



**Application for the mandatory alcohol condition under the
Licensing Act 2003 requiring a Designated Premises Supervisor
in respect of a premises licence to be dis-applied**

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 in written black ink. Use additional sheets if necessary.

Once completed please give your application to **Sevenoaks District Council, Council Offices, PO Box 182, Argyle Road, Sevenoaks, Kent TN13 1GP**. You may wish to keep a copy of the completed form for your records.

We Bredhurst Village Hall Committee being a board or committee of individuals with responsibility for the management of the community premises described in Part 1 below, and being the applicant for a premises licence / premises licence holder *[delete as applicable]* in respect of those premises apply for the condition referred to in section 19(4) of the Licensing Act 2003 to be included in the licence instead of the conditions referred to in section 19(2) and (3) of the said Act. (see guidance note 2).

Part 1 – Community premises details

Name of premises Bredhurst Village Hall	
Postal address of premises or, if none, ordnance survey map reference, or description Bredhurst Village Hall, Hurstwood Road, Bredhurst, Kent	
Post town Gillingham	Postcode ME7 3JZ

Telephone number at premises (if any)

none

Premises licence number (if applicable)

MAID0185/LPRM/1525

Brief description of premises and the composition of the committee or board of individuals with responsibility for the management of the premises (Please see Guidance Note 3) The premise is available for community benefit most of the time and accessible by a broad range of persons and sectors of the local community for purposes beneficial to the community as a whole. The hall is a registered charity and our number is 302696. We manage the hall by means of a committee lead by the chairman who is also designated as the halls manager. Chairman/Hall Manager: Timothy Gough, Secretary Pam Rose, Treasure Michelle Dallas, Booking Secretary: Pam Tuff. We have constitution and hirers terms and conditions which are attached and given to all hirers at time of booking and on request.

Please describe how you will ensure that alcohol sales are properly supervised and what arrangements you have in place (if any) for hiring out the premises (Please see Guidance Note 4)

The supervision of alcohol sales is to be ensured by means of setting clear guidelines to hirers within the terms of hire (attached). When the hall is hired, the hirer is offered and encouraged to use the halls in house bar service managed by the halls Chairman. Having the chairman and his representatives running the bar gives the hall a strong element of control over events within the hall, before, during and after hired event and organised events, this includes private parties and all types of fundraising events.

The responsibility for alcohol sales will be predominately managed by the chairman and other officers and an incident log to be maintained and reviewed at each committee meeting where procedures can be implemented and or amended following discussion in the event of any issues arising with the aim to prevent further problems.

Part 2 – Applicant details

We are the premises licence holder ☒ (Please tick ✓yes)

Contact phone number in working hours (if any)

07950797325

E-mail address (optional)

tim@bredhurstvillagehall.co.uk

Current address (if different from premises address)

148 Lonsdale Drive,

Post Town

Rainham

Postcode

ME8 9HX

Telephone (if any)

Please tick ✓ yes as appropriate

I have enclosed the premises licence ☒

I have enclosed the relevant part of the premises licence ☐

This form accompanies a new premises licence application ☒

If you are varying an existing licence and have not ticked one of the first two boxes above, please explain why in the box below.

Reasons why you have failed to enclose the premises licence or relevant parts

Any further information to support your application

CHECKLIST:-

Please tick ✓ yes

If applying to remove the mandatory requirements from an existing premises licence that already authorises alcohol sales

- I have made or enclosed payment of the fee ☒
- I have included documents (if available) which identify the premises and how it is managed ☒
- I have included copies of any hiring agreements ☒
- I have sent a copy of this application to the chief officer of police ☒
- I understand that if I do not comply with the above requirements my application will be rejected ☒

If applying alongside a new application or variation for a permission to allow alcohol sales

- this application accompanies an application to vary an existing premises licence
- I have enclosed the premises licence or relevant part of it or provided an explanation ☒
- 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 3 – Signatures (Please see guidance note 5)

Signature of applicants. Please provide two signatories of members of the management

committee stating in what capacity they represent the premises licence holder.

First Signature



Date 17-09- 15

Capacity CHAIRMAN

Second Signature



Date 17-09-15

Capacity TREASURER

Contact name (where not previously given) and address for correspondence associated with this application

Timothy Gough
148 Lonsdale Drive

Post town

Rainham

Postcode

ME8 9HX

Telephone number (if any) 07950797325

If you would prefer us to correspond with you by e mail your e mail address (optional) tim@bredhurstvillagehall.co.uk