

Form Application for a premises licence

Your Details

Name/s: Mad Dog Coffee Lounge (East Grinstead)

Premises

Postal address of premises or, if none, ordnance survey map reference or description: 14 High Street, East Grinstead, RH9 3AW

Postcode RH9 3AW

Non-domestic rateable value of premises. £4301 - £33000

Applicant type

Please state whether you are applying for a premises licence as: a person other than an individual - i) as a limited company

Applicant type

Please confirm: I am making the application pursuant to a statutory function

Individual Applicants

Second Applicant

Other Applicants

Name Mad Dog Coffee Lounge (East Grinstead)

Registered number (where applicable) 14461371

Description Limited Company

Operating Schedule

When do you want 05/07/2024

the premises licence to start?

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

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

Description of premises

Description On site consumption Only in our open plan lounge and outside seating area. Total seating less than 50 persons. Lay out is clean and open with the alcohol to served from behind the the coffee bar that's currently in use. We are will restrict the use of the outside space from 9.30pm onwards and inside until 10.30pm.

Licensable Activities

Plays

Will you be provisioning Plays? No

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Films

Will you be provisioning Films? Yes

Monday

Start Time

End Time

Tuesday

Start Time

End Time

Wednesday

Start Time

End Time

Thursday

Start Time 17:00

End Time 22:00

Friday

Start Time 17:00

End Time 22:00

Saturday

Start Time 17:00

End Time 22:00

Sunday

Start Time

End Time

Where will the exhibition of the film take place? Indoors may include a tent. Indoors

Please 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. Amplified music on a bi-weekly or monthly basis of classic and retro films

State any seasonal variations for the exhibition of the film: For example (but not exclusively) where the activity will occur on additional days during the summer months. No alterations to those stated.

Non standard timings. Where the premises intends to use the premises for the exhibition of the film at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve. N/A

Indoor Sports

Will you be provisioning Indoor No

Sporting events?

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Boxing or wrestling

Will you be provisioning boxing or wrestling events?

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Live Music

Will you be provisioning Live Music?

No

Monday

Start Time

End Time

Tuesday

Start Time

End Time

Wednesday

Start Time

End Time

Thursday

Start Time

End Time

Friday

Start Time

End Time

Saturday

Start Time

End Time

Sunday

Start Time

End Time

Where will the performance of live music take place? Indoors may include a tent.

Please 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.

State any seasonal variations for performing live music: For example (but not exclusively) where the activity will occur on additional days during the summer months. None

Non standard timings. Where the premises intends to use the premises for the performance of live music at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve. None

Recorded Music

Will you be provisioning Recorded Music? No

Monday

Start Time

End Time

Tuesday

Start Time

End Time

Wednesday

Start Time

End Time

Thursday

Start Time

End Time

Friday

Start Time

End Time

Saturday

Start Time

End Time

Sunday

Start Time

End Time

Where will the playing of recorded music take place? Indoors may include a tent.

Please 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.

None

State any seasonal variations for playing recorded music: For example (but not exclusively) where the activity will occur on additional days

None

during the summer months.

Non standard timings. Where the premises intends to use the premises for the playing of recorded music at different times from those listed above, please list:

None

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Performances of dance

Will you be provisioning Performances of dance?

No

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Similar to live music, recorded music or performances of dance

Will you be provisioning anything with a similar description to live music, recorded music or Performances of dance?

No

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Late Night Refreshment**Will you be provisioning any late night refreshment?** No**Monday****Tuesday****Wednesday****Thursday****Friday****Saturday****Sunday****Supply of alcohol****Will you be provisioning any alcohol?** Yes**Monday****Start Time** 12:00**End Time** 21:00**Tuesday****Start Time** 12:00**End Time** 21:00**Wednesday****Start Time** 12:00**End Time** 21:00**Thursday****Start Time** 12:00**End Time** 21:00**Friday****Start Time** 12:00**End Time** 22:00**Saturday****Start Time** 12:00**End Time** 22:00**Sunday****Start Time** 12:00**End Time** 21:00**Where will the supplied alcohol be** On the premises

consumed?

State any seasonal variations : For example (but not exclusively) where the supply of alcohol will occur on additional days during the summer months.

None

Non standard timings. Where the premises intends to use the premises for the supply of alcohol at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

Premises Supervisor

Name russell bullen

Opening Hours

Monday

Start Time 07:30

End Time 21:00

Tuesday

Start Time 07:30

End Time 21:00

Wednesday

Start Time 07:30

End Time 21:00

Thursday

Start Time 07:30

End Time 21:00

Friday

Start Time 07:30

End Time 22:00

Saturday

Start Time 08:00

End Time 22:00

Sunday

Start Time 09:00

End Time 21:00

State any seasonal variations : For example (but not exclusively) where the supply of alcohol will occur on additional days during the summer months.

None

Non standard timings. Where you intend to use the premises to be open at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

Adult Entertainment

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.

There will be none.

Licensing Objectives

General - all four licensing objectives (b,c,d,e): Please list here steps you will

To ensure compliance with the Licensing Act 2003 and promote the four licensing objectives, we have implemented several comprehensive measures.

take to promote all four licensing objectives together.

Staff Training and Awareness: We provide regular training for all staff on their responsibilities under the Licensing Act 2003, emphasizing the importance of each of the four licensing objectives. Staff are also given ongoing training on managing disorderly conduct, ensuring public safety, reducing public nuisance, and protecting children from harm.

Security Measures: We employ SIA-licensed security personnel during peak hours to manage entry, monitor behavior, and prevent crime and disorder. Additionally, we have installed a high-quality CCTV system covering all key areas of the premises. Recordings are stored securely for at least 30 days and are available for review by authorities if necessary.

ID Verification: To prevent underage sales of alcohol, we implement a strict Challenge 25 policy, using electronic ID scanners to verify the authenticity of identification documents and maintain records.

Health and Safety: Regular risk assessments are conducted to identify potential hazards, and appropriate measures are implemented to mitigate these risks. We ensure that the premises comply with all health and safety regulations, maintaining clear emergency exits, adequate lighting, and accessible first aid kits. Staff are also trained in emergency procedures, including fire safety and first aid.

Noise and Public Nuisance Control: We monitor and control noise levels, particularly during late hours, by keeping doors and windows closed and using soundproofing where necessary. Clear signage is displayed to encourage patrons to leave the premises quietly and respect the surrounding neighborhood.

Drug and Alcohol Policies: We enforce a zero-tolerance policy towards drug use and excessive alcohol consumption, with clear procedures for managing and reporting incidents to the police. Staff are trained to recognize signs of excessive alcohol consumption and to responsibly refuse service to intoxicated individuals.

Child Protection: A child protection officer is designated to implement and oversee child protection policies and procedures. We restrict access to the premises by unaccompanied children, particularly during late hours or events unsuitable for minors, ensuring that any child-focused events are properly supervised.

Community Engagement: We maintain open communication channels with local law enforcement, fire services, licensing authorities, residents, and businesses to ensure compliance and address any concerns promptly. Participation in local Pubwatch schemes or similar initiatives helps us share information and best practices for promoting the licensing objectives collectively.

Incident Reporting: An incident log is maintained to record occurrences of crime, disorder, or suspicious behavior, detailing the actions taken and the outcome. Serious incidents are promptly reported to local authorities, and staff cooperate fully with any investigations.

By implementing these comprehensive measures, we aim to create a safe, responsible, and well-regulated environment that upholds the

principles of the Licensing Act 2003 and contributes positively to the local community.

The prevention of crime and disorder:

CCTV Surveillance:
Ensure CCTV footage is stored securely for a minimum of 30 days and is readily available for review by the police and licensing authorities upon request.

ID Verification and Age Restrictions:
Implement a strict Challenge 25 policy to verify the age of any individual who appears to be under 25 years old to prevent underage drinking.

Drug Prevention Measures:
Implement a zero-tolerance policy towards the use and possession of illegal drugs on the premises.
Conduct regular checks of all areas, including restrooms, to deter and detect any drug-related activities.

Work closely with local police, licensing authorities, and other relevant organizations to stay informed about local crime trends and to develop effective crime prevention strategies.
Participate in local Pub-watch schemes or similar initiatives to share information and support collective efforts to reduce crime and disorder.

Public safety:

conduct regular risk assessments to identify potential hazards and implement appropriate measures to mitigate risks.
Ensure the premises comply with all health and safety regulations, including maintaining clear emergency exits, adequate lighting, and accessible first aid kits.
Provide training for staff on emergency procedures, including fire safety and first aid.

The prevention of public nuisance:

Monitor and control noise levels, particularly during late hours, by keeping doors and windows closed, using soundproofing where necessary, and reducing the volume of music.
Display clear signage requesting patrons to leave the premises quietly and respect the surrounding neighborhood.
Regularly liaise with local residents and businesses to address any concerns related to noise and nuisance.

The protection of children from harm:

Designate a child protection officer responsible for implementing and overseeing child protection policies and procedures.
Restrict access to the premises by unaccompanied children, particularly during late hours or events unsuitable for minors.
Ensure that any events specifically aimed at children are properly supervised and comply with all relevant child protection guidelines.

