



Tonbridge and Malling
Application for a premises licence
Licensing Act 2003

For help contact
licensing.services@tmbsc.gov.uk
 Telephone: 01732 876368

* required information

Section 1 of 19

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

Richard

* Family name

Collins

* 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

* Registration number

05770527

* Business name

FirestationTN Ltd

If your business is registered, use its registered name.

* VAT number

- 225535027

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 **Section 2 of 19****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 PremisesBuilding number or name Street District City or town County or administrative area Postcode Country **Further Details**Telephone number Non-domestic rateable value of premises (£)

Section 3 of 19**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- 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
- Other (for example a statutory corporation)

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 Her Majesty's prerogative

Section 4 of 19**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...

Limited Company

AddressBuilding number or name Street District City or town County or administrative area Postcode Country **Contact Details**E-mail Telephone number Other telephone number **Section 5 of 19****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.

Former Fire Station, most recently used for educational purposes. Largely open plan floor space on the Ground Floor and 1st floor (2 rooms) (the floor to be licensed) with a courtyard area to the left hand side and pavement to front. Several smaller rooms (ancillary, office, storage, toilets etc) to back of property with separate office space upstairs (The second floor not included in this application)

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

Continued from previous page...

Section 6 of 19

PROVISION OF PLAYS

Will you be providing plays?

 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 performance of a play take place indoors or outdoors or both?

 Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State 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.

Continued from previous page...

State any seasonal variations for performing plays

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

Non standard timings. Where the premises will be used for the performance of a play 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.

Section 7 of 19

PROVISION OF FILMS

Will you be providing films?

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

Continued from previous page...

SATURDAY

Start End
 Start End

SUNDAY

Start End
 Start End

Will the exhibition of films take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

State any seasonal variations for the exhibition of film

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

Non standard timings. Where the premises will be used for the exhibition of film 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.

Section 8 of 19**PROVISION OF INDOOR SPORTING EVENTS**

Will you be providing indoor sporting events?

Yes No

Section 9 of 19**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

Will you be providing boxing or wrestling entertainments?

Yes No

Section 10 of 19**PROVISION OF LIVE MUSIC**

Continued from previous page...

Will you be providing live music?

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 performance of live music take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Live music would be amplified on the occasions it occurs but very limited if we did host such an event. We are not promoting that these type of events are available but may happen occasionally

State any seasonal variations for the performance of live music

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

Continued from previous page...

Non-standard timings. Where the premises will be used for the performance of live music 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.

Section 11 of 19

PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

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.

Continued from previous page...

SUNDAY

Start End Start End

Will the playing of recorded music take place indoors or outdoors or both?

 Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Recorded music will be in the form of background music provided by a 'house music system'.

State any seasonal variations for playing recorded music

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

Non-standard timings. Where the premises will be used for the playing of recorded music 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.

Section 12 of 19**PROVISION OF PERFORMANCES OF DANCE**

Will you be providing performances of dance?

 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

Continued from previous page...

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 performance of dance take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

We may provide shows/one off events in the space that may include live dance performances.

State any seasonal variations for the performance of dance

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

Non-standard timings. Where the premises will be used for the performance of dance 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.

Continued from previous page...

Section 13 of 19**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

Will you be providing anything similar to live music, recorded music or performances of dance?

 Yes No**Section 14 of 19****LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

 Yes No**Section 15 of 19****SUPPLY OF ALCOHOL**

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

Continued from previous page...

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.

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.

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

NameFirst name Family name **Enter the contact's address**Building number or name Street District City or town County or administrative area Postcode Country

Continued from previous page...Personal Licence number
(if known)

TM/PER/16/000014

Issuing licensing authority
(if known)

Tonbridge and Malling

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)

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

Section 16 of 19**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.

NA - We don't plan on any form of Adult Entertainment.

Section 17 of 19**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

Continued from previous page...

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

State any seasonal variations

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

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.

Section 18 of 19

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.

We intend to put into place a management plan for any licensable events hosted at the property. These will include the following measures where required by the Licensing Authority:

We aim to have a policy that discourages 'vertical drinking' and all events hosted will not partake in heavy drinks discounting or the selling of energy drinks/shooters etc. We intend to have 'fixed seating' and for the capacity (excl. staff) to be limited to 99 persons.

b) The prevention of crime and disorder

Continued from previous page...

Toilet checks will be carried out half-hourly on a daily basis.

c) Public safety

'Fixed seating'/capacity will help to ensure that the venue does not become too busy.
Toilet checks will be carried out half-hourly on a daily basis.

d) The prevention of public nuisance

A noise management plan will be implemented (see attached).
Signs will be displayed at exits asking customers to leave the area quietly and quickly.
We will actively monitor dispersal at the end of the evenings and ask patrons to leave the immediate area quickly.
The smoking area (courtyard to left) will be monitored and checked regularly with patrons noise levels monitored and kept to a minimum. Signs will also be put up asking patrons to keep noise to a minimum whilst smoking.
Windows & doors will remain shut during any live music events.

e) The protection of children from harm

A challenge 25 policy will operate.
We will carefully monitor any external advertisements that may be deemed by guidelines issued by various organisations such as the Portman Group to ensure they do not adversely appeal to children.

Section 19 of 19

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.

Rateable value of £0 - £4300 Band A: £100

Rateable value of £4301 - £33000 Band B: £190

Rateable value of £33001 - £87000 Band C: £315

Rateable value of £87001 - £125000 Band D: £450

Rateable value of £125000 and above Band E: £635

* Fee amount (£)

100.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

*Continued from previous page...***Address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

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	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

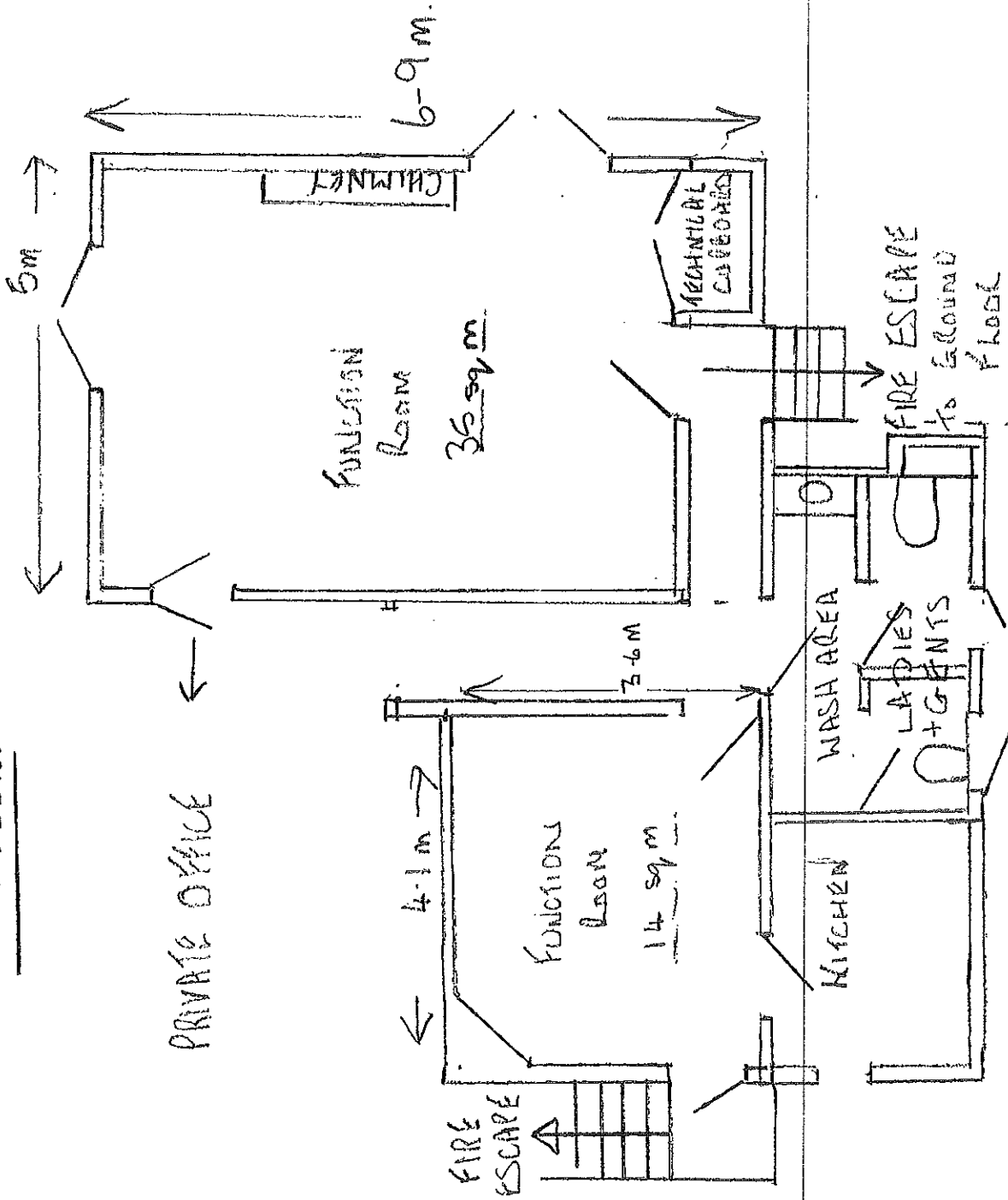
Once you're finished you need to do the following:

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/tonbridge-and-malling/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.

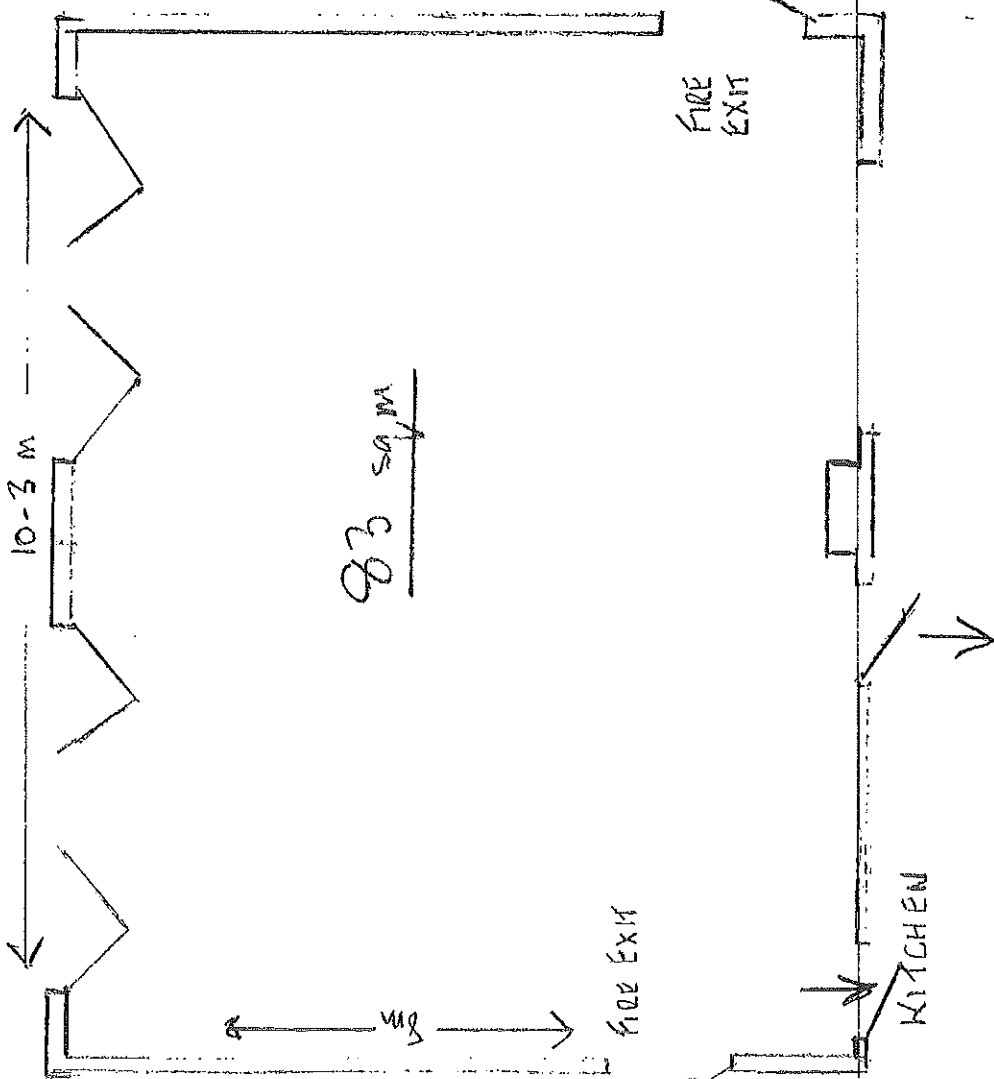
IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

1st FLOOR.

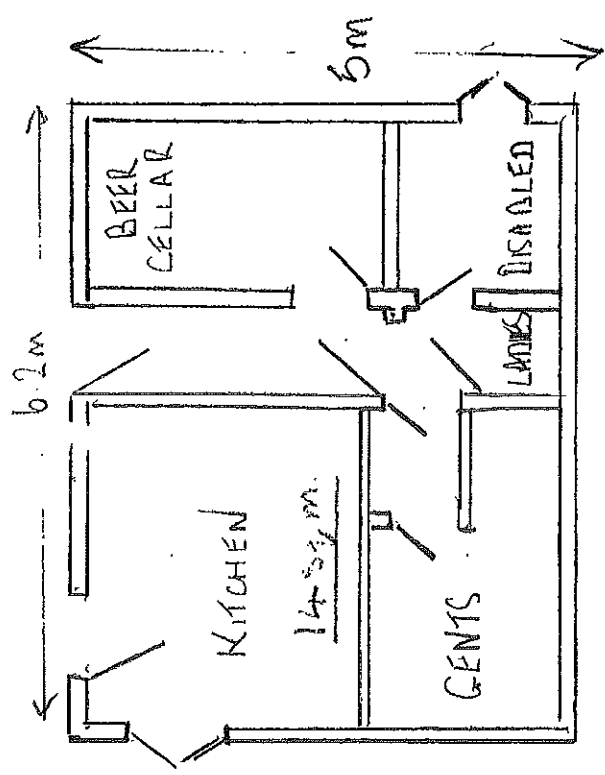


PREPARATION IN 9/16H

GROUND FLOOR.



KITCHEN
TOILETS + CELLAR



TOILETS + CELLAR.

FIRESTATION TN 91BH

SCALE 1:50 FOR MAIN ROOMS ANNEX 3

Noise management plan for:
The Old Fire Station
Castle Street, Tonbridge, Kent, TN9 1BH

Introduction:

As the operator of the above site, I acknowledge that licensed venues can be a potential source of nuisance, antisocial behavior or crime and may be of concern to local residents and relevant authorities.

There are many methods of pro-active and effective noise management and this document details the methods to be used by these premises. Any member of staff should familiarise themselves with the procedures and policies and should ensure that they keep up to date with any changes.

Dispersal Procedure:

The dispersal procedure is aimed at ensuring that any noise from customers to the venue is minimised through pro-actively using measures to reduce any disturbance to a minimum around the "Terminal Hour" (toward the end of trading). The primary aim of this dispersal procedure is to allow a gradual dispersal of customers from the premises in an orderly and quiet fashion. These procedures should be closely adhered to along with any licence conditions being strictly followed.

This procedure is subject to review and will address any problems going forward as they are identified. Any staff members should make management aware of any issues as soon as possible with regard to dispersal to enable management to put in place further procedure to reduce or eliminate the problem.

Please note that the Dispersal Procedure is not to be confused with any emergency or evacuation procedures or any other operational policies.

1. End of evening operational procedures:

Volume levels and lighting levels will be adjusted so as to effectively allow the gradual dispersal of patrons from the premises during the final part of trading and during the drinking-up period. During this period music volume will be reduced and lighting lifted so as to actively encourage the gradual dispersal of customers. Management will also pro-actively encourage this procedure and will maintain a visible presence by the exit to promote the various elements of this plan.

2. Glass collecting:

Staff and management will actively clear glasses throughout trading with particular focus on clearing the area during the terminal hour and encouraging people to gradually leave the premises and area quickly and quietly.

3. Notices at exit:

Visible notices will be displayed at the exit to the building encouraging customers to leave quickly and quietly. Contact details for complainants will also be readily made available.

4. Staff and management duties:

Staff and management will be responsible for engaging with customers to encourage them to finish and vacate the venue throughout the final part of 'drinking-up' time.

Staff and management will actively promote this policy, in particular by encouraging patrons to leave the area quietly and swiftly and to act with consideration to the neighbourhood.

Staff and management will ensure no bottles or glasses leave the venue or that anyone attempts to take opened bottles or glasses with them.

Staff and management will actively discourage patrons from gathering outside the venue offering assistance and guidance (for example directions to taxi ranks) and will encourage customers to leave in a quiet and orderly manner.

Security:

Licensed SIA door supervisors, when used, will be monitor designated areas and communicate directly back with both management and relevant authorities. The venue will also be part of the local PubWatch scheme which will enable us to be aware of any trouble makers in the town as well as reporting customers whom also break our own 'house rules'. Security will also have the task of encouraging customers to disperse quickly and quietly and will be actively used to discourage any customers from shouting, shrieking, singing or making loud noises whilst either outside the venue as well as inside.

We will also use a digital CCTV system capable of transferring images to a CD/DVD. This will be monitored throughout trading and will further act as a deterrent to noise and crime.

Atmosphere management:

The management of the premises are to be well versed and trained in atmosphere management and will actively discourage loud and lewd behaviour both in and outside the premises.

Customers engaging in loud behaviour such as singing, shouting, shrieking and overly boisterous behaviour will be asked to maintain a quieter noise level in line with the overall atmosphere of the premises. Customers not abiding by these rules may be asked to leave the premises with repeat offenders running the risk of becoming 'barred'.

Management will undertake regular trips both inside and outside the premises to monitor noise levels, particularly audibility of noise from outside the premises.

Bottling:

No bottled rubbish will be taken out of the premises between the hours of 22:00 and 09:00 daily.

Smoking area and Queuing:

In the event that the venue reaches capacity management will instruct door staff to operate a 'one in one out' policy. In order to ensure that people do not congregate outside the premises we will not operate a queuing system. Customers will simply be advised that we are full at that moment in time and will not be allowed to wait outside the premises, instead asked to try again later should they wish. As most event hosted will be invite only we do not foresee this becoming an issue as we will restrict ticket sales to our maximum occupancy.

The courtyard area to the left of the premises will be designated as a smoking area. Signs will be placed to encourage customers not to make excess noise and this will be monitored regularly by management and staff whenever this area is in use. In extreme circumstances we may also limit the number of people allowed out to smoke if it is deemed in the best interest of noise management.

Notification systems and awareness:

A mobile telephone number will be provided for a primary contact during all events (most likely the DPS or event manager) to allow a point of contact should there be any issues – should this call relate to noise management issues the manager on duty must be informed immediately so they can take the necessary action.

The manager at the time will need to note and take details of the complainant and the nature of the complaint, including the location, time and date. All verbal complaints should also be recorded.

Richard Collins

