

11/00754/12CONS

Trowbridge Town Council

Working with the Community



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17th March 2011

To all consultants for licensing matters,

The Trowbridge Town Council, having held preparatory meetings with licensing & police representatives, would like to apply to hold a joint licence for the new Civic Centre and the outside area known as the Town Park and Fore Street.

To aid understanding we have enclosed maps of both the Civic Centre (indoors) and the Town area (outdoors). There are 2 sets of timings; the upper sets on each page in black relate to the Civic Centre times of opening for activities, the second set in blue relate to the outdoor events; Trowbridge Town Park and Fore Street Trowbridge.

A condition that will be held on the licence is that the Council will issue a general outline for an outdoor event at the 56 day point and then produce a management plan at the 28 day point for consideration and consultation by the Public Event Safety Group.

At this time we are working off plan for the Civic Centre operational plan. This will be agreed with all authorities before opening, expected opening is November 2011.

Our next main licensable outdoor event is the Veterans weekend, 24-26 June 2011. The outline plan has been issued and the Town Council Representatives will be attending the Event Safety Group meeting on 14th April 2011, with a full management plan.

The Town Council now has an experienced team made up of two NEBOSH qualified persons, two experienced event managers and an instructor in First Aid, Manual Handling and Fire Safety. We also employ a security management team who only recruit qualified door supervisors and stewards. Please see our methods to control our commitment to the four licensing objectives within our application.

Yours sincerely

Bill Austin
Head of Direct Services



INVESTOR IN PEOPLE



**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 Trowbridge Town Council

(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 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			
The Civic Centre, St. Stephens Place, Trowbridge BA14 8AH Plus the land known as the Town Centre and Park Area Map references:- Civic - Gd 857 577 Park- Gd 858 577 Fore St. Gd 856 579			
Post town	Trowbridge	Post code	BA14 8AH

Telephone number at premises (if any)	01225 762439
Non-domestic ratable value of premises	£42,000.00

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)

- e) the proprietor of an educational establishment 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 checked="" 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 Trowbridge Town Council
Address The Civic Centre St Stephens Place Trowbridge Wiltshire BA14 8AH
Registered number (where applicable) None
Description of applicant (for example, partnership, company, unincorporated association etc.) Town Council
Telephone number (if any) 01225 762439 / 01225 765072
E-mail address (optional) civic@trowbridge.gov.uk or

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
0	1	04 2 0 1 1

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

Day	Month	Year

Please give a general description of the premises (please read guidance note1)
 A Civic Centre running functions & holding events. A small café running during the day time period. The outdoor area known as the Town Park, Fore Street, Market Street and a small part of Silver Street. All marked on the provided maps and building layouts.
 (Previously known as the Upper Park and Town Centre License)
 The outdoor events will run from this general plan with a specific detailed plan issued at the twenty eight day notice period to licensing and the police with permission to use any Wiltshire council property.

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

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play 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"/>		
Mon	08:00	05:00	Please give further details here (please read guidance note 3) The first sets of timings in black relate to the Civic Centre indoor events. The second set in blue relate to the outdoor events.	Both	<input checked="" type="checkbox"/>		
	08:00	22:00					
Tue	08:00	05:00					
	08:00	22:00					
Wed	08:00	05:00		State any seasonal variations for performing plays (please read guidance note 4)			
	08:00	22:00					
Thur	08:00	05:00					
	08:00	22:00					
Fri	08:00	05:00			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)		
	08:00	22:00					
Sat	08:00	05:00					
	08:00	22:00					
Sun	08:00	05:00					
	08:00	22:00					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films 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	Please give further details here (please read guidance note 3) The first sets of timings in black relate to the Civic Centre indoor events. The second set in blue relate to the outdoor events.		
Mon	08:00	05:00			
	08:00	22:00			
Tue	08:00	05:00			
	08:00	22:00			
Wed	08:00	05:00			
	08:00	22:00			
Thur	08:00	05:00			
	08:00	22:00			
Fri	08:00	05:00			
	08:00	22:00			
Sat	08:00	05:00			
	08:00	22:00			
Sun	08:00	05:00			
	08:00	22:00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3) The first sets of timings in black relate to the Civic Centre indoor events. The second set in blue relate to the outdoor events.	
Day	Start	Finish		
Mon	08:00	05:00	State any seasonal variations for indoor sporting events (please read guidance note 4)	
	08:00	22:00		
Tue	08:00	05:00		
	08:00	22:00		
Wed	08:00	05:00		
	08:00	22:00		
Thur	08:00	05:00		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)
	08:00	22:00		
Fri	08:00	05:00		
	08:00	22:00		
Sat	08:00	05:00		
	08:00	22:00		
Sun	08:00	05:00		
	08:00	22:00		

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	08:00	05:00	Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue	08:00	05:00			
Wed	08:00	05:00	State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur	08:00	05:00			
Fri	08:00	05:00	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 (please read guidance note 5)		
Sat	08:00	05:00			
Sun	08:00	05:00			

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music 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	08:00	05:00	Please give further details here (please read guidance note 3) The first sets of timings in black relate to the Civic Centre indoor events. The second set in blue relate to the outdoor events.		
	08:00	22:00			
Tue	08:00	05:00			
	08:00	22:00			
Wed	08:00	05:00	State any seasonal variations for the performance of live music (please read guidance note 4)		
	08:00	22:00			
Thur	08:00	05:00			
	08:00	22:00			
Fri	08:00	05:00	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 (please read guidance note 5)		
	08:00	22:00			
Sat	08:00	05:00			
	08:00	22:00			
Sun	08:00	05:00			
	08:00	22:00			

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music 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 checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) The first sets of timings in black relate to the Civic Centre indoor events. The second set in blue relate to the outdoor events.		
Mon	08:00	05:00			
	08:00	22:00			
Tue	08:00	05:00			
	08:00	22:00			
Wed	08:00	05:00			
	08:00	22:00			
Thur	08:00	05:00			
	08:00	22:00			
Fri	08:00	05:00			
	08:00	22:00			
Sat	08:00	05:00			
	08:00	22:00			
Sun	08:00	05:00			
	08:00	22:00			
			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
			<u>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</u> (please read guidance note 5)		

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	<input type="checkbox"/>		
Day	Start	Finish		Outdoors	<input type="checkbox"/>		
Mon	08:00	05:00	Please give further details here (please read guidance note 3) The first sets of timings in black relate to the Civic Centre indoor events. The second set in blue relate to the outdoor events.	Both	<input checked="" type="checkbox"/>		
	08:00	22:00					
Tue	08:00	05:00					
	08:00	22:00					
Wed	08:00	05:00		State any seasonal variations for the performance of dance (please read guidance note 4)			
	08:00	22:00					
Thur	08:00	05:00					
	08:00	22:00					
Fri	08:00	05:00			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 (please read guidance note 5)		
	08:00	22:00					
Sat	08:00	05:00					
	08:00	22:00					
Sun	08:00	05:00					
	08:00	22:00					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment you will be providing</u>		
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	08:00	05:00		Outdoors	<input type="checkbox"/>
	08:00	22:00		Both	<input checked="" type="checkbox"/>
Tue	08:00	05:00	<u>Please give further details here</u> (please read guidance note 3) The first sets of timings in black relate to the Civic Centre indoor events. The second set in blue relate to the outdoor events.		
	08:00	22:00			
Wed	08:00	05:00			
	08:00	22:00			
Thur	08:00	05:00	<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)		
	08:00	22:00			
Fri	08:00	05:00			
	08:00	22:00			
Sat	08:00	05:00	<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)		
	08:00	22:00			
Sun	08:00	05:00			
	08:00	22:00			

Provision of facilities for making music Standard days and timings (please read guidance note 6)			<u>Please give a description of the facilities for making music you will be providing</u>			
			<u>Will the facilities for making music be indoors or outdoors or both – please tick</u> (please read guidance note 2)			Indoors
			Outdoors			<input type="checkbox"/>
			Both			<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) The first sets of timings in black relate to the Civic Centre indoor events. The second set in blue relate to the outdoor events.			
Mon	08:00	05:00				
	08:00	22:00				
Tue	08:00	05:00				
	08:00	22:00				
Wed	08:00	05:00	<u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4)			
	08:00	22:00				
Thur	08:00	05:00				
	08:00	22:00				
Fri	08:00	05:00	<u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)			
	08:00	22:00				
Sat	08:00	05:00				
	08:00	22:00				
Sun	08:00	05:00				
	08:00	22:00				

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick (see guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
			Please give a description of the facilities for dancing you will be providing		
Day	Start	Finish	Please give further details here (please read guidance note 3) The first sets of timings in black relate to the Civic Centre indoor events. The second set in blue relate to the outdoor events.		
Mon	08:00	05:00			
	08:00	22:00			
Tue	08:00	05:00			
	08:00	22:00			
Wed	08:00	05:00			
	08:00	22:00			
Thur	08:00	05:00			
	08:00	22:00			
Fri	08:00	05:00			
	08:00	22:00			
Sat	08:00	05:00			
	08:00	22:00			
Sun	08:00	05:00			
	08:00	22:00			
			State any seasonal variations for providing dancing facilities (please read guidance note 4)		
			Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		

K

Provision of facilities for entertainment of a similar description to that falling within i or j Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment facility you will be providing</u>		
Day	Start	Finish	<u>Will the entertainment facility be indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Mon	08:00	05:00		Both	<input checked="" type="checkbox"/>
	08:00	22:00			
Tue	08:00	05:00	<u>Please give further details here</u> (please read guidance note 3) The first sets of timings in black relate to the Civic Centre indoor events. The second set in blue relate to the outdoor events.		
	08:00	22:00			
Wed	08:00	05:00			
	08:00	22:00			
Thur	08:00	05:00	<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u> (please read guidance note 4)		
	08:00	22:00			
Fri	08:00	05:00			
	08:00	22:00			
Sat	08:00	05:00	<u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
	08:00	22:00			
Sun	08:00	05:00			
	08:00	22:00			

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"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Mon	08:00	05:00	Please give further details here (please read guidance note 3) The first sets of timings in black relate to the Civic Centre indoor events. The second set in blue relate to the outdoor events.		
	08:00	22:00			
Tue	08:00	05:00			
	08:00	22:00			
Wed	08:00	05:00	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
	08:00	22:00			
Thur	08:00	05:00			
	08:00	22:00			
Fri	08:00	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)		
	08:00	22:00			
Sat	08:00	05:00			
	08:00	22:00			
Sun	08:00	05:00			
	08:00	22:00			

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 type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	08:00	05:00			
	08:00	22:00			
Tue	08:00	05:00			
	08:00	22:00			
Wed	08:00	05:00			
	08:00	22:00			
Thur	08:00	05:00			
	08:00	22:00			
Fri	08:00	05:00			
	08:00	22:00			
Sat	08:00	05:00			
	08:00	22:00			
Sun	08:00	05:00			
	08:00	22:00			
			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)		

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

Name William Ernest Austin	
Address [REDACTED] [REDACTED] [REDACTED] [REDACTED]	
Postcode	[REDACTED]
Personal Licence number (if known) WW0500280LAPERN	
Issuing licensing authority (if known) Wiltshire Council	

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)
 Any event that may be of an explicit nature will have an over eighteen age restriction placed on entry to the venue. This will be in the building events management plan issued and will be a condition on the terms and conditions of all customers.

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		
	00:00	24:00		
Tue	00:00	24:00		
	00:00	24:00		
Wed	00:00	24:00		
	00:00	24:00		
Thur	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)
	00:00	24:00		
Fri	00:00	24:00		
	00:00	24:00		
Sat	00:00	24:00		
	00:00	24:00		
Sun	00:00	24:00		
	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)

A management plan will be produced for the Civic Centre and will cover all indoor events. There will be a separate management plan issued appropriately for each outdoor event within the park and town centre area. All key management responsible persons will have personal licenses and training in both drug awareness and vulnerable persons. We will take guidance from both the Wiltshire Alcohol Strategy November 2008 and the Nation Drugs Strategy 2010. We will provide 56 days notice period for any outdoor events with a general outline and with the 28 day period we will provide a full management plan to be agreed with all responsible authorities.

b) The prevention of crime and disorder

All reasonable steps will be taken by staff to ensure that persons entering the premises are not carrying any illegal drugs. Regular searches by staff of all areas of the premises will be undertaken during trading hours to ensure that drug use is not taking place on the premises. Any person found in possession of illegal drugs will be asked to leave the premises immediately. The DPS or premises license holder shall display prominent, clear and legible notices at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly. All events that are deemed necessary by the management plan will be appropriately manned with stewards and or qualified door supervisors. All incidents and audit trails will be recorded in the event incident book. Internal CCTV within the Civic Centre will be maintained and working to provide a satisfactory solution to identify suspects and a picture of activity leading up to any incident. These pictures will be of an appropriate quality. Recordings will be continuous and stored for a 30 day period and will be made available for review to the policing authorities, which will aid identification of suspects.

c) Public safety

The Health & Safety and fire legislation are sufficient to meet this objective; no further steps necessary to promote this objective (except as shown below). The DPS or premises license holder shall ensure compliance with all fire prevention and other fire safety measures as required by the fire authority. The DPS or premises license holder shall ensure compliance with health & safety measures as required. There will be a full and complete Risk Assessment plan within the Management Plan. This will be completed by our NEBOSH trained member of staff. Internal CCTV within the Civic Centre will be maintained and working to provide a satisfactory solution to identify suspects and a picture of activity leading up to any incident. These pictures will be of an appropriate quality. Recordings will be continuous and stored for a 30 day period and will be made available for review to the policing authorities, which will aid identification of suspects.

d) The prevention of public nuisance

The DPS or premises license holder shall display prominent, clear and legible notices at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly. There will be a Noise Management plan as well as a full risk assessment audit trail within the Management Plan. Internal CCTV within the Civic Centre will be maintained and working to provide a satisfactory solution to identify suspects and a picture of activity leading up to any incident. These pictures will be of an appropriate quality. Recordings will be continuous and stored for a 30 day period and will be made available for review to the policing authorities, which will aid identification of suspects.

e) The protection of children from harm

Proof of age will be required – only a restricted number of photographic identification will be acceptable, we will be adopting the new style I.D card “touch 2ID” and the “Challenge 25” scheme. Entertainment of an adult nature will not take place when children are present on the premises. After 2100 all children will need to be supervised by a responsible adult. . Internal CCTV within the Civic Centre will be maintained and working to provide a satisfactory solution to identify suspects and a picture of activity leading up to any incident. These pictures will be of an appropriate quality. Recordings will be continuous and stored for a 30 day period and will be made available for review to the policing authorities, which will aid identification of suspects.

Please tick yes

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

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

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	
Capacity	Head of Direct Services to Trowbridge Town Council

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) William Austin Trowbridge Town Council 10-12 Fore Street			
Post town	Trowbridge	Post code	BA14 8HA
Telephone number (If any)	01225 765072 / 07525 189845		
If you would prefer us to correspond with you by e-mail your e-mail address (optional) bill.austin@trowbridge.gov.uk			

Notes for Guidance

1. Describe 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.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please 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.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please 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, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.