# **LICENSING ACT 2003**



# NOTICE OF NEW PREMISES LICENCE APPLICATION RECEIVED BY NEWARK AND SHERWOOD DISTRICT COUNCIL

Name of applicant	RSPB Sales Ltd
Postal address	Sherwood Forest Visitors Centre
of premise	Forest Corner
	Edwinstowe
	Nottinghamshire
	NG21 9RN

Premise licence application amended by applicant 28th April 2020:

Standard day for all of the licensable activities (apart from alcohol) – Daily – 10:00 to 17:00

Standard day for alcohol sales - Daily - 10:00 to 16:30

Standard opening times – Daily – 10:00 to 17:00

## Non-Standard Times:

	Daily	Days per year requested
Plays	10:00 to 20:00	Up to 10 days
Films	10:00 to 23:00	Up to 5 days
Live Music	10:00 to 22:00	Up to 12 days
Recorded Music	10:00 to 20:00	Up to 12 days
Anything similar to above	10:00 to 20:00	Up to 25 days
Late night refreshment	Saturday only 23:00 to 05:00 the following day	Up to 1 day
Supply of alcohol	10:00 to 22:30	Up to 25 days

Non-standard times – opening times – 10:00 to 23:30

# Additional information:

- We are aware that some of the time periods included in this application are not aligned with the current planning conditions. However, we will be looking to address this disparity in the future but until such a point we will not operate outside of the provision of our planning permission.
- Most of the frequencies stated per year could be attributed to existing events e.g. 9 days are already allocated to existing festivals which operate in normal opening hours.
- Many of the events are in development and as such numbers for initial attendance are unlikely to exceed 500 attendees.
- Live music will consist of historical musicians and local choirs not commercial bands/artists.

- Plays will consist of partnerships with outdoor theatre companies e.g. Shakespeare's Globe Tour.
- Alcohol sales will be in the form of Sherwood/Medieval/Robin Hood themed/souvenir ales, wines & meads and not the re-sale of commercially available alcoholic beverages.

To further support our licensing objectives, we will;

- Agree to the additional conditions as set out by Nottinghamshire Police (listed below)
  - 1. A bound and sequentially paginated incident book or electronic record shall be kept to record all instances of disorder, damage to property and personal injury at the premises. This book shall be made available for inspection and copying by the Police or any other authorised person upon request and all such books shall be retained at the premises for at least 12 months.
    - 2. All staff engaged or to be engaged in the sale of alcohol on the premises shall receive the following training in age restricted sales:
      - a. Induction training which must be completed and documented prior to the sale of alcohol by the staff member.
      - b. Refresher/reinforcement training at intervals of no more than 6 months.
      - c. Training records will be retained at the premises for a minimum period of 12 months and available for inspection upon request by a Police Officer and/or authorised person.
    - 3. A Challenge 25 scheme shall operate at the premises. Any person who appears to be under 25 years of age shall not be allowed to purchase alcohol unless they produce an acceptable form of photo identification. (e.g. passport, driving licence, Military ID or PASS accredited card).
    - 4. Challenge 25 notices shall be displayed in prominent positions throughout the premises
- We will work with reputable 3<sup>rd</sup> party companies for the delivery of events who have experience of working under specified restrictions.
- We will ensure that in addition to appropriate levels of stewarding we will provide signage onsite to advise attendees about expected behaviours when arriving, whilst onsite & on departure.
- All vehicles leaving events will be directed to the North when exiting the Car Park.

The following mandatory conditions will be applied to the licence:

## **Designated Premises Supervisor**

No alcohol may be supplied under this Licence:

(a) at any time when there is no Designated Premises Supervisor in respect of these Premises; or

(b) at any time when the Designated Premises Supervisor does not hold a personal licence or his/her personal licence is suspended.

# **Authorisation by Personal Licence Holders**

Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.

# **Irresponsible Promotions**

- (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
- (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
  - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
    - drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
  - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
  - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

#### Potable Water

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

# Age Verification

- (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
  - (a) a holographic mark, or
  - (b) an ultraviolet feature.

#### **Small Measures**

The responsible person must ensure that—

- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
  - (i) beer or cider: ½ pint;
  - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
  - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available."

# Sales Of Alcohol Below The Permitted Price

- (1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
- (2) For the purposes of the condition set out in paragraph 1—
  - (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
  - (b) "permitted price" is the price found by applying the formula—

P = D + (DxV)

where-

- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence—
  - (i) the holder of the premises licence,
  - (ii) the designated premises supervisor (if any) in respect of such a licence, or
  - (iii) the personal licence holder who makes or authorizes the supply of alcohol under such a licence;
- (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994
- (3) Where the permitted price given by Paragraph (b) of paragraph (2) would (apart from this paragraph) not be a whole number of pennies, the price given by that subparagraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
- (4) (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
  - (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day

# **Door Supervision**

Any person exercising a security activity (as defined by paragraph 2(1)(a) of schedule 2 of the Private Security Industry Act 2001) shall be licensed by the Security Industry Authority. Any such person shall be employed at the premises at the discretion of the Licence Holder/Designated Premises Supervisor and shall display their name badge at all times when on duty.

Any representations must be made in writing to: The Licensing and Enforcement Section, Newark & Sherwood District Council, Castle House, Great North Road, Newark on Trent, NG24 1BY or <a href="mailto:request@nsdc.info">request@nsdc.info</a>

Representations must be received no later than 13th May 2020

The application record and register may be viewed during normal office hours at the above address.

It is an offence under section 158 of the Licensing Act 2003 knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is up to level 5 on the standard scale (£5,000)



# Newark and Sherwood Application for a premises licence Licensing Act 2003

For help contact request@nsdc.info Telephone: 01636 650000

\* required information

Section 1 of 21		
to the state of th	ime and resume it later. You do not need to be	e 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	Sherwood Forest - Premises Licence	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 be	half of the applicant?	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	Gemma	
* Family name	Howarth	
* E-mail	gemma.howarth@rspb.org.uk	
Main telephone number	07753 100932	Include country code.
Other telephone number		
☐ Indicate here if you wou	ld prefer not to be contacted by telephone	_
Are you:		
<ul><li>Applying as a business or organisation, including as a sole transfer</li><li>Applying as an individual</li></ul>		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	02693778	
Business name	RSPB Sales Ltd	If your business is registered, use its registered name.
VAT number GB	365 969 589	Put "none" if you are not registered for VAT.
Legal status Private Limited Company		

Continued from previous page				
Your position in the business	Senior Site Manager			
Home country	United Kingdom	The country where the headquarters of your business is located.		
Registered Address		Address registered with Companies House.		
Building number or name	The Lodge			
Street	Potton Road			
District				
City or town	Sandy			
County or administrative area	Bedfordshire			
Postcode	SG19 2DL			
Country	United Kingdom			
Section 2 of 21	:			
PREMISES DETAILS				
described in section 2 below (t	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 posta	al address, OS map reference or description of t	he premises?		
Address				
Postal Address Of Premises		•		
Building number or name	Sherwood Forest Visitors Centre			
Street	Forest Corner			
District	Edwinstowe			
City or town				
County or administrative area	Nottinghamshire			
Postcode	NG21 9RN			
Country	United Kingdom			
Further Details		-		
Telephone number	01623 677321			
Non-domestic rateable value of premises (£)	1,000			

Secti	on 3 of 21				
APPI	ICATION DETAILS				
In wh	nat capacity are you applying for the premises licence?				
	An individual or individuals				
$\boxtimes$	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				
L1	A person who is registered under part 2 of the Care Standards Act				
Ш	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				
Conf	irm The Following				
$\boxtimes$	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				
Secti	on 4 of 21				
NON INDIVIDUAL APPLICANTS					
Provi partr	de name and registered address of applicant in full. Where appropriate give any registered number. In the case of a pership or other joint venture (other than a body corporate), give the name and address of each party concerned.				
Non	Individual Applicant's Name				
Nam	e				
Deta	ils				
_	cable)				
Desc	ription of applicant (for example partnership, company, unincorporated association etc)				

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Address		
Building number or name		
Street		
District		
City or town		
County or administrative area		
Postcode		
Country	United Kingdom	
Contact Details	-	
E-mail		
Telephone number		
Other telephone number		
* Date of birth		
	dd mm yyyy	Documents that demonstrate entitlement to
* Nationality		work in the UK
	Add another applicant	
Section 5 of 21		
OPERATING SCHEDULE		
When do you want the premises licence to start?	08 / 04 / 2020 dd mm уууу	
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	of the premises	
licensing objectives. Where you consumption of these off- suppremises.	ses, its general situation and layout and any oth ur application includes off-supplies of alcohol ar plies you must include a description of where th	nd you intend to provide a place for ne place will be and its proximity to the
the SSSI & SAC. The new build It is proposed that; • Alcohol is to be sold within th	(Forest Corner) is a new build premises which hincludes; office space, visitor welcome area, reta e Café for consumption within the Café (formal e Area (informal seating picnic/event space) ad	ail, catering, toilet facilities & amphitheatre. seating), Amphitheatre (mix of formal/

Continued from previous page					
· Alcohol is to be sold fr	om a mobile catering	goutlet across the site			
<ul><li>Alcohol is to be sold the Sale of alcohol by 3rd</li></ul>	rrough our shop as a	gift offer.			
If 5,000 or more people					
expected to attend the premises at any one time					
state the number exped					
attend					
Section 6 of 21					
PROVISION OF PLAYS	atad antertainment				
See guidance on regula		NON- STANDARD TO WO TO ZO, CO			
Will you be providing p		NON-STANDARD 10.00 TO 20.00 (UPTO 100Ays)			
Yes	O No	STANDARD TIMES: 10.00 TO 1700			
Scandard Days And Ti	mings				
MONDAY		Give timings in 24 hour clock.			
_	Start 10:00	End 20:00 (e.g., 16:00) and only give details for the days			
\	Start	of the week when you intend the premises  End to be used for the activity.			
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THURSDAY					
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FRIDAY					
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SUNDAY					
50115711	Start 10:00	End 20:00			
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	Start	End			

1					
Continued from previous	page				
Will the performance of	a play take	place indoors (	or outdoor	s or both?	Where taking place in a building or other structure tick as appropriate. Indoors may
O Indoors	•	Outdoors	0	Both	include a tent.
State type of activity to exclusively) whether or	be authorise not music w	ed, if not alread ill be amplified	dy stated, a d or unam	and give rele plified.	vant further details, for example (but not
Javalanment at Charwa	od Perform	nances may/m	av not be a	amplified an	rea. This is part of the potential events d would be dependent on audience size. Plays t and finish times allow for flexibility of
State any seasonal varia	itions for pe	rforming plays			
					onal days during the summer months.
Sherwood is an outdoor would happen during th	r venue with ne winter mo	limited lightir onths.	ng capabili	ties and as s	uch it is unlikely that open air plays of this scale
the column on the left,	list below				once of a play at different times from those listed in onger on a particular day e.g. Christmas Eve.
					up to 10 times per year. The days of the week and
start and finish times sta	ated to the le	eft allow for fle	exibility of	our offer.	
	, es a desperior a		terminal		
Section 7 of 21 PROVISION OF FILMS			The state of the state of	HAR OF AS LOSSED	Tissingly hubble set its each in selection of a large set in
Control of the Contro	ited entertai	nment NO	N-CT	ANDOR	10.00 TO 23.00
Will you be providing fi		140	14 311	יורועניוו	(UPTO 5 DAYS)
		Ma			COP TO S DAGS)
• Yes	. 0	ST4	71/14	ARNT	imes: 10.00 TO 17.00
Standard Days And Ti	mings				11163. 10 00 10 11 00
MONDAY				1	Give timings in 24 hour clock.
	Start 10:0	00		End 23:0	(e.g., 16:00) and only give details for the days of the week when you intend the premises
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TUESDAY					
E	Start 10:0	00		End 23:0	0
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THURSDAY			7
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FRIDAY			
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	Start 10:00		1
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SUNDAY			¬
	Start 10:00	End 23:00	
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Will the exhibition of fil	ms take place indoors or outdoor	rs or both?	Where taking place in a building or other structure tick as appropriate. Indoors may
O Indoors	<ul><li>Outdoors</li></ul>	Both	include a tent.
State type of activity to	be authorised, if not already state	ed, and give relevant	further details, for example (but not
exclusively) whether or	not music will be amplified or un	namplified.	
1700-2300 Open Air Cin	nema Green Space Area - Number velopment at Sherwood.	rs could be controlled	as it would be a ticketed event, this is part of
the potential events de	velopment at sherwood.		
State any seasonal varia	ations for the exhibition of film		
78	xclusively) where the activity will	occur on additional d	lays during the summer months.
Open air cinema require	es sufficiently low light levels in o	order to see the screer	ning. Typically screenings commence
30minutes after sunset.	Given that this is an outdoor ver ther conditions would not be suit	nue it is unlikely that s	screening would take place in the winter
months as adverse wea	ther conditions would not be suit	table for this type of e	entertainment.
		for the exhibition of fi	ilm at different times from those listed in the
column on the left, list I			
			r on a particular day e.g. Christmas Eve.
Frequency could be up to 5 times per year, 1 showing per time. The days of the week and start and finish times stated to the left allow for flexibility of our offer.			
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Section 8 of 21			
PROVISION OF INDOO			
See guidance on regula	rtea entertainment		

Continued from previous	s page	
Will you be providing i	ndoor sporting events?	
C) Yes	<ul><li>No</li></ul>	
Section 9 of 21		
PROVISION OF BOXIN	G OR WRESTLING ENTERT	AINMENTS
See guidance on regul	ated entertainment	
Will you be providing b	ooxing or wrestling entertai	nments?
	<ul><li>No</li></ul>	
Section 10 of 21		
PROVISION OF LIVE M	IUSIC	
See guidance on regul	ated entertainment	ONLORGE TO DO CO
Will you be providing I	ive music?	(UPTO 12 DAYS)
Yes	O No	COPTO 12 DAYS)
Standard Days And Ti	imings STAND	ARD: 10.00 TO 17.00
MONDAY	Time	Give timings in 24 hour clock.
	Start 10:00	End 23:00 (e.g., 16:00) and only give details for the days
	Start	of the week when you intend the premises End to be used for the activity.
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TUESDAY		
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FRIDAY		
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SATURDAY		
	Start 10:00	End 23:00
		End

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SUNDAY
Start End End
Will the performance of live music take place indoors or outdoors or both?  Where taking place in a building or other structure tick as appropriate. Indoors may  Indoors  Outdoors  Both  Include a tent.
O midoors
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 forms part of the event programme and is utilised to enhance the visitor experience & atmosphere of our festivals. Live music may or may not be amplified.
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.
Given that this is an outdoor venue it is unlikely that outdoor live music would take place in the winter months as adverse weather conditions would not be suitable for this type of entertainment.
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.
Frequency of this outside of normal opening time would be approx 12 dates per year.
Section 11 of 21
PROVISION OF RECORDED MUSIC
See guidance on regulated entertainment ,
Will you be providing recorded music?
© Yes O No STANDARD TIMES: 10.00 TO 17.00
Standard Days And Timings NON-STANDARD TIMES 10.0070 20.00
MONDAY  (UP TO 12 DAYS)  Give timings in 24 hour clock,
MONDAY  Give timings in 24 hour clock.  (e.g., 16:00) and only give details for the days
MONDAY  Start 10:00  End 23:00  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
MONDAY  Start 10:00  End 23:00  (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.
MONDAY  Start 10:00  End 23:00  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

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WEDNESDAY			
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SUNDAY			
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Will the plaving of reco	rded music take place indoors or c	outdoors or both? Where taking place in a building or other	
O Indoors		<ul> <li>structure tick as appropriate. Indoors may</li> <li>Both include a tent.</li> </ul>	
AND		ed, and give relevant further details, for example (but not	
exclusively) whether or	not music will be amplified or una	amplified.	
Recorded music forms	part of the event programme and	is utilised to enhance visitor experience & the atmosphere of our	
festivals. Recorded mus	sic may or may not be amplified.		
State any seasonal varia	ations for playing recorded music		
		occur on additional days during the summer months.	
		loor recorded music would take place in the winter months as	
adverse weather condit	tions would not be suitable for this	s type of entertainment.	
Non-standard timings.	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 le		Christmas Evo	
AND CASE		tivity to go on longer on a particular day e.g. Christmas Eve.	
Frequency of this outsid	de of normal opening time would	be appr <mark>ox 12 date</mark> s per year.	
		,	

Continued from previous	page		
Section 12 of 21			
PROVISION OF PERFOI	RMANCES OF DAN	ICE	
See guidance on regula	nted entertainment		
Will you be providing p	erformances of da	nce?	
C Yes	<ul><li>No</li></ul>		
Section 13 of 21			and the second s
PROVISION OF ANYTH DANCE	ING OF A SIMILAF	R DESCRIPTION T	TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF
See guidance on regula			ad music as
Will you be providing a performances of dance			
<ul><li>Yes</li></ul>	O No	1014-3	TANDARD TIMES - 0 20.00 (up to 25 pays)
Standard Days And Ti	mings	10.00 10	0 20.00 COF 10 23 01.793/
MONDAY	STA	NDARD	TIMES - 10·W TO 17-W  Give timings in 24 hour clock.
	Start 10:00		End 23:00 (e.g., 16:00) and only give details for the day
	Start		of the week when you intend the premises  End to be used for the activity.
TUESDA	<u> </u>	_	
	Start 10:00		End 23:00
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WEDNESDAY			Landing to the state of the sta
VVLDIVLODIVI	Start 10:00		End 23:00
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FRIDAY	Cr. 1 10.00	7	End 23:00
	Start 10:00	***************************************	
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SATURDAY		<b>~</b> 7	5 4 5220
	Start 10:00		End 23:00
	Start		End
SUNDAY		·¬	
	Start 10:00		End 23:00
	Start		End
Give a description of th	e type of entertain	ment that will be	e provided

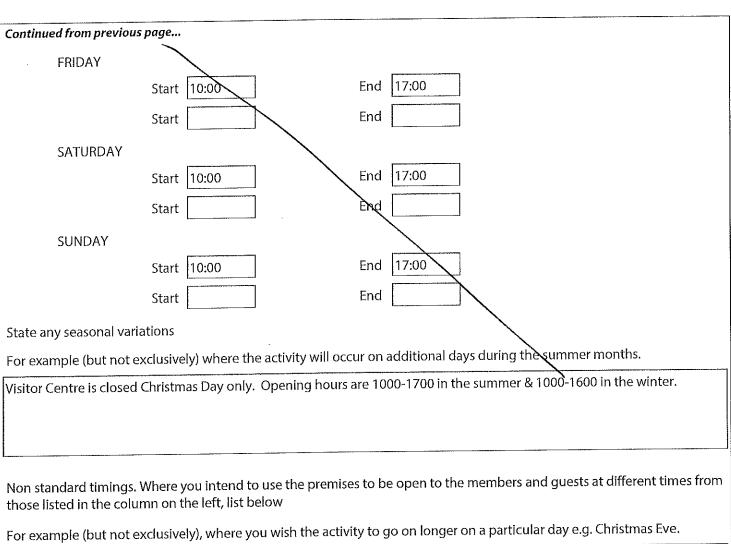
Continued from previous	page			
Festivals				
Will this entertainment	take place indoors or outo		th? Both	Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.
State type of activity to exclusively) whether or	be authorised, if not alrea not music will be amplifie	dy stated, a d or unamp	and give releva	ant further details, for example (but not
no large surges of attend		at the Visito	or Centre. Acti	vities are balanced throughout the day to ensure
The festivals include -	nich may or may not be ar	nplified		**
<ul> <li>theatrical/entertaining</li> </ul>	performances which may his would be 25 days per	or may no	t be amplified	
State any seasonal varia	tions for entertainment			6
For example (but not ex	clusively) where the activ	ity will occu	ur on addition	al days during the summer months.
Given that this is an outconditions would not be	door venue it is unlikely the suitable for this type of e	nat a festiva entertainme	al would take p ent.	place in the winter months as adverse weather
on the left, list below				at different times from those listed in the column
For example (but not ex	clusively), where you wish	n the activit	ty to go on lon	ger on a particular day e.g. Christmas Eve.
Festivals would not take for flexibility of our offer		ar. The day	ys of the week	and start and finish times stated to the left allow
Section 14 of 21				
LATE NIGHT REFRESHM	IENT	10 3, 50 Japan S. S. S.	3654 <u>  18676   16766   1</u>	p. E. T. Carl St. Rock at stigger M. C. special see, as patterns of the Company of the extra Kentral.
Will you be providing la				
<ul><li>Yes</li></ul>	O No			
Standard Days And Tir	nings			
MONDAY				G
3.12,	Start		End	Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days
	Start		End	of the week when you intend the premises to be used for the activity.

•			
Continued from previous	s page		
TUESDAY			
	Start	End	
	Start	End	
WEDNESDAY			
WEDINESDATI	Start	End	
		End	
200	Start	Lind	
THURSDAY			_
	Start	End	
	Start	End	
FRIDAY			
	Start	End	
	Start	End	
NON-S7 SATURDAY	TANDARD TIM	nes:	
and the Contracting State of Section (Section )	Start 23:00	End 05:00	
	Start	End	UP TO I DAY A
CLINDAY	Start		UP TO I DAY A YEAR
SUNDAY	Chart	End	
	Start		
	Start	End	
Will the provision of lat	te night refreshment take place	indoors or outdoors	or
○ Indoors	Outdoors	<ul><li>Both</li></ul>	Where taking place in a building or other structure tick as appropriate. Indoors may
			include a tent.
State type of activity to exclusively) whether of	be authorised, if not already st r not music will be amplified or	ated, and give releva unamplified.	ant further details, for example (but not
Chadou Event as par	t of our contract with NCC we at	e bound to uphold t	the Shadow Event. This is an overnight
Pariantagring avent for	voung neonle Attendees total	ranges between 300	-400. This total amount is broken down in to nteering challenge. Teams arrive back at the
Visitor Centre where th	ney will receive a hot roll and ho	t drink. No alcohol is	s to be served during this event. This event takes
place one evening in the	ne Autumn.		
State any seasonal vari			
For example (but not e	exclusively) where the activity w	ill occur on addition	al days during the summer months.
		The second secon	

Continued from previous	page	
Non-standard timings. those listed in the colur	Where the premises wil nn on the left, list belov	I be used for the supply of late night refreshments at different times from v
For example (but not ex	xclusively), where you v	vish the activity to go on longer on a particular day e.g. Christmas Eve.
Section 15 of 21		
SUPPLY OF ALCOHOL		
Will you be selling or su	ipplying alcohol? NO	V-STANDARD TIMES 10.00 to 22.30
<ul><li>Yes</li></ul>	O No	(UPTO 25 days)
Standard Days And Ti	mings ST	ANDARD TIMES 10.00 TO 16.30
MONDAY		Give timings in 24 hour clock.
\	Start 10:00	End 23:00 (e.g., 16:00) and only give details for the days of the week when you intend the premises
	Start	End to be used for the activity.
TUESDAY		
	Start 10:00	End 23:00
	Start	End
WEDNESDAY		
WEDINESSI	Start 10:00	End 23:00
	Start	\ End
	Start	
THURSDAY	CL 10.00	End 23:00
	Start 10:00	
	Start	End
FRIDAY	[*************************************	
	Start 10:00	End 23:00
	Start	End
SATURDAY		
	Start 10:00	End 23:00
	Start	End
SUNDAY		
	Start 10:00	End 23:00
	Start	End

Continued from previous page	•••		
Will the sale of alcohol be for	consumption:		If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol
On the premises	Off the premises	<b>⊙</b> Both	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 exclusive	vely) where the activity will	l occur on additional da	ys during the summer months.
Visitor Centre is closed Christ	mas Day only. Opening ho	ours are 1000-1700 in th	e summer & 1000-1600 in the winter.
column on the left, list below	,		ol at different times from those listed in the
		· · · · · · · · · · · · · · · · · · ·	on a particular day e.g. Christmas Eve.
Variations to this will fall in lin and in line with our contractu		for in sections - Plays, Fi	Ilms, Live Music, Recorded Music, Festivals
State the name and details of licence as premises superviso		wish to specify on the	
Name			
First name	Gemma		
Family name	Howarth		
Date of birth	dd mm yyyy	The state of the s	;
Enter the contact's address			
Building number or name	L- 1		
Street			
District			
City or town	C		
County or administrative area	1		
Postcode			
Country	United Kingdom		
Personal Licence number if known)	1 - 1 -		

Continued from previous pa	7.00		
Continued from previous po	ige		Control
Issuing licensing authority (if known)	North East Derbyshire Distr	ict Council	
PROPOSED DESIGNATED	PREMISES SUPERVISOR CONSE	NT	
How will the consent form be supplied to the author	n of the proposed designated pre ity?	mises supervisor	
<ul><li>Electronically, by the</li></ul>	e proposed designated premises s	supervisor	
<ul> <li>As an attachment to</li> </ul>	this application		
Reference number for cor form (if known)	rsent		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			
premises that may give ri	se to concern in respect of childre	en	nt or matters ancillary to the use of the
rise to concern in respect	nything intended to occur at the p of children, regardless of whether ty or semi-nudity, films for restrict	r you intend childre	y to the use of the premises which may give en to have access to the premises, for example gambling machines etc.
look to work with a third posterior be showing any adult ent	party organiser to ensure ID check	ks were managed fi	vertised on the booking system. We would rom booking stage. It is unlikely that we will
Section 17 of 21	DEN TO THE DIDLE		
HOURS PREMISES ARE O		200 10.	00 TO 23.30
Standard Days And Timi  MONDAY	STANDARD Start 10:00		Give timings in 24 hour clock.  (e.g., 16:00) and only give details for the days
	Start	End	of the week when you intend the premises to be used for the activity.
TUESDAY			1
	Start 10:00	End 17:00	
2	Start	End	
WEDNESDAY			
5	Start 10:00	End 17:00	
S	Start	End	
THURSDAY			
\$	Start 10:00	End 17:00	
	Start	End	



Variations to this will fall in line with the hours as stated for in sections - Plays, Films, Live Music, Recorded Music, Festivals and in line with our contractual obligations.

## Section 18 of 21

#### 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.

To ensure we promote the four licensing objectives we will;

- Ensure that staff are trained to understand the premises licence, ensuring they understand the role they play in upholding the four licensing objectives
- Alcohol will not be sold to underage people
- Drunk & disorderly conduct will not be tolerated on site
- Violent & Anti-social behaviour will not be tolerated on site
- · We will ensure that children remain protected on our site by following our organisations safeguarding policy
- b) The prevention of crime and disorder

To ensure we prevent crime & disorder we will;

Not sell alcohol to anyone deemed drunk or intoxicated.

- Not tolerate anti-social activities onsite and anyone who is drunk & disorderly, violent or commits a criminal offence will be reported to the police & expelled from site.
- Ensure that we maintain our lighting, CCTV (of digital quality with over 30 day memory), intruder & fire alarm is in good working order
- Ensure that all requests from the authorised officer for CCTV are granted
- Ensure that staff are trained in locking and alarming the building.
- Ensure that our security company are aware of planned events and are utilised as required.
- Be clear where is acceptable and not acceptable to drink alcohol purchased at site

# c) Public safety

To ensure we manage public safety we will;

- Ensure all staff are trained in ID checks when serving a member of the public
- Ensure that a refusals book is kept in order to evidence who we have refused
- · Ensure that all lighting, CCTV, intruder & fire alarm is in good working order
- Ensure all staff are empowered to call the relevant emergency services should an incident take place
- Ensure that the building is well maintained and safe for public use
- · First aiders are present on site and during larger events additional first aid support is drafted in

# d) The prevention of public nuisance

To ensure we prevent public nuisance we will;

- · Out of hours noise reduction clauses will be written in to all contracts/licences for events/events support. Tighter control for those who will be onsite between the hours of 2300-0700
- · Large scale events will not take place on every day of the year and a schedule will be created 6-12months in advance
- When large scale events are ending stewards will be on site to direct people from site
- Bin/Skip provision will be in place for large scale events

# e) The protection of children from harm

To ensure we protect children from harm we will;

- · Adopt the 'Challenge 25' strategy, ensuring our staff are trained and ensuring we display the 'Challenge 25' resources on
- Ensure our staff will be trained to provide effective challenge and understand what is an acceptable for of ID
- Ensure our staff are trained at the right level of safeguarding in relation to their role
- Ensure all staff are familiar with the Lost Child Policy
- Staff training will be logged
- Ensure we follow our Safeguarding policy and Lost Child Policy
- · Ensure that our staff have completed the required standard of Safeguarding Training in relation to their role

# Section 19 of 21

# NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

# 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.

- 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:
    - working e.g. employment contract, wage slips, letter from the employer, (i)
    - self-employed e.g. contracts, invoices, or audited accounts with a bank, (ii)
    - studying e.g. letter from the school, college or university and evidence of sufficient funds; or (iii)
    - self-sufficient e.g. bank statements. (iv)

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.

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 <a href="https://www.gov.uk/prove-right-to-work">https://www.gov.uk/prove-right-to-work</a>) 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

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.

- 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.

The fee payable depends on the rateable value of the premises which are prescribed/set nationally

\* Fee amount (£)

100.00

#### **DECLARATION**

- \* I understand 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.
- I understand that I must now advertise my application.
- . \* I understand that if I do not comply with the requirements my application will be rejected.
  - $oxed{\boxtimes}$  Ticking this box indicates you have read and understood the above 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

Gemma Howarth

\* Capacity

Senior Site Manager

\* Date

11 / 03 / 2020 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 <a href="https://www.gov.uk/apply-for-a-licence/premises-licence/newark-and-sherwood/apply-1">https://www.gov.uk/apply-for-a-licence/premises-licence/premises-licence/newark-and-sherwood/apply-1</a> 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 AKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION
IT IS AN OFFENCE UNDER SE	CTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY BLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF
THEIR IMMIGRATION STATU	S. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO
CONDITIONS AS TO EMPLOY	MENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN
OFFENCE WHERE THEY DO S	O IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE
IS DISQUALIFIED	
OFFICE USE ONLY	
Applicant reference number	Sherwood Forest - Premises Licence
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	
1 <u>2</u> <u>3</u> <u>4</u>	5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next>

# Key for Licensing - Sherwood Forest Visitor Centre

Map 1 - Basement Level 1:100; WC's, Changing Spaces Facility, Kitchen, Servery, Store Rooms, Café Indoor, Café Outdoor, Lift & Staircase

Map 2 – Ground Floor Level 1:100; Main Entrance, Welcome Area, Retail, Store Room, Lift & Staircase

Map 3 – Local environs; Includes footprint of the building, amphitheatre & green space area

Map 4 – Wider National Nature Reserve eventing map.

•	CCTV (solid black dot)
	dot)
•	Portable/Fixed fire safety equipment*** (solid green
	Kitchen (solid orange)
	Bathroom facilities (solid pink)
	Staircase & Lift (solid yellow)
	Fixed Structures (dashed orange)**
	Public access & egress (solid purple)
	Areas where children are permitted* (solid blue)
	Licensable Area Catering (solid brown)
	Licensable Area Retail (dashed brown)
	Amphitheatre & Greenspace Area (dashed red)
	(solid red)
	Boundary Footprint of the Building, eventing areas

<sup>\*</sup>children are permitted in all areas across the site

<sup>\*\*</sup>fixed structures include support columns, shop fittings, kitchen servery & queuing wall

<sup>\*\*\*</sup> building has an automatic fire system with audible/visual sounders and call points throughout

NB: Both Map 1 & Map 2 show the areas in which alcohol is proposed to be sold. Retail as a gift offer & Catering as an offer from the café which is proposed to be consumed in the café, outdoor seating area within the amphitheatre & green space area. Map 3 & 4 shows the scale of the areas as it cannot be shown on a 1:100 scale.

