

**APPLICATION FOR A PREMISES
LICENCE TO BE GRANTED
UNDER THE LICENSING ACT 2003**



PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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



I/We Wolverhampton Grammar School

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Compton Road	Date received: 13/08/15 Amount: £635.00 Cash <input type="checkbox"/> Cheque <input checked="" type="checkbox"/> Cheque No. 006737 Receipt no: LLC/35005011 Initial: J.S. Receipt issued
RECEIVED 13 AUG 2015	
Post town Wolverhampton	Postcode : WV3 9RB

Telephone number at premises (if any)	01902 421326
Non-domestic rateable value of premises	£367000.00

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | | |
|---|--------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i. as a limited company | <input type="checkbox"/> | please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> | please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |

- c) a recognised club please complete section (B)
- d) a charity yes please complete section (B)
- e) the proprietor of an educational establishment yes please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a
 statutory function or
 a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town			Postcode		
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name Wolverhampton Grammar School
Address Compton Road Wolverhampton WV3 9RB
Registered number (where applicable) Ltd Co. 6610261 Registered charity 1125268
Description of applicant (for example, partnership, company, unincorporated association etc.) Independent School
Telephone number (if any) 01902 421326
E-mail address (optional) bursar@wgs-sch.net

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
01	10	2015

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)
 School buildings & grounds; premises licence to cover:
 Large congregational/performance areas and occasional refreshments for events

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

-

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A) yes
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C) yes
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E) yes
- f) recorded music (if ticking yes, fill in box F) yes
- g) performances of dance (if ticking yes, fill in box G) yes
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

yes

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	yes
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	1230	2330	Please give further details here (please read guidance note 3) Most plays will be evening performances, but there may be occasional afternoon matinees or a weekend drama festival. Amplified music would be kept to a minimum and be ancillary to performance.		
Tue	1230	2330			
Wed	1230	2330	State any seasonal variations for performing plays (please read guidance note 4)		
Thur	1230	2330			
Fri	1230	0000	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	0900	0000			
Sun	0900	2330			

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)			
Mon						
Tue			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)			
Wed						
Thur			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5)			
Fri						
Sat						
Sun						

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3) Occasional rental of property for sports tournaments or galas held in sports hall/squash courts. Any noise would be minimal.
Day	Start	Finish	
Mon	0800	2200	
Tue	0800	2200	State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed	0800	2200	
Thur	0800	2200	Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Fri	0800	2200	
Sat	0800	2200	
Sun	0800	2200	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	yes
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	1230	2330	<u>Please give further details here</u> (please read guidance note 3) Mainly evening performances, with music being performed by pupils usually towards the end of each term. Occasional rental of facility for weddings etc., and fundraising events.		
Tue	1230	2330			
Wed	1230	2330	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Thur	1230	2330			
Fri	1230	0000	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	0900	0000			
Sun	0900	2330			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	yes
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	1230	2330	Please give further details here (please read guidance note 3) Mainly evening functions for pupils. Occasional rental of facility for weddings etc., and fundraising events.		
Tue	1230	2330			
Wed	1230	2330	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	1230	2330			
Fri	1230	0000	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	0900	0000			
Sun	0900	2330			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	yes
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	1230	2330	<u>Please give further details here</u> (please read guidance note 3) School performances, fundraising events, occasional rentals for weddings etc.		
Tue	1230	2330			
Wed	1230	2330	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur	1230	2330			
Fri	1230	0000	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	0800	0000			
Sun	0800	2330			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed					
Thur					
			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	yes
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	1800	2300			
Tue	1800	2300			
Wed	1800	2300			
Thur	1800	2300			
Fri	1800	2330			
Sat	1130	2330			
Sun	1130	2300			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
			During school holiday periods there may be occasions during the week where alcohol will be sold from 1130 for external lettings.		

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

Name Mrs Penelope Rudge	
Address Vine Cottage 36-38 Church Road Codsall South Staffordshire	
Postcode	WV8 1EH
Personal licence number (if known) FCC0680 ✓	
Issuing licensing authority (if known) Flintshire City Council ✓	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

N/A

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4) During school holidays, premises are open to the public for rentals, Monday to Sunday 0700 – 0000.
Day	Start	Finish	
Mon	1600	0000	<p>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5) Very occasional play/sporting event may occur during school day to which public (inclusive of parents/other school and supporters) may attend.</p>
Tue	1600	0000	
Wed	1600	0000	
Thur	1600	0000	
Fri	1600	0000	
Sat	0900	0000	
Sun	0900	0000	

M

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

- Security of the site being maintained at all times with Site Supervisors on site when the School is open and CCTV surveillance cameras being used 24/7 and monitored through an external agency when the school site is closed.
- The majority of the licensable activities will relate to students and their parents and strict adherence to licensing restrictions can be enforced through the School community.
- External lettings will be limited to the capacity of the site at any one time and suitable arrangements for site supervisor to be present at all times will be made. Activities can be restricted (and enforced where necessary) through the licence agreement with external hirers. SIA's will be used when a risk assessment highlights the need for this. Whilst external lettings are secondary to the core business of the School (Education), it is important that they are allowed to be undertaken to ensure that the School meets its public benefit requirements for Community use.
- From a welfare perspective all site supervisors are first aid trained and children will not be allowed to be unaccompanied/unsupervised at any event where alcohol is being sold or where the licensable activity taking place after 10pm.

b) The prevention of crime and disorder

General

- Site Supervisors are on site during opening hours and are able to escort people off the premises if required or call the police in the event of any trouble.
- Entrance to all buildings restricted by keypads and locks.
- SIA's will be used at events when the need arises as assessed through a risk assessment process.
- Any incidents occurring at an event will be recorded on the School standard Accident/Incident/Near Miss form. These are reviewed by the DPS and by the Health and Safety Committee.

Surveillance

- CCTV cameras with recording equipment are installed around the premises including the main entrance/exit routes and all areas where alcohol/money is served/taken.
- Images/recordings are downloadable and can be downloaded in a suitable format if requested by a Responsible Authority.
- Images and recordings are of evidential quality and indicate the correct time and date and are kept for at least 31 days.
- Site supervisor staff are trained to use the CCTV system and can download images when requested by a Responsible Authority without undue delay.
- When the school premises are closed, the CCTV cameras are monitored 24/7 by an external agency who notify the site supervisors of any unusual activity.

Proof of Age

- For any sale of alcohol, the Challenge 25 Scheme will be used.
- Any staff selling alcohol will be trained and a record kept of their training record.
- A refusal book will be completed as and when necessary by staff selling alcohol which will be reviewed regularly by the DPS and who will take any follow up action if required.

Limitation to Events

- Events in the main revolve around pupils and their parents, any disorderly action will be followed up immediately by school staff.
- External lettings are subject to school licence/agreement which require a contact name and number to be given to follow up any issues. The agreement allows for School staff to ask hirers to leave if their do not follow the agreed terms and conditions.
- External hirers are also asked to complete a risk assessment for their event which will include the sale of alcohol if applicable and if any minors are to be present. SIA's may be used.
- The numbers attending any event are also limited by their choice of venue and type of event/layout
- If an external event does not use trained school staff to sell alcohol, hirers must obtain their own temporary event notice.

c) Public safety

General

- Site Supervisors are on site during opening hours and are able to escort people off the premises if required or call the police in the event of any trouble.
- Entrance to all buildings restricted by keypads and locks.
- SIA's will be used at events when the need arises as assessed through a risk assessment process.
- Any incidents occurring at an event will be recorded on the School standard Accident/Incident/Near Miss form. These are reviewed by the DPS and by the Health and Safety Committee.

Insurance, Risk Assessments and Fire Safety

- The School holds public liability insurance and maintains regular risk assessments of both the premises and school activities.
- External hirers are asked to complete their own risk assessments when required. The School also conforms to the requirements of the Regulatory Reform (Fire Safety) Order 2005. Fire exits are marked and escape routes are kept unobstructed, in good order and free of trip hazards. External hirers are made aware of these exits.
- When appropriate, a copy of the risk assessment for an event will be provided to the local police force.

Limitation to Events and Accommodation Limits

- Risk assessments are undertaken for each type of event (including layout) and area of the School, and will be used to determine the limit of numbers taking part in the event, and be within the fire safety regulations.
- Events in the main revolve around pupils and their parents, any disorderly action will be followed up immediately by school staff.
- External lettings are subject to school licence/agreement which require a contact name and number to be given to follow up any issues. The agreement allows for School staff to ask hirers to leave if their do not follow the agreed terms and conditions.
- External hirers are also asked to complete a risk assessment for their event which will include the sale of alcohol if applicable and if any minors are to be present. SIA's may be used.
- The numbers attending any event are also limited by their choice of venue and type of event/layout
- If an external event does not use trained school staff to sell alcohol, hirers must obtain their own temporary event notice.

First Aid

- All site supervisors are trained in first aid and have access to basic first aid materials should the need arise.
- External hirers must provide their own first aiders when appropriate.

Surveillance

- CCTV cameras with recording equipment are installed around the premises including the main entrance/exit routes and all areas where alcohol/money is served/taken.
- Images/recordings are downloadable and can be downloaded in a suitable format if requested by a Responsible Authority.
- Images and recordings are of evidential quality and indicate the correct time and date and are kept for at least 31 days.
- Site supervisor staff are trained to use the CCTV system and can download images when requested by a Responsible Authority without undue delay.
- When the school premises are closed, the CCTV cameras are monitored 24/7 by an external agency who notify the site supervisors of any unusual activity.

Proof of Age

- For any sale of alcohol, the Challenge 25 Scheme will be used.
- Any staff selling alcohol will be trained and a record kept of their training record.
- A refusal book will be completed as and when necessary by staff selling alcohol which will be reviewed regularly by the DPS and who will take any follow up action if required

d) The prevention of public nuisance

Noise and Vibration

- The noise for any School run event will be no greater than the normal acceptable level of noise during a standard school day as the majority of events will relate to school plays and recitals. The School buildings are well insulated and the playing of any recorded music at an external hiring will not be allowed to reach unacceptable levels. This is reinforced in the School licence agreement for any external lettings and the risk assessments produced.

Litter

- Litter bins are provided both inside and outside the premises

Parking

- The School has parking on site for events and will arrange additional parking with local businesses (Tabernacle and Nursery) when additional parking is required at a weekend.

e) The protection of children from harm

General

- At any event where alcohol is to be sold or at any licensable activity after 10pm, there will be a requirement for children to be accompanied by a responsible adult and/or supervised by School staff. This requirement will form part of any external licence agreement and a requisite of any school run event.
- In addition for any School organised activity supervising staff will have been vetted through safer recruitment procedures and all volunteers are risk assessed and vetted if believed to be in regulated activity.

Checklist:

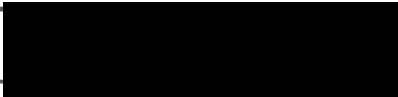
Please tick to indicate agreement

- I have made or enclosed payment of the fee. yes
- I have enclosed the plan of the premises. yes
- I have sent copies of this application and the plan to responsible authorities and others where applicable. yes
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. yes
- I understand that I must now advertise my application. yes
- I understand that if I do not comply with the above requirements my application will be rejected. yes

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 11).
If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	11 August 15
Capacity	Head.

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
Wolverhampton Grammar School Compton Road			
Post town	Wolverhampton	Postcode	WV3 9RB
Telephone number (if any)	01902 421326		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			
bursar@wgs-sch.net			