

# SOUTH DERBYSHIRE DISTRICT COUNCIL

APPENDIX 1

[Insert name and address of relevant licensing authority and its reference number (optional).]

## 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~~ MELBOURNE FETE AND CARNIVAL COMMITTEE  
(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 <u>SCHOOL PLAYING FIELDS</u> <u>MELBOURNE JUNIOR SCHOOL</u> <u>PACKHORSE ROAD</u> <u>MELBOURNE</u>			
Post town	<u>DERBY</u>	Postcode	<u>DE 73 8JE</u>
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£ <u>ZERO</u>	

#### 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 checked="" type="checkbox"/> please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> please complete section (B)            |

South Derbyshire  
District Council

25 APR 2014

Corporate Services

- 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 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)	
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	MELBOURNE FETE AND CARNIVAL COMMITTEE
Address	C/O 1 ... .. ...
Registered number (where applicable)	N/A
Description of applicant (for example, partnership, company, unincorporated association etc.)	UNINCORPORATED ASSOCIATION
Telephone number (if any)	
E-mail address (optional)	

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY	
7	2	0	7	2	0
1	4				

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

DD		MM		YYYY	
1	1	1	1	1	1
1	1				

ONE DAY A YEAR  
UNLESS VARIATION APPLIED FOR

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

PLAYING FIELDS BELONGING TO MELBOURNE JUNIOR SCHOOL. THE FETE WILL NOT USE ANY PART OF THE SCHOOL BUILDINGS AND WILL BE "SELF CONTAINED" WITH ITS OWN TOILETS AND BINS. SITE TO BE USED FOR ONE DAY EACH YEAR (WITH THE SCHOOL'S PERMISSION).

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

N.A.

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

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

Provision of regulated entertainment

Please tick 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**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)		
Mon	1200	1800			
Tue			<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Wed					
Thur			<b>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</b> (please read guidance note 5)		
Fri					
Sat	1200	1800			
Sun					

# B

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

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Wed			
Thur			<b><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></b> (please read guidance note 5)
Fri			
Sat			
Sun			

# D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)			
Mon						
Tue						
			<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)			
Wed						
Thur						
			<b>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</b> (please read guidance note 5)			
Fri						
Sat						
Sun						



E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live 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"/>
				Both <input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)	
Mon			THE MUSIC WILL BE AMPLIFIED SOME OF THE TIME. ALSO UNAMPLIFIED (E.G. BRASS BAND)	
Tue				
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)	
Thur				
Fri			<b>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</b> (please read guidance note 5)	
Sat	1200	1800		
Sun				

F

<b>Recorded music</b> 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"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)	
Mon				
Tue				
Wed			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4)	
Thur				
Fri			<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	1200	1800		
Sun				

G

<b>Performances of dance</b> 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"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)			
Mon						
Tue						
			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)			
Wed						
Thur						
			<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)			
Fri						
Sat	1200	1800				
Sun						

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> <b>Standard days and timings</b> (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
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 type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur			<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					
Sat			<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					

I

N/A

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
Day	Start	Finish	Both <input type="checkbox"/>	
Mon			<b><u>Please give further details here (please read guidance note 3)</u></b>	
Tue				
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)	
Thur				
Fri			<b><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></b> (please read guidance note 5)	
Sat				
Sun				

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b><u>Will the supply of alcohol be for consumption – please tick</u></b> (please read guidance note 7)		On the premises <input checked="checked" type="checkbox"/>
					Off the premises <input type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish	<b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 4)		
Mon					
Tue					
Wed					
			<b><u>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</u></b> (please read guidance note 5)		
Thur					
Fri					
Sat	1200	1800			
Sun	1200				

Name	MR ALAN SHEPHERD
Address	100 100Y <del>DE-65</del>
Postcode	
Personal licence number (if known)	15141
Issuing licensing authority (if known)	SOUTH DERBYSHIRE

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).

None

L

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			<p><b>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</b> (please read guidance note 5)</p>
Tue			
Wed			
Thur			
Fri			
Sat	1200	1800	
Sun			

**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)

FETE AND CARNIVAL COMMITTEE MEMBERS WILL BE PRESENT (EIGHT IN NUMBER) ALL WEARING HIGH-VIS VESTS WITH OUR LOGO. THEY ARE ALL FAMILIAR WITH THE LAYOUT OF THE SITE. BEER TENT WILL BE RUN BY STAFF EXPERIENCED IN THE LICENSED TRADE. ADMISSION BY TICKET ONLY. BOTH GATES MANNED AT ALL TIMES.

b) The prevention of crime and disorder

LOCAL POLICE <sup>OFFICERS</sup> HAVE BEEN NOTIFIED PREVIOUS TO THIS APPLICATION AND ARE SUPPORTIVE. PRESENCE OF STEWARDS.

c) Public safety

ST JOHN AMBULANCE WILL BE ATTENDING. FETE AND CARNIVAL COMMITTEE MEMBERS WILL ACT AS STEWARDS (WEARING HI-VIS VESTS WITH OUR LOGO).

P.A. SYSTEM FOR ANNOUNCEMENTS / INFORMATION SCHOOL CARETAKER MR K. MCQUIRE WILL BE ON SITE IN CASE OF EMERGENCY.

d) The prevention of public nuisance

ALL MUSIC AND P.A. WILL BE TURNED OFF BY 6 PM, AND DURING THE FETE LEVELS OF AMPLIFICATION ARE KEPT AT REASONABLE LEVEL.

e) The protection of children from harm

THE 'LOST CHILDREN' POINT IS LOCATED AT THE OFFICIALS TENT; ANNOUNCEMENTS / REQUESTS CAN BE BROADCAST OVER THE P.A. SYSTEM.



--

**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	
Date	16/4/2014
Capacity	Treasurer of Melbourne Fete & Carnival Committee

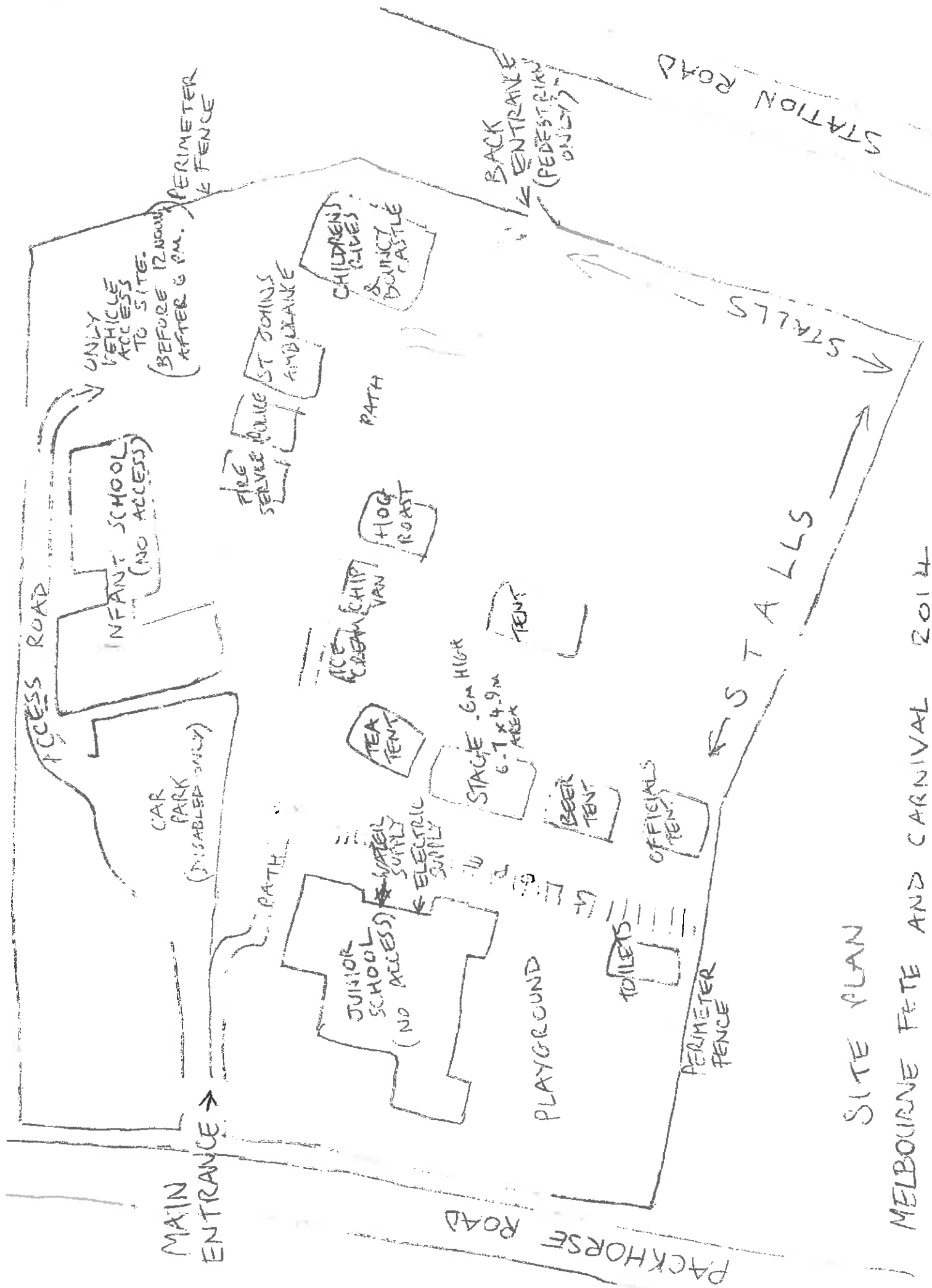
**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.**

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		DERBY	Postcode
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail type 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.



# SITE PLAN

MELBOURNE FETE AND CARNIVAL 2014



Tel: 101  
Text Relay: 18001 101  
www.derbyshire.police.uk

Contact: Licensing Clerk  
Direct Tel: 0300 122 4911  
Ext: 75 6902  
Fax: 0300 122 8862  
Our ref: LA03/13414  
PID 7947  
Your ref: Melbourne Fete  
& Carnival

The Licensing Team  
South Derbyshire District Council  
Civic Way  
Swadlincote  
Derbyshire  
DE11 0AH

Tuesday, 20 May 2014

Dear Sirs

**RE: APPLICATION FOR A NEW PREMISES LICENCE  
MELBOURNE FETE & CARNIVAL, MELBOURNE JUNIOR SCHOOL, PACKHORSE ROAD,  
MELBOURNE, DERBYSHIRE**

Please take this correspondence as notification that it is the intention of the chief officer of police to make representations in respect of the above application.

The chief officer of police received the above application on 25<sup>th</sup> April 2014.

The application has been considered in terms of the proposed licensable activities, the hours to which the licensable activities relate, the proposed premises licence holder and designated premises supervisor and the steps proposed to promote the four licensing objectives.

Notwithstanding the steps proposed at part M of the application form, the chief officer of police is concerned that without further restrictions being added to the licence in the form of conditions binding on the applicant, there is a real risk that one, or more, of the licensing objectives will be undermined.

The proposed event will be that of an annual fete and carnival to take place on the site of Melbourne Junior School. The application states that such an event will continue to take place whilst permission is sought, and granted, from the school.

There is always a risk with events of this size and nature that those persons that are not used to requirements of the Licensing Act 2003 and other related regulation may contribute to the undermining of the licensing objectives. Particular concern is clearly centred around the availability of alcohol and risk that such alcohol sales may be made to those persons that, for instance, are drunk or are under the age of 18.



'D' Divisional Headquarters Prime Parkway Chester Green DERBY DE1 3AB

Certain control measures, not currently present in the application, therefore need to be attached to the premises licence by way of conditions. Such control measures require the identification of risks, training in relation to those risks, and the recording of measures taken to be completed by a competent person.

Events of this size should also be carried on with the express notification to the relevant Responsible Authorities. It is the view of the chief officer of police that early input from such Authorities will assist the premises licence holder, the designated premises supervisor and any other nominated person to better identify risks and put into place measures to ensure that the four licensing objectives are promoted.

The chief officer of police has been in contact with the Treasurer of the Melbourne Fete and Carnival Committee. The Treasurer, on behalf of the applicant Committee, has agreed a schedule of conditions relating to this application. It is the view of the chief officer of police that the schedule is appropriate for this application when having regard to the proposed event and the risks identified above.

Whilst the chief officer of police submits this correspondence as notification of a relevant representation within the meaning of Section 18(6) of the Licensing Act 2003, it is also respectfully requested that the Licensing Authority takes notice that the chief officer of police considers that a hearing is unnecessary provided that the attached schedule of conditions is added to the premises licence.

If you require any further information, please do not hesitate to contact me further.

Yours faithfully



Ian Coleman 6902  
Licensing Clerk  
Email: [derby.licensing@derbyshire.pnn.police.uk](mailto:derby.licensing@derbyshire.pnn.police.uk)

**COPY TO:** Mr A Parrish, Treasurer, Melbourne Fete & Carnival Committee

**From:** Derby Licensing <DLIC@Derbyshire.PNN.Police.UK>  
**Sent:** 20 May 2014 10:37  
**To:** Licensing Mailbox  
**Cc:** 'andrew.parrish@btconnect.com'  
**Subject:** FW: Melbourne Fete & Carnival - Application for a new premises licence  
**Attachments:** Representation Letter (Scanned) 20.05.2014.pdf; Melbourne Fete & Carnival - New Licence Conditions May 2014.pdf; Melbourne Fete & Carnival - New Licence Conditions May 2014.docx

**Categories:** Lisa

Dear sirs,

Please find attached correspondence in relation to the above matter.

The email thread below provides confirmation that the Treasurer, on behalf of the applicant, has agreed the attached schedule of conditions.

I have attached the schedule in word format for convenience in drafting the finalised premises licence.

If you have any further queries, please do not hesitate to contact me.

Regards,

**Ian Coleman**  
**Licensing Clerk (6902)**

Derbyshire Constabulary  
'D' Division Licensing Team  
Prime Parkway  
Chester Green  
DERBY  
DE1 3AB  
Tel: 0300 122 4911 (75 06902)  
Mobex (Int.): 737 1406  
Fax: 0300 122 7737 (Int. 67737)  
Ext. Group E-mail: [derby.licensing@derbyshire.pnn.police.uk](mailto:derby.licensing@derbyshire.pnn.police.uk)  
Web: <http://www.derbyshire.police.uk>

Integrity Respect Performance Responsibility, Innovation

**From:** Andrew Parrish [mailto:[andrew.parrish@btconnect.com](mailto:andrew.parrish@btconnect.com)]  
**Sent:** 19 May 2014 21:20  
**To:** Derby Licensing  
**Subject:** Re: Melbourne Fete & Carnival - Application for a new premises licence

Mr Coleman,

I agree to the schedule of conditions.

Regards,

Andrew Parrish  
Treasurer  
Melbourne Fete and Carnival Committee

---

On 15 May 2014, at 10:31, Derby Licensing wrote:

Mr Parrish,

I am in receipt of an application for a new premises licence for the above premises.

I have considered the application and would be obliged if you would consider the attached schedule of conditions. I would be grateful if you would approve the attached schedule of conditions to ensure that the four licensing objectives are promoted.

If you agree to the attached schedule of conditions, the agreement will effectively amend your application and will form part of the issued licence.

I would be grateful if you would forward your agreement or otherwise as soon as possible and no later than 21/05/2014.

If you require any further information, please do not hesitate to contact me.

Kind regards,

**Ian Coleman**  
**Licensing Clerk (6902)**  
Derbyshire Constabulary  
'D' Division Licensing Team  
Prime Parkway  
Chester Green  
DERBY  
DE1 3AB  
Tel: 0300 122 4911 (75 06902)  
Mobex (Int.): 737 1406  
Fax: 0300 122 7737 (Int. 67737)  
Ext. Group E-mail: [derby.licensing@derbyshire.pnn.police.uk](mailto:derby.licensing@derbyshire.pnn.police.uk)  
Web: <http://www.derbyshire.police.uk>

Integrity Respect Performance Responsibility, Innovation

PLEASE NOTE: This e-mail message is intended solely for the person to whom it is addressed and may contain information of a confidential or legally privileged nature which should not be disclosed. If you have received this message in error, please notify the sender immediately and delete the message and any attachments or copies. Any review, re-transmission, dissemination or other use of, or taking action in reliance upon, this message by persons or entities other than the intended recipient is prohibited. Any views or opinions expressed in this e-mail are solely those of the author and do not necessarily represent the views of Derbyshire Constabulary or any other person and Derbyshire Constabulary does not accept liability for any statement or opinion expressed. Please be aware Derbyshire Constabulary monitors all internet e-mail activity and content to maintain system performance and appropriate business usage.



## **Melbourne Fete & Carnival**

### **Application for a New Premises Licence**

#### **Proposed Conditions**

1. The premises licence holder shall nominate a person who will be responsible for the use of the premises licence and the carrying on of any licensable activities authorised by the licence.
2. The premises licence holder shall ensure that, wherever the premises licence is used to authorise the sale of alcohol, each person responsible for the making of sales of alcohol is given training in relation to such sales. Particular regard must be given to the offences in relation to the sale or supply of alcohol to persons who are drunk, under the age of 18, and persons that may attempt to purchase alcohol on behalf of persons under the age of 18.
3. The training shall be given by a suitable and competent person.
4. Refresher training shall take place at least once every 12 months.
5. Records detailing the training provided (the date and time of the training, the content of the training, the trainer and the person trained) will be kept on the premises for production, and be made available upon request by a Police Officer or an authorised person as detailed within Section 13 of the Licensing Act 2003.
6. All records will be written and shall be retained on the premises for a minimum of 12 months.
7. A record will be kept detailing any incidents or occasions when an alcohol sale is refused for any reason. Details will include the date and time of the occurrence, the product that was refused, a brief description of the person attempting to purchase the alcohol and the name or other uniquely identifying number or initial of the member of staff involved in the refusal.
8. The incidents and refusals book will be made available upon a request by a Police Officer or an authorised person as detailed within Section 13 of the Licensing Act 2003.
9. Suitable and sufficient written risk assessments and operating policies shall be kept up to date and shall be made immediately available upon a request by a Police Officer or an authorised officer as detailed within Section 13 of the Licensing Act 2003.
10. Written notification shall be given to the Chief Officer of Police and the Licensing Authority at least 28 days before the use of the premises licence to authorise any licensable activity. The written notification shall detail the dates and times that the premises licence is intended to be used to authorise licensable activities, and the anticipated number of persons expected to attend the event.

