



Tonbridge and Malling
Application for a premises licence
Licensing Act 2003

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

* required information

Section 1 of 21

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 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

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

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 21****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 21**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

Section 4 of 21**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

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

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

Section 5 of 21**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.

Eden Tonbridge Limited, trading as The Market House, is situated in the northern end of the High Street in Tonbridge, in the former Market House Stores and Natwest Bank. We are a seventy-cover cafe with a space designed to be inclusive and multi-generational. The cafe covers a single floor of the building and is zoned into three complimentary sections: 1) Garden Cafe - situated as you enter The Market House, the coffee bar serves the cafe and takeout customers. 2) Den - the centre of the building provides a more relaxed place to sit and houses the bar and behind that, the Kitchen 3) House - a

Continued from previous page...

zone for dining and entertainment with access to the bathrooms (Accessible, Ladies, Gentlemen, Babychange). Please refer to plans for further details.

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

Section 6 of 21**PROVISION OF PLAYS**

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

Section 7 of 21**PROVISION OF FILMS**

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

Section 8 of 21**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

Section 9 of 21**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

Section 10 of 21**PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

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.

Continued from previous page...

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 until 11pm on the ground floor. Live music in "The Vault" until 3AM, the underground room at the premises with a capacity of 60 people. Note: the music system on the ground floor is sound limited to a level agreed with EHO.

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.

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

Continued from previous page...

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Where Christmas Eve / New Years Eve fall on a Sun, Mon, Tue, Wed, Thu - live music until 11pm on the ground floor, live music in "The Vault" until 3AM.

Section 11 of 21**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing recorded 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 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.

Continued from previous page...

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 amplified music on the ground floor played through the sound system that is limited in accordance with EHO and recorded amplified music in "The Vault" underground room on Friday and Saturday until 3AM.

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.

Where Christmas Eve / New Years Eve fall on a Sun, Mon, Tue, Wed, Thu - recorded amplified music until 11pm on the ground floor, recorded amplified music in "The Vault" until 3AM.

Section 12 of 21**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes ☒ No

Section 13 of 21**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

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

☐ Yes ☒ No

Section 14 of 21**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

☒ 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.

Continued from previous page...

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 provision of late night refreshment 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.

Hot food from the kitchen for guests such as french fries.

State any seasonal variations

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 supply of late night refreshments 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.

Where Christmas Eve / New Years Eve fall on a Sun, Mon, Tue, Wed, Thu - hot food until 0100 AM.

Section 15 of 21**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

SUNDAY

Start

End

Start

End

Continued from previous page...

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.

Where Christmas Eve / New Years Eve fall on a Sun, Mon, Tue, Wed, Thu - alcohol to be sold until 3AM.

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

Name

First name

Family name

Date of birth / /

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

*Continued from previous page...*Issuing licensing authority
(if known)

Tonbridge and Malling Borough Council

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 21**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.

Section 17 of 21**HOURS PREMISES ARE OPEN TO THE PUBLIC****Standard Days And Timings****MONDAY**Start End Start End Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.**TUESDAY**Start End Start End **WEDNESDAY**Start End Start End **THURSDAY**Start End Start End

Continued from previous page...

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.

Christmas Eve, New Years Eve: Close 03:00 the following day.

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LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Steps We Take to Promote All Four Licensing Objectives

1. Effective Management and Staff Training

Training Programs: We provide regular, comprehensive training for all staff on responsible alcohol service, recognizing and handling potential issues (e.g., underage drinking, public drunkenness), and understanding legal requirements.

Ongoing Supervision: We ensure continuous supervision and support for staff, reinforcing adherence to best practices and policies.

Clear Communication: We establish clear communication channels and protocols for reporting incidents and concerns.

2. Robust Security Measures

CCTV Monitoring: We have installed and regularly monitor CCTV to cover key areas of the premises, including CCTV checks in our daily startup and closedown processes.

Security Staff: We employ Security Industry Authority (SIA) licensed door staff to manage entry, monitor patron behavior, and prevent disorder.

Incident Reporting: We implement a robust system for recording and reviewing security incidents.

Continued from previous page...**3. Safe Environment Design and Maintenance**

Premises Layout: We design our premises to minimize risks, ensuring adequate lighting, clear signage, and secure entry/exit points.

Capacity Management: We adhere strictly to occupancy limits to prevent overcrowding and ensure safe evacuation routes.

Regular Safety Checks: We conduct regular safety inspections and maintain equipment, including fire alarms, emergency lighting, and ventilation systems.

4. Responsible Alcohol Service

Age Verification: We accept only accredited proof-of-age cards and photo driving licenses to verify the age of customers.

Challenge 25: We adopt the Challenge 25 scheme and ensure all staff are trained and supported.

Service Policies: We implement policies to refuse service to intoxicated individuals and manage the consumption of alcohol responsibly.

5. Noise and Nuisance Control

Soundproofing: We install soundproofing and sound limitation devices to control noise levels inside the premises.

Operating Hours Management: We manage operating hours to reduce noise and disturbance, especially during late-night hours.

Community Liaison: We engage with local residents and businesses to address concerns and reduce our impact on the neighborhood.

6. Public Transport and Patron Disbursement

Disbursement Strategies: We implement strategies to manage the dispersal of customers at closing time to minimize noise and disturbances.

7. Child Protection Measures

Access Restrictions: We implement age restrictions and clearly define areas where children are not allowed, particularly during late hours or certain activities.

Accompaniment Rules: We require children to be accompanied by an adult at all times and ensure staff enforce this rule.

Staff Training: We train staff to recognize and handle situations involving children, including identifying signs of distress or inappropriate behavior.

8. Community Engagement and Best Practices

Local Partnerships: We join local pub watch schemes and other community safety initiatives to share information and strategies.

Best Practice Adoption: We regularly review and adopt industry best practices and guidelines to enhance the safety and enjoyment of our premises.

9. Regular Review and Improvement

Policy Reviews: We regularly review and update our policies and procedures to address new challenges and incorporate feedback from staff and customers.

Incident Analysis: We analyze incidents to identify patterns and implement preventative measures.

Conclusion

By implementing these steps, we promote all four licensing objectives effectively, ensuring a safe, enjoyable, and legally compliant environment for all customers. Our commitment to regular training, robust security, responsible service, and community engagement underpins our integrated approach to maintaining high standards and preventing issues related to alcohol service.

b) The prevention of crime and disorder

At The Market House, we are committed to preventing crime and disorder to ensure the safety and well-being of our customers and staff. By being vigilant and proactive, we can create a secure environment where everyone can enjoy themselves responsibly. Here's how we contribute to the prevention of crime and disorder:

Crime and Disorder Prevention Measures:

Effective Surveillance: We maintain a comprehensive CCTV system covering all areas of the premises to deter criminal activity and assist in investigations. Our staff regularly monitor the CCTV feeds to ensure a swift response to any incidents.

Security Presence: We employ licensed door staff to manage entry and monitor customer behavior. Their presence helps deter potential troublemakers and ensures a safer environment for everyone.

Continued from previous page...

Incident Reporting: All staff members are trained to report any suspicious activity, disturbances, or incidents immediately to management. We take all reports seriously and take appropriate action to address concerns.

Zero Tolerance Policy: We have a zero-tolerance policy towards violent behavior, harassment, and illegal activities on our premises. Any such behavior will result in immediate ejection and possible police involvement.

Collaboration with Authorities: We work closely with local law enforcement agencies to address any concerns and to ensure a prompt response to incidents.

Training and Preparedness: Our staff are trained to handle difficult situations calmly and professionally. Regular training sessions include conflict resolution techniques and emergency procedures.

Safe Environment Design: We design our premises with safety in mind, ensuring clear sightlines, well-lit areas, and secure entry/exit points to minimize the risk of crime and disorder.

Our Commitment:

At The Market House, we understand that preventing crime and disorder is essential for the safety and enjoyment of our customers and staff. We are committed to maintaining a zero-tolerance approach to any behavior that threatens this safety. By working together and remaining vigilant, we can create a welcoming environment free from crime and disorder.

c) Public safety

Ensuring the safety of our customers and staff is a top priority at The Market House. We are dedicated to creating an environment where everyone feels safe and comfortable. Here's how we prioritize public safety:

Public Safety Measures:

Emergency Preparedness: We have clear procedures in place for emergencies such as fire, medical incidents, or other crises. All staff members are trained in emergency response protocols and evacuation procedures.

Premises Maintenance: Regular maintenance checks are conducted to ensure the premises are in good condition and free from hazards. This includes keeping walkways clear, maintaining fire exits, and promptly addressing any safety concerns.

First Aid: We have fully stocked first aid kits available on-site, and designated staff members are trained in first aid response to provide immediate assistance if needed.

Fire Safety: We comply with all fire safety regulations and conduct regular fire drills to ensure staff are prepared in case of a fire emergency. Fire exits are clearly marked, and fire extinguishers are easily accessible.

Crowd Management: During busy periods, we monitor crowd density to prevent overcrowding and ensure safe movement within the premises.

Customer Assistance: Our staff are trained to assist customers with any safety concerns they may have, including providing directions, offering assistance to those with mobility issues, or arranging transportation if needed.

Safe Serving Practices: We promote responsible alcohol service to prevent incidents of intoxication and ensure the safety of our customers. Staff are trained to recognize signs of intoxication and intervene appropriately.

Customer Well-being: We encourage a culture of looking out for one another. Staff are encouraged to check on customers who may appear distressed and offer assistance or support as needed.

Our Commitment:

At The Market House, we are committed to providing a safe environment where customers can relax and enjoy themselves without worry. By adhering to safety protocols and being proactive in our approach, we create a welcoming space for everyone.

Continued from previous page...

d) The prevention of public nuisance

At The Market House, we are dedicated to preventing public nuisance to ensure a pleasant experience for our customers and maintain positive relationships with our community. Here's how we address the prevention of public nuisance:

Prevention Measures:

Noise Control: We actively manage noise levels both inside and outside the premises to minimize disturbances to our neighbors. This includes soundproofing measures and controlling volume levels of music and entertainment. We have installed a sound limiter in the ground floor music system that limits the total decibels output to remain within the agreed noise levels with EHO.

Operating Hours: We adhere to our designated operating hours to minimize disruption to nearby residents.

Litter Management: We have designated staff responsible for regularly clearing litter in and around our premises to maintain cleanliness and prevent nuisance to the local area.

Crowd Control: We implement measures to manage crowds effectively, particularly during peak times, to prevent overcrowding and associated disturbances.

Proactive Communication: We maintain open communication with our neighbors and local authorities to address any concerns promptly and proactively.

Responsible Behavior: We promote responsible behavior among our customers and staff, encouraging respectful conduct both inside and outside the premises.

External Lighting: We ensure that external lighting is positioned to minimize light pollution and any nuisance to neighboring properties.

Our Commitment:

At The Market House, we understand the importance of being a good neighbor and preventing public nuisance. We are committed to proactive measures to minimize disturbances and maintain positive relationships within our community. By working together, we can ensure a harmonious environment for everyone.

e) The protection of children from harm

At The Market House, we are committed to ensuring the safety and well-being of children on our premises. We take proactive measures to protect children from harm and create a family-friendly environment. Here's how we prioritize the protection of children:

Protection Measures:

Age Restrictions: We enforce age restrictions for certain areas or activities within the premises to ensure that children are not exposed to inappropriate environments.

Accompaniment Policy: After 6pm, children must be accompanied by a responsible adult while on our premises.

Identification Checks: Staff are trained to verify the age of customers and ensure that individuals under the legal drinking age are not served alcohol.

Safe Environment: We maintain a safe and secure environment, free from hazards that could pose a risk to children. This includes keeping walkways clear and ensuring equipment is properly maintained.

Staff Training: Our staff are trained to recognize signs of potential harm to children and know how to respond appropriately. They are also trained in age verification techniques.

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Child-Friendly Policies: We offer amenities and facilities suitable for families, such as child-friendly menus, high chairs, and baby-changing facilities.

Awareness Campaigns: We run awareness campaigns among staff to highlight the importance of protecting children from harm and to ensure they are vigilant in enforcing our policies.

Our Commitment:

At The Market House, the safety of children is paramount. We are committed to creating a welcoming environment where families feel comfortable and children are protected from harm. By implementing strict policies and providing appropriate training, we aim to ensure that every child who visits our premises remains safe and cared for.

Section 19 of 21**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

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If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21**NOTES ON REGULATED ENTERTAINMENT**

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In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

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- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

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 (£)

190.00

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

Mark Richards

* Capacity

Director

* Date

06 / 06 / 2024
dd mm yyyy

Add another signatory

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.

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

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

OFFICE USE ONLY

Applicant reference number	TMH02
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	☐

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