

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

You may wish to keep a copy of the completed form for your records.

I/We The Head of the Arts Service, London Borough of Hillingdon,
(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 The Great Barn, Manor Farm Slte Bury Street			
Post town	Ruislip	Post code	HA4 7SU
Telephone number at premises (if any)		01895 678800	
Non-domestic rateable value of premises		£7400	

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 The Head of Arts (Kris Holliday) on behalf of the London Borough of Hillingdon
Address Civic Centre High Street Uxbridge UB1 1UW
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.) Local Authority
Telephone number (if any) 01895 250111
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
0	1	1 1 2 0 0 9

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)
 The Great Barn is a Grade II listed tythe barn, rectangular in shape with one internal space approx 50m by 20m, situated on the Manor Farm Site, a 22 acre LBH owned Arts, Culture and heritage site in Ruislip.

The Great Barn was refurbished in 2008 to extend the facilities available on site. It has an internal kitchen/prep room and has been equipped with upgraded toilet facilities and lighting to facilitate theatrical and community use, concerts and social functions.

Also fitted was a range of internal and external night vision CCTV cameras which record and can be monitored locally, in addition the Great Barn is covered by 3 PTZ cameras monitored by CCTV control at the Civic Centre in Uxbridge.

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

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

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

Provision of regulated entertainment

Please tick yes

- a) plays (if ticking yes, fill in box A)
- 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 checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	09:00	24:00	Please give further details here (please read guidance note 3) Due to the nature of the building (listed; no modifications to the structure may be made) extensive set construction is unlikely and stages and productions in the Barn will be compact.	Both	<input type="checkbox"/>
Tue	09:00	24:00			
Wed	09:00	24:00	State any seasonal variations for performing plays (please read guidance note 4) There is likely to be a small increase in Theatrical usage during early summer but due to the mixed regime of use of the building, plays will not have long runs generating repeated attendance over more than a week.		
Thur	09:00	24:00			
Fri	09:00	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) The times listed cover all usage possibilities. Due to the proximity of neighbouring properties the standard finish times for productions will be around 22:00 hrs. The times listed are intended to give flexibility for occasional use e.g carol services at christmas etc. .		
Sat	09:00	24:00			
Sun	09:00	24:00			

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	09:00	24:00	Please give further details here (please read guidance note 3) Films are most likely to be shown as part of Arts Service programming or part of the Heritage offer on site. Stewarding during exhibition of films will be at the same level and follow the same procedures as at social functions.		
Tue	09:00	24:00			
Wed	09:00	24:00	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	09:00	24:00			
Fri	09:00	24:00	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 (please read guidance note 5) The times listed cover all usage possibilities. Due to the proximity of neighbouring properties the standard finish times for films will be around 22:00 hrs.		
Sat	09:00	24:00			
Sun	09:00	24:00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<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			
Sat			
Sun			

D

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

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" 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) Live music will be performed inside the building and will be i.e fully supervised by stewards and with minimal use of amplified music / using a system approved by the EPU. Opening of doors will be kept to a minimum by stewards. Smoking will be confined to Eastern Courtyard to reduce noise adjacent to Bury Street. <u>State any seasonal variations for the performance of live music</u> (please read guidance note 4) <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) N/A		
Mon	09:00	24:00			
Tue	09:00	24:00			
Wed	09:00	24:00			
Thur	09:00	24:00			
Fri	09:00	24:00			
Sat	09:00	24:00			
Sun	09:00	24:00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	09:00	24:00	<u>Please give further details here</u> (please read guidance note 3) Playing of recorded music at Social functions will take place exclusively using equipment fitted with sound limiting devices with the approval of the Environmental Protection Unit. At Arts, Theatrical, Heritage and Cultural events recorded (often background) music may be played. The above approved, or less powerful equipment will be used. Opening of doors will be kept to a minimum by stewards. Smoking will be confined to Eastern Courtyard to reduce noise adjacent to Bury Street.	Both	<input type="checkbox"/>
Tue	09:00	24:00			
Wed	09:00	24:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur	09:00	24:00			
Fri	09:00	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)		
Sat	09:00	24:00			
Sun	09:00	24:00			

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	09:00	24:00	Please give further details here (please read guidance note 3) Dance will take place inside the building and will be treated in the same way as theatrical and cultural use of the building I.E fully supervised by stewards and with minimal use of amplified music / using a system approved by the EPU. Opening of doors will be kept to a minimum by stewards. Smoking will be confined to Eastern Courtyard to reduce noise adjacent to Bury Street.		
Tue	24:00	24:00			
Wed	24:00	24:00	State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	24:00	24:00			
Fri	24:00	24:00	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	24:00	24:00			
Sun	24:00	24:00			

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> Other entertainment of a similar description may be programmed in the context of Arts service programming, however, all supervisory protocols applying to music and disturbance will be adhered to.</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 checked="" type="checkbox"/>
Mon	09:00	24:00		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	09:00	24:00	<p><u>Please give further details here</u> (please read guidance note 3)</p>		
Wed	09:00	24:00			
Thur	09:00	24:00	<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)</p>		
Fri	09:00	24:00			
Sat	09:00	24:00	<p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p>		
Sun	09:00	24:00			

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> There will be no fixed facilities for making music although a piano may be sited in the building from time to time during concerts or Education Programmes.	
			<u>Will the facilities for making music be indoors or outdoors or both – please tick</u> (please read guidance note 2)	
			Outdoors <input type="checkbox"/>	
			Both <input type="checkbox"/>	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Any use of such facilities will be undertaken with respect for neighbours and will be governed by the same principles RE: stewarding as other event types.	
Mon	09:00	24:00		
Tue	09:00	24:00	<u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4)	
Wed	09:00	24:00		
Thur	09:00	24:00	<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)	
Fri	09:00	24:00		
Sat	09:00	24:00		
Sun	09:00	24:00		

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 checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give a description of the facilities for dancing you will be providing There will be no fixed facilities for making dancing although a piano may be sited in the building from time to time during concerts or Education Programmes.		
Mon	09:00	24:00	Please give further details here (please read guidance note 3) Any use of such facilities will be undertaken with respect for neighbours and will be governed by the same principles RE: stewarding as other event types.		
Tue	09:00	24:00			
Wed	09:00	24:00	State any seasonal variations for providing dancing facilities (please read guidance note 4)		
Thur	09:00	24:00			
Fri	09:00	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)		
Sat	09:00	24:00			
Sun	09:00	24:00			

K

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

L

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

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<p>State any seasonal variations for the supply of alcohol (please read guidance note 4)</p> <p>In summer months during events where alcohol may be taken outside a minimum of one LBH steward will be stationed outside the Barn at all times to ensure security in public areas and respect of licensing objectives.</p> <p>Stewards will remain on site after events to ensure that all attendees leave promptly in a respectful and orderly manner.</p> <p>In line with council policy CCTV footage will be used to prosecute any member of the public committing an illegal act during or after a function.</p> <p>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)</p> <p>N/A</p>		
Mon	10:00	24:00			
Tue	10:00	24:00			
Wed	10:00	24:00			
Thur	10:00	24:00			
Fri	10:00	24:00			
Sat	10:00	24:00			
Sun	10:00	24:00			

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

Name Martin Zouch	
Address 48 Lyndhurst Gardens Pinner Middlesex	
Postcode	HA5 3XG
Personal Licence number (if known)	
Issuing licensing authority (if known)	

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)

No adult entertainment will take place on the premises. LBH Stewards will be present at all events where alcohol is present to ensure respect of think 21 principles and to ensure that children are not exposed to public disorder. Steward will be stationed outside the Barn to ensure security and respect of children and families at all times when alcohol is being served or supplied and there is a possibility that alcohol will be taken outside the building.

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	08:00	24:00	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)
Tue	08:00	24:00	
Wed	08:00	24:00	
Thur	08:00	24:00	
Fri	08:00	24:00	
Sat	08:00	24:00	
Sun	08:00	24:00	

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 Barn is a valuable asset located on a successful site with a record of successful private hire in respect of licensing objectives. The same procedures; detailed hire documents covering the conditions of hire and restrictions on the building, supervision during the hire by trained CRB checked LNH staff, are in use.

In addition, due to the open nature of the Barn Stewards will be posted to specific areas to ensure that public activity is supervised in all areas of the building and courtyards. Stewards are trained and authorised to suspend or cancel an event if Public Safety is at risk or the conditions set out in this Operating Schedule and Hire Documents are breached or at risk of being breached. In the event that a steward does need to take action fully monitored CCTV coverage is available to ensure appropriate police / emergency service response.

b) The prevention of crime and disorder

Site policy RE: consumption of alcohol is in line with licensing therefore over provision of alcohol is prohibited; this is overseen by Stewards who also have a duty to ensure order throughout an event. To ensure that this coverage is internal and external a minimum of one steward will be stationed outside the building at all times during events where guests are outside. CCTV including infra red is present inside and out, augmented by coverage from three remotely monitored PTZ cameras. This system acts as a deterrent to crime, facilitates evidence gathering and allows greater supervision of events.

c) Public safety

The building is used at below its maximum capacity (350 max whilst safe max limit is 400), guest numbers are further restricted when tables are in place. The building can be safely evacuated in less than two minutes at all times. Fire extinguishers and break glass points are placed throughout the building and all private hires are supervised by trained LBH staff. Overall fire risk in the building is low due to the nature of its construction and the non-flammable floor. Risk assessment including slips trips and falls, fire safety and electrical safety are carried out before public admission to events. CCTV including infra red is present inside and out, augmented by coverage from three remotely monitored PTZ cameras. This system acts as a deterrent to crime, facilitates evidence gathering and allows greater supervision of events.

d) The prevention of public nuisance

Only EPU approved, sound limited systems will be used for the amplification of music at social functions, LBH Stewards will remain outside at all times during summer events to ensure that guests do not cause nuisance, Stewards will remain on site after functions to ensure that guests leave the site in a prompt and orderly fashion, Smoking will only be allowed in the Eastern Courtyard to minimise noise nuisance on Bury Street, Loading of catering equipment into vehicles in the Western courtyard will be finished no later than 23:00 hrs, residents driveways on Bury Street are coned out during markets to control overparking (including a passing space to allow busses to pass), CCTV monitored from the Civic gives 24hr coverage of the site and allows a direct response and evidence gathering in areas not surveyed by stewards.

e) The protection of children from harm

Think 21 in force at all events where alcohol is served, all staff (including stewards) pass enhanced CRB checks, stewards will be present at all times doors to the building are open and minimum one steward will be stationed outside to ensure order is maintained during daytime functions when passing children might see alcohol being consumed on the premises. No adult entertainment will take place on the premises. LBH Stewards will be present at all events where alcohol is present to ensure that children are not exposed to public disorder. Steward will be stationed outside the Barn to ensure security and respect of children and families at all times when alcohol is being supplied and there is a possibility that alcohol will be taken outside the building including at events such as markets where small quantities of alcohol are sold for consumption off the premises.

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.**

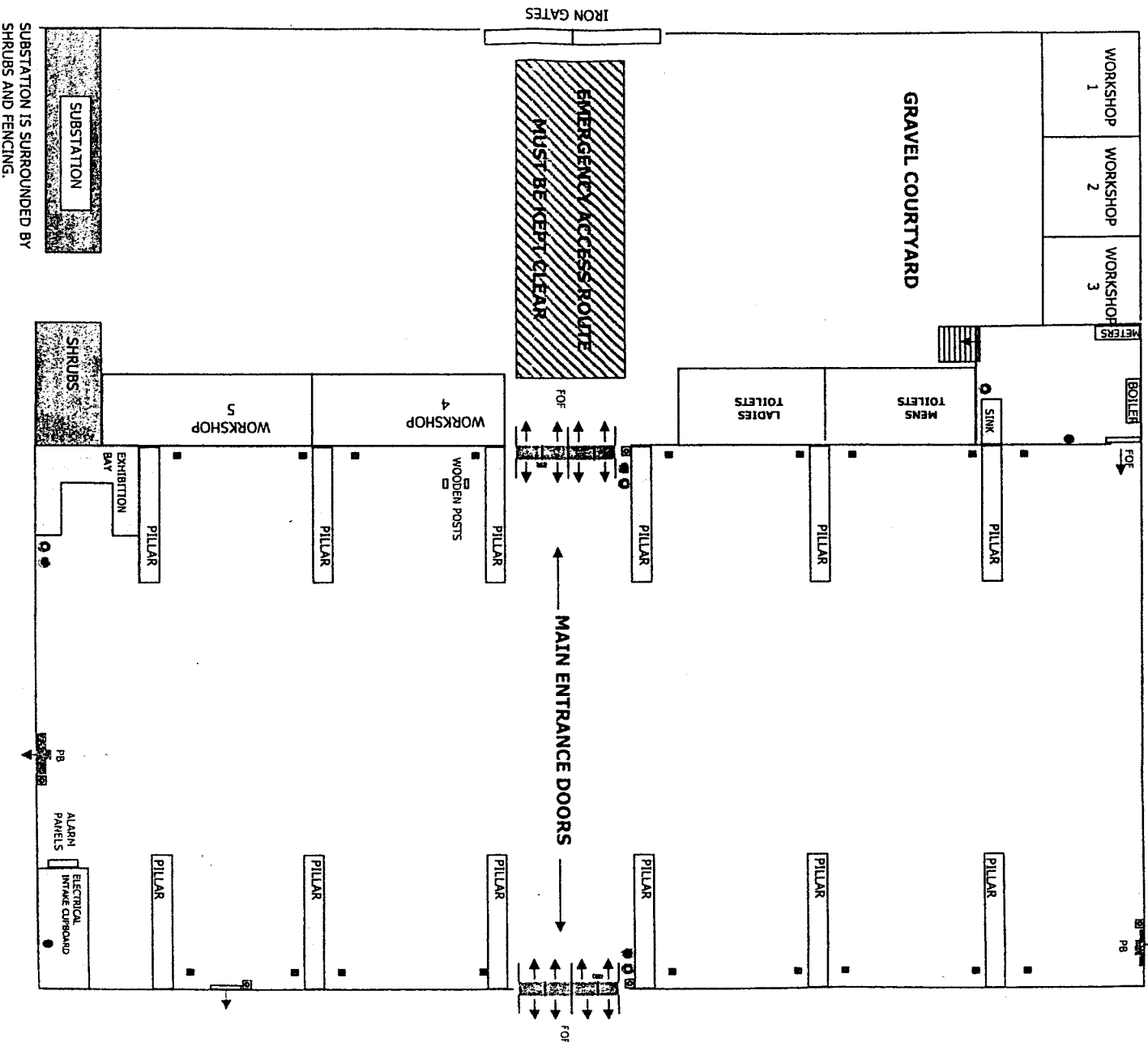
Signature	K. Cunningham PP. KRIS HOLLIDAY
Date	18 TH SEPTEMBER 2009
Capacity	ACTING HEAD OF ARTS

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	

- = FIRE EXIT
- = WATER FIRE EXTINGUISHER
- = FOAM FIRE EXTINGUISHER
- = CO2 FIRE EXTINGUISHER
- = FLOOR SOCKETS 13 AMP
- = MCB BOARD
- ☒ = RUNNING MAN SIGN
- = PUSH GLASS
- PB = PANIC BAR
- FOF = FREE OF FITTING

Scale 1:100



SUBSTATION IS SURROUNDED BY SHRUBS AND FENCING.