

RECEIVED

Application for a premises licence to be granted
under the Licensing Act 2003

24 SEP 2009

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.
You may wish to keep a copy of the completed form for your records.

I/We DULWICH COLLEGE PREPARATORY SCHOOL

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description MAIN SCHOOL 42 ALLEYN PARK DULWICH			
Post town	LONDON	Post code	SE21 7AA

Telephone number at premises (if any)	020 8670 3217
Non-domestic rateable value of premises	£23398

Part 2 - Applicant Details

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

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

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

Please tick yes

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

SECOND INDIVIDUAL APPLICANT (if applicable)

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

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

(B) OTHER APPLICANTS

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

Name DULWICH COLLEGE PREPARATORY SCHOOL
Address 42 ALLEYN PARK DULWICH LONDON SE21 7AA
Registered number (where applicable) 579923
Description of applicant (for example, partnership, company, unincorporated association etc.) COMPANY LIMITED BY GUARANTEE INDEPENDENT SCHOOL WITH CHARITABLE STATUS (CHARITY COMMISSION NUMBER 312715)
Telephone number (if any) 020 8670 3217
E-mail address (optional) nbh@dcpslondon.org

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
3	1	102009

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

Day	Month	Year

Please give a general description of the premises (please read guidance note1)
 42 ALLEYN PARK IS THE MAIN PREMISES FOR THE EDUCATIONAL ESTABLISHMENT OF DULWICH COLLEGE PREPARATORY SCHOOL (THE SCHOOL). THE SCHOOL TEACHES BOYS AND GIRLS FROM THE AGE OF TWO TO FOUR YEARS OLD AND BOYS ONLY FROM FIVE TO 13 YEARS OLD. THE MAIN PREMISES CONSISTS OF A NUMBER OF BUILDINGS SOME OF WHICH ARE LINKED TOGETHER AND OTHERS WHICH STAND INDEPENDENTLY WITHIN THE CURTAILAGE OF THE PREMISES. THE PREMISES IS SITUATED WITHIN A RESIDENTIAL ROAD BUT WHERE KINGSDALE FOUNDATION SCHOOL IS ALSO IN ALLEYN PARK (NEXT DOOR) AND DULWICH COLLEGE IS 200M AWAY IN HUNTS SLIP ROAD. OFF-SALES OF ALCOHOL WILL NOT BE PERMITTED.

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

N/A

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

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

Provision of regulated entertainment

Please tick yes

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of entertainment facilities:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

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

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

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish	Please give further details here (please read guidance note 3) THE PLAYS WILL BE PERFORMED BY PUPILS OF THE SCHOOL AND/OR STAFF AS WELL AS VISITING PERFORMERS					
Mon	08.00	23.00						
Tue	08.00	23.00						
Wed	08.00	23.00				State any seasonal variations for performing plays (please read guidance note 4)		
Thur	08.00	23.00						
Fri	08.00	24.00						
Sat	08.00	24.00				Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5) IF PLAYS ARE TO BE REHEARSED OR PERFORMED OUTSIDE THE STANDARD DAYS AND TIMINGS FOR PARTICULAR EVENTS, AT LEAST 14 DAYS NOTICE WILL BE GIVEN TO THE LICENSING AUTHORITY AND THE POLICE		
Sun	10.00	22.00						

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) FILMS WILL INCLUDE FILMS, DVDs AND VIDEO TAPE. ALL RESTRICTED CERTIFICATION OF FILMS, DVDs AND VIDEO TAPE WILL BE ADHERED TO IN COMPLIANCE WITH BRITISH BOARD OF FILM CLASSIFICATION. <u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4) <u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5) IF FILMS, DVDs OR VIDEO TAPES ARE TO BE SHOWN OUTSIDE THE STANDARD DAYS AND TIMINGS FOR PARTICULAR EVENTS, AT LEAST 14 DAYS NOTICE WILL BE GIVEN TO THE LICENSING AUTHORITY AND THE POLICE		
Mon	08.00	23.00			
Tue	08.00	23.00			
Wed	08.00	23.00			
Thur	08.00	23.00			
Fri	08.00	24.00			
Sat	08.00	24.00			
Sun	10.00	22.00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3) INDOOR SPORTING EVENTS WILL INCLUDE PRACTISING, COMPETITIONS AND EXHIBITION MATCHES BY THE STUDENTS AND/OR STAFF AND VISITING PARTICIPANTS
Day	Start	Finish	
Mon	08.00	23.00	
Tue	08.00	23.00	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed	08.00	23.00	
Thur	08.00	23.00	<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri	08.00	24.00	IF INDOOR SPORTING EVENTS ARE TO BE REHEARSED OR PERFORMED OUTSIDE THE STANDARD DAYS AND TIMINGS FOR PARTICULAR EVENTS, AT LEAST 14 DAYS NOTICE WILL BE GIVEN TO THE LICENSING AUTHORITY AND THE POLICE
Sat	08.00	24.00	
Sun	10.00	22.00	

D

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

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) LIVE MUSIC WILL BE BOTH ACCOUSTIC AND AMPLIFIED	
Mon	08.00	23.00		
Tue	08.00	23.00		
Wed	08.00	23.00	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)	
Thur	08.00	23.00		
Fri	08.00	24.00	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) IF LIVE MUSIC IS TO BE REHEARSED OR PERFORMED OUTSIDE THE STANDARD DAYS AND TIMINGS FOR PARTICULAR EVENTS, AT LEAST 14 DAYS NOTICE WILL BE GIVEN TO THE LICENSING AUTHORITY AND THE POLICE	
Sat	08.00	24.00		
Sun	10.00	22.00		

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) RECORDED MUSIC WILL BE VIA A MUSIC SYSTEM WITH OR WITHOUT A DJ, KARAOKE, JUKE BOX OR AUDIENCE PARTICIPATION. THE MUSIC WILL BE BOTH ACCOUSTIC AND AMPLIFIED.					
Mon	08.00	23.00						
Tue	08.00	23.00						
Wed	08.00	23.00				<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur	08.00	23.00						
Fri	08.00	24.00				<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) IF RECORDED MUSIC IS PLAYED OUTSIDE THE STANDARD DAYS AND TIMINGS FOR PARTICULAR EVENTS, AT LEAST 14 DAYS NOTICE WILL BE GIVEN TO THE LICENSING AUTHORITY AND THE POLICE		
Sat	08.00	24.00						
Sun	10.00	22.00						

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) DANCE FACILITIES WILL BE PROVIDED FOR STUDENTS AND/OR STAFF, GUESTS AND AUTHORISED VISITORS	
Mon	08.00	23.00		
Tue	08.00	23.00		
Wed	08.00	23.00		
Thur	08.00	23.00		
Fri	08.00	24.00		
Sat	08.00	24.00		
Sun	10.00	22.00	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)	
			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5) IF PERFORMANCES OF DANCE ARE TO BE REHEARSED OR PERFORMED OUTSIDE THE STANDARD DAYS AND TIMINGS FOR PARTICULAR EVENTS, AT LEAST 14 DAYS NOTICE WILL BE GIVEN TO THE LICENSING AUTHORITY AND THE POLICE	

H

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

I

Provision of facilities for making music Standard days and timings (please read guidance note 6)			<u>Please give a description of the facilities for making music you will be providing</u> AMPLIFIED AND ACCOUSTIC MUSIC WILL BE PROVIDED. ALLOCATED AREAS WITHIN THE DESIGNATED AREAS WILL BE IDENTIFIED FOR THE USE OF MICROPHONES AND AMPLIFIERS.	
			<u>Will the facilities for making music be indoors or outdoors or both – please tick</u> (please read guidance note 2)	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)	
Mon	08.00	23.00		
Tue	08.00	23.00		
Wed	08.00	23.00		
Thur	08.00	23.00		
Fri	08.00	24.00		
Sat	08.00	24.00		
Sun	10.00	22.00	<u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4)	
			<u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) IF THE PROVISION OF FACILITIES FOR MAKING MUSIC IS TO BE PROVIDED OUTSIDE THE STANDARD DAYS AND TIMINGS FOR PARTICULAR EVENTS, AT LEAST 14 DAYS NOTICE WILL BE GIVEN TO THE LICENSING AUTHORITY AND THE POLICE	

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick (see guidance note 2)	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input checked="" type="checkbox"/>
Day	Start	Finish	Please give a description of the facilities for dancing you will be providing A DANCE FLOOR AREA OF SUITABLE AND APPROPRIATE CONSTRUCTION FOR DANCING WILL BE PROVIDED WITHIN DESIGNATED AREAS OF THE BUILDING.	
Mon	08.00	23.00	Please give further details here (please read guidance note 3)	
Tue	08.00	23.00		
Wed	08.00	23.00		
Thur	08.00	23.00	State any seasonal variations for providing dancing facilities (please read guidance note 4)	
Fri	08.00	24.00		
Sat	08.00	24.00	Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5) IF THE PROVISION OF FACILITIES FOR DANCING ARE PROVIDED OUTSIDE THE STANDARD DAYS AND TIMINGS FOR PARTICULAR EVENTS, AT LEAST 14 DAYS NOTICE WILL BE GIVEN TO THE LICENSING AUTHORITY AND THE POLICE	
Sun	10.00	22.00		

K

Provision of facilities for entertainment of a similar description to that falling within i or j Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment facility you will be providing</u>		
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur					
Fri			<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u> (please read guidance note 4)		
Sat					
Sun					
			<u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) LATE NIGHT REFRESHMENT WILL BE PROVIDED WHEN SPECIFIC FUNCTIONS SUCH AS BALLS AND PARTIES ARE HELD. THESE EVENTS ARE GENERALLY RESTRICTED TO 3-6 TIMES PER YEAR.		
Mon					
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur					
Fri	23.00	24.00	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5) IF LATE NIGHT REFRESHMENTS ARE PROVIDED OUTSIDE THE STANDARD DAYS AND TIMINGS FOR PARTICULAR EVENTS, AT LEAST 14 DAYS NOTICE WILL BE GIVEN TO THE LICENSING AUTHORITY AND THE POLICE		
Sat	23.00	24.00			
Sun					

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	12.00	23.00			
Tue	12.00	23.00			
Wed	12.00	23.00			
Thur	12.00	23.00			
Fri	12.00	24.00			
Sat	12.00	24.00			
Sun	12.00	22.00			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5) IF THE SUPPLY OF ALCOHOL IS OUTSIDE THE STANDARD DAYS AND TIMINGS FOR PARTICULAR EVENTS, AT LEAST 14 DAYS NOTICE WILL BE GIVEN TO THE LICENSING AUTHORITY AND THE POLICE		

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

Name NICHOLAS BARRY HOLLIDAY	
Address 11 CRIFFEL AVENUE LONDON	
Postcode	SW2 4AY
Personal Licence number (if known) 01610	
Issuing licensing authority (if known) LONDON BOROUGH OF LAMBETH	

N

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

N/A

O

<p>Hours premises are open to the public Standard days and timings (please read guidance note 6)</p>			<p>State any seasonal variations (please read guidance note 4) THERE ARE SEASONAL VARIATIONS DURING NON-TERM TIME WHEN THE SCHOOL IS OPEN FOR EXTRA-CURRICULAR ACTIVITIES BUT NOT FOR STANDARD TEACHING.</p>
Day	Start	Finish	
Mon	06.00	23.00	<p>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)</p>
Tue	06.00	23.00	
Wed	06.00	23.00	
Thur	06.00	23.00	
Fri	06.00	24.00	
Sat	08.00	24.00	
Sun	10.00	22.00	

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

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

The premises is the main site for the Dulwich College Preparatory School (the School). It comprises of many buildings, some linked together some independent, within the curtailage of the premises.

The whole premises is alarmed. Entry to the School is gained via locked coded doors. During the periods of 07.30 to 09.00 and 15.15 to 17.15 doors are unlocked to enable the students, staff and all authorised visitors ingress and egress. Outside these times access is via the main entrance of the School within the Links Building. An intercom, between the door entrance and the School office/reception, is in operation and guests and visitors have to announce themselves, be admitted, register with the reception and are provided with identification badges.

The whole area of the School, internal and external, is a no-smoking zone.

The areas within the School to be licensed are as follows:

The Viewing Gallery and Main Hall of the Sports Hall plus all changing areas (2 plans);

The Swimming Pool plus all changing areas;

The Hall, classrooms, workrooms, staff rooms, cloakrooms, library and storerooms within the Annex Building (2 plans);

The Hall, Gallery, kitchen and the Byrd, Gibbon, Tallis, Morley, Finzi, Elgar, Britten, Tippett, Holst, Williams, Walton, Purcell, Parry, Boyce and Delius rooms within the Music Building;

The Library and classrooms of the ground floor of the Upper School;

The Art Studio, Pottery Room, Gallery and two formrooms of the first floor of the Middle School;

The entrance, waiting rooms, staff rooms and meeting room of the ground floor of the Middle School;

The kitchen, meeting room, staff room, Dining Hall, Stage and Gym of the ground floor of the Lower School; and

General plan of the School including area.

Each area listed above has its own plan (total 12 plans).

Events are generally organised either by the School or the School's Parents' and Teachers' Association (PTA).

Currently two members of School staff/PTA have personal licences and more will be trained to ensure that sufficient personal licence holders are available to attend events as necessary.

Regular health and safety and risk management audits and training of staff/PTA members to address licensing objectives will take place. A premises licence policy has been drafted and will be distributed to all relevant staff/PTA members if and when the premises licence is granted.

When on the premises, alcohol will be stored in lockable areas, which children would have no access to, until required.

b) The prevention of crime and disorder

Ingress and egress is monitored when the doors are not open. Monitoring takes place via an entry intercom system with registration of every guest/authorised visitor with the School's staff. All other doors are closed with access only via a key entry pad code or are opened from within the premises.

People consuming alcohol on the premises will be staff, bona fide guests and/or other persons authorised to attend functions.

Regular liaison with the police and fire authority takes place for large events.

Alcohol will only be served at organised events.

All staff serving alcohol are trained in licensing legislation and the use of proof of age ID cards.

Persons who appear to be under the age of 21 will be required to provide recognised proof of age cards such as a passport, a photo driving licence or other photo ID before alcohol will be served to them. When children are present at events where alcohol is being served, familiarity with family and children by the School and PTA is wide and aids in the identification of under age children to assist in the prevention of supplying alcohol to children.

No persons will be permitted to take open containers of alcoholic drinks from the premises.

When alcohol is served sufficient numbers of stewards/organisers will be present to reduce crime and disorder.

Policies to prevent crime and disorder will be regularly reviewed.

c) Public safety

The general public will not be admitted to the premises.

The premises, internally and externally, is a no-smoking area and this strictly enforced.

The individual buildings are alarmed.

The premises complies with all fire regulations and escape lighting is provided. There are fire drills termly and records of these tests will be made available to the licensing authority or any of the responsible authorities upon request. All emergency exit doors will be easily operable without the use of a key, card, code or similar means and will be available for egress at all times while authorised personnel are on the premises. Means of escape will be regularly checked to ensure they function satisfactorily and are clearly identifiable. In the absence of adequate daylight, fire exits will be adequately illuminated. Records of these checks will be kept and will be available on request. All fire doors will be maintained effectively self-closing and shall not be held open other than by approved devices. Fire resistant doors to service shafts, ducts and cupboards will be kept locked shut. Step and stair edges will be highlighted so as to be conspicuous. All gangways, exitways and treads of steps or stairways will be maintained with non-slippery and even surfaces. Hangings and curtains will be maintained in a flame retardant condition. Upholstered seating will be fire retardant and compliant with current fire safety regulations. Hangings, curtains and temporary decorations will not obstruct exits, fire safety signs or fire-fighting equipment. Notices detailing the actions to be taken in the event of fire or other emergency will be predominantly displayed and maintained in good condition. Access will be provided for emergency vehicles and this access will be kept clear and free from obstruction at all times. All fire exits and means of escape will be in accordance with BS5499. An evacuation policy will be in place, which is to the satisfaction of the fire authority. All members of

staff and the PTA will be trained in the evacuation policy. The fire brigade will be called to any outbreak of fire, however slight. All incidences will be entered into the incidents book. When disabled people are on the premises adequate arrangements for their safe evacuation will be made and the disabled persons will be made aware of the evacuation procedure in the event of an emergency. Overcrowding will not be allowed in any part of the premises. Where tables and chairs are provided clear gangways to exits will be maintained.

At any time of day, when the buildings are open for teaching or any other event, at least one caretaker is in attendance. All caretakers are trained in first aid. There are a total of 16 first aiders plus the medical sisters, on the School staff. An adequate and appropriate supply of first aid equipment and materials will be available on the premises.

A Health & Safety Committee meets twice termly. These meetings are attended by Mr Holliday (Bursar and DPS) as the Health & Safety Officer and a representative from each section of the School, including, inter alia, the boarding house, heads of games, science, design technology, grounds and maintenance supervision and senior sister. The minutes of these meetings are drafted and filed as a comprehensive record.

There is a traffic plan for the premises. Steps are taken to monitor traffic access to ensure that pedestrians are safe and that delivery and waste vehicles enter and service the School safely.

d) The prevention of public nuisance

Traffic consultants have been instructed to draft a plan to co-ordinate traffic both during the school day and during events. Plans have been enacted to ensure that traffic congestion is minimised and regular bulletins are sent to parents regarding the management of congestion at busy times.

The buildings are self-contained and when licensable activities take place all doors and windows will be closed to minimise any potential noise nuisance to local residents and/or businesses. There is adequate ventilation within the buildings. Noise levels will be monitored and kept to within agreed levels.

With respect to rubbish nuisance there are substantial and adequate wheelie bins on the premises, which are emptied twice a week. No loose rubbish is evident at the premises and no issues have been identified for functions outside the school teaching hours. At these functions dedicated personnel are identified to ensure that rubbish is disposed of appropriately including maximising recycling.

A dispersal strategy consistent with the nature and standard of the premises has been implemented. Stewards will be on duty for larger functions to monitor and organise the ingress and egress of people, the safety of the premises and surrounding areas.

e) The protection of children from harm

Personnel who are authorised to serve alcohol at licensable events are aware of the 'Challenge 21' policy and will receive training as and when necessary.

For functions children who are not students of the School are siblings of students of the School or children of guests and/or authorised visitors. At functions children, other than students of the School, are not allowed on the premises without an adult who must be a member of staff, parent of a student of the School, a guest or authorised visitor.

A policy has been drafted with respect to the premises licence application and will be distributed among the staff and members of the PTA if and when the premises licence is granted.

When showing films, the School or PTA will adhere to the film classification designated by the film classification body as specified.

For performances especially for unaccompanied children attendants will be present in the area. A lost and found child policy will be in action and members of staff/PTA will be aware of this policy.

All provisions not specified in this section but are set out in section b) above relevant to the protection of children from harm are included in this section.

Please tick yes

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

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

Part 4 – Signatures (please read guidance note 10)

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

Signature	<i>N A Whiting</i>
Date	<i>21st Sept. 2009</i>
Capacity	Bursar of the Applicant and Designated Premises Supervisor

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

Signature	
Date	
Capacity	

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

Notes for Guidance

1. Describe 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.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please 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.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please 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, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.