

Application for a premises licence

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

Title	Ms
First name	Chantelle
Last name	Nicholson
Address line 1	BORDE HILL GARDEN BORDE HILL LANE
Address line 2	
Town	HAYWARDS HEATH
County	WEST SUSSEX
Postcode	RH16 1XP

Premises

Premises Information	
Postal address of premises or, if none, ordnance survey map reference or description	Borde Hill Gardens, Borde Hill Lane, Haywards Heath
Postcode	RH161XP
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 - ii) as a partnership
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Applicant Type

Please confirm one of the following	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.	
Applicant Details	
Applicant title	Ms
Applicant first name	Chantelle
Applicant last name	Nicholson
Applicant description	Chantelle Nicholson is chef founder of The Cordia Collective, the trading name of Borde Hill Hospitality LLP

Operating Schedule

Operating Schedule	
When do you want the premises licence to start?	2025-02-14
If you wish the licence to be valid only for a limited period, when do you want it to end?	
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	

Description of Premises

Operating Schedule	
	<p>GINKGO</p> <p>Ginkgo is a coffee shop that in inside the building known as the Visitor Welcome Centre at Borde Hill Gardens.</p> <p>Ginkgo traded as a coffee shop from March - December 2024 and will reopen on 14 February, 2025.</p> <p>The layout is as depicted on the image. The entrance and exit is through the Visitor Welcome Centre. It does not have its own street entrance.</p> <p>Ginkgo is being taken over by The Cordia Collective from February 2025 and will offer a selection of baked goods, hot food, hot drinks and also food to take away.</p>

Describe the premises	<p>The intent is to be able to sell alcohol for consumption in the coffee shop, and also sealed alcohol (namely bottles of wine) for people to take and enjoy at home.</p> <p>It currently seats up to 46 guests and is open to members of the public.</p> <p>GLORINETTE</p> <p>Gloriette, will open in February 2025. It is situated in Borde Hill Gardens, so is only open to members of the garden. It consists of a small, chalet type building that will serve baked goods, hot food, hot drinks and food to take and eat in the garden.</p> <p>The intent is to be able to sell alcohol for consumption both in the chalet and also outdoors as there will be seating immediately outside Gloriette.</p> <p>Gloriette will have seating for approximately 6 people inside and approximately 48 guests outside.</p> <p>Gloriette is a brand new venture that will also be run by The Cordia Collective.</p> <p>The food will be freshly prepared in the small kitchen known as the peacock house (to the right of the chalet).</p>
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Activities Guidance

Which types of licensable activity will you be provisioning?	Supply of alcohol
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Activity

Supply of Alcohol	
Type of Activity	Supply of Alcohol
Activity Verb	supply of alcohol
Please indicate standard days of Supply of Alcohol	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
Please indicate the standard days and timings. Provide times using the 24 hour clock.	
Monday	
Monday from	10:00
Monday to	22:00
Tuesday	
Tuesday from	10:00
Tuesday to	22:00
Wednesday	
Wednesday from	10:00
Wednesday to	22:00
Thursday	
Thursday from	10:00
Thursday to	22:00
Friday	
Friday from	10:00
Friday to	22:00
Saturday	
Saturday from	10:00

Saturday to	22:00
Sunday	
Sunday from	10:00
Sunday to	22:00
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
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 supply of alcohol at different times from those listed above, please list	

Activity

Hours premises is open to the public	
Type of Activity	Hours premises is open to the public
ActivityVerb	
Please indicate standard days of Hours premises is open to the public	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
Please indicate the standard days and timings. Provide times using the 24 hour clock.	
Monday	
Monday from	10:00
Monday to	17:00
Tuesday	
Tuesday from	10:00
Tuesday to	17:00
Wednesday	
Wednesday from	10:00
Wednesday to	17:00
Thursday	
Thursday from	10:00
Thursday to	17:00
Friday	
Friday from	10:00
Friday to	17:00
Saturday	
Saturday from	10:00
Saturday to	17:00
Sunday	

Sunday from	10:00
Sunday to	17:00
Please give a description of the type of entertainment that the club will be providing	
Where will the 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	There may be some evenings in summer when the garden is open later in the evening for events, such as operas: 10:00 to 22:00hrs.
Non standard timings. Where the club intends to use the premises for the at different times from those listed above, please list	Summer evenings when events are on: 10:00 to 22:00hrs.

Premises Supervisor

This person needs to complete the form entitled ' Consent of an individual to being specified as a premises supervisor '	
Premises Supervisor	
State the name and details of the individual whom you wish to specify on the licence as premises supervisor.	
First name	Chantelle
Last name	Nicholson

Adult Entertainment

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.	Not applicable.

Objectives

Licensing Objectives	
Describe the steps you intend to take to promote the four licensing objectives	
Please list here steps you will take to promote all four licensing objectives together.	We are committed to promoting the four licensing objectives as per the steps below:
	- We will ensure our staff is adequately trained to be able to identify any potential crime and disorder before it occurs

The prevention of crime and disorder	<ul style="list-style-type: none"> - Zero-Tolerance Policy: A strict zero-tolerance policy on drugs, violence, and anti-social behavior will be enforced - Incident Log: A detailed incident log will be maintained to record any issues that arise, enabling us to analyse any patterns and adapt policies as necessary.
Public safety	<p>Occupancy Limits: We will adhere to maximum occupancy limits by limiting those who come into the building for Ginkgo, and into the garden for Gloriette</p> <p>Fire Safety Measures: We will conduct regular fire risk assessments and maintain fully functional fire safety equipment, extinguishers, and clearly marked escape routes.</p> <p>Staff Training: We will provide all staff with training on health and safety procedures, including emergency evacuations and first aid.</p> <p>Lighting: We will ensure that areas are well-lit to reduce the risk of accidents and enhance security.</p> <p>Structural Maintenance: Regular inspections and maintainnance of all facilities, fixtures, and equipment will occur to ensure they meet safety standards.</p>
The prevention of public nuisance	<p>Noise Management Plan: Limit outdoor noise by implementing curfews for outdoor activities</p> <p>Waste Management: Ensure waste is securely stored and collected regularly to prevent littering, odours, and pests.</p>
The protection of children from harm	<p>Age Verification Policy: Enforce a Challenge 25 policy to prevent underage sales of alcohol. Acceptable forms of ID will include photo ID only.</p> <p>Family-Friendly Events: We will clearly designate family-friendly times or areas to ensure a suitable environment for children.</p> <p>Health & Safety: We will ensure hazards are minimised for children</p>

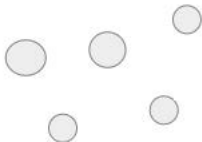
Right to Work

<p>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.</p>	
Right To Work	
Please either include documents demonstrating your entitlement to work in the United Kingdom or your share code issued by the Home Office online right to work checking service	
Please attach documents demonstrating your entitlement to work in the United Kingdom.	
Please provide your Share Code issued by the Home Office online right to work checking service	
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	Yes
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	Yes

Summary

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Gloriette



Peacock House kitchen

