APPLICATION FOR A PREMISES LICENCE TO BE GRANTED UNDER THE LICENSING ACT 2003

Statement of the relevant licensable activities which it is proposed will be carried on or from the premises:

Type: Sale and Supply of Alcohol

Name of Applicant: Elsa De Viveiros

Full postal address of premises:
1451 London Road, London, SW16 4AQ

Postal address of local authority where register of applications is kept for general viewing:
London Borough of Croydon, Place Department, Licensing 6th Floor Zone A, Bernard Weatherill House, 8 Mint Walk, Croydon, CR0 1EA.

Application details can be viewed at Access Croydon, Bernard Weatherill House, between 9am - 3.45pm, Monday to Friday (except bank holidays)

If you wish to make any representations in relation to this application, please do so in writing by midnight on 27th July 2020 to the following address:

London Borough of Croydon
Place Department, Licensing Team, 6th Floor, Zone A Bernard Weatherill House
8 Mint Walk
Croydon, CR0 1EA
Or By Email to: licensing@croydon.gov.uk

It is an offence to knowingly or recklessly make a false statement in connection with an application. The maximum fine on summary conviction for such an offence is £5000.
# Application for a premises licence

**Licensing Act 2003**

For help contact
licensing@croydon.gov.uk
Telephone: 020 8760 5466

---

## 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.

<table>
<thead>
<tr>
<th>Required Information</th>
</tr>
</thead>
</table>

### 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
- [x] 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**: ELSA MARIA CAIRES
- **Family name**: DE VIVEIROS
- **E-mail**
- **Main telephone number**
- **Other telephone number**

**Indicate here if the applicant would prefer not to be contacted by telephone**

### Is the applicant:
- [ ] Applying as a business or organisation, including as a sole trader
- [x] Applying as an individual

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

### Applicant Business

- **Is the applicant's business registered in the UK with Companies House?**
  - [ ] Yes
  - [x] No

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

- **Is the applicant's business registered outside the UK?**
  - [x] Yes
  - [ ] No

### Business name
WOODLAND CAFE

### VAT number
- [ ] None

**If the applicant's business is registered, use its registered name.**

**Put "none" if the applicant is not registered for VAT.**
Continued from previous page...

<table>
<thead>
<tr>
<th><strong>Legal status</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Applicant's position in the business</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Home country</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The country where the applicant's headquarters are.</td>
</tr>
</tbody>
</table>

**Applicant Business Address**

<table>
<thead>
<tr>
<th><strong>Building number or name</strong></th>
<th>1451</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Street</strong></td>
<td>LONDON ROAD</td>
</tr>
<tr>
<td><strong>District</strong></td>
<td></td>
</tr>
<tr>
<td><strong>City or town</strong></td>
<td>LONDON</td>
</tr>
<tr>
<td><strong>County or administrative area</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Postcode</strong></td>
<td>SW16 4AQ</td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td>United Kingdom</td>
</tr>
</tbody>
</table>

**Agent Details**

<table>
<thead>
<tr>
<th><strong>First name</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Family name</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>E-mail</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Main telephone number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Include country code.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Other telephone number</strong></th>
</tr>
</thead>
</table>

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

**Are you:**

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

**Agent Business**

<table>
<thead>
<tr>
<th><strong>Is your business registered in the UK with Companies House?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Yes ○ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Is your business registered outside the UK?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Yes ○ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Business name</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>VAT number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Legal status</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

If your business is registered, use its registered name.
Put "none" if you are not registered for VAT.
Continued from previous page...

Your position in the business

Home country

Agent Business Address

Building number or name
Street
District
City or town
County or administrative area
Postcode
Country

The country where the headquarters of your business is located.

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

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 Premises

Building number or name 1451
Street LONDON ROAD
District
City or town LONDON
County or administrative area
Postcode SW16 4AQ
Country United Kingdom

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?

- [x] 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

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

**Section 4 of 21**

**INDIVIDUAL APPLICANT DETAILS**

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- [x] Yes
- [ ] No

First name: **ELSIA MARIA CAIRES**

Family name: **DE VIVEIROS**

Is the applicant 18 years of age or older?

- [x] Yes
- [ ] No
Current Residential Address
Is the address the same as (or similar to) the address given in section one?

- Yes
- No

If “Yes” is selected you can re-use the details from section one, or amend them as required. Select “No” to enter a completely new set of details.

Building number or name
Street
District
City or town
County or administrative area
Postcode
Country

Applicant Contact Details
Are the contact details the same as (or similar to) those given in section one?

- Yes
- No

If “Yes” is selected you can re-use the details from section one, or amend them as required. Select “No” to enter a completely new set of details.

E-mail
Telephone number
Other telephone number

* Date of birth
  dd   /   mm   /   yyyy

* Nationality

Right to work share code

Documents that demonstrate entitlement to work in the UK
Right to work share code if not submitting scanned documents

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? 28 / 07 / 2020

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

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.

ITS A CAFE AND RESTAURANT. WE HAVE TABLES AND CHAIRS FOR OUR COSTUMERS AND ALSO TOILETT FACILITIES. WE APPLY FOR ON AND OFF LICENSE (WE WOULD LIKE TO BE ABLE TO SELL ALCOHOL OFF LICENSE WITH TAKE AWAY FOOD IF REQUESTED BY THE COSTUMER)

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

Section 11 of 21
PROVISION OF RECORDED MUSIC
See guidance on regulated entertainment
Will you be providing recorded music?
- Yes
- No

**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

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?
- Yes
- No

**Standard Days And Timings**

- **MONDAY**
  - Start: 10:00
  - End: 22:00

- **TUESDAY**
  - Start: 10:00
  - End: 22:00

- **WEDNESDAY**
  - Start: 10:00
  - End: 22:00

- **THURSDAY**
  - Start: 10:00
  - End: 22:00

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 to be used for the activity.
Continued from previous page...

FRIDAY

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00</td>
<td>22:00</td>
</tr>
</tbody>
</table>

SATURDAY

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00</td>
<td>22:00</td>
</tr>
</tbody>
</table>

SUNDAY

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00</td>
<td>22:00</td>
</tr>
</tbody>
</table>

Will the sale of alcohol be for consumption:
- ☐ On the premises
- ☒ Off the premises
- ☐ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

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

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below.

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

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

**Name**
- First name: ELSA MARIA CAIRES
- Family name: DE VIVEIROS
- Date of birth: dd / mm / yyyy
Enter the contact's address

<table>
<thead>
<tr>
<th>Building number or name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td></td>
</tr>
<tr>
<td>District</td>
<td></td>
</tr>
<tr>
<td>City or town</td>
<td></td>
</tr>
<tr>
<td>County or administrative area</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
</tbody>
</table>

Personal Licence number (if known)

Issuing licensing authority (if known)

**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
- [x] 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.

**NOT APPLICABLE**

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

<table>
<thead>
<tr>
<th>DAY</th>
<th>START</th>
<th>END</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>08:00</td>
<td>22:30</td>
</tr>
</tbody>
</table>

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.
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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUESDAY</td>
<td>08:00</td>
<td>22:30</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>08:00</td>
<td>22:30</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>08:00</td>
<td>22:30</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>08:00</td>
<td>22:30</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>08:00</td>
<td>22:30</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>08:00</td>
<td>22:30</td>
</tr>
</tbody>
</table>

Section 18 of 21

**LICENSENG 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.

**CCTV WILL BE INSTALLED WITH 31 DAYS DATA. STAFF TRAINING REGARDING THE FOUR LICENSE OBJECTIVES, UNDER 25 CHALLENGES, SIGNAGE LIKE NO PROOF NO SALE, RESPECT OUR NEIGHBOURS WHEN YOU LEAVE THE PREMISES, REFUSAL BOOK, STAFF TRAINING RECORDS. DRUNK OR VIOLENT COSTUMERS WILL NOT BE SERVED. WE WILL HAVE A FIRE AND HEALTH SAFETY RISK ASSESSMENT. WE WILL PARTICIPATE IN PUB WATCH MEETINGS OR OTHER SIMILAR ASSOCIATIONS. WE WELCOME ANY RECOMMENDATIONS PROPOSED BY THE AUTHORITIES. NO VERTICAL DRINKING. BEERS/CIDER ON SALE WILL NOT EXCEED 6% ABV. OFF LICENSE SALES WITH TAKE AWAY FOOD ONLY.**

b) The prevention of crime and disorder

**CCTV WITH DATA FOR 31 DAYS. THE BUSINESS WILL HAVE ALWAYS A STAFF MEMBER THAT IS FAMILIAR WITH THE CCTV OPERATION. STAFF WILL BE TRAINED TO DON’T SERVE DRUNK AND VIOLENT COSTUMERS. DPS AND PREMISES LICENSE HOLDER WILL PARTICIPATE IN PUB WATCH AND LOCALS NEIGHBOURS ASSOCIATION MEETINGS OR OTHER LOCAL ASSOCIATIONS. OUR BUSINESS WILL NOT ENGAGE ON IRRESPONSIBLE ALCOHOL PROMOTIONS.**

c) Public safety

**DRUNK AND VIOLEN PEOPLE WILL NOT BE SERVED. CCTV WITH DATA FOR 31 DAYS WILL BE INSTALLED. WE WILL PARTICIPATE IN PUB WATCH MEETINGS AND WITH LOCAL NEIGHBOURS ASSOCIATION. WE WILL HAVE A FIRE RISK ASSESSMENT AND ALSO HEALTH SAFETY RISK ASSESSMENT. ALCOHOL TO BE STORED IN A COOL DRY PLACE AND AWAY OF ANY HEAT SOURCE. NO IRRESPONSIBLE PROMOTIONS. WE WILL IMPLEMENT ANY RECOMMENDATIONS GIVEN BY THE POLICE AND OTHER AUTHORITIES.**

d) The prevention of public nuisance

**DELIVERIES DONE BY OUR SUPPLIERS WILL TAKE PLACE WITHIN THE RECOMMENDED TIMES BY THE AUTHORITIES. RUBISH BIN COLLECTION WILL TAKE PLACE WITHIN THE RECOMMENDED HOUR BY THE AUTHORITIES. SIGNAGE WILL BE IN PLACE. STAFF TRAINING.**

e) The protection of children from harm

**STAFF WILL BE TRAINED REGARDING THE PROTECTION OF CHILDREN FROM HARM. OUR BUSINESS WILL HAVE A UNDER 25 CHALLENGE POLICY. NO PROOF, NO SALE. SIGNAGE AND POSTERS WILL GO UP. STAFF TRAINING RECORDS. REFUSAL BOOK. REFRESHER TRAINING EVERY 6 MONTHS TO ALL STAFF**

---

**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, 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 relating 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 of 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,
  - self-employed e.g. contracts, invoices, or audited accounts with a bank,
  - studying e.g. letter from the school, college or university and evidence of sufficient funds; or
  - 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.
Continued from previous page...

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](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
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:
  - a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
  - 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.
  - 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.
  - 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.
  - 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 proprietor or (iii) the health care provider for the hospital.

- **Recorded Music:** no licence permission is required for:
  - 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.
  - 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.
  - 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.
Fees are calculated on the valuation of the premises. The value can be found on voa.gov.uk Fees range from £100 - £315 please phone Licensing team to confirm 020 87605466 Rateable Value (commerical) £0 - £4,300= £100 £4,301 - £33,000= £190 £33,001- £87,000=£315 £87,001 - £125,000=£450 £125,001 and over=£635
Please note there is a surcharge of 1.65% if you pay by credit card. There is no surcharge for debit card▲
* Fee amount (£) 

DECLARATION
[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
☒ 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 
* Capacity 
* Date 29 / 06 / 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 https://www.gov.uk/apply-for-a-licence/premises-licence/croydon/apply-1 to upload this file and continue with your application.
Don't forget to make sure you have all your supporting documentation to hand.
IT IS AN OFFENCE LIABLE 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 |
| 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 | ☐ |