



* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐

Yes

☒

No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

First name

Gerry

Family name

Duffy

E-mail address

gerryduffy@barumbridgetrust.org

Main telephone number

01271 343995

Include country code.

☐ Other telephone number

07989783481

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

☒ Are you:

☐

Applying as a business or organisation, including as a sole trader

Applying as an individual

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

Applicant Business

Is your business registered in the UK with Companies House?

Yes

No

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

Registration number

Business name

The Bridge Trust Barnstaple

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status	Charity or Association
Your position in the business	Manager

Continued from previous page...

Home country

United Kingdom

The country where the headquarters of your business is located.

Continued from previous page...

Registered Address

Address registered with Companies House.

Building number or name

7 Bridge Chambers

Street

The Strand

District

City or town

Barnstaple

County or administrative area

Devon

Postcode

EX31 1HB

Country

United Kingdom

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

The Bridge Hall

Street

The Strand

District

City or town

Barnstaple

County or administrative area

Devon

Postcode

EX31 1HB

Country

United Kingdom

Further Details

Telephone number

01271 343995

Non-domestic rateable
value of premises (£)

11,000

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☐ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☒ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

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NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

The Bridge Trust

Details

Registered number (where applicable)

charity No 1184834

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

Charity

Continued from previous page...

Address

Building number or name	Bridge Chambers
Street	The Strand
District	
City or town	Barnstaple
County or administrative area	Devon
Postcode	EX31 1HB
Country	United Kingdom

Contact Details

E-mail	gerryduffy@barumbridgetrust.org
Telephone number	
Other telephone number	
Date of birth	 dd mm yyyy
Nationality	

[Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start?	01 06 2026 dd mm yyyy
---	---

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

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

The building has an upstairs hall/workshop rooms which will be used as a multi-purpose spaces and are located at 7 Bridge Chambers, The Strand, EX31 1HB

The first floor contains a dedicated event space, designed to host a variety of pre-booked and private events including weddings, private celebrations, DJ-led events, live music, and arts performances. This space will operate with removable bar facilities, installed only when required for specific events, allowing the room to be flexibly used for different event types.

The premises will be operated with appropriate management controls, staffing levels, and procedures to ensure public safety, prevent crime and disorder, minimise public nuisance, and protect children from harm

Continued from previous page...

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of a play take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Continued from previous page...

Continued from previous page...

State 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.

Events may include, but are not limited to, weddings, private functions, DJ-led events, arts and cultural performances, and private hire events. Where DJs or live performers are engaged, professional sound equipment may be used and managed to ensure sound levels remain appropriate to the location and time of day.

All activities will be operated with due regard to the licensing objectives, particularly the prevention of public nuisance, and appropriate measures will be in place to manage noise, customer behaviour, and dispersal.

State any seasonal variations for performing plays

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

Performances of plays and similar theatrical or dramatic presentations will generally take place as part of pre-booked or programmed events within the first-floor event space.

There may be seasonal variations, particularly during spring and summer months, public holidays, and festive periods, when additional performances may be scheduled to reflect increased demand and tourism in the area. These may include cultural events, arts performances, private celebrations, and community-focused productions.

Any seasonal increase in the frequency or timing of performances will be managed in accordance with the premises licence conditions, with appropriate controls in place to ensure compliance with the licensing objectives, particularly the prevention of public nuisance and public safety.

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

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

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises to
be used for the activity.

Continued from previous page...

WEDNESDAY

Start	07:00	End	01:00
Start		End	

Continued from previous page...

THURSDAY

Start	07:00	End	01:00
Start		End	

FRIDAY

Start	07:00	End	01:00
Start		End	

SATURDAY

Start	07:00	End	01:00
Start		End	

SUNDAY

Start	07:00	End	01:00
Start		End	

Will the exhibition of films take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Events may include, but are not limited to, weddings, private functions, DJ-led events, arts and cultural performances, and private hire events. Where DJs or live performers are engaged, professional sound equipment may be used and managed to ensure sound levels remain appropriate to the location and time of day.

All activities will be operated with due regard to the licensing objectives, particularly the prevention of public nuisance, and appropriate measures will be in place to manage noise, customer behaviour, and dispersal.

State any seasonal variations for the exhibition of film

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

Film presentations will generally take place as part of pre-booked or programmed events within the first-floor event space. There may be seasonal variations, particularly during spring and summer months, public holidays, and festive periods, when additional performances may be scheduled to reflect increased demand and tourism in the area. These may include cultural events, arts performances, private celebrations, and community-focused productions.

Any seasonal increase in the frequency or timing of performances will be managed in accordance with the premises licence conditions, with appropriate controls in place to ensure compliance with the licensing objectives, particularly the prevention of public nuisance and public safety.

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

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

Continued from previous page...

Continued from previous page...

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises to
be used for the activity.

Continued from previous page...

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

☒ Indoors

☐ Outdoors

☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Events may include, but are not limited to, weddings, private functions, DJ-led events, arts and cultural performances, and private hire events. Where DJs or live performers are engaged, professional sound equipment may be used and managed to ensure sound levels remain appropriate to the location and time of day.

All activities will be operated with due regard to the licensing objectives, particularly the prevention of public nuisance, and appropriate measures will be in place to manage noise, customer behaviour, and dispersal.

State any seasonal variations for the performance of live music

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

The performance of live music will primarily take place as part of pre-booked or programmed events within the first-floor event space.

There may be seasonal variations, particularly during the spring and summer months, school holidays, bank holidays, and festive periods, when additional live music events may be scheduled due to increased demand and visitor numbers. These may include live bands, acoustic performances, and music-led private events such as weddings and celebrations. Any seasonal increase in live music performances will be managed in accordance with the premises licence, with appropriate controls in place to ensure compliance with the licensing objectives, particularly the prevention of public nuisance, public safety, and the prevention of crime and disorder.

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

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

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing recorded music?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

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FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State 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.

Background recorded music will be played during normal café and bar trading hours, with higher-volume amplified music limited to pre-booked events held within the first floor event space.

Events may include, but are not limited to, weddings, private functions, DJ-led events, arts and cultural performances, and private hire events. Where DJs or live performers are engaged, professional sound equipment may be used and managed to ensure sound levels remain appropriate to the location and time of day.

State any seasonal variations for playing recorded music

Continued from previous page...

Continued from previous page...

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

The playing of recorded music will take place throughout the premises as background music during normal café and bar operation, with amplified recorded music used for pre-booked events within the first-floor event space.

There may be seasonal variations, particularly during the spring and summer months, school holidays, bank holidays, and festive periods, when additional recorded music events may be scheduled due to increased visitor numbers, tourism, and private hire demand. These may include DJ-led events, private celebrations, and music-led functions.

Any seasonal increase in recorded music will be managed in accordance with the premises licence, with appropriate sound control and management measures in place to ensure compliance with the licensing objectives, particularly the prevention of public nuisance, public safety, and the prevention of crime and disorder.

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

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

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start 07:00

End 01:00

Start

End

Continued from previous page...

SATURDAY

Start 07:00

End 01:00

Start

End

SUNDAY

Start 07:00

End 01:00

Start

End

Will the performance of dance take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Events may include, but are not limited to, weddings, private functions, DJ Led events, arts and cultural performances. Where DJs or live performances are engaged, professional sound equipment may be used and managed to ensure sound levels remain appropriate to the location and time of day.
All activities will be operated with due regard to the licensing objectives and appropriate measures will be in place to manage noise, customer behaviour and dispersal

State any seasonal variations for the performance of dance

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

The performance of dance will take place on an occasional and pre-booked basis, primarily within the first-floor event space. There may be seasonal variations, particularly during the spring and summer months, school holidays, bank holidays, and festive periods, when additional dance performances may be scheduled due to increased visitor numbers and private hire demand. These may include cultural performances, arts events, weddings, and private celebrations.
Any seasonal increase in dance performances will be managed in accordance with the premises licence, with appropriate supervision and controls in place to ensure compliance with the licensing objectives, particularly public safety, the prevention of public nuisance, and the prevention of crime and disorder.

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

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

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing anything similar to live music, recorded music or performances of dance?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Give a description of the type of entertainment that will be provided

Will this entertainment take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State 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.

Continued from previous page...

Continued from previous page...

Regulated entertainment will include live music, recorded music, performances of dance and similar entertainment, which maybe amplified or unamplified depending on the nature of the event.

Events may include, but are not limited to, weddings, private functions, DJ Led events, arts and cultural performances. Where DJs or live performances are engaged, professional sound equipment may be used and managed to ensure sound levels remain appropriate to the location and time of day.

All activities will be operated with due regard to the licensing objectives and appropriate measures will be in place to manage noise, customer behaviour and dispersal

State any seasonal variations for entertainment

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

The premises seeks authorisation for the performance of dance as part of its operation as a café, wine bar, and event venue. Dance performances will take place on an occasional and pre-booked basis, primarily within the first-floor event space. These may include cultural dance performances, choreographed shows, wedding and private celebration performances, and arts-based events.

Music accompanying dance performances may be amplified or unamplified, depending on the nature of the event.

Amplified music will be managed using appropriate sound equipment and controlled by staff to ensure volume levels remain suitable for the time of day and location of the premises.

All dance performances will be operated with appropriate staffing, supervision, and management controls in place, and in accordance with the premises licence and the licensing objectives, particularly the prevention of public nuisance, public safety, and the prevention of crime and disorder.

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

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

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

Continued from previous page...

THURSDAY

Start	23:00	End	01:00
Start		End	

FRIDAY

Start	23:00	End	01:00
Start		End	

SATURDAY

Start	23:00	End	01:00
Start		End	

SUNDAY

Start	23:00	End	01:00
Start		End	

Will the provision of late night refreshment take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Late night refreshment will consist of hot and cold food and non-alcoholic drinks, available to customers during licensed hours.

State any seasonal variations

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

There may be seasonal variations, particularly during the spring and summer months, school holidays, bank holidays, and festive periods, when the activity may take place on additional days or with increased frequency due to higher demand, tourism, and private hire bookings.

Any seasonal increase in activity will be pre-planned and appropriately managed, with suitable staffing and operational controls in place. All activities will be carried out in accordance with the premises licence and with due regard to the licensing objectives, particularly the prevention of public nuisance, public safety, and the prevention of crime and disorder.

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

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

Continued from previous page...

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start	07:00	End	01:00
Start		End	

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.

TUESDAY

Start	07:00	End	01:00
Start		End	

WEDNESDAY

Start	07:00	End	01:00
Start		End	

THURSDAY

Start	07:00	End	01:00
Start		End	

FRIDAY

Start	07:00	End	01:00
Start		End	

SATURDAY

Start	07:00	End	01:00
Start		End	

SUNDAY

Start	07:00	End	01:00
Start		End	

Will the sale of alcohol be for consumption:

☒ On the premises ☐ Off the premises ☐ Both

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

State any seasonal variations

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

Continued from previous page...

Continued from previous page...

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

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

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

Name

First name	Troy										
Family name	Staddon										
Date of birth	<table><tr><td> 22 </td><td>/</td><td> 02 </td><td>/</td><td> 1989 </td></tr><tr><td>dd</td><td></td><td>mm</td><td></td><td>yyyy</td></tr></table>	22	/	02	/	1989	dd		mm		yyyy
22	/	02	/	1989							
dd		mm		yyyy							

Enter the contact's address

Building number or name	7 Seaking Close
Street	
District	
City or town	Barnstaple
County or administrative area	Devon
Postcode	EX31 2BR
Country	United Kingdom
Personal Licence number (if known)	NDEVPA2860
Issuing licensing authority (if known)	North Devon Council

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☒ Electronically, by the proposed designated premises supervisor
- ☐ As an attachment to this application

Continued from previous page...

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

N/A

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start 07:00

End 01:30

Start

End

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.

TUESDAY

Start 07:00

End 01:30

Start

End

WEDNESDAY

Start 07:00

End 01:30

Start

End

THURSDAY

Start 07:00

End 01:30

Start

End

FRIDAY

Start 07:00

End 01:30

Start

End

SATURDAY

Start 07:00

End 01:30

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Continued from previous page...

State any seasonal variations

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

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

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

Section 18 of 21

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Ensuring all staff are fully trained in licensing law, age verification, and responsible service of alcohol, with regular refresher training.

Adopting and enforcing a Challenge 25 policy to prevent underage sales of alcohol.

Operating a comprehensive CCTV system, covering key internal and external areas, with recordings retained and made available to responsible authorities on request.

Employing SIA licensed door supervisors for larger or late-night events, with incident and refusals logs maintained.

Carrying out regular risk assessments for events and activities, ensuring appropriate safety, crowd management, and emergency procedures are in place.

Implementing a noise management plan, including monitoring sound levels during events and managing dispersal of customers to minimise disturbance to neighbours.

Displaying clear signage reminding customers to respect the local community, leave quietly, and dispose of litter responsibly.

Restricting the admission of children to events where the entertainment is considered unsuitable, and ensuring safeguarding policies are in place.

Working in close cooperation with the Police, Fire Service, Environmental Health, and other responsible authorities to ensure ongoing compliance and high standards of operation.

b) The prevention of crime and disorder

A comprehensive CCTV system will be installed and maintained, covering entrances, exits, and key public areas, with recordings kept for a minimum of 31 days and made available to the Police and other responsible authorities on request. SIA licensed door supervisors will be employed for larger or late-night events to manage entry, monitor conduct, and assist with dispersal of customers.

Continued from previous page...

Continued from previous page...

A Challenge 25 policy will be in place to prevent underage sales of alcohol, with staff trained to request and check acceptable forms of ID.

All staff will receive training in responsible alcohol sales, including how to recognise and refuse service to intoxicated or aggressive customers.

Incident and refusals logs will be maintained, recording details of any refusals, ejections, or security incidents, available for inspection by responsible authorities.

Close cooperation will be maintained with the Police, licensing officers, and other agencies to ensure a safe and secure environment.

Clear signage will be displayed to deter anti-social behaviour and encourage responsible conduct on and around the premises.

c) Public safety

The premises will comply with all relevant fire safety, health and safety, and building regulations.

A full fire risk assessment will be maintained, with emergency exits clearly marked, well lit, and kept unobstructed at all times.

First aid kits will be available on site, and trained first aiders will be present during larger events.

Capacity limits will be set in line with fire and safety assessments, with crowd management procedures in place to prevent overcrowding.

Regular safety checks will be carried out on electrical equipment, staging, and temporary structures used during events.

Security and staff will be briefed on emergency and evacuation procedures before each event.

Clear signage will direct customers to facilities and emergency exits, and stewards will be on hand to provide assistance where required.

For larger events, an event management plan will be prepared, covering security, stewarding, medical provision, and contingency arrangements.

d) The prevention of public nuisance

Doors and windows will remain closed during amplified entertainment, except for access and egress.

Clear signage will be displayed at exits reminding customers to leave the premises quietly and respect neighbors.

Staff and security will assist with the orderly dispersal of customers at the end of events, with particular attention to minimising noise late at night.

Waste will be managed responsibly, with regular disposal of litter and recycling to prevent nuisance or obstruction.

Delivery and collection times will be scheduled to minimize disruption to the local community.

The premises will cooperate with Environmental Health officers and respond promptly to any concerns raised

e) The protection of children from harm

A Challenge 25 policy will be enforced, requiring anyone who looks under 25 to provide valid ID before purchasing alcohol.

Only PASS-accredited cards, passports, or photo driving licences will be accepted as proof of age.

All staff involved in alcohol sales will receive training on underage sales prevention and safeguarding responsibilities, with refresher training provided regularly.

A refusals log will be kept and made available to licensing authorities on request.

Children will only be admitted to age-appropriate events. After 21:00, children must be accompanied by a responsible adult.

Any events with adult themes or content unsuitable for children will be clearly advertised and access will be restricted.

Adequate supervision and stewarding will be provided during family and community events to ensure child safety.

The premises will work in line with local safeguarding policies and report any concerns promptly to the appropriate authorities.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entirement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships: is not subject to a condition preventing the holder from doing work relating to the carrying on of a

A licence may be created by an individual or an individual in a partnership who is resident in the UK who:

- A **work permit** is a right to live and work (Bridging Work Residence Permit) issued by the Home Office to the holder who holds a visa that prevents their current stay on the UK to do the coming work and to do the activity, e.g. on of a licensable activity.

Any permit to remain issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with

A **current** Immigration Status Document containing a photograph, issued by the Home Office to the holder of this application. Copies or scanned copies of the documents listed below which do not need to be certified, or 21 by providing this code to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below) is **reduced in combination with** an official document giving the person's permanent National Insurance number.

Documents which demonstrate entitlement to work in the U.K.
 Number and other name issued by a GOVERNMENT agency or a previous employer.

- [illegible]

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the EEA or a previous employer, national and any family members hold comprehensive sickness insurance in the UK. This can

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:

- (i) any page asserting that the holder is a person on a deportation order or a deportation notice, when produced in combination with an official document giving the holder's permanent National Insurance number and their name issued by a government agency or a previous employer;

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

- In terms of specific regulated entertainments, please note that between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains date
- Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Film: activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size of a: provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from the premises owner or the local authority, and (b) the premises is not a premises where screening is prohibited by a local authority or a local authority;
 - o screening of films taking place on the premises of the health care provider, provided that the audience does not exceed 500 and the health care provider has given consent;
 - Boxing or wrestling entertainment: no licence is required for a contest, exhibition or display is provided between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. Combined fighting sports are defined as a contesting entertainment which has been boxing or wrestling, provided that the premises are used as a boxing or wrestling entertainment rather than a boxing or wrestling event. A travelling circus has not been located on the same site for more than 28 consecutive days.
 - Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

The fee is based on the Premises Rateable Value - please see the Council's website for further information - http://www.northdevon.gov.uk/index/igcl_council_government_and_democracy/

nonlgcl_charges_for_council_facilities_and_services/nonlgcl_environmental_health_charges.htm#premises_licences. In the case of further query, please telephone the Customer Service Centre for further help and guidance.

Fee amount (£)

190.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS**Address**

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

DECLARATION**Business Manager**

* 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.

Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15).

☐ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

Full name	Gerry Duffy
Capacity	Business Manager
Date (dd/mm/yyyy)	01/05/2026

[Add another signatory](#)

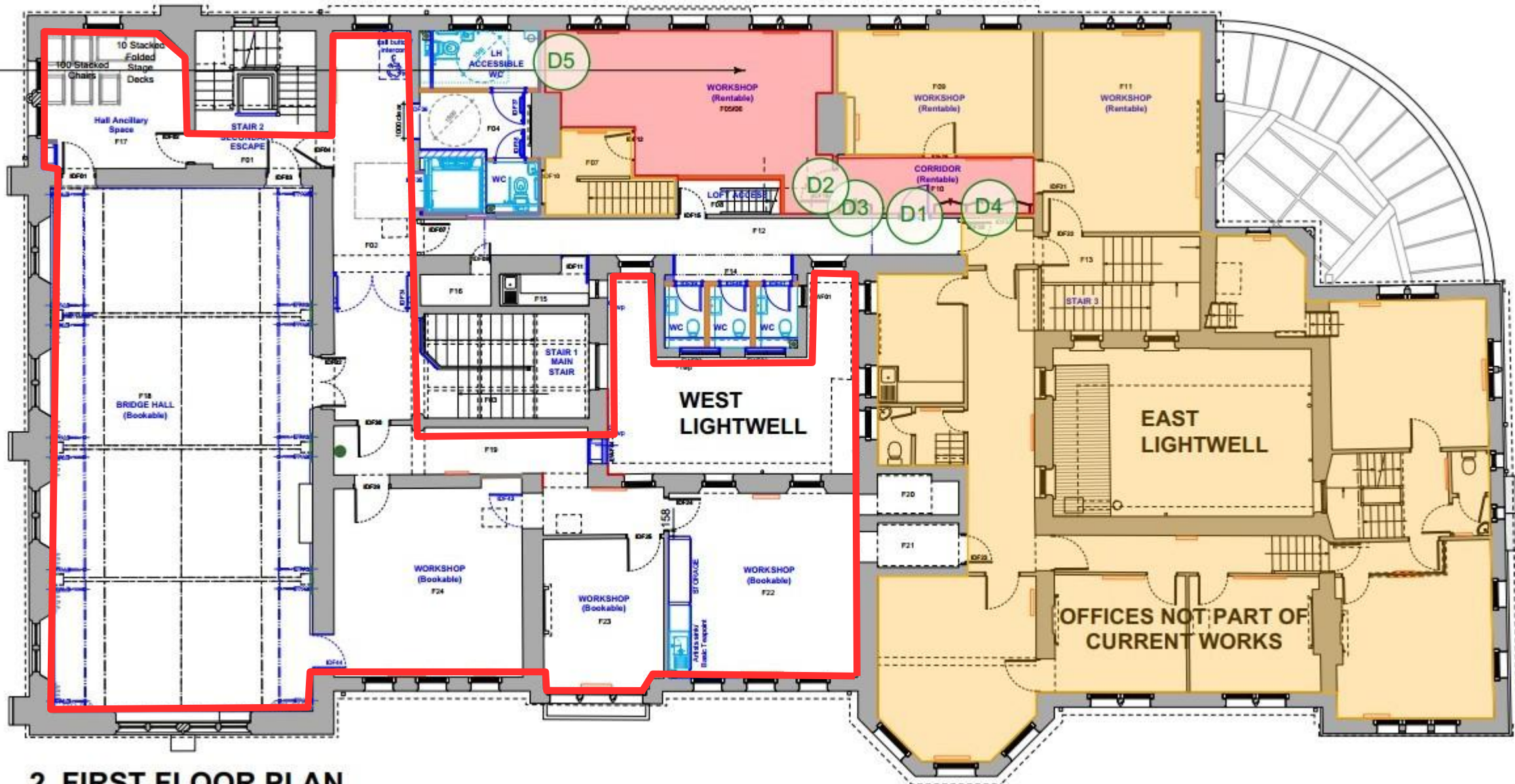
Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/north-devon/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED



2. FIRST FLOOR PLAN