIATIONS ARE TO BE NOTIFIED TO THE DESIGNER BEFORE THE AFFECTED WORK COMMENCES.</p>	2024.04.10 CW	Proposed Plan
APPROVED BY CLIENT		2024.04.11 CW	First issue of Plans
ISSUED FOR PRICING		2024.04.15 CW	Second issue of Plan
ISSUED FOR CONSTRUCTION		2024.04.29 CW	Third issue of Plan
		2024.05.09 CW	Issued in DWG format
		Wash up layout updated	<p>REVISION</p> <p>2024.05.09</p> <p>2024.05.09</p>

**ENGAGING INTERIORS**

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