



Sutton
Application for a premises licence
Licensing Act 2003

For help contact
licensing@sutton.gov.uk
Telephone: +44020 8770 5000

* required information

Section 1 of 21

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 This is the unique reference for this application generated by the system.

Your reference 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
* 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
Business name
VAT number
Legal status

If your business is registered, use its registered name.
Put "none" if you are not registered for VAT.

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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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

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Continued from previous page...

Ltd

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

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? / /
dd mm yyyy

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.

The premises will be a functioning outdoor rooftop restaurant, bar and cafe where we will be selling hot and cold food, non-alcoholic and alcoholic drinks to be consumed on site. We will be streaming recorded music, DJ presentations and live music during our servicing hours.

Our hours of operation will be between 09:00 and 23:00 Monday - Sunday. Our primary days of late night services will be on

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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

Details

Registered number (where applicable)

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

Continued from previous page...

Thursdays, Fridays and Saturdays. There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

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

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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?

- Yes No

Standard Days And Timings

MONDAY

Start

End

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.

Continued from previous page...

TUESDAY

Start 09:00

End 23:00

Start

End

WEDNESDAY

Start 09:00

End 23:00

Start

End

THURSDAY

Start 09:00

End 23:00

Start

End

FRIDAY

Start 09:00

End 23:00

Start

End

SATURDAY

Start 09:00

End 23:00

Start

End

SUNDAY

Start 09:00

End 23:00

Start

End

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.

The premises will be a functioning outdoor rooftop restaurant, bar and cafe where we will be selling hot and cold food, non-alcoholic and alcoholic drinks to be consumed on site. We will be streaming recorded music, DJ presentations and live music during our servicing hours.

Our hours of operation will be between 09:00 and 23:00 Monday - Sunday. Our primary days of late night services will be on Thursdays, Fridays and Saturdays.

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.

There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

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

Continued from previous page...

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

There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

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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

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded 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.

Continued from previous page...

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.

The premises will be a functioning outdoor rooftop restaurant, bar and cafe where we will be selling hot and cold food, non-alcoholic and alcoholic drinks to be consumed on site. We will be streaming recorded music, DJ presentations and live music during our servicing hours.

Our hours of operation will be between 09:00 and 23:00 Monday - Sunday. Our primary days of late night services will be on Thursdays, Fridays and Saturdays. There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

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.

There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

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.

There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

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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

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes

No

Standard Days And Timings

MONDAY

Start

End

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.

Continued from previous page...

TUESDAY

Start End
Start End

WEDNESDAY

Start End
Start End

THURSDAY

Start End
Start End

FRIDAY

Start End
Start End

SATURDAY

Start End
Start End

SUNDAY

Start End
Start End

Give a description of the type of entertainment that will be provided

The premises will be a functioning outdoor rooftop restaurant, bar and cafe where we will be selling hot and cold food, non-alcoholic and alcoholic drinks to be consumed on site. We will be streaming recorded music, DJ presentations and live music during our servicing hours.

Our hours of operation will be between 09:00 and 23:00 Monday - Sunday. Our primary days of late night services will be on Thursdays, Fridays and Saturdays. There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

Will this entertainment 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.

There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

State any seasonal variations for entertainment

Continued from previous page...

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

There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

Non-standard timings. Where the premises will be used for entertainment 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.

There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

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.

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment 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.

The premises will be a functioning outdoor rooftop restaurant, bar and cafe where we will be selling hot and cold food, non-alcoholic and alcoholic drinks to be consumed on site. We will be streaming recorded music, DJ presentations and live music during our servicing hours.

Our hours of operation will be between 09:00 and 23:00 Monday - Sunday. Our primary days of late night services will be on Thursdays, Fridays and Saturdays. There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

State any seasonal variations

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

There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

Non-standard timings. Where the premises will be used for the supply of late night refreshments 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.

There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes

No

Standard Days And Timings

Continued from previous page...

MONDAY

Start 11:00

End 23:00

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.

TUESDAY

Start 11:00

End 23:00

Start

End

WEDNESDAY

Start 11:00

End 23:00

Start

End

THURSDAY

Start 11:00

End 23:00

Start

End

FRIDAY

Start 11:00

End 23:00

Start

End

SATURDAY

Start 11:00

End 23:00

Start

End

SUNDAY

Start 11:00

End 23:00

Start

End

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.

The premises will be a functioning outdoor rooftop restaurant, bar and cafe where we will be selling hot and cold food, non-alcoholic and alcoholic drinks to be consumed on site. We will be streaming recorded music, DJ presentations and live music during our servicing hours.

Our hours of operation will be between 09:00 and 23:00 Monday - Sunday. Our primary days of late night services will be on Thursdays, Fridays and Saturdays. There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

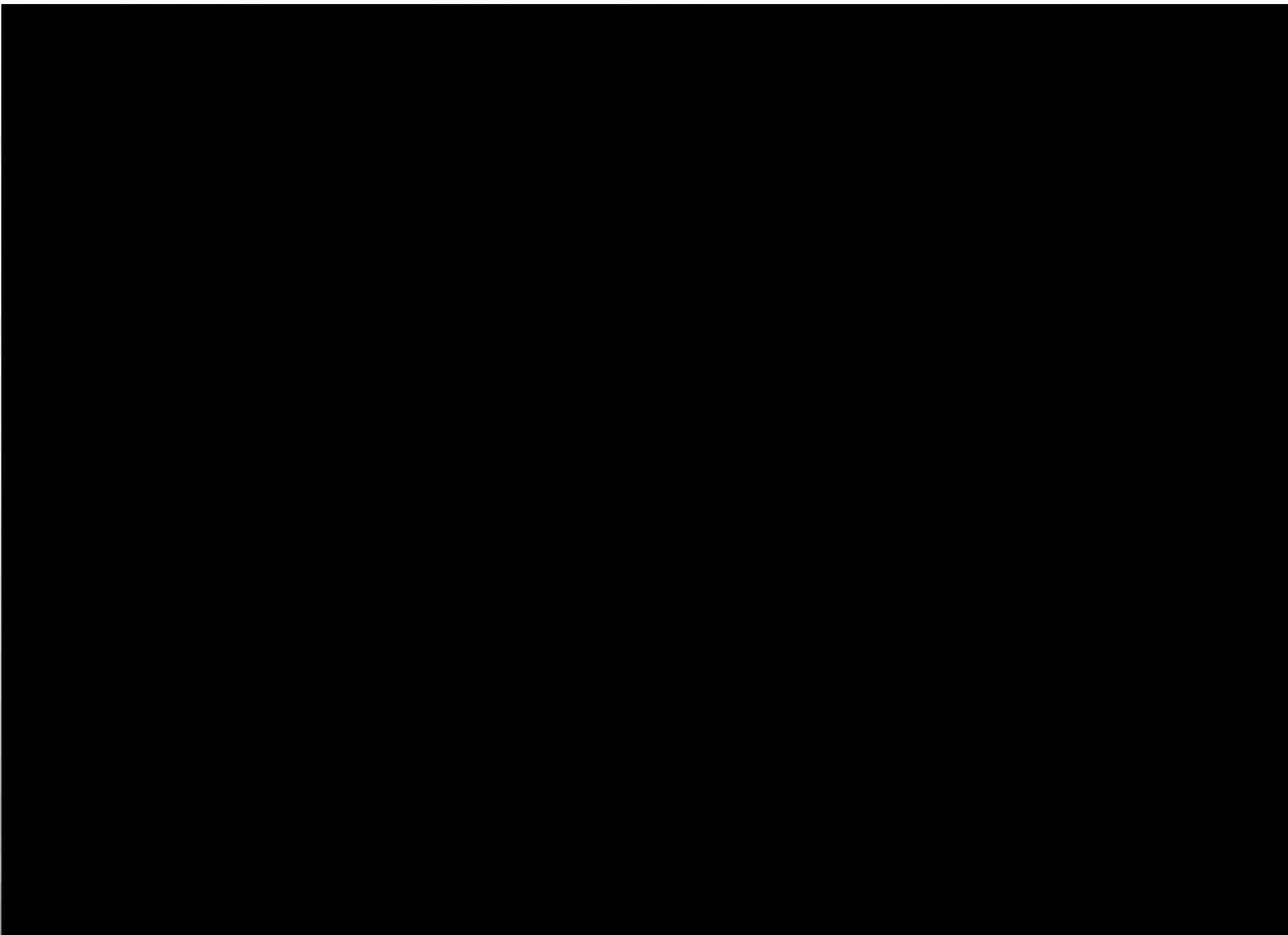
Continued from previous page...

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.

There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

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



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'.

Continued from previous page...

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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

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

Continued from previous page...

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

There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

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.

There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

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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 will implement a multifaceted approach inclusive of robust staff training, clear policies, effective security measures and ongoing communication with residents and the community.

b) The prevention of crime and disorder

Closed-circuit television system

The premise shall operate a closed-circuit television system (CCTV)

All recordings made by the CCTV system shall be retained and stored in a suitable and secure manner for a minimum of 31 days.

At all times the premises is open to the public a minimum of one member of staff on duty will be able to operate the CCTV.

The CCTV shall cover all public areas including entrances, exits and all point of sale of alcohol.

The CCTV shall record clear images permitting identification of individuals.

The CCTV will display on screen and on any recording the correct date and time the images were captured.

The CCTV shall be maintained in effective working order and shall be in operation at all times the premises is open to the public.

Suitable signage shall be displayed at the premises in a prominent position as customers enter the premises stating that CCTV is in operation.

Viewable copies of the recordings shall be made available on request to police or authorised local authority officers as soon as reasonably practical in accordance with the Data Protection Act 1988.

The cameras shall be noted on the plan attached to the premises licence in force at the premises. A copy of this plan shall be provided to the licensing authority.

The licence holder shall notify the Licensing Authority and Police within 24 hours when they become aware that the CCTV system is not in operation.

Security & incidents

An incident logbook/electronic record shall be kept and maintained on the premises and made available upon request to the Police or the Licensing Authority, which will record the following information:

All crime reported to the venue

All ejections of patrons

Continued from previous page...

Any complaints received
Any incidents of disorder
All seizures of drugs or weapons

Alcohol display

All alcohol will be displayed behind the counter or in a locked refrigerator and will only be available to customers upon request.

Any alcohol on display at the premises will be kept unobstructed from the view of the sales assistants.

Alcohol restriction on sale

All alcoholic drinks for sale or consumption off the premises must be sealed and clearly labelled or marked with the name and postcode of the premises.

Bar/ Restaurant conditions

The rooftop bar/restaurant area set out on the premises plan shall always be laid out with tables for food service.

Free potable water will be readily made available at all times of operation.

c) Public safety

Accommodation Limit

The maximum number of persons to be accommodated on the premises at any one time shall not exceed 240 persons

A suitable system shall be put in place to monitor the number of customers within the premises to ensure the capacity is not exceeded

Entering and Exiting the premises

Cordons & barriers will be placed at the Throwley Way exit point to ensure safety of customers entering and leaving the premises onto Throwley Way

Area inside the premises entry way shall be established for those customers waiting for ubers & taxis

First Aid

Trained first aiders staff members as well as first aid equipment will be on site during opening hours.

d) The prevention of public nuisance

Deliveries

No deliveries of supplies at the premises will take place on the High Street between the hours of 22:00 - 08:00 hours. (Due to residential premises in the vicinity of the venue).

Notices

Clear and legible notices must be displayed at all exits requesting customers to respect local residents and leave the area quietly.

Signage, opening hours

Notices shall be strategically and prominently displayed on or immediately outside the premises detailing the normal hours of operation under the terms of the premises licence at which licensable activities are permitted to take place.

Noise management

The licence holder shall assess the potential sources of public nuisance which may originate from the operation of the premises within the Noise Management Plan (NMP)

Amplified music will be reduced by 10:45 and cut off at 11pm

A suitable noise complaint procedure must be established and in operation at the premises. All staff must be familiar with the procedure and any complaint made in respect of the premises must be investigated and remedied so far as is reasonably practicable to prevent public nuisance.

A suitable noise complaint log will be kept and include:

- i. date and time of complaint
- ii the nature of the complaint

Continued from previous page...

- iii member of staff who handled complaint and
- iv any action taken in response

Exiting the premises

Cordons & barriers will be placed at the Throwley Way exit point to ensure safety of customers leaving the premises onto Throwley Way

A designated area inside the premises entry way shall be established for those customers waiting for ubers & taxis

e) The protection of children from harm

Underaged children conditions

Children, aged 12 and under, must always be accompanied by an adult.

No children under age 18 will be permitted in the premises after 7pm.

Age verification - challenge 25

Evidence of age in the form of photographic identification (ID) shall be requested from any person appearing to those selling or supplying alcohol to be under the age of 25 and who is attempting to buy alcohol.

Acceptable identification for the purpose of this condition is that issued by a government agency bearing a holographic mark with a photograph and date of birth, or Proof of Age Standards Scheme (PASS) approved age cards.

Notices shall be strategically and prominently placed at points of entry and points of sale advising customers that they may be asked to provide evidence of age.

The refusals book/electronic record shall document the date and time a refusal of sale is made and the member of staff refusing the sale.

The refusal book shall be made available for inspection by police or authorised local authority officers.

A point of sale till prompt system shall be in place and maintained in operational order to ensure staff undertake age checks on age restricted products.

Staffing, training

All staff shall be trained before they are allowed to sell any alcohol to the public.

Records of staff training along with any training material used must be kept by the Designated Premises Supervisor (DPS) or Premises Licence Holder.

All training records shall be signed by the trainer and trainee in respect of training received.

The premises licence holder shall implement a training manual and all members of staff shall be suitably trained in underaged sales prevention before making any sales of alcohol.

The premises licence holder shall implement a training manual on monitoring customer consumption and recognizing the signs of intoxication for all members of staff.

Refresher training shall be carried out every six months for all staff and documented within the training records.

The training records shall be available for inspection by the police or authorised local authority officers.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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.

Continued from previous page...

- 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.

Continued from previous page...

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.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o 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.
 - o 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.
 - o 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.
 - o 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:
 - o 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.
 - o 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.
 - o 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.

Continued from previous page...

- 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:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o 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;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o 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.

Section 21 of 21

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.

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 - Nil Rateable Value 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*

*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 you are required to pay a higher fee

Band D - £87001 to £12500 Higher Rate £900.00

Band E - £125001 and over Higher Rate £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

DECLARATION

Continued from previous page...

[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).

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

* Capacity

* Date / /
dd mm yyyy

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/sutton/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

OFFICE USE ONLY

Applicant reference number	Trinco Rooftop
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)

Oru Space Ltd/ Trinco Rooftop - Sutton

OPERATION SCHEDULE

09:00 - 23:00 Monday

09:00 - 23:00 Tuesday

09:00 - 23:00 Wednesday

09:00 - 23:00 Thursday

09:00 - 23:00 Friday

09:00 - 23:00 Saturday

09:00 - 23:00 Sunday

The premises will be a functioning outdoor rooftop restaurant, bar and cafe where we will be selling hot and cold food, non-alcoholic and alcoholic drinks to be consumed on site. We will be streaming recorded music, DJ presentations and live music during our servicing hours.

Our hours of operation will be between 09:00 and 23:00 Monday - Sunday. Our primary days of late night services will be on Thursdays, Fridays and Saturdays. There may be the potential of operating beyond these days and hours on occasion due to private hire events or special events, for which we request permission in writing no less than 14 days in advance for extended hours of operation by 2 hours for 5 days per year upon approval without the use or need of application for a TENS license.

We will be serving food, both hot & cold, that is vegan & vegetarian by design, which will be provided by our restaurant below (separate license). The drinks menu will consist of a selection of alcoholic and non-alcoholic cocktails, draft and bottled beers as well as a lengthy list of soft drinks. All drinks served on the roof will come from our "hatch" located on the roof.

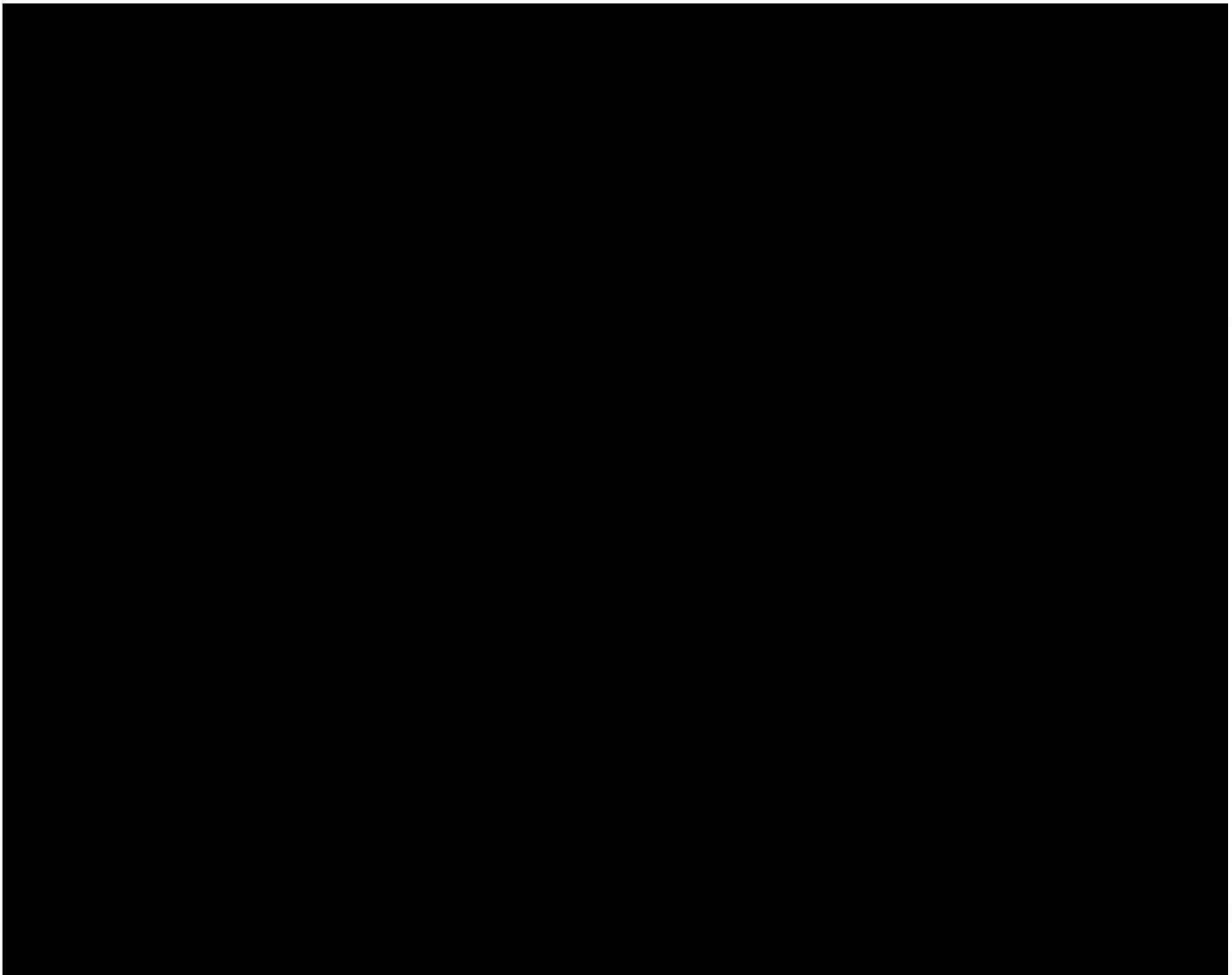
Music will be primarily pre-recorded and amplified via Sonos speaker system with the exception of our Summer Sessions from April – October (at the latest and weather dependent). Summer Sessions will be held on every Saturday throughout the spring and summer months and will be hosted by a variety of DJ's with the occasional live performer. These sessions will be amplified via a larger sound system.

Ample festoon lighting has been installed to provide safe movement throughout the space during darker hours. CCTV has been installed to promote additional safety and security for staff and customers alike, all blind spots have been addressed on the ground floor and fourth floor (please see attached schematics). Access to areas outside of the Rooftop bar space have been limited and restricted by use of timed elevator access to private floors inside the building as well as gates/cordons restricting access to areas that are not monitored by floor staff (the excess roof space which overlooks Throwley Way).

There are skylights on the roof leading down into the yoga studios below. The skylights are stationed in the middle of flower/garden beds. These skylights will be closed during service hours to reduce risk of people falling through. It should be noted that the glass of the skylight is a heavy duty, double paned. Edges of the serviceable space have adequate barriers in place to reduce the risk of falls from the building. No area of the roof top currently compromises the safety of streets below.

There is a small pond/tub on the rooftop that has heavy duty grating installed to prevent people entering the water to any hazardous depth.

The rooftop is a communal garden space. We do have a heavy duty metal grated flooring system on the roof that provides suitable drainage to comply with the planning condition around Sustainable Urban Drainage System (SUDS) requirements.. We are filling the space between the insulated roof and the heavy duty metal grated floor with a mix of stone and peat to create a living floor space. In the instance of glass breakage, the glass can simply be removed with a dust pan and brush, like any other outdoor bar space on grass, pebbles or paving slabs. The grating system can also be lifted by our in house staff , which provides additional cleaning if necessary. We will ensure that the level of the floor is maintained to ensure full accessibility - again the flooring is consistent with outdoor bars which often have more uneven, muddy or unstable terrain. Once the flooring system has matured the instances of breakage and hazards of accessibility will be minimal.



Licensing Objectives:

We will implement a multifaceted approach inclusive of robust staff training, clear policies, effective security measures and ongoing communication with residents and the community.

The prevention of crime & disorder

Closed-circuit television system

1. The premise shall operate a closed-circuit television system (CCTV)
2. All recordings made by the CCTV system shall be retained and stored in a suitable and secure manner for a minimum of 31 days.
3. At all times the premises is open to the public a minimum of one member of staff on duty will be able to operate the CCTV.
4. The CCTV shall cover all public areas including entrances, exits and all point of sale of alcohol.
5. The CCTV shall record clear images permitting identification of individuals.
6. The CCTV will display on screen and on any recording the correct date and time the images were captured.
7. The CCTV shall be maintained in effective working order and shall be in operation at all times the premises is open to the public.
8. Suitable signage shall be displayed at the premises in a prominent position as customers enter the premises stating that CCTV is in operation.
9. Viewable copies of the recordings shall be made available on request to police or authorised local authority officers as soon as reasonably practical in accordance with the Data Protection Act 1988.
10. The cameras shall be noted on the plan attached to the premises licence in force at the premises. A copy of this plan shall be provided to the licensing authority.
11. The licence holder shall notify the Licensing Authority and Police within 24 hours when they become aware that the CCTV system is not in operation.

Security, incidents

1. An incident logbook/electronic record shall be kept and maintained on the premises and made available upon request to the Police or the Licensing Authority, which will record the following information:
 - I. All crime reported to the venue
 - II. All ejections of patrons
 - III. Any complaints received
 - IV. Any incidents of disorder
 - V. All seizures of drugs or weapons

Alcohol display

1. All alcohol will be displayed behind the counter or in a locked refrigerator and will only be available to customers upon request.

2. Any alcohol on display at the premises will be kept unobstructed from the view of the sales assistants.

Alcohol restriction on sale

1. All alcoholic drinks for sale or consumption off the premises must be sealed and clearly labelled or marked with the name and postcode of the premises.

Bar/ Restaurant conditions

1. The rooftop bar/restaurant area set out on the premises plan shall always be laid out with tables for food service.
2. Free potable water will be readily made available at all times of operation.

The prevention of public nuisance

Deliveries

1. No deliveries of supplies at the premises will take place on the High Street between the hours of 22:00 - 08:00 hours. (Due to residential premises in the vicinity of the venue).

Notices

1. Clear and legible notices must be displayed at all exits requesting customers to respect local residents and leave the area quietly.

Signage, opening hours

1. Notices shall be strategically and prominently displayed on or immediately outside the premises detailing the normal hours of operation under the terms of the premises licence at which licensable activities are permitted to take place.

Noise management

1. The licence holder shall assess the potential sources of public nuisance which may originate from the operation of the premises within the Noise Management Plan (NMP)
2. Amplified music will be reduced to a minimum at 11pm.

Public safety and the protection of children from harm

Underaged children conditions

1. Children, aged 12 and under, must always be accompanied by an adult.

2. No children under age 18 will be permitted in the premises after 7pm.

Age verification - challenge 25

1. Evidence of age in the form of photographic identification (ID) shall be requested from any person appearing to those selling or supplying alcohol to be under the age of 25 and who is attempting to buy alcohol.
2. Acceptable identification for the purpose of this condition is that issued by a government agency bearing a holographic mark with a photograph and date of birth, or Proof of Age Standards Scheme (PASS) approved age cards.
3. Notices shall be strategically and prominently placed at points of entry and points of sale advising customers that they may be asked to provide evidence of age.
4. The refusals book/electronic record shall document the date and time a refusal of sale is made and the member of staff refusing the sale.
5. The refusal book shall be made available for inspection by police or authorised local authority officers.
6. A point of sale till prompt system shall be in place and maintained in operational order to ensure staff undertake age checks on age restricted products.

Staffing, training

1. All staff shall be trained before they are allowed to sell any alcohol to the public.
2. Records of staff training along with any training material used must be kept by the Designated Premises Supervisor (DPS) or Premises Licence Holder.
3. All training records shall be signed by the trainer and trainee in respect of training received.
4. The premises licence holder shall implement a training manual and all members of staff shall be suitably trained in underaged sales prevention before making any sales of alcohol.
5. The premises licence holder shall implement a training manual on monitoring customer consumption and recognizing the signs of intoxication for all members of staff.
6. Refresher training shall be carried out every six months for all staff and documented within the training records.
7. The training records shall be available for inspection by the police or authorised local authority officers.

Accommodation Limit

1. The maximum number of persons to be accommodated on the premises at any one time shall not exceed 240 persons
2. A suitable system shall be put in place to monitor the number of customers within the premises to ensure the capacity is not exceeded

Exiting the premises

1. Cordons & barriers will be placed at the Throwley Way exit point to ensure safety of customers leaving the premises onto Throwley Way
2. Area inside the premises entry way shall be established for those customers waiting for ubers & taxis

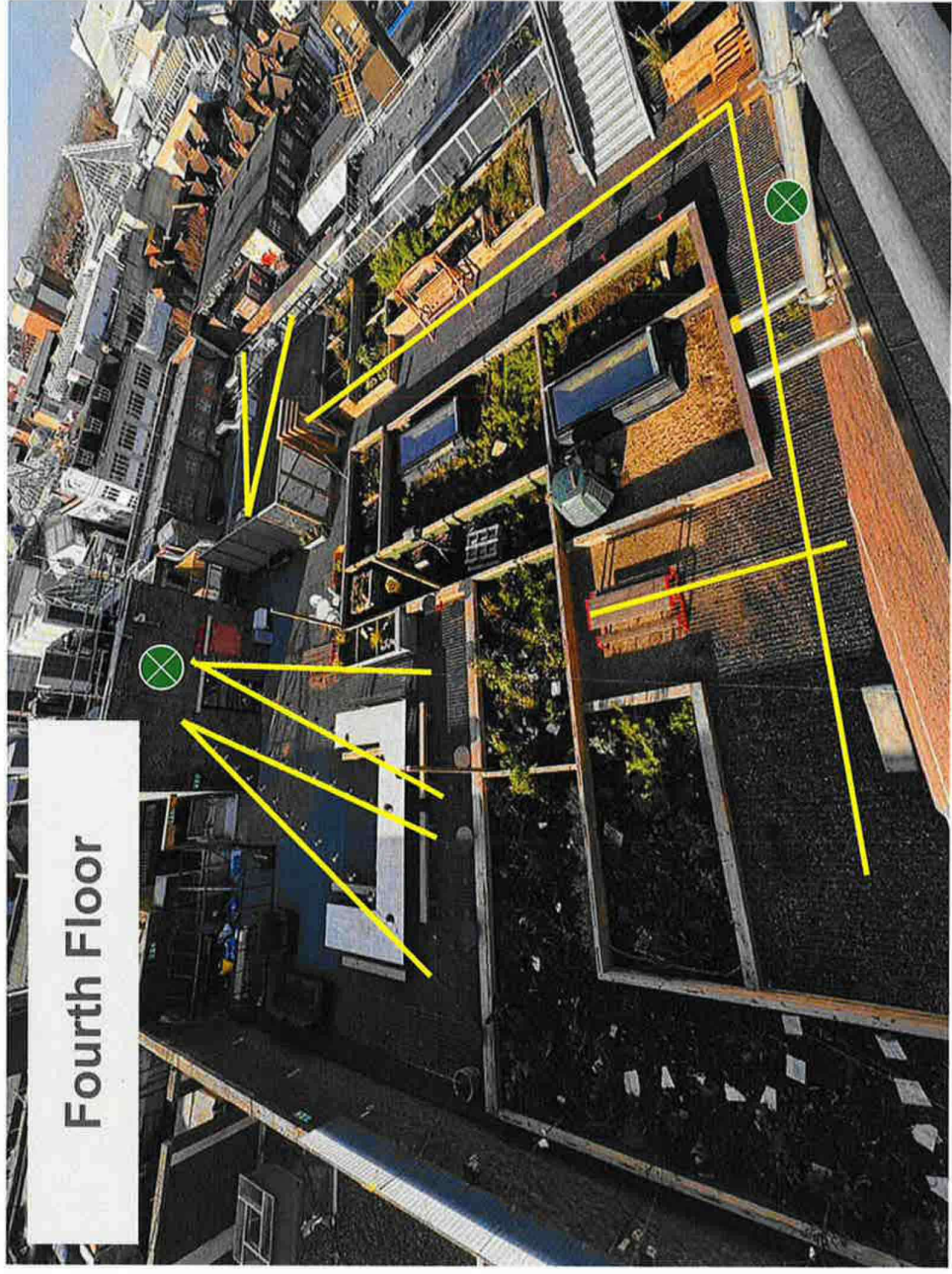
First Aid

1. Trained first aiders staff members as well as first aid equipment will be on site during opening hours.

Trinco Sutton Rooftop
Plans for Licence

Festoon Lighting

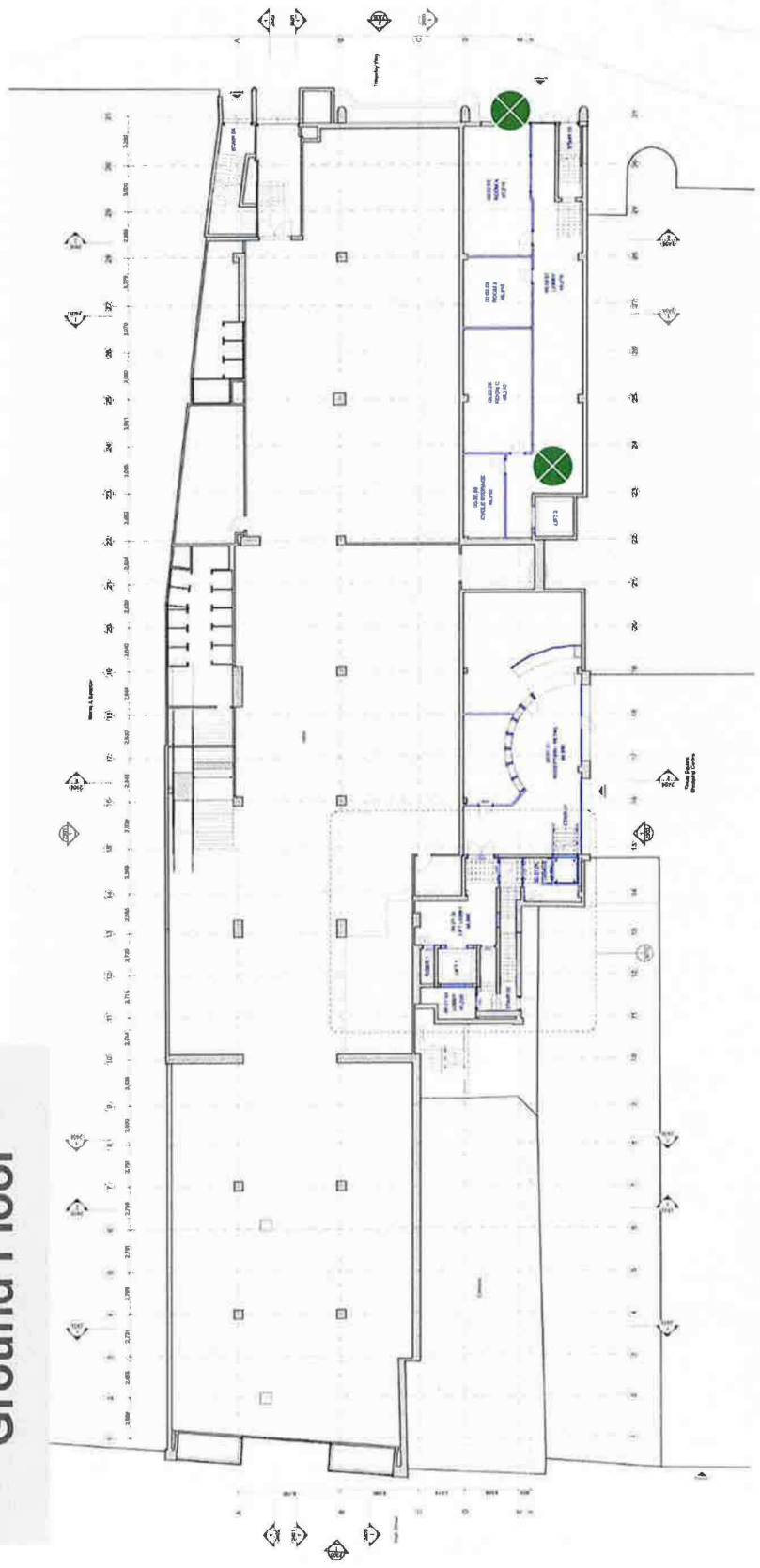
CCTV



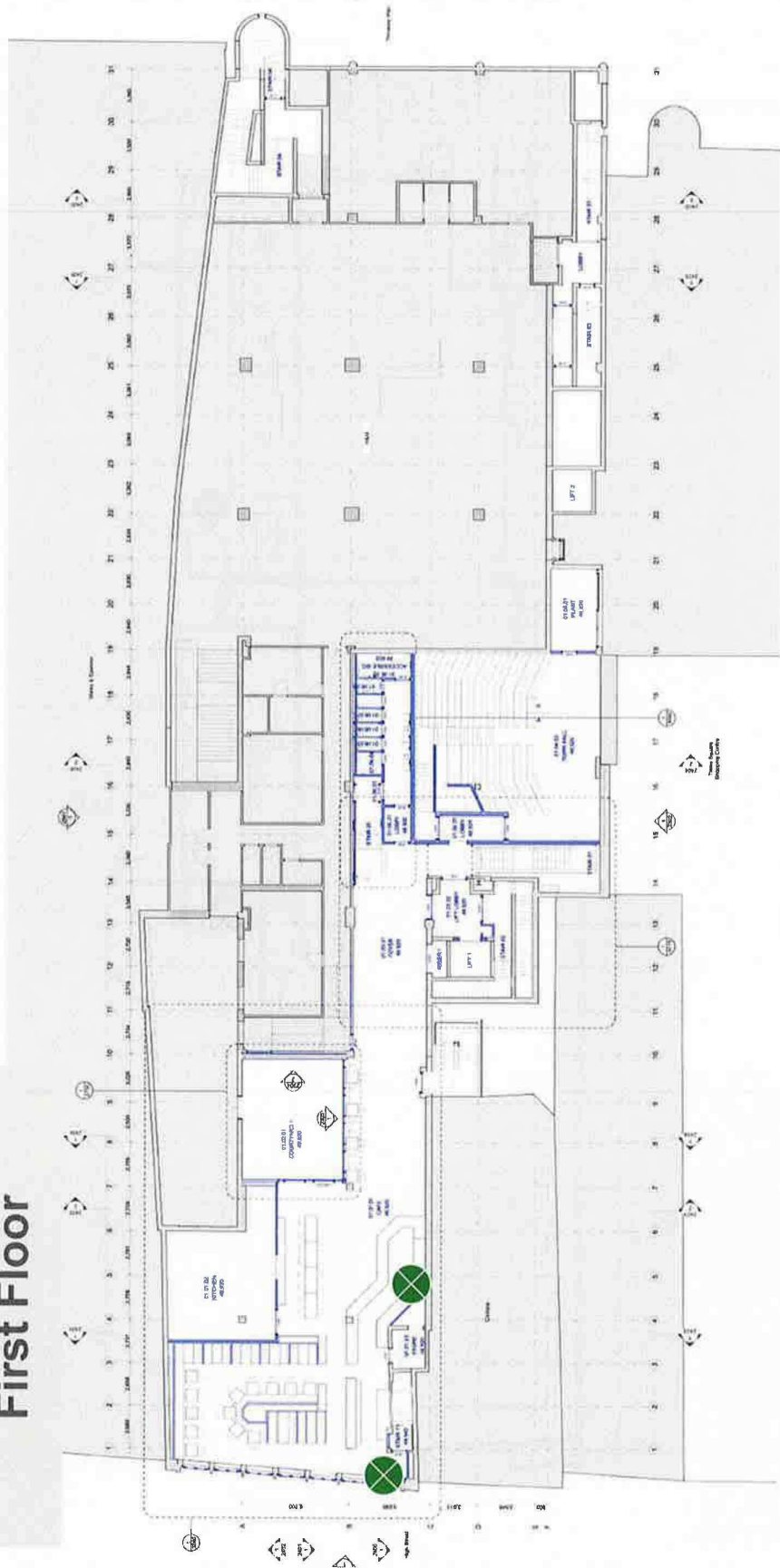
Ground Floor



MARKET
EXISTING ELEMENTS
PROPOSED CHANGING

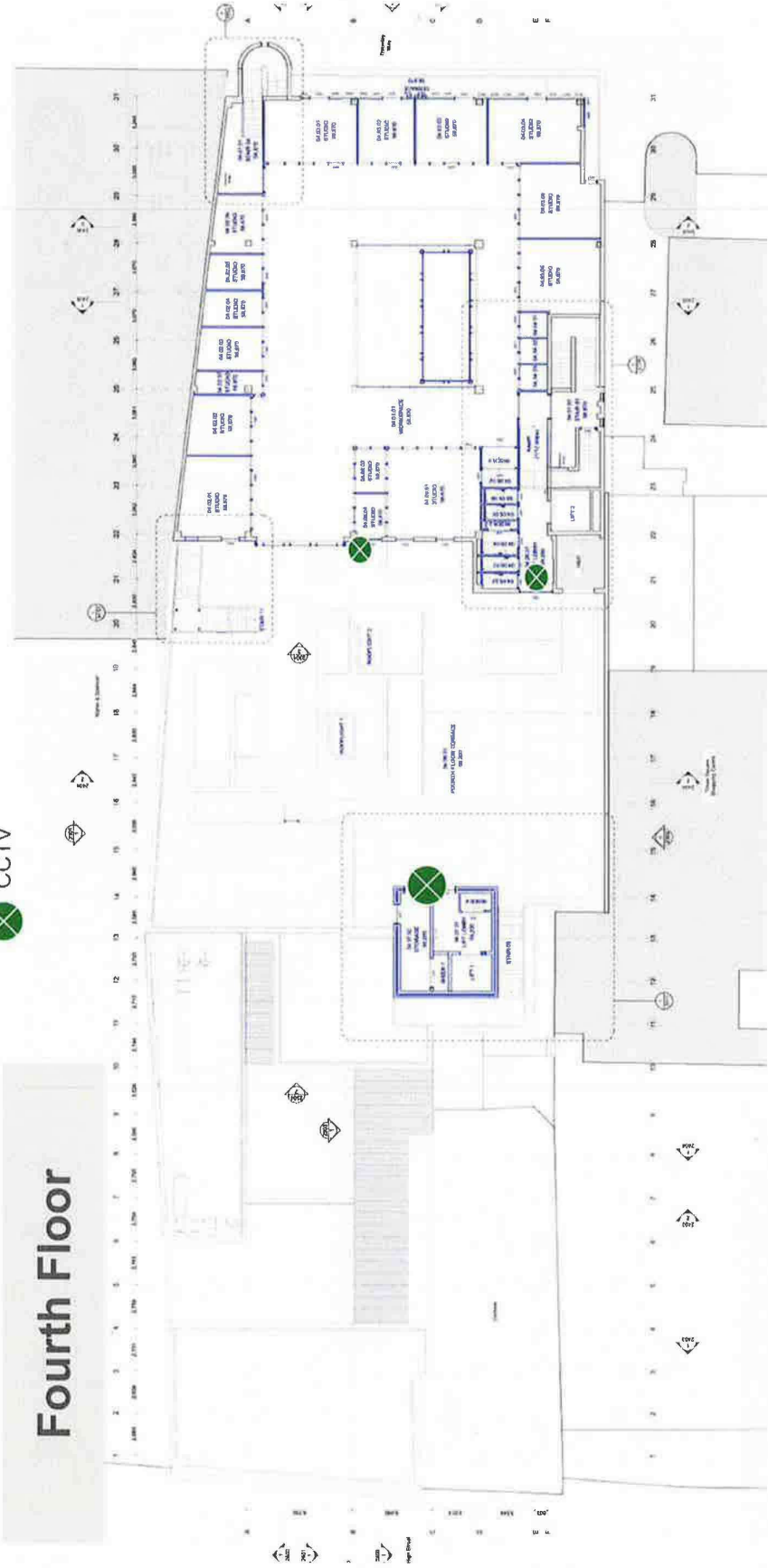


First Floor



Third Floor





Fourth Floor

CCTV

North Arrow
Scale 1:500
Date: 15/11/2017

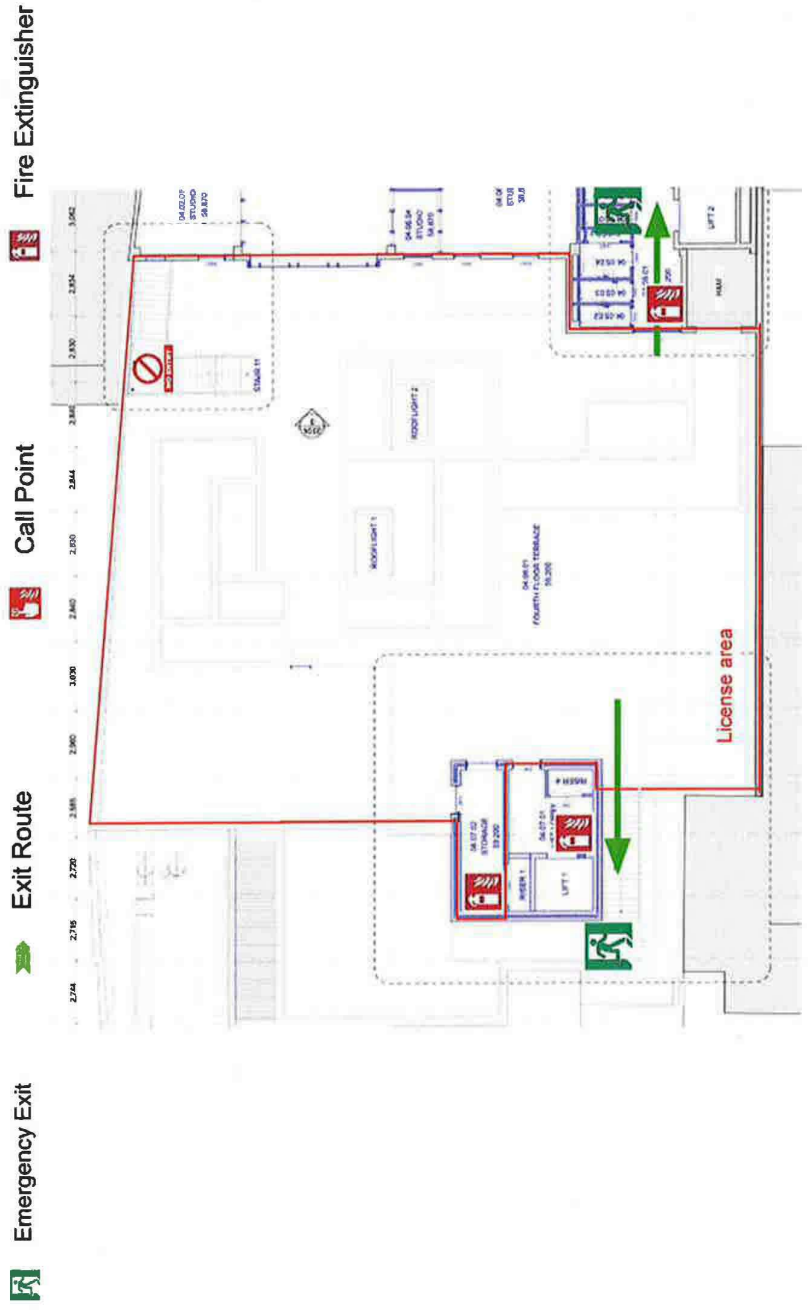
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Grid Lines: A, B, C, D, E

RECEPTION
OFFICE
CONFERENCE
LIFT 1
LIFT 2
LIFT 3
LIFT 4
LIFT 5
LIFT 6
LIFT 7
LIFT 8
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LIFT 31



Sutton Fourth Floor Plan - Fourth Floor



ASSEMBLY POINT: Manor Park, Greyhound Road Entrance

