



* required information

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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

Not Currently In Use

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

Sonal

* Family name

Mehta

* 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

07386411

Business name

A & P Mehta Ltd

If your business is registered, use its registered name.

VAT number

- 113437053

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

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 (£)

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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...

Private Limited Company

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
dd mm yyyy

* Nationality [Documents that demonstrate entitlement to work in the UK](#)

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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 is a standalone specialist retail unit located on Rickmansworth Road, Northwood. The surrounding area is characterised by low-density commercial and open spaces, including a golf course to the rear, a car showroom and golf club nearby, and limited adjacent residential properties which are not directly attached to the premises. The premises is not situated within a town centre or cumulative impact area and operates independently rather than as part of a parade of shops.

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The primary use of the premises is as a premium cigar retail specialist, with approximately 60% of the business dedicated to cigar sales, 30% to the sale of fine wines and spirits for off-premises consumption, and a limited ancillary element (approximately 10%) for on-site consumption in a controlled, predominantly seated environment.

Internally, the premises comprises approximately 767 sq ft and includes:

- A walk-in humidor for cigar storage and display.
- Retail shelving for cigars, accessories, and bottled alcohol.
- A service counter for sales transactions.
- A small, designated seated table area intended for occasional tasting events.

The premises is designed to operate as a predominantly seated environment, supporting a calm and well-managed atmosphere. Alcohol is primarily sold from the retail counter, with staff maintaining effective oversight of all transactions and customer activity.

Externally, the premises benefits from private, clearly defined outdoor areas which are not part of the public highway:

- A front/side pergola area measuring approximately 2.4m x 9m, accommodating up to 12 customers.
- A rear private garden area with seating for approximately 10 customers across two tables.

These areas are physically distinct from the public pavement through changes in flooring and layout, ensuring clear demarcation between public and private space.

The outdoor areas are intended for seated use, and customers purchasing alcohol for on-site consumption may do so within the defined internal seating area, pergola, or private garden. There is no service to the public highway, and customers will not be permitted to leave the premises with open containers.

The premises will operate as a quiet, relaxed environment focused on cigar and whisky appreciation, rather than a drinking establishment. Alcohol is ancillary to the primary retail function and is curated to complement the cigar offering. There will be no loud music, no external speakers, and only low-level background music within the premises at a level that does not interfere with normal conversation.

Occasional tasting events may be held within the premises in a controlled, seated format consistent with the nature of the business. These events will not alter the overall character of the premises as a specialist retail environment.

The layout and operation of the premises have been designed to promote the licensing objectives by:

- Ensuring a calm and controlled environment to prevent crime and disorder
- Maintaining clear supervision of all areas, including outdoor spaces
- Minimising public nuisance through controlled use of outdoor areas and absence of amplified sound externally
- Preventing access to alcohol by persons under 18 through robust age verification policies such as Challenge 25

Overall, the premises offers a low-capacity, experience-led retail environment centred on premium products, with carefully managed and ancillary on-site consumption in clearly defined private areas.

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?

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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

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

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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

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

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SUPPLY OF ALCOHOL

Continued from previous page...

Will you be selling or supplying alcohol?

- 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 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.

N/A

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.

The premises may operate extended hours for the sale of alcohol on the following occasions:

New Year's Eve: until 01:00 on New Year's Day

Christmas Eve: until 01:00 on Christmas Day

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

Name

First name

Family name

Date of birth
dd mm yyyy

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

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)

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If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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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.

The premises will not provide any form of adult entertainment, regulated entertainment of a sexual nature, gambling facilities, or the exhibition of age-restricted films.

The nature of the business is a specialist retail environment focused on premium cigars and associated products, with ancillary alcohol sales. While the premises is adult-oriented in terms of product type, there are no activities or services taking place that would be considered inappropriate or harmful to children beyond the sale of age-restricted goods.

Access to alcohol and tobacco products will be strictly controlled through a Challenge 25 policy, with all staff trained in age verification procedures. No person under the age of 18 will be permitted to purchase alcohol or tobacco products.

Children will not be permitted in the external smoking areas (pergola and private garden), which are designated for adult use only.

The premises will operate as a calm, seated, and supervised environment at all times, and no activities will take place that would give rise to concern in respect of children.

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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

Continued from previous page...

SATURDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

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

N/A

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.

The premises may open to the public for extended hours on the following occasions:

New Year's Eve: until 01:00 on New Year's Day

Christmas Eve: until 01:00 on Christmas Day

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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.

The premises will operate as a specialist retail environment with ancillary on-site consumption, designed to provide a calm, seated setting focused on cigar and whisky appreciation. The operation of the premises has been structured to promote all four licensing objectives.

The layout and use of the premises ensure that alcohol consumption remains controlled and secondary to the primary retail function. The premises is designed to operate as a predominantly seated environment, supporting a low-impact and well-managed atmosphere.

The premises benefits from clearly defined internal and external areas, including a private pergola and garden which are physically separated from the public highway. Alcohol consumed on site will take place within designated internal and external areas, ensuring clear supervision and control at all times.

The capacity of the premises is limited, with approximately 767 sq ft internally and controlled seating externally (approximately 12 persons in the pergola and 10 persons in the garden). This low-capacity model supports a quiet and manageable environment.

Alcohol sales are primarily conducted from a central retail counter, ensuring that staff maintain oversight of transactions and customer activity.

The premises will operate as a quiet, low-impact venue, with no external speakers or amplified music in outdoor areas, and only low-level background music internally at a level that does not interfere with normal conversation.

Staff will be present and actively supervising the premises at all times during trading hours, including the external areas.

The licence holder will adopt a proactive approach to ensuring that the premises operates responsibly and in accordance

Continued from previous page...

with the licensing objectives.

Overall, the premises has been designed and will be operated as a low-risk, experience-led retail environment, where alcohol is ancillary and consumption is controlled and carefully managed.

b) The prevention of crime and disorder

The premises will operate as a low-capacity, specialist retail environment with ancillary alcohol sales, and will not function as a bar or vertical drinking establishment. The nature of the operation, with predominantly seated consumption and controlled service throughout the premises, inherently reduces the risk of crime and disorder.

A comprehensive digital CCTV system will be installed and maintained in good working order, covering all entry and exit points, the retail area, and external seating areas including the pergola and garden. Recordings will be retained for a minimum of 31 days and will be made available to Police or authorised officers upon request.

Alcohol sales will be conducted in a controlled manner, with a primary point of sale at the retail counter, and staff maintaining effective oversight of all service throughout the premises, including any service provided within designated seating areas.

No alcohol will be permitted to leave the premises in open containers.

The premises will operate a Challenge 25 age verification policy, with acceptable forms of identification being a passport, UK driving licence, or PASS-accredited ID. Staff will be trained in age-restricted sales and refresher training will be provided periodically.

An incident and refusals log will be maintained at the premises and will be made available for inspection by authorised officers. This will record all refusals of alcohol sales, any incidents of disorder, and any relevant interactions with customers. The licence holder and staff will adopt a zero-tolerance approach to disorderly behaviour, and any individual behaving in a manner that may cause nuisance or concern will be refused service and asked to leave the premises.

The external areas will be actively monitored by staff at all times during use, ensuring that behaviour remains appropriate and consistent with the nature of the premises as a quiet, predominantly seated environment.

The overall design and operation of the premises, including its limited capacity, predominantly seated consumption, and retail-led model, ensures that the risk of crime and disorder is minimal and effectively managed.

c) Public safety

The premises will be operated in a manner that ensures the safety of customers, staff, and visitors at all times. The layout of the premises has been designed to support safe movement and clear supervision, with a defined retail area, seating areas, and clearly designated external spaces.

A suitable fire risk assessment will be conducted and regularly reviewed. Appropriate fire safety equipment, including fire extinguishers and smoke detection systems, will be installed and maintained in accordance with current regulations. All escape routes will be kept clear and unobstructed at all times, and emergency exits will be clearly signed.

The premises will operate with a controlled capacity, reflecting its size and seated nature. The external pergola (approximately 12 persons) and garden seating area (approximately 10 persons) will be managed to ensure safe occupancy levels are not exceeded.

All areas of the premises, including external spaces, will be actively supervised by staff during opening hours. Particular attention will be given to ensuring safe use of the outdoor areas and maintaining clear access and egress routes.

The premises will be maintained in a clean and safe condition, with regular checks undertaken to identify and address any hazards. Any spillages or potential trip hazards will be promptly dealt with.

Staff will receive appropriate training in health and safety procedures, including emergency evacuation protocols, and will be aware of their responsibilities in maintaining a safe environment.

The premises will operate as a predominantly seated, low-capacity environment, which supports a safe and controlled atmosphere, reducing the likelihood of overcrowding or unsafe behaviour.

d) The prevention of public nuisance

The premises will operate as a quiet, low-impact, predominantly seated environment, and all reasonable steps will be taken to ensure that the operation does not give rise to public nuisance, particularly in relation to noise.

The external pergola and private garden areas will be used in a controlled and supervised manner, with seating provided and no vertical drinking encouraged. The capacity of these areas will be limited (approximately 12 persons in the pergola and 10 persons in the garden), ensuring a low-density and manageable environment.

There will be no external speakers or amplified music in the outdoor areas. Any background music within the premises will be low-level and confined to the interior of the building.

Customers using the outdoor areas will be encouraged to respect neighbouring properties, and signage will be displayed

Continued from previous page...

requesting that patrons leave the premises quietly.

Staff will actively monitor the external areas at all times during use, and any behaviour that may give rise to noise or disturbance will be addressed promptly.

The licence holder will operate a policy of gradual wind-down towards closing time, particularly in the external areas, to minimise any potential disturbance associated with customers leaving the premises.

The premises benefits from a standalone location, with no directly attached residential properties, and external areas are situated on private land and clearly separated from the public highway. This further reduces the potential for public nuisance.

In addition, specific measures will be implemented to minimise the potential impact of cigar smoke on neighbouring properties. The external pergola and garden areas are positioned on private land and will be arranged to ensure that smoking takes place in a controlled and considerate manner.

A solid boundary fence and/or screening will be installed and maintained along the perimeter of the premises where it adjoins neighbouring properties, providing a physical barrier to help limit the dispersal of smoke.

Seating within the external areas will be arranged to ensure that customers are positioned away from neighbouring boundaries, with a buffer maintained between seating and perimeter fencing where practicable.

The licence holder will ensure that the external areas are actively managed and supervised, and staff will take reasonable steps to manage the use of these areas in a manner that minimises any potential impact on neighbouring properties.

The external areas will not be enclosed and will remain open-air to allow natural ventilation.

Deliveries, waste disposal, and other operational activities will be carried out at appropriate times and in a manner that minimises disturbance to nearby residents.

The external pergola and garden areas will be vacated at the close of business each day. Staff will actively manage the dispersal of customers to ensure that the premises is cleared in a quiet and orderly manner, with particular attention given to minimising disturbance to neighbouring properties.

Overall, the nature of the premises as a low-capacity, predominantly seated, specialist retail environment, together with the control measures outlined above, ensures that the risk of public nuisance is minimal and effectively managed.

e) The protection of children from harm

The premises operates as a specialist retail environment for cigars and associated products, with ancillary alcohol sales. As such, the business is inherently adult-oriented, and appropriate safeguards will be in place to protect children from harm. The premises will operate a Challenge 25 age verification policy. Acceptable forms of identification will include a passport, UK photocard driving licence, or PASS-accredited identification. Staff will be trained in age-restricted sales, and refresher training will be provided periodically.

No person under the age of 18 will be permitted to purchase alcohol or tobacco products.

Children will not be permitted in the external smoking areas, including the pergola and private garden, which are designated for adult use only. Clear signage will be displayed to this effect.

Alcohol sales will be conducted in a controlled manner, with staff maintaining effective oversight of all transactions throughout the premises, ensuring that age restrictions are strictly enforced.

The premises will not provide any form of adult entertainment, gambling facilities, or age-restricted film exhibition.

The overall operation of the premises as a low-capacity, predominantly seated, and supervised environment further supports the protection of children from harm.

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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.

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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.

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NOTES ON REGULATED ENTERTAINMENT

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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 website at http://www.voa.gov.uk/business_rates/index.htm. For full details, refer to the 'Fees for Applications' webpage: <http://www.hillingdon.gov.uk/media.jsp?mediaid=22879&filetype=pdf>

* Fee amount (£)

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

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/hillingdon/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.

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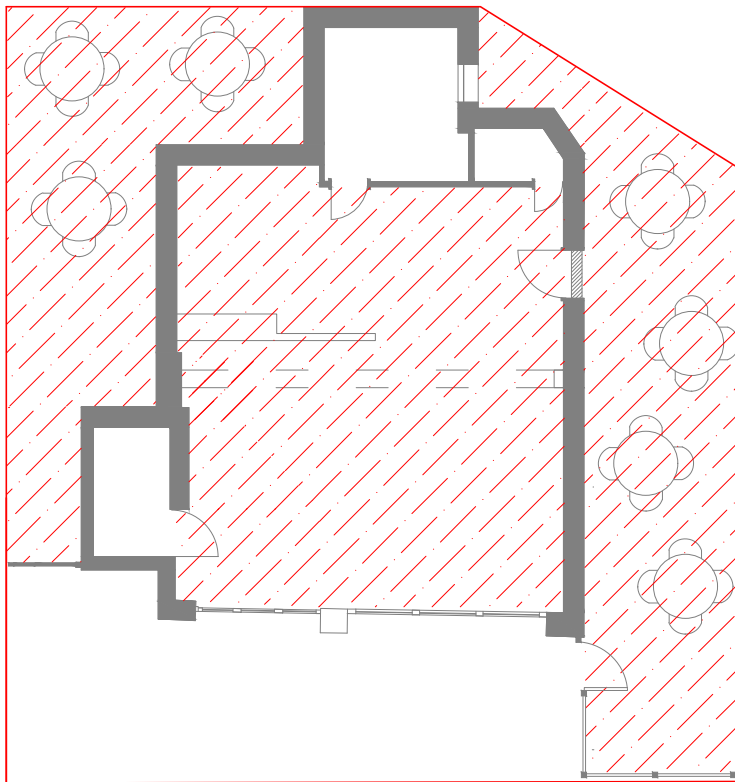
IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

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

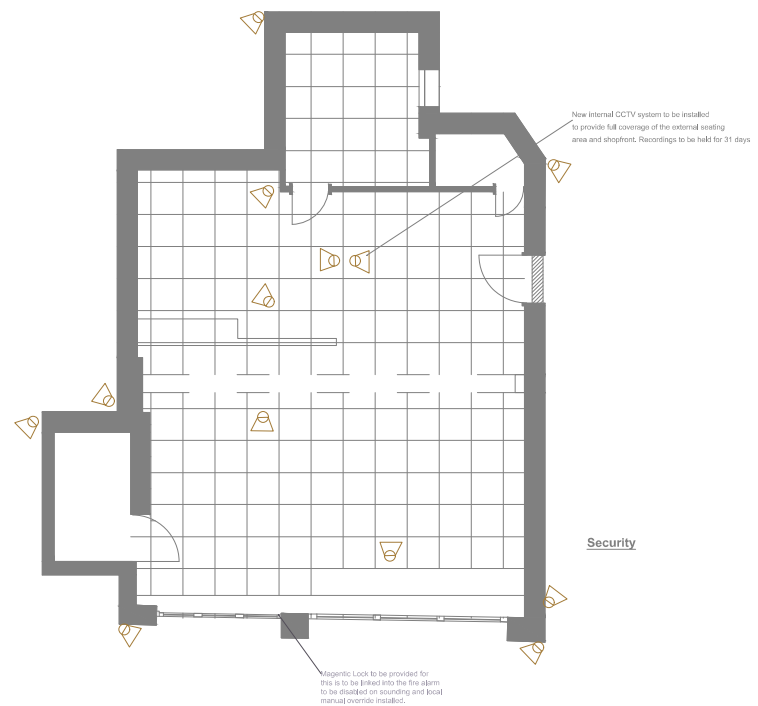
[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)



Licensed Area
 Examine for full details information only



Fire Plan



Security

1m 2m 5m 10m



NOTE:
 Contractors are advised to visit site to ascertain site conditions. It should be noted that this drawing is to be used as a guide only. The contractor should verify all dimensions and levels on site. All dimensions are to be taken from the center of the wall unless otherwise stated. All dimensions are to be taken from the center of the wall unless otherwise stated. All dimensions are to be taken from the center of the wall unless otherwise stated.

EHM
 Commercial Property

Description License Application Plan - Area for Licensed activity / Fire Alarm / CCTV	
Site Address The Old Forge Barnwood, HM 22H	
Date 15/02/2021	Scale 1:100 @ A1
Contract Manager JDC	Revision 1a
Drawing No Commercial Fire/Security/FP	Drawn By Ewan C Brown