

**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** Risbury Village Hall Committee

*(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			
Risbury Village Hall Risbury Herefordshire			
<b>Post town</b>	Leominster	<b>Postcode</b>	HR6 0NQ

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£1,900 [band A]

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as      Please tick as appropriate

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

- c) a recognised club ☐ please complete section (B)
- d) a charity ☒ 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 (by ticking yes to one box below):

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)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over		<input type="checkbox"/>	Please tick yes
<b>Nationality British</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**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		
Date of birth over		I am 18 years old or		<input type="checkbox"/>	Please tick yes
Nationality					
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 Risbury Village Hall Committee
Address  Risbury Village Hall Risbury Leominster Herefordshire HR6 0NQ
Registered number (where applicable) Charity No 218,680
Description of applicant (for example, partnership, company, unincorporated association etc.)  Risbury Village Hall Committee, made up of Chair (Susie Taylor), Vice-Chair (Tonya Hales), Secretary (Gene Clark) and Treasurer (Margaret Brown) and seven other members. Also 3 named trustees (Mike Kimbery, Chris Lawley and Iris Evans), who have all approved this application.
Telephone number (if any) <div style="background-color: black; height: 15px; width: 100%;"></div>

E-mail address (optional)

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
0	1	0	4	2	0	2	4

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

DD		MM		YYYY			

Please give a general description of the premises (please read guidance note 1)

This is a converted WW1 military hut, which now includes a locked bar area where all alcohol is securely stored (key holders are Colin Hales & Jo Finnigan), with a hatch into the main hall, a kitchen, WCs and a large hall.

There is a separate storage hut behind the hall which is not used for storing alcohol. Beside the hall is a small grassed car park which provides additional seating in good weather. There is also a small grassed area in front of the hall.

Maximum seating capacity is 100 and usual attendance at events is 30 to 60.

The village hall is used by the community for well supported events and provides vital links for a remote community.

All Fire and Safety procedures are fully up to date.

The Hall is run by a committee and has 3 trustees registered with the Charity Commission.

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

N/A

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- |  |                                     |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A)                             | <input type="checkbox"/>            |
| b) films (if ticking yes, fill in box B)                             | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C)            | <input type="checkbox"/>            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)                        | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)                    | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)             | <input type="checkbox"/>            |

- h) anything of a similar description to that falling within (e), (f) or (g)  
(if ticking yes, fill in box H) ☐

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

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

In all cases complete boxes K, L and M

**A**

<b>Plays (deregulated)</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish				
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4) We the VH committee may occasionally host Amateur dramatics or professional pop-up theatre style events between 8.00-23.00 on any day. No more than 100 people would be in attendance (the hall can hold 100 max). We have not included the times / days above as we are aware that no licence would be required for this provided its between 8.00 – 23.00 and the audience is no more than 500, following the deregulatory changes under "The Legislative Reform (Entertainment Licensing) Order 2014" and "Deregulation Act 2015" that came into force on 6th April 2015.			
Tue						
Wed			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)			
Thur						
Fri			<b><u>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</u></b> (please read guidance note 6)			
Sat						
Sun						

# B

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)  Films via Arts Alive and other community film screenings		
Mon	8.00	23.00			
Tue	8.00	23.00	<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)		
Wed	8.00	23.00			
Thur	8.00	23.00	<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Fri	8.00	23.00			
Sat	8.00	23.00			
Sun	8.00	23.00			

C

<b>Indoor sporting events</b> <b>n/a</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Wed			
Thur			
Fri			<b><u>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</u></b> (please read guidance note 6)
Sat			
Sun			

# D

<b>Boxing or wrestling entertainments</b> <b>n/a</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)			
Mon						
Tue						
			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)			
Wed						
Thur						
			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)			
Fri						
Sat						
Sun						



# E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)		Indoors <input checked="" type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)		
Mon	11.00	23.00	We the VH committee will occasionally host evenings of live music between 8.00-23.00 on any day. No more than 100 people would be in attendance (the hall can hold 100 max). We may however hold live music events later on New Year's Eve, see seasonal variation below.		
Tue	11.00	23.00			
Wed	11.00	23.00	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)		
			The VH committee may host New Year's Eve social evenings with live music which may continue until 01.00 on this evening – so live music on NYE would be between the hours of 11.00 hr to 01.00 hrs.		
Thur	11.00	23.00			
Fri	11.00	23.00			
			<b>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</b> (please read guidance note 6)		
Sat	11.00	23.00			
Sun	11.00	23.00			

## F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)  We the VH committee may play recorded music between 8.00-23.00 on any day. No more than 100 people would be in attendance (the hall can hold 100 max). We may however play recorded music later on New Year's Eve, see seasonal variation below.  The Hall has a PRS licence to play recorded music.		
Mon	11.00	23.00			
Tue	11.00	23.00	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5) The VH committee may host New Year's Eve social evenings and recorded music may continue until 01.00 hrs on this evening – so recorded music on NYE would be between the hours of 11.00 hrs to 01.00 hrs.		
Wed	11.00	23.00			
Thur	11.00	23.00	<b><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></b> (please read guidance note 6)		
Fri	11.00	23.00			
Sat	11.00	23.00			
Sun	11.00	23.00			

G

<b>Performances of dance (deregulated)</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)  We the VH committee will occasionally hold performances of dance between 8.00-23.00 on any day. No more than 100 people would be in attendance (the hall can hold 100 max). We have not included the times / days above as we are aware that no licence would be required provided the audience does not exceed 499, this is as a result of deregulatory changes under "The Legislative Reform (Entertainment Licensing) Order 2014" and "Deregulation Act 2015" that came into force on 6th April 2015.		
Mon					
Tue			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri					
Sat					
Sun					

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> <b>n/a</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><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></b> (please read guidance note 6)		
Sun					

# I

<b>Late night refreshment – not required</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)</b>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)  Where the VH committee hosts an event and food is provided for the attendees to purchase, hot food will ONLY be served up to 23.00 hrs on any day. Nothing will be served between 23.00 hrs and 5.00 hrs.		
Mon					
Tue					
Wed					
Thur			<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5)		
Fri			<b>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</b> (please read guidance note 6)		
Sat					
Sun					

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)  On premise and in the garden area	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	11.00	23.00	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)  The VH committee will be hosting social events for the community to include sale of alcohol – e.g. Burns night supper, Oktoberfest event, community get-togethers throughout the year including over the bank holidays, Christmas and the New Year.  In the summer customers would like to be able to take their drinks out into the garden area. They would not be permitted to take their drinks outside the village hall site (see plan) and plastic cups would be supplied for outdoor use.		
Tue	11.00	23.00			
Wed	11.00	23.00			
Thur	11.00	23.00	<b>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</b> (please read guidance note 6)  The VH committee may host New Year's Eve social evenings and would want sale of alcohol until 01.00 hrs on this evening – so supply of alcohol between the hours of 11.00 hrs to 01.00 hrs.		
Fri	11.00	23.00			
Sat	11.00	23.00			
Sun	11.00	23.00			

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

Name Application made to disapply DPS	
Date of birth	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).**

None

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5)  The hall is available for events and hire throughout the week but the VH Premises Licence when granted will only be used for events organised by the Village Hall Committee and it will be open during the times specified.  All private bookings will be required to apply for a TENS if they intend to sell alcohol or have regulated entertainment
Day	Start	Finish	<b><u>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</u></b> (please read guidance note 6)  The VH committee may host a New Year's Eve function and would want the hall to remain open until 01.30 on the morning of 1st January 202X. So open from 7.30 to 01.30.
Mon	7.30	23.30	
Tue	7.30	23.30	
Wed	7.30	23.30	
Thur	7.30	23.30	
Fri	7.30	23.30	
Sat	7.30	23.30	
Sun	7.30	23.30	

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

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

The sale of alcohol will be STRICTLY controlled by two or more Village hall Committee members or their nominated Social Committee members. The sale of alcohol is for events attempting to maintain community spirit since the demise of the Village Pub.

All Village Hall Health and Safety procedures as laid down in our Terms of Hire will be strictly adhered to.

**b) The prevention of crime and disorder**

No event where alcohol is available will take place without the supervision of at least two (2) stewards.

An incident log must be kept at the premises, and made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police, which must record the following:

- (a) all crimes reported to the venue
- (b) any complaints received
- (c) any incidents of disorder
- (d) any refusal of sale of alcohol
- (e) any visit by a relevant authority or emergency service

All staff engaged in the sale of alcohol at Village Hall events are to be trained in responsible alcohol retailing to the minimum standard of BIIAB Level 1 or any equivalent training course within 1 month of commencing employment at the premises. Where there are existing staff this training shall be completed within 3 months of the date that this condition first appears on the licence. No person shall be authorised to sell or supply alcohol until this training is completed. Refresher training will be conducted at 12 monthly intervals. Training records shall be kept on the premises and produced to the police or an "authorised person" (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.

These premises will have external parties hiring the facilities and therefore will not need to train their own staff for such events.

However on hiring the venue/facilities out they will ask for certain conditions to be agreed in order to satisfy the hire terms and conditions.

This document will be signed by the person responsible for hiring.

No glass/bottles or open containers will be allowed to be removed from the premises during or at the end of an event.

Plastic cups would be provided for garden area consumption.

**c) Public safety**

First aid

A HSE Compliant Industrial High Response First Aid Kit for 21-50 people shall be kept fully stocked at the premises and kept behind the bar. Such kit shall contain:

- 1 x Guidance Leaflet
- 60 x Washproof Plasters
- 6 x Eye Pads with Bandage
- 8 x Triangular Bandages
- 12 x Safety Pins
- 16 x Assorted Sterile Dressings
- 20 Moist Wipes
- 3 Pairs Disposable Gloves



A register of the number of attendees will be provided for each event (or hiring) and a responsible person will be required to complete information regarding numbers of attendees at each function so that, in any emergency situation a head count can be undertaken.

The Hall has a comprehensive Health and safety Hire policy which includes evacuation procedures. All fire exits can be clearly seen and are well lit.

A fire protection plan is in place and regularly reviewed.

Fire extinguishers are regularly checked, available and clearly marked on the plan submitted with this application.

**d) The prevention of public nuisance**

There will always be two committee members present at events where alcohol is being sold.

Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

As a small community the Village Hall Committee maintain very close communications with the community and remind them of the above.

**e) The protection of children from harm**

The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of an authorised person' (as defined by Section 13 of the Licensing Act 2003) or the police or an authorised Trading Standards Officer of Herefordshire Council. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least one location behind any bar advertising the scheme operated.

A written or electronic register of refusals will be kept including a description of the people who have been unable to provide required Identification to prove their age. Such records shall be kept for a period of 12 months and will be collected on a daily basis by the Designated Premises Supervisor and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.

No adult entertainment or services or activities must take place at the premises (Adult Entertainment includes, but is not restricted to, such entertainment or services which would generally include topless bar staff, striptease, lap-table, or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language).

No person under the age of 18 years shall be permitted to be on the premises after 2300 unless accompanied by an adult.

**Checklist:**

**Please tick to indicate agreement**

- 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. N/A APPLICATION MADE ONLINE ☐
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. N/A DISAPPLY APPLICATION MADE ☐


- 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. ☒
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15). ☐

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

**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.**

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li> </ul>
<b>Signature</b>	
<b>Date</b>	20/02/2024
<b>Capacity</b>	Treasurer on behalf of Risbury Village Hall

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 13). 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 14)

Risbury Village Hall Committee



Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			



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

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

We Risbury 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 *[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 Risbury Village Hall	
Postal address of premises or, if none, ordnance survey map reference, or description Risbury Herefordshire	
Post town Leominster	Postcode HR6 0NQ

Telephone number at premises (if any)



Premises licence number (if applicable)

Separate application made
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**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)**

Risbury Village Hall - Charity No 218,680

This is a converted WW1 military hut, which now includes a locked bar area, with a hatch into the main hall, a kitchen, WCs and a large hall. There is a separate storage hut behind the hall which is not used for storing alcohol. Beside the hall is a small grassed car park which provides additional seating in good weather. There is also a small grassed area in front of the hall. Maximum seating capacity is 100 and usual attendance at events is 30 to 60.

The village hall is a detached building in the heart of Risbury, used by the community for community events.

The Hall is run by a Committee of 11 people and is registered with the Charity Commission. There are three trustees, one of whom is currently a member of the committee, and all of whom have approved this application.

The Committee will have collective responsibility for the management of the premises, for the sale of alcohol and all regulated entertainment covered by the premises licence.

Chair: Susie Taylor

Vice-Chair: Tonya Hales

Secretary: Gene Clark

Treasurer: Margaret Brown

Trustees: Mike Kimbery, Chris Lawley, Iris Evans

Committee Members: Colin Hales, Joanne Finnigan, Martin Harris, Kate Pugh, Phil Birch, Vicky Rolfe, Iris Evans

**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)**

All events hosted by Risbury Village Hall Committee that involve the sale of alcohol will have a minimum of 2 members of Risbury Village Hall Committee in attendance to monitor and deal with any issues that arise, any incidents will be logged and discussed at the next committee meeting with a view to putting measures in place to mitigate further incidents.

Private Hirers will be requested to apply for TENs for their events, they will not be permitted use of Risbury Village Hall premises licence when it is granted.

All trustees and members of the committee are 18 years old. The Challenge 25 policy will be followed. No sale of alcohol will be allowed outside the sale area or outside the licensed times.

**Part 2 – Applicant details**

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

Contact phone number in working hours (if any)

E-mail address  
(optional)

**Current address (if different from premises address)**

Great Marston Farmhouse  
Risbury

**Post Town**

Leominster

**Postcode**

HR6 0NJ

**Telephone (if any)**

01885 400696

*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**  
An application for a Grant of a Premise Licence is being submitted with this disapply application, this has not been granted as yet.

**Any further information to support your application**

the following documents are submitted along with this disapply application -

Premises licence application from Risbury Village Hall Committee

Plan of the premises

Charity Commission summary of our charity

**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 a new premises licence application** *[delete as applicable]*

**- 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

[Redacted Signature]

Date

2 March 2024

Capacity Treasurer

Second Signature

[Redacted Signature]

Date 2 March 2024

Capacity Committee Member.

<b>Contact name (where not previously given) and address for correspondence associated with this application</b> [Redacted]	
<b>Post town</b> [Redacted]	<b>Postcode</b> [Redacted]
<b>Telephone number (if any)</b> [Redacted]	
<b>If you would prefer us to correspond with you by e mail your e mail address (optional)</b> [Redacted]	

**Notes for Guidance**

1. This form may be used by a community premises seeking to replace the mandatory conditions in sections 19(2) and 19(3) of the 2003 Act which requires a personal licence



# RISBURY VILLAGE HALL

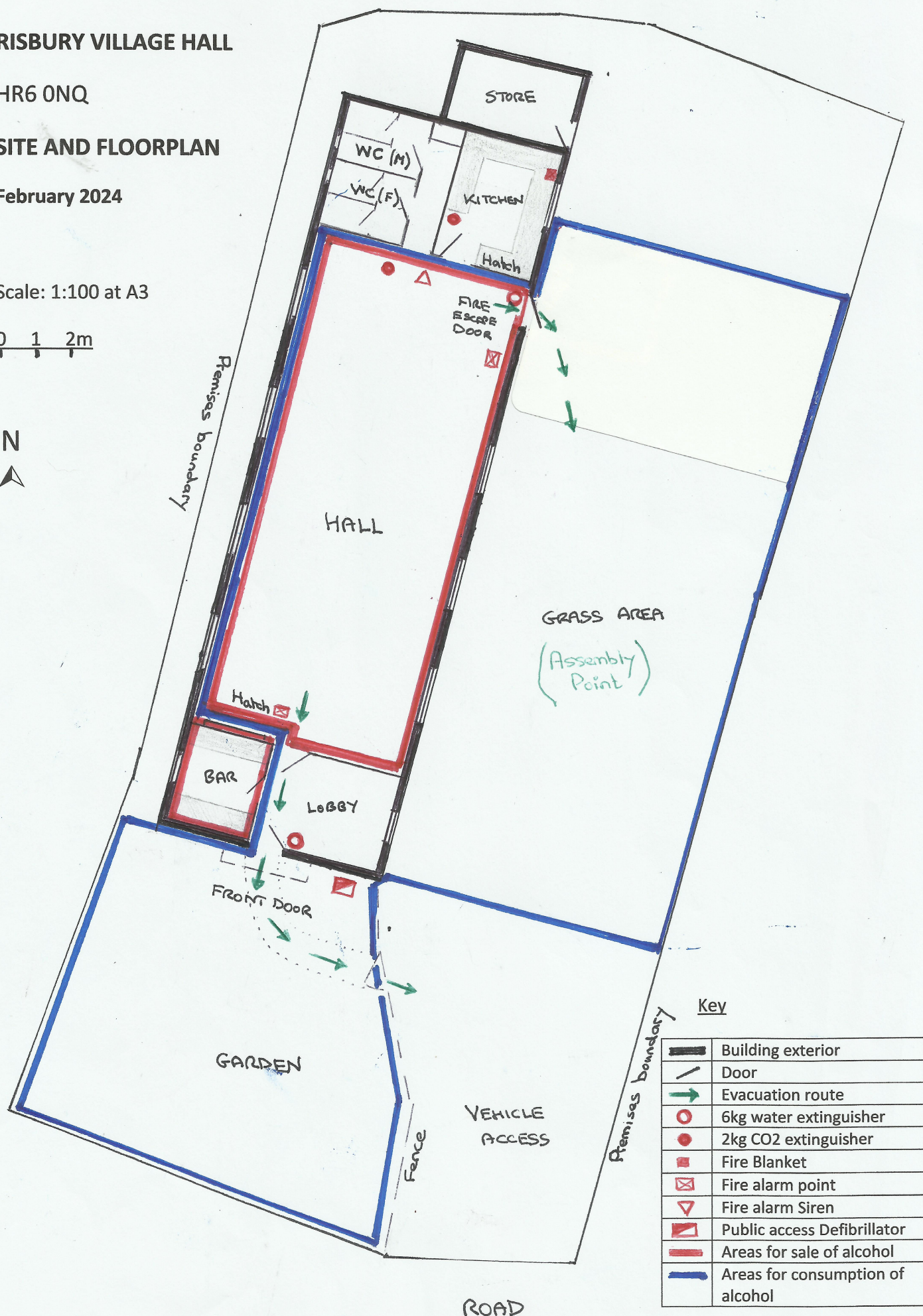
HR6 0NQ

## SITE AND FLOORPLAN

February 2024

Scale: 1:100 at A3

0 1 2m



### Key

	Building exterior
	Door
	Evacuation route
	6kg water extinguisher
	2kg CO2 extinguisher
	Fire Blanket
	Fire alarm point
	Fire alarm Siren
	Public access Defibrillator
	Areas for sale of alcohol
	Areas for consumption of alcohol