

Application for a Premises Licence to be granted
under the Licensing Act 2003

FORM B

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 TORBAY BEER DELIVERY LTD

(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 OFFICE 5, DAINTON SELF STORAGEYARD, TORRE STATION YARD			
Post town	TORQUAY	Post code	TQ2 5DD
Telephone number at premises (if any)	07584990771		
Non-domestic rateable value of premises	£63500		

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick yes

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
- i. as a limited company please complete section (B)
- ii. as a partnership please complete section (B)
- iii. as an unincorporated association or please complete section (B)
- iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)

Please give a general description of the premises (please read guidance note1)
THE PREMISES IS A SELF CONTAINED, MULTIPLE ROOM OFFICE. LOCATED WITHIN A SECURE YARD THAT ALSO HOMES A SELF STORE FACILLITY. IT IS SITUATED ON THE SCOND FLOOR WITH ACCESSS BY STEPS. THE YARD HAS SECURITY ACCESS GATES, AND SECURITY FENCING SURROUNDING IT.

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 yes

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

Provision of entertainment facilities:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

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

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

In all cases complete boxes N, O and P

L

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 checked="" type="checkbox"/>
Day	Start	Finish			
Mon	23:00	05:00	Please give further details here (please read guidance note 3) HOT FOOD AND DRINK		
Tue	23:00	05:00			
Wed	23:00	05:00	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur	23:00	05:00			
Fri	23:00	05:00	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 (please read guidance note 5)		
Sat	23:00	05:00			
Sun	23:00	05:00			

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input type="checkbox"/>			
				Off the premises	<input checked="" type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)					
Mon	00:00	24:00						
Tue	00:00	24:00						
Wed	00:00	24:00						
Thur	00:00	24:00				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)		
Fri	00:00	24:00						
Sat	00:00	24:00						
Sun	00:00	24:00						

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

Name RICHARD GEOFFREY ABBOTTS

N

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)
 NONE

O

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)
Day	Start	Finish	
Mon	00:00	24:00	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)
Tue	00:00	24:00	
Wed	00:00	24:00	
Thur	00:00	24:00	
Fri	00:00	24:00	
Sat	00:00	24:00	
Sun	00:00	24:00	

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

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

PLEASE SEE ATTACHED SHEET

b) The prevention of crime and disorder

PLEASE SEE ATTACHED SHEET

c) Public safety

PLEASE SEE ATTACHED SHEET

d) The prevention of public nuisance

PLEASE SEE ATTACHED SHEET

e) The protection of children from harm

PLEASE SEE ATTACHED SHEET

THE PREVENTION OF CRIME AND DISORDER

1. Delivery drivers will only take a minimum amount of cash for use as change on each 'round', they shall deposit takings from each 'round' at the premises between trips.
2. There shall be a policy of safe practice for employees that handle money in public, any violence or threat of violence shall be reported to the police immediately.
3. All delivery drivers will be 18 years of age and above.
4. All staff that either take customer orders (phone staff), or deliver customer orders (drivers), will within 3 months of employment have attended the BIIAB Level 1 Award in Responsible Alcohol Retailing (ARAR) course.
5. All staff will have attended a documented in house training course before starting work, that covers aspects of the licensing act as is relevant to this particular business, and their specific role within it. Records will be kept for a minimum of 12 months, such records shall be available on demand for inspection by the police, Torbay Council Licensing Department and Torbay Trading Standards Officers at any reasonable time.
6. All staff shall have quarterly refresher meetings on the above. (point 5)
7. At the time of ordering all customers will be asked to supply the following details;
 - Full Name
 - Full Delivery Address
 - Confirmation of being over 18.
 - The Alcohol Order
8. The above supplied details (point 7) will be written on the order sheet, a copy of which will accompany the alcohol throughout the delivery, and be left with the customers on delivery.
9. The above supplied details (point 7) will be written on the order sheet, a copy of which will remain on record at the premises and be kept for a minimum of 12 months. Such records shall be available on demand for inspection by the police, Torbay Council Licensing Department and Torbay Trading Standards Officers at any reasonable time.
10. Only alcohol ordered for delivery shall be carried on delivery vehicles at any time the vehicle is in use for a delivery. Exceptions to this will include, alcohol being returned to the premises due to, for example, staff refusal to serve, non answer at address etc.
11. Alcohol shall only be delivered to a Residential or Commercial addresses. Specifically not to public outdoor spaces.
12. No alcohol shall be sold to the public from the premises asides from by remote ordering methods, i.e. internet/telephone/mail order etc.
13. The public shall not be permitted to attend the premises to order, pay for or collect any goods, including alcohol.
14. A refusals book shall be kept in the delivery vehicle and all entries shall be transferred to a main record held within the premises after each tour of duty. All refusal books shall be available for inspection by the police or members of the local authority licensing team at any reasonable time and all records shall be kept for a minimum of 12 months.
15. All Media (website/flyers) shall have age restricted warnings and the current relevant links on.

PUBLIC SAFETY

16. There must be an accident book on site
17. There must be a medical box on site
18. There must be a dustpan and brush and glass bin on site.
19. Telephone numbers shall be displayed for NHS Direct and RIDDOR.
20. There must be fire equipment on site.

THE PREVENTION OF PUBLIC NUISANCE

21. Typically deliveries shall be solo, except in cases of for example, staff training. In these exceptions staff shall be aware of noise issues, and talking etc when outside of their vehicles.
22. Car stereos shall be turned off before the drivers exit the vehicle, or open doors/windows.

THE PROTECTION OF CHILDREN FROM HARM

23. In the case of age identification, acceptable Photo Id will be Passport, Driving Licence or Provisional Driving Licence.
24. Customers that appear to the driver to be under the age of 25 will be asked to provide Photo ID.
25. There shall be no sale, even to an ID holder if there is blatant under-age drinking at the delivery premises.