

**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 Barry Davies

(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			
Ipswich High School for Girls Woolverstone Hall Woolverstone Ipswich Suffolk			
Post town	Woolverstone	Post code	IP9 1AZ

Telephone number at premises (if any)	01473 780201
Non-domestic rateable value of premises	£332,000.00

Part 2 - Applicant Details

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

- | | | |
|---|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i. as a limited company | <input type="checkbox"/> | please complete section (B) |
| ii. as a partnership | <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 | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input checked="" type="checkbox"/> | please complete section (B) |
| e) the proprietor of an educational establishment | <input checked="" type="checkbox"/> | please complete section (B) |

- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post Town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	

Current postal address if different from premises address			
Post Town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name Girls Day School Trust
Address 100 Rochester Row London SW1P 1JP
Registered number (where applicable) 6400
Description of applicant (for example, partnership, company, unincorporated association etc.) Company
Telephone number (if any) 01473 201033
E-mail address (optional) b.davies@ihs.gdst.net

Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year	
0	1	0	5	2	0
1	6				

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

Day		Month		Year	

Please give a general description of the premises (please read guidance note1)
See operating schedule

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

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

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

Provision of regulated entertainment

Please tick yes

- | | |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input checked="" 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 checked="" 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 checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |

Provision of entertainment facilities:

- | | |
|---|-------------------------------------|
| i) making music (if ticking yes, fill in box I) | <input checked="" type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J) | <input checked="" type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K) | <input checked="" type="checkbox"/> |

Provision of late night refreshment (if ticking yes, fill in box L)

Supply of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	08.30	00.00	Please give further details here (please read guidance note 3) Plays take place in the Theatre, various locations within Woolverstone Hall and the Junior Hall, occasionally they will take place on the lawns of Woolverstone Hall these could be organised by the school or touring companies.		
Tue	08.30	00.00			
Wed	08.30	00.00	State any seasonal variations for performing plays (please read guidance note 4)		
Thur	08.30	00.00			
Fri	08.30	00.00	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	08.30	00.00			
Sun	08.30	23.30			

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	08.30	00.00	<u>Please give further details here</u> (please read guidance note 3) As part of the normal school curriculum films are shown in classrooms (throughout the whole site), theatre, junior hall and on outdoor screens (the theatre, junior hall and outdoor screens likely to be amplified).	Both	<input checked="" type="checkbox"/>
Tue	08.30	00.00			
Wed	08.30	00.00	<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Thur	08.30	00.00			
Fri	08.30	00.00	<u>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</u> (please read guidance note 5)		
Sat	08.30	00.00			
Sun	08.30	23.30			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3) Sporting events are conducted by the school as part of the normal day's curriculum and we offer our facilities to sporting clubs etc. out of school hours and weekends. They may take place in the sports hall, swimming pool.
Day	Start	Finish	
Mon	07.30	22.30	
Tue	07.30	22.30	State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed	07.30	22.30	
Thur	07.30	22.30	Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Fri	07.30	23.00	
Sat	07.30	23.00	
Sun	07.30	20.00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
Day	Start	Finish	Both <input type="checkbox"/>			
Mon			Please give further details here (please read guidance note 3)			
Tue						
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)			
Thur						
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)			
Sat						
Sun						

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<p><u>Please give further details here</u> (please read guidance note 3) Live music will take place in many locations on site, theatre, junior hall, Woolverstone hall, the grounds in the open air for fetes, festivals, Etc. also in marquees for the summer ball, weddings, Birthday parties Etc. The local residents are informed when we have any function that happens on our front lawns, the building screens the noise if accruing on the rear lawns. The duty caretaker will monitor the noise and if required will instruct the volume to be reduced.</p> <p><u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)</p> <p><u>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</u> (please read guidance note 5)</p>		
Mon	08.30	00.00			
Tue	08.30	00.00			
Wed	08.30	00.00			
Thur	08.30	00.00			
Fri	08.30	01.00			
Sat	08.30	01.00			
Sun	08.30	23.30			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<p><u>Please give further details here</u> (please read guidance note 3) Playing of recorded music is part of the curriculum activities - discos, plays, concerts Etc. recorded music is also needed for parent association activities and is with lettings (Weddings, parties etc.) Recorded music will be required for fetes, summer parties, weddings, festivals Etc. located within the grounds and within marquees.</p> <p><u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)</p> <p><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p>		
Mon	08.30	00.00			
Tue	08.30	00.00			
Wed	08.30	00.00			
Thur	08.30	00.00			
Fri	08.30	01.00			
Sat	08.30	01.00			
Sun	08.30	23.30			

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	08.30	00.00	Please give further details here (please read guidance note 3) Performance of dance is part of the school curriculum activities, open days, talent shows, musicals, plays and can take place outdoors at fetes and festivals. Dance performances can be part of outside lettings including shows, plays, and exhibitions.		
Tue	08.30	00.00			
Wed	08.30	00.00	State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	08.30	00.00			
Fri	08.30	01.00	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	08.30	01.00			
Sun	08.30	23.30			

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p><u>Please give a description of the type of entertainment you will be providing</u> Fair ground attractions playing music during fetes, festivals and weddings. Also art exhibiotons where music, dance maybe part of the exhibition.</p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon	08.30	00.00		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue	08.30	00.00	<p><u>Please give further details here</u> (please read guidance note 3)</p>		
Wed	08.30	00.00			
Thur	08.30	00.00	<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)</p>		
Fri	08.30	01.00			
Sat	08.30	01.00	<p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p>		
Sun	08.30	23.30			

Provision of facilities for making music Standard days and timings (please read guidance note 6)			<u>Please give a description of the facilities for making music you will be providing</u> Provision of piano and various other instruments to pupils as part of organised musical events and suppling grand piano for external concerts. These take place in the theatre with the sports hall used for practice, other locations are within Woolverstone Hall including the music school, Junior hall is also used for making music.	
			<u>Will the facilities for making music be indoors or outdoors or both – please tick</u> (please read guidance note 2)	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Music is often amplified within the theatre and if located with the grounds, this will likely to be amplified. <u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4) <u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)	
Mon	07.30	00.00		
Tue	07.30	00.00		
Wed	07.30	00.00		
Thur	07.30	00.00		
Fri	07.30	01.00		
Sat	07.30	01.00		
Sun	07.30	00.00		

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			<u>Will the facilities for dancing be indoors or outdoors or both – please tick</u> (see guidance note 2)	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input checked="" type="checkbox"/>
			<u>Please give a description of the facilities for dancing you will be providing</u> Rooms will be cleared of any furniture to allow space for dancing.	
Day	Start	Finish		
Mon	07.30	00.00	<u>Please give further details here</u> (please read guidance note 3) The sports hall, junior hall, orangery and dance studio within Woolverstone Hall are used for the purpose of dance associated with curricular and extracurricular activities eg. disco. When we have marquees for in-house events and outside lettings then it is normal practice to provide a wooden floor for the provision of dance.	
Tue	07.30	00.00		
Wed	07.30	00.00	<u>State any seasonal variations for providing dancing facilities</u> (please read guidance note 4)	
Thur	07.30	00.00		
Fri	07.30	01.00	<u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)	
Sat	07.30	01.00		
Sun	07.30	00.00		

K

Provision of facilities for entertainment of a similar description to that falling within i or j Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment facility you will be providing</u>		
Day	Start	Finish	<u>Will the entertainment facility be indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon	07.30	00.00		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue	07.30	00.00	<u>Please give further details here</u> (please read guidance note 3) During festivals, staging, marquees and tipi's will be used for the provision of dance and music with up to 1500 people attending. Music will be amplified whilst these performances are going on.		
Wed	07.30	00.00			
Thur	07.30	00.00	<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u> (please read guidance note 4)		
Fri	07.30	01.00			
Sat	07.30	01.00	<u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun	07.30	00.00			

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3) N/A		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Thur					
Fri			<u>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</u> (please read guidance note 5)		
Sat					
Sun					

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4) These times cover all precived eventualities, however it is unlikely that we we be supplying achochol on a regualr basis. Only at school events and at external events , some which will be within our grounds normally located within a marquee. We estimate that we are unlikely to exceed 50 evochol on a regular basis. Only at school events and at external events , some which will be within our grounds normally located within a marquee. We estimate that we are unlikely to exceed 50 events per year for school events, 20 events/weddings for lettings and 10 events in the grounds during a year, the largest proportion held during the summer months.		
Mon	11.00	00.00			
Tue	11.00	00.00			
Wed	11.00	00.00			
Thur	11.00	00.00			
Fri	10.00	01.00			
Sat	10.00	01.00			
Sun	10.00	23.00			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		

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

Name Barry Davies	
Address 32a Louies Lane Diss Norfolk	
Postcode	IP22 4LS
Personal Licence number (if known) PA 0664	
Issuing licensing authority (if known) South Norfolk Council	

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)
 N/A

O

<p>Hours premises are open to the public Standard days and timings (please read guidance note 6)</p>			<p>State any seasonal variations (please read guidance note 4) The times indicated show when the premises are open to the public as a school and for licenceable activities. Activities are limited to a very small proportion of these times and are not every day.</p>
Day	Start	Finish	
Mon	07.00	00.00	<p>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5) When we intend to hold festivals (camping over night), then the site will be occupied for 24 hours per day and would last a maximum of 4 days and there would be no more that 2 per year. Please see Operating schedule regarding security, first aid provisions.</p>
Tue	07.00	00.00	
Wed	07.00	00.00	
Thur	07.00	00.00	
Fri	07.00	01.00	
Sat	07.00	01.00	
Sun	8.00	00.00	

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

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

Please see attached Operating Schedule. Brief details b,c,d,e below

b) The prevention of crime and disorder

The buildings will be locked (alarmed) and unlocked by the duty caretakers who is available throughout the events and are contactable by radio or phone as they all live onsite. The caterer/outside bar will be responsible during an event with caretaker acting as back up. The main building have dusk to dawn lights to all the building. Most events that happen within the school are by invitation, club or parents, allowing better control over who comes onsite and give better control over who is accessing the buildings.

c) Public safety

Risk assessments are made by the school for all internal events. First aid boxes are located throughout the building with 2 AED units now provided within the W.H. and the sports hall, All the caretaker have relevant first aid training and during school events, numerous staff have first aid training. New fire escapes have been incorporated within new building works, as have new ventilation controls. There is a complete fire detection system in place and this is serviced twice yearly along with emergency lighting tests and 5 year fixed wiring tests. Fire extinguishers are regularly serviced along with the fire hydrants. Written policies have been done on lots of cinereous with the main field used for Assembly point.

d) The prevention of public nuisance

.We inform all local residents to the school yearly about forthcoming events, our DFO attends the local parish meeting to keep them up to date with events at the school. During the recent building and refurbishment works we have incorporated new sound deadening panels in 3 of the function rooms and improved the ventilation. The caretakers have been instructed to curtail excessive noise. Lights are turned off at the earliest on the buildings that are unoccupied.

e) The protection of children from harm

Due to the nature of our business we ensure that every member of the staff have a current DBS and during school events when alcohol is offered there are parents and staff who know the girls, therefore we can control the availability of the girls accessing alcohol. We do not show any films that are inappropriate to their age, we do not have any gaming machines on site nor offer any adult viewing material. When outside events are on then it's the caterer /bar company to operate their own relevant checks on the supply and sale to those under 18 and expect that they carry a personal licence for the sale of alcohol.


Please tick yes

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

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (See guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	1st April 2016
Capacity	Head of Support Services

For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
Post town		Post code	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail your e-mail address (optional)			