

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

If you wish to make representations in relation to this application, please do so in writing by midnight on the 18.04.2024 to the following address:

London Borough of Croydon  
Place Department, Licensing Team,  
3<sup>rd</sup> Floor, Zone B  
Bernard Weatherill House  
8 Mint Walk  
Croydon, CR0 1EA

Or By Email to: [licensing@croydon.gov.uk](mailto:licensing@croydon.gov.uk)

It is an offence to make a false statement knowingly or recklessly in connection with an application. The maximum fine on summary conviction for such an offence is unlimited.

## New Premises Licence

### Premises Details

Premises Address \*

JOLIFFE PLAYING GROUND FOX LANE CATERHAM  
CROYDON CR3 5QS

Telephone number at premises (if any)

Non-domestic value of premises. \*

£ 0

### Applicant Details

I/We 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.

Please state whether you are applying for a premises licence as:

a recognised club

### Other Applicant (Non Individual)

Name \*

Caterham Pumas Youth Football Club

Registered Address \*

Joliffe Playing Ground

Fox Lane

Town/City \*

Caterham

County

Croydon

Postcode \*

CR3 5QS

Registered Number (where applicable)

## Other Applicant (Non Individual)

Description of applicant (for example partnership, company, unincorporated association, etc) \*

Caterham Pumas Youth Football Club hold the Club England 3 Star Accredited Club accreditation (previously FA Charter Standard).

Telephone Number

Email \*

## Operating Schedule

When do you want the premises licence to start? \*

19/04/2024

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

Please give a general description of the premises. \*

Founded in 1998, from an after-school club, the Caterham Pumas has developed into an successful, high-achieving, FA affiliated club boasting more than twenty teams, spanning all age groups, and competing in the Epsom and Ewell League, Surrey Youth League, Surrey Women's And Girls League, and the Tandridge League. The club is affiliated to the Surrey Football Association and, in supported by the Surrey FA, has worked hard to secure its own ground and the long-term future for the children of Caterham and the club. With a current youth membership of over 700, the voluntary support of parents is essential to the successful day-to-day operation of the club. This application is to enable the club to develop its social offering, which will include fund-raising and social events, with the aim of attracting volunteers and increasing parent/adult participation and engagement. You will see from the operating schedule that the applicant has proposed a robust range of measures to ensure the business operates in compliance with the Licensing Objectives, and with the highest regard and consideration for neighbouring properties, businesses, and the local amenity. We believe this application strikes the perfect balance to support the future development of the club, while ensuring the licensed activities do not undermine any of the licensing objectives. The comprehensive operating schedule reflects the highest standards of compliance and will enable the business to further meet the needs of the club. Through its consultant, The Licensing Guys Ltd, the applicant wishes to engage fully with all responsible authorities and other interested parties. Should any person wish to discuss any aspect of the application or proposed activities, early contact and dialogue would be welcomed.

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

## Operating Schedule

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 read guidance note 2) \*

Plays

Films

Indoor Sporting Events

Boxing or Wrestling

Live Music

Recorded Music

Performances of Dance

Anything of a similar description falling under Music or Dance

Provision of late night refreshment

Supply of Alcohol

## Supply of Alcohol Standard Times

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 7)\*  
Please enter times in 24hr format (HH:MM)

Day \*

Monday to Thursday

16:30

22:00

## Supply of Alcohol Standard Times

Standard days and timings, where you intend to use the premises for the supply of alcohol. (please read guidance note 7)\*  
Please enter times in 24hr format (HH:MM)

Day \*

Friday to Sunday

12:00

22:00

## Supply of Alcohol

Will the supply of alcohol be for consumption on premises or off premises or both? (please read guidance note 8) \*

On the premises

Is the premises used exclusively or primarily for supply of alcohol for consumption on the premises? \*

No

State any seasonal variations for the supply of alcohol. (please read guidance note 5)

Please state any non-standard timings, where you intend to use the premises for the supply of alcohol at different times from the Standard days and times listed?(please read guidance note 6)

## Designated Premises Supervisor

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form)

Title \*

Mr

First name \*

James

Surname \*

Hardgrave

Street address \*

Town/City \*

County

## Designated Premises Supervisor

Postcode \*

Personal Licence Number (if known)

Issuing Licensing Authority (if known)

## Opening Hours Standard Times

Standard days and timings, where the premises are open to the public. (please read guidance note 7) \* Please enter times in 24hr format (HH:MM)

Day \*

Monday to Thursday

16:30

22:30

## Opening Hours Standard Times

Standard days and timings, where the premises are open to the public. (please read guidance note 7) \* Please enter times in 24hr format (HH:MM)

Day \*

Friday to Sunday

12:00

22:30

## Licensing Objectives

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

a) General - all four licensing objectives (b, c, d and e)  
(please read guidance note 10) \*

Insufficient space - please see attached Operating Schedule

b) The prevention of crime and disorder \*

Insufficient space - please see attached Operating Schedule

c) Public safety \*

Insufficient space - please see attached Operating Schedule

d) The prevention of public nuisance \*

Insufficient space - please see attached Operating Schedule

## Caterham Pumas YFC – Operating Schedule

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

### a) General – all four licensing objectives

#### **CCTV**

A digital CCTV system shall be installed and maintained at the premises with cameras covering all entrances and exits and public areas.

The system shall be fully operational and record at all times the premises is open for licensable activities.

All recordings used in conjunction with CCTV shall:

- be of evidential quality in all lighting conditions;
- indicate the correct time and date; and
- be retained for a period of 31 consecutive days.

A responsible person must be trained to use the system, as a recorded image must be available for inspection and downloading immediately upon request to officers of Responsible Authorities.

All images downloaded from the CCTV system must be provided in a format that can be viewed on readily available equipment without the need for specialist software.

#### **Staff Training**

All staff responsible for selling alcohol shall receive induction and/or refresher training (at least annually) commensurate with their role and responsibilities in relation to the sale of alcohol and the times and conditions of the premises licence.

Training shall include the requirement and process for completing both the incident log and refusal log (detailed below), will be documented, and training records will be kept at the premises.

Training records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year.

### b) The prevention of crime and disorder

#### **Refusal Log**

A record of refused sales, which may be written or electronic, shall be maintained and completed with details of all refusals of the sale of alcohol for reasons of:

- a. Underage
- b. Failure to provide satisfactory ID
- c. Intoxication
- d. Proxy sale.

This record must include the member of staff refusing the sale, details of the refusal and whether the refusal was captured on CCTV.

The record shall be made available to Police and/or the Local Authority upon request and shall be kept for at least one year from the date of the last entry.

#### **Incident Log**

An incident log must be kept at the premises and must be retained for a period of 12 months from the date an incident occurred. The log must be made immediately available on request to Police or an 'officer of a responsible authority', and must record the following:

- e. all crimes reported to the premises (where relevant to the licensing objectives)
- f. all ejections of patrons
- g. any complaints received (where relevant to the licensing objectives)
- h. any incidents of disorder

any visit by a relevant authority or emergency services, noting time, date and purpose and those officials by name.

#### **c) Public safety**

#### **d) The prevention of public nuisance**

##### **General**

The premises licence holder will operate the business with general consideration in respect of the neighbouring properties.

Clear and prominent notices will be displayed in any outdoor public area, and at the exit, requesting patrons be quiet and have consideration for neighbours in the vicinity.

Bottles shall not be placed in any external receptacle between 22:00 and 07:00 hours.

Noise or vibration shall not emanate from the premises so as to cause a nuisance.

#### **e) The protection of children from harm**

##### **Age Verification Scheme – Challenge 25**

A challenge 25 age verification scheme will operate at the premises whereby any person who appears to be under 25 years of age, and unknown to the staff member serving as a person over 18 years of age, shall not be served alcohol unless they provide identification to prove they are over 18 years of age.

Acceptable forms of identification will be a valid passport, a valid photo ID driving license or a valid proof of age scheme card with the PASS approved hologram.

Appropriate signage advertising the operation of the Challenge 25 scheme must be displayed in the vicinity of all points of sale for alcohol.



## Licensing Objectives

e) The protection of children from harm \*

Insufficient space - please see attached Operating Schedule

## Declarations

Declaration Type \*

Sole Applicant - Individual or Other

## Declarations

I have uploaded a copy of the plan of the premises. I have uploaded a copy of the consent form completed by the individual I wish to be designated premises supervisor, if applicable. I understand I must now advertise my application. I understand that if I do not comply with the above requirements my application will be rejected. Applicable to all individual applicants, including those in partnership which is not a limited liability partnership, but not companies or limited liability partnerships I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15)

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

Signature/Declaration of applicant or applicant's solicitor or other duly authorised agent (see Guidance Note 11 & 12). If signing/applying on behalf of the applicant, please state your name and in what capacity you are authorised to sign/apply. When submitting an on-line application form the 'Declaration made' checkbox must be selected.



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).

Full Name \*

Reba Danson for The Licensing Guys Ltd

Date \*

21/03/2024

Capacity \*

Authorised Agent



Declaration made

Do you wish to provide alternative correspondence details? \*

Yes

## Declarations

## Alternative Correspondence

Please provide Contact Name and postal address for correspondence associated with this application.

Title	<input type="text" value="Mr"/>
First name	<input type="text" value="Reba"/>
Surname	<input type="text" value="Danson"/>
Street address *	<input type="text" value="The Licensing Guys Ltd"/>
	<input type="text" value="Rural Enterprise Centre"/>
	<input type="text" value="Vincent Carey Road"/>
Town/City *	<input type="text" value="Hereford"/>
County	<input type="text"/>
Postcode *	<input type="text" value="HR2 6FE"/>
Telephone Number	<input type="text"/>
Email *	<input type="text"/>

## Email confirmation

On submission an email confirmation will be sent using the details below

Forename	<input type="text" value="Reba"/>
Surname /Company Name	<input type="text" value="Danson"/>
Email *	<input type="text"/>
Telephone	<input type="text"/>