

**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 Royal Borough of Greenwich –Events team, Department of Culture, Sport and Media

*(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 <b>Circus Field Blackheath Common Shooters Hill Road</b>			
<b>Please see map at Annex 1</b>			
<b>Post town</b>	Blackheath, London	<b>Postcode</b>	<b>SE3 7AS</b>

Telephone number at premises (if any)	N/A
Non-domestic rateable value of premises	£ £100 (Cost Code: F1090203553F)

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as

Please tick as appropriate

- |   |   |
|---|---|
| a) an individual or individuals *               | <input type="checkbox"/> please complete section (A)            |
| b) a person other than an individual *          |   |
| i. as a limited company                         | <input type="checkbox"/> please complete section (B)            |
| ii. as a partnership                            | <input type="checkbox"/> please complete section (B)            |
| iii. as an unincorporated association or        | <input type="checkbox"/> please complete section (B)            |
| iv. other (for example a statutory corporation) | <input checked="" type="checkbox"/> please complete section (B) |
| c) a recognised club                            | <input type="checkbox"/> 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 in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  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)	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**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)	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address					
Post town		Postcode			
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(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 Royal Borough of Greenwich –Events team, Department of Culture, Sport and Media
Address Events team, Department for Culture Sport and Media, Royal Borough of Greenwich, 3 <sup>rd</sup> Floor, The Woolwich Centre, 35 Wellington Street, SE18 6HQ
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.) Local Authority
Telephone number (if any) 020 8921 5408
E-mail address (optional) events@royalgreenwich.gov.uk

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
20	05	2016

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

DD	MM	YYYY
12	06	2016

Please give a general description of the premises (please read guidance note 1)

Circus Field is a large open green field site which forms part of Blackheath Common. It is boarded by Shooters Hill Road (the A2) to the south, Charlton Way/Greenwich Park to the north, Prince Charles Road to the East and Duke Humphrey Road to the West. The nearest residential properties are 180 metres away. Circus Field is adjacent to the rest of Blackheath which also has a premises license and is regulated by Lewisham Council. Licensed events are held of the Lewisham side of the heath. The field has in the past been used for circuses, funfairs and other large events such as the London Marathon, and the London 2012 Olympic and Paralympic Games. A site map is below at Annex 1.

This application is for a production of In The Night Garden Live. The premises is a temporary theatre venue. The venue is formed of three purpose-built inflatable domes, which are all connected by covered walkways. The first dome serves as the auditorium, stage and backstage area. The second dome serves as an entrance foyer, which will accommodate the incoming audience prior to each performance. The dome will contain: a marked queuing area; a marked customer buggy parking area; and an area for the sale of food, beverage and merchandise. The third dome serves as an exit foyer, which will accommodate the outgoing audience after each performance. The dome will contain: an area for the sale of food, beverage and merchandise; a seating area; and three private booths in which small, ticketed groups can meet a character from the performance. The premises will contain a sufficient number of toilets for our audience and has an appropriate number of emergency exits. The site perimeter line is marked with fencing, which is secured overnight, with sections of the perimeter fence line opened when the site is open to the public to allow for emergency egress. The premises has been designed with full consideration as far as is practicable to be accessible for all, with ground level access to the foyer and auditorium areas and designated seating for wheelchair users being provided. No alcohol is sold or will be consumed on the premises.

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 any that apply

- 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 late night refreshment** (if ticking yes, fill in box I)

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

**In all cases complete boxes K, L and M**

**A**

Plays Standard days and timings (please read guidance note 6)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	✓	
				Outdoors	<input type="checkbox"/>	
Day	Start	Finish		Both		
Mon	10:00	18:00	<p><b><u>Please give further details here</u></b> (please read guidance note 3)</p> <p>The play to be performed is a live stage adaptation of the children's BBC television series, In the Night Garden.</p> <p>The event runs from Thursday 26 May to Saturday 11 June 2016 with up to 4 performances daily at 10:00, 12:00, 14:00 and 16:00. Each show lasts approximately 1 hour with a scheduled 1 hour turnaround time between shows to allow for audience egress and ingress. Each performance has an auditorium capacity of 576.</p> <p>It is anticipated that the audience profile will be parents, grandparents, guardians and carers with preschool children.</p> <p>The play includes recorded music and narration and the performance of dance, as detailed in Sections F and G.</p> <p>There will be a rehearsal period from 20<sup>th</sup> May. There will not be any performances on Tuesdays 31<sup>st</sup> May and 7<sup>th</sup> June.</p> <p>Performances will take place within a temporary demountable structure as described in part 3.</p>			
Tue	10:00	18:00				
Wed	10:00	18:00		<p><b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 4)</p>		
Thur	10:00	18:00				
Fri.	10:00	18:00		<p><b><u>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</u></b> (please read guidance note 5)</p> <p>The doors will open at 9am for non-licensable activities such as audience arrival, purchase of refreshments etc. There will be some rehearsal days (20<sup>th</sup>-25<sup>th</sup> May) where the performance of a play may continue to 9pm.</p>		
Sat	10:00	18:00				

Sun	10:00	18:00	

# F

Recorded music Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	
Mon	9:00	18:30	<b>Please give further details here</b> (please read guidance note 3)  Further to the information provided in Section A, the performance of the play ('In the Night Garden Live') will incorporate amplified recorded music and narration. There will also be low level incidental recorded music and announcements in the foyer and audience walkway areas. It is highly unlikely that there will be any noise disturbance as all amplified sound is contained within the confines of our performance venue, which has walls measuring approximately 1.5 metres in thickness. Levels of amplification will be comparatively low as dictated by the needs of our audience profile (i.e. loud noise upsets young children). Minor Entertainment Ltd ('MEL') will be responsible for the supply (through a third party supplier) and operation (through its own staff) of all sound equipment. MEL staff will be in control of amplification levels at all times. All amplified sound will be during daytime hours only (09:00 to 18:30).		
Tue	9:00	18:30			
Wed	9:00	18:30		<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4)	
Thur	9:00	18:30			
Fri	9:00	18:30		<b>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</b> (please read guidance note 5)	
Sat	9:00	18:30		There will be some rehearsal days (20th-25th May) where the recorded music may be played up to 9pm.	
Sun	9:00	18:30			

# G

Performances of dance Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	
Mon	10:00	18:00	<b><u>Please give further details here</u></b> (please read guidance note 3) Further to the information given in Section A, the performance of the play ('In the Night Garden Live') will incorporate the performance of dance. Dancing will involve performers only, with a maximum of 6 performers on stage at any one time.		
Tue	10:00	18:00			
Wed	10:00	18:00	<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
Thur	10:00	18:00			
Fri	10:00	18:00	<b><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></b> (please read guidance note 5) There will be some rehearsal days (20th-25th May) where the dance may take place up until 9pm.		
Sat	10:00	18:00			
Sun	10:00	18:00			



# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the type of entertainment you will be providing</b> Small, ticketed groups can meet characters from the show, either Igglepiggle or Upsy Daisy, in one of three private booths after each show. The attraction is ticketed and is supervised by MEL staff.		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon	10:00	18:30		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	10:00	18:30	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed	10:00	18:30			
Thur	10:00	18:30	<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 4)		
Fri	10:00	18:30			
Sat	10:00	18:30	<b><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></b> (please read guidance note 5)		
Sun	10:00	18:30			

**K**

**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

**L**

<p><b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)</p>			<p><b>State any seasonal variations</b> (please read guidance note 4) The venue will not be open to the public on 20th May- 25<sup>th</sup> May, and on Tuesday 31<sup>st</sup> May and Tuesday 7<sup>th</sup> June.</p>
Day	Start	Finish	
Mon	09:00	18:30	
Tue	09:00	18:30	
Wed	09:00	18:30	
Thur	09:00	18:30	
Fri	09:00	18:30	
Sat	09:00	18:30	
Sun	09:00	18:30	<p><b><u>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</u></b> (please read guidance note 5)</p> <p>Please see above.</p>

**M** 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 9)

This licence is for the production of 'In The Night Garden Live' produced by Minor Entertainment Limited. In the Night Garden Live is a live stage adaptation of the children's BBC television series, In the Night Garden, which is performed in a purpose-built inflatable theatre.

The show is performed four times daily and is approximately one hour long. There are two different shows, the Ninky Nonk show and the Pinky Ponk show. In the former, Igglepiggle loses his blanket and all of his friends help him to find it and in the latter Makka Pakka washes everyone's faces. After the performance, small ticketed groups can meet Igglepiggle and Upsy Daisy.

2016 will see the seventh annual tour of In the Night Garden Live, which has to date visited local authority owned parks in London (Richmond Old Deer Park), Liverpool (Sefton Park), Cardiff (Bute Park), Birmingham (Cannon Hill Park), Glasgow (Queens Park Recreation Ground). The show has also visited Woburn Abbey in Bedfordshire and Bewl Water in Kent.

A number of the Minor Entertainment team live in Blackheath and the surrounding areas of Hither Green and Brockley, so are local to the event site and sympathetic to the concerns of residents.

In the Night Garden Live is a commercial production originally produced in partnership with the BBC.

The audience profile will be preschool children attending with their parents, grandparents, older brothers & sisters, guardians and carers. The event is ticketed up to an auditorium capacity of 576 audience members per show. At maximum, there will be two audiences onsite at any one time, one entering and one egressing. Ticket prices will be in the approximate range of £12.50 to £30.

The event will be managed by an Event Management Team as designated by Minor Entertainment Limited, and overseen by the Royal Borough of Greenwich Events Team. The RBG Event Team only hire Circus field to experienced Event Organisers who employ professional event service providers for all elements of the event for example infrastructure, security etc. Professional service providers can be defined as those companies who have suitable accreditation and training, membership of a trade body or association, and adequate references detailing previous experience. The RBG Event Team is satisfied that Minor Entertainment Limited and their production of In The Night Garden Live are a suitable event for Circus Field. The event management team, overseen by RBG, will employ the support of agencies such as the Police, security, and the expertise of other council departments to ensure the event is delivered safely and with due consideration to risk management. Event organisers will produce and widely distribute an event management plan that details all plans for the event include risk assessments, noise management plan, emergency and security procedures, crowd management plans, transport plan, waste management plan, lost children policy and all aspects of health and safety. All processes are designed and procured in accordance with industry guidelines, relevant legislation and event industry guidance – ie: the HSE publication 'The Event Safety Guide'.

When the Licensing Authority deems necessary, Event Organiser will be required to attend an Entertainment Licensing Safety Advisory Group meeting ("ELSAG"). Membership of the ELSAG will include, as a minimum, the licensee/applicant (RBG Events team) and the Event Holder, the Licensing Authority, Environmental Health (Pollution), Environmental Health (Health & Safety), Highways Department, the Metropolitan Police Service, the London Ambulance Service, and the London Fire & Emergency Planning Authority. In any event, but with agreement of the applicant and the Event Organiser, any measures or further conditions that the ELSAG deem appropriate for the

promotion of the licensing objectives shall be adhered to; and thus may form part of the conditions attached to any licence granted.

A contract Hire Agreement detailing all licencing objectives and conditions will be drawn up and signed by the RBG Events Team and the Event Organiser. The Event Management Plan, and all of its sub plans will be approved by the RBG Events team and the production of satisfactory plans will be detailed in the Hire Agreement as a condition of Hire.

The RBG event team as the Applicant offer the following additional conditions:

1. The Blackheath Joint Working Party's event pre approval questionnaire has been completed by MEL and the subsequent process adhered to.
2. MEL will be required to sign a Hire Agreement with the Royal Borough of Greenwich making them contractually bound to operate within the terms of the premises licence.
3. MEL must consult with the Greenwich and Lewisham Planning departments regarding event advertising.
4. 14 days prior to the event the applicant should write to all surrounding residents advising of the event, the letter should include a contact telephone number for the event management on the day. The telephone line should be manned for the duration of the event. A written record of all noise complaints should be kept and submitted to the Pollution Team no later than 7 days after the event.
5. The event site will be located as per recommendations made at the Blackheath Joint Working Party.
6. The event will take place on the dates stated in this application and in subsequent years a new application will be made for alternative dates.
7. The Royal Borough of Greenwich Event team will formulate an event policy for Circus Field in conjunction with Lewisham Council and the Blackheath Joint Working Party.

#### **b) The prevention of crime and disorder**

MEL will be required to liaise with the Greenwich Police Events hub, and should make contact with them as soon as the Event booking is confirmed by RBG and no later than 2 months prior to the event date. The RBG Event team will ensure the event is circulated to the relevant RBG officers and additional local Police representatives. An event-based communications plan shall be implemented and supported by the issue of two-way radios to ensure adequate communication between the police and the security/stewarding company.

MEL will provide an appropriate number of stewarding staff for the event and formulate a written stewarding plan which outlines in detail all duties and responsibilities of MEL stewards during the event running period. Certain duties are set aside for appropriately experienced and qualified security staff that are SIA registered. MEL will ensure that all members of the stewarding team are appropriately briefed. MEL WILL put in place suitable measures to ensure that the premises is secure overnight during setup, running and strike periods. Take into consideration any further

guidance from the Metropolitan Police as part of the event planning process.

All staff shall be instructed to record in an incident book/log of all incidents of crime and disorder occurring at the premises and details of when the police are called. These records shall include the time and date of any incident and the identities of the staff members involved. The incident log shall be made available for inspection by the Police and authorised officer of the Local Authority upon demand.

### **c) Public safety**

MEL will:

- Retain the services of a professionally qualified Event Health & Safety Consultant, who will carry out risk assessments on the event, the premises and the activities of MEL staff and contractors working in support of the event.
- Ensure that all staff, contractors and suppliers working in support of the event carry out activities related to the event with regard for personal and public safety.
- Ensure that an appropriate number of MEL's stewarding team are first aid qualified.
- Develop clear emergency, evacuation and scale down procedures.

The venue is set up on an open green field site and gives adequate space to establish a major incident evacuation / dispersal area. A first draft site plan is available at Annex 2. A full crowd management plan including capacity calculations and flow rates must be provided as part of the event management plan. A full site risk assessment must also be carried out and included as part of the Event Management Plan. The organisers must have a dedicated event control centre. First Aid services must be provided by qualified individuals throughout the event.

The site must be adequately lit to allow the safe egress of the public after dark.

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

RBG events base all Noise controls for their events on guidance from the Chartered Institute of Environmental Health and the below is taken from the 'Code of Practice on Environmental Noise Control at Concerts'.

' Whenever regulated entertainment is taking place which is audible at nearby noise sensitive premises, the noise level (LAeq 15min) measured at 1m from the façade of the nearest noise sensitive premises shall not exceed the following:

- a. 1 to 3 days per year – 65 dB(A) LAeq 15min
- b. 4 to 12 days per year – the noise level shall not exceed the background noise level by more than 15 dB(A) over a 15min period.
- c. 12 or more days per year – the noise level shall be inaudible inside the nearest noise sensitive premises. In addition noise levels at 63 & 125Hz shall not exceed 75 dB Leq 15min at anytime.'

MEL will ensure that consideration has been given to noise control on site in respect of activities taking place as part of the build, running and strike periods. All amplified sound will be contained within the confines of the performance venue rather than in open air. MEL will be responsible for the supply (through a third party supplier) and operation (through its own staff) of equipment so will be in full control of sound levels at all times. Amplification of sound will only occur between 09:00 and 18:30 on performance days and may occur up to 9pm on rehearsal days 20<sup>th</sup>-25<sup>th</sup> May.

Contact details for the event manager shall be supplied to the Royal Borough of Greenwich Environmental Health Pollution Team no later than 7 days prior to the event. In the event of any noise complaints being received a competent person shall monitor the noise at the complainant's premise and take immediate action to reduce music levels if permitted levels are exceeded. The

event management team must work with the Borough’s Environmental Health Officer and the Stage/Pa system contractor to ensure the level is not breached. The contractor must have the facility to measure the noise levels and must under the supervision of the event management team, monitor levels throughout the event.

Event advertisements must comply with planning laws and must be detailed in the site Hire Agreement. Site branding must also comply with the controls implemented by the RBG event team as detailed in the Hire Agreement.

Event catering concessions will be positioned inside the venue, away from residential properties. MEL will provide waste receptacles, litter picking staff and approved waste disposal methods and detail these in the Event Management Plan.

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

The event organisers have a policy relating to safeguarding children, and for dealing with lost children on site. All security officers, and stewards, as well as event staff must be briefed on the lost children procedure and this must also be detailed in the Event Management Control document. There must be a Lost Children’s point staffed by personnel appropriately trained and accredited by the Disclosure Barring Service.

**Checklist:**

**Please tick to indicate agreement**

- 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 designated 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 SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**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	J Whittaker
Date	21/01/2016
Capacity	Deputy for Events and Engagement

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**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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		Postcode	
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 the premises’. If you wish people to be able to purchase alcohol to consume away from the premises, please tick ‘off the premises’. 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 or 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, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

## **Annex I**

### Circus Field Site map



## **Annex 2**

Site map with event structures and footprint. Please note that the footprint will be moved further west following advice at the Blackheath Joint Working Party on 19<sup>th</sup> January 2016.



