



**Cannock Chase**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensingunit@cannockchasedc.gov.uk](mailto:licensingunit@cannockchasedc.gov.uk)  
Telephone: 01543 464504

\* 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  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

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

☐ 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  If your business is registered, use its registered name.

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

Legal status

*Continued from previous page...*Your position in the business Home country 

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name Street District City or town County or administrative area Postcode Country **Section 2 of 21****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 Street District City or town County or administrative area Postcode Country **Further Details**Telephone number Non-domestic rateable value of premises (£)

## Section 3 of 21

### 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

### Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

## Section 4 of 21

### 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

J.L. Brown Enterprises Ltd

### Details

Registered number (where applicable)

13832810

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



*Continued from previous page...*

Private Limited Company

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /   
dd mm yyyy

\* Nationality

Documents that demonstrate entitlement to  
work in the UK

**Section 5 of 21****OPERATING SCHEDULE**

When do you want the  
premises licence to start?  /  /   
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 Premises will become a Micro Pub/Neighbourhood Bar and will have a central bar that will serve a variety of cask & keg ales, lagers, ciders. Also will serve bottled beers, gins, tea, coffee, etc. There will seating in areas on both sides of the bar, toilets will be located at the rear. There will be no outside seating.

*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

## Section 7 of 21

### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

## Section 8 of 21

### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

## Section 9 of 21

### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

## Section 10 of 21

### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

## Section 11 of 21

### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

## Section 12 of 21

### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Continued from previous page...

### Section 13 of 21

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

[See guidance on regulated entertainment](#)

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

☐ Yes ☒ No

### Section 14 of 21

#### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

### Section 15 of 21

#### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ 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

##### FRIDAY

Start

End

Start

End

##### SATURDAY

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...

SUNDAY

Start 11:00

End 22:00

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.

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.

11:00 - 01:00 (Following Day) New Years Eve

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

Name

First name

James

Family name

Brown

Date of birth

03 / 10 / 1964  
dd mm yyyy

*Continued from previous page...***Enter the contact's address**

Building number or name	<input type="text" value="25"/>
Street	<input type="text" value="Farm Close"/>
District	<input type="text" value="Etchinghill"/>
City or town	<input type="text" value="Rugeley"/>
County or administrative area	<input type="text" value="Staffordshire"/>
Postcode	<input type="text" value="WS15 2XT"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text" value="CCDC/PLH/21/1402"/>
Issuing licensing authority (if known)	<input type="text" value="Cannock Chase District 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

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'.

**Section 16 of 21****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

**Section 17 of 21****HOURS PREMISES ARE OPEN TO THE PUBLIC****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.



Continued from previous page...

TUESDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

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.

11:00 - 02:00 (Following Day) New Years Eve

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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)

*Continued from previous page...*

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

CCTV System will be installed.  
A notice will be displayed at the entrance of the premises advising that CCTV is in operation.

b) The prevention of crime and disorder

CCTV System will be installed.  
A notice will be displayed at the entrance of the premises advising that CCTV is in operation.  
A Proof of Age Policy will be implemented i.e. Challenge 25.

c) Public safety

A Fire Risk Assessment will be conducted.  
Fire exits will be clearly marked and be unobstructed.

d) The prevention of public nuisance

Notices will be displayed at exit requesting respect for local residents and leave the premises quietly.

e) The protection of children from harm

A Proof of Age Policy will be implemented i.e. Challenge 25.

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**



*Continued from previous page...*

**Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence 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 this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.



*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**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 containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

*Continued from previous page...*

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.

#### **Section 20 of 21**

#### **NOTES ON REGULATED ENTERTAINMENT**



*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- 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.



*Continued from previous page...*

- Dance: no licence is required for performances 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 licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

## Section 21 of 21

### 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.

Premises Licence Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm) or [www.cannockchasedc.gov.uk](http://www.cannockchasedc.gov.uk).

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £8700	£315.00
Band D - £87001 to £12500	£450.00*
Band E - £125001 and over	£635.00*

In addition to the application fee, a multiplier will be applied to town and city centre pubs (those in Bands D and E), where they are exclusively or primarily in the business of selling alcohol.

Band D £900

Band E £1,905

Band D - £87001 to £12500	£900.00
Band E - £125001 and over	£1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00

Continued from previous page...

Capacity 30000-39000	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

\* Fee amount (£)

## DECLARATION

\* I/we understand 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.

\* I have sent copies of this application and the plan to the responsible authorities and others where applicable

\* I understand that I must now advertise my application

☒ 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

\* Capacity

\* Date  /  /   
dd mm yyyy

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/cannock-chase/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**

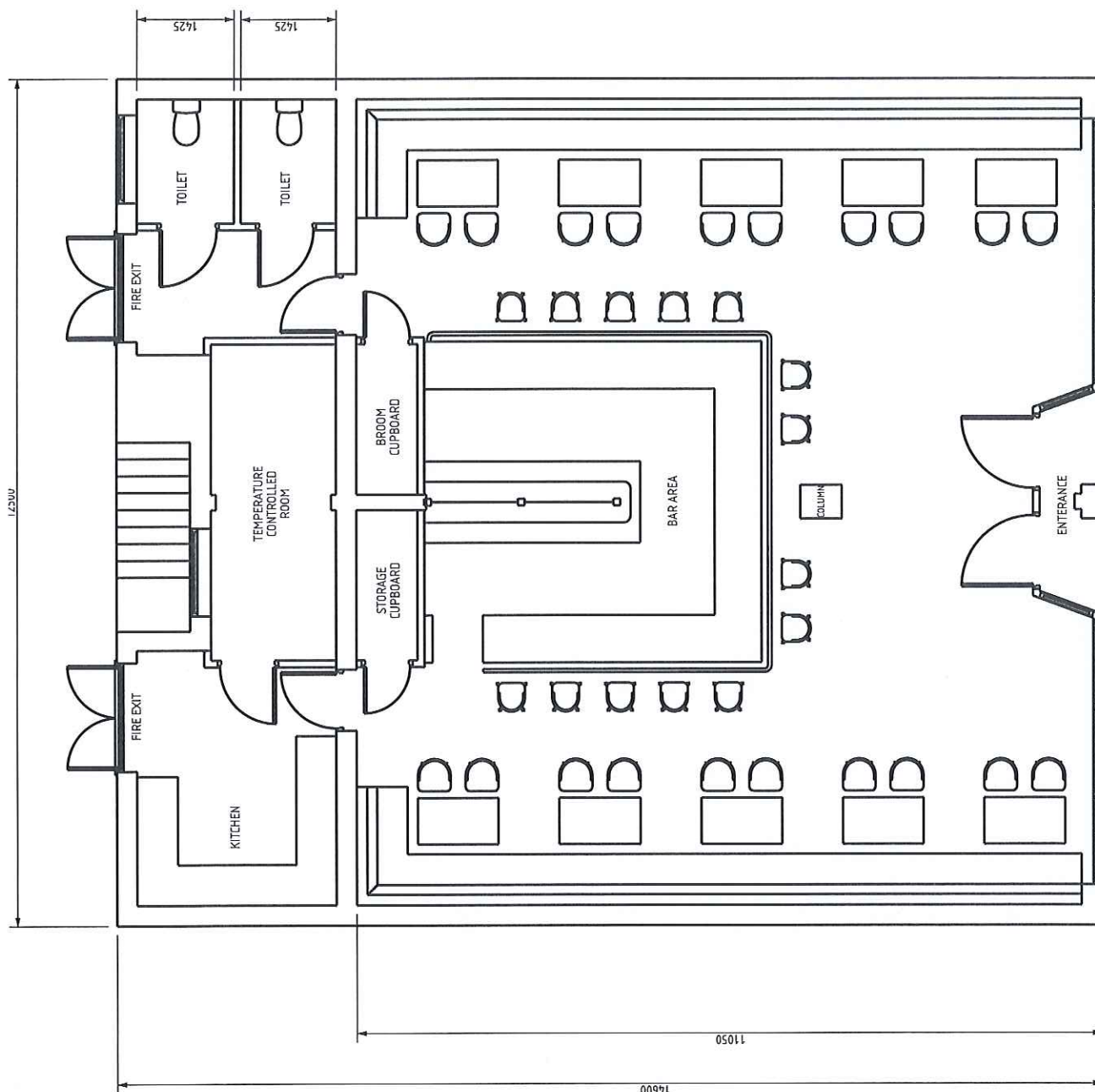


OFFICE USE ONLY

Applicant reference number	<input type="text"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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TITLE	PROPOSED FIRST FLOOR LAYOUT FOR 65-67 LODGE ROAD, BRERETON, RUGELEY, STAFFS. WS15 1HR			NAME: MR J. BROWN
	PREMISES LICENCE APPLICATION			COMPANY: J.L. BROWN ENTERPRISES LTD
				ADDRESS: 25 FARM CLOSE, RUGELEY, STAFFS. WS15 2XT.
				MOBILE: 07833 664626
	DATE	DEC 2021		EMAIL: jlb83brown@gmail.com
	DRAWN	JB		
	SCALE	NOT TO SCALE		
	DIMENSIONS IN MILLIMETERS			

**Sean OMeara**

**Subject:** FW: Application for a Premises Licence to be granted under the Licensing Act 2003 - J L Brown Enterprise Ltd, 65-67 Lodge Road, Rugeley, Staffordshire, WS15 1HR

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**From:** LicensingUnit CCDC <[LicensingUnit@cannockchasedc.gov.uk](mailto:LicensingUnit@cannockchasedc.gov.uk)>

**Sent:** 01 February 2022 08:23

**To:** Sean OMeara <[SeanOMeara@cannockchasedc.gov.uk](mailto:SeanOMeara@cannockchasedc.gov.uk)>; Sarah Flavahan <[sarahflavahan@cannockchasedc.gov.uk](mailto:sarahflavahan@cannockchasedc.gov.uk)>

**Subject:** FW: Application for a Premises Licence to be granted under the Licensing Act 2003 - J L Brown Enterprise Ltd, 65-67 Lodge Road, Rugeley, Staffordshire, WS15 1HR

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**From:** James Brown <[REDACTED]>

**Sent:** 31 January 2022 18:34

**To:** Richard Jarman <[Richard.Jarman@staffordshire.police.uk](mailto:Richard.Jarman@staffordshire.police.uk)>

**Cc:** James Finn <[James.Finn@staffordshire.police.uk](mailto:James.Finn@staffordshire.police.uk)>; LicensingUnit CCDC <[LicensingUnit@cannockchasedc.gov.uk](mailto:LicensingUnit@cannockchasedc.gov.uk)>

**Subject:** Re: Application for a Premises Licence to be granted under the Licensing Act 2003 - J L Brown Enterprise Ltd, 65-67 Lodge Road, Rugeley, Staffordshire, WS15 1HR

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Hello Richard, thank you for the advice. I will update the premises licence to include all of your points.

Thank you  
Jim Brown

Sent from my iPhone

On 26 Jan 2022, at 11:53, Richard Jarman <[Richard.Jarman@staffordshire.police.uk](mailto:Richard.Jarman@staffordshire.police.uk)> wrote:

Dear Mr Brown

Application for a Premises Licence to be granted under the Licensing Act 2003 - J L Brown Enterprise Ltd, 65-67 Lodge Road, Rugeley, Staffordshire, WS15 1HR

In relation to the above application received by Staffordshire Police on the 14<sup>th</sup> January 2022, Staffordshire Police wish to make representations on the basis that it is considered that the application in its current form would not promote the licensing objectives.

To address these concerns, Staffordshire Police request the below conditions to be incorporated into the Premises Licence please.

These conditions are to replace all your proposed conditions within section 18 (a) (b) & (e) of the application.

If the below conditions are agreed, Staffordshire Police will withdraw representations to the application.

**To incorporate conditions in section 18 (b) The prevention of crime and disorder:**

1. CCTV must be installed and cover all internal and external areas, including all public entry and exit points and any areas where smokers are allowed to congregate. The CCTV unit must be positioned in a secure part of the licensed premises and not within any private area of the location. Access to the system must be allowed immediately to the Police, Trading Standards or Local Authority Officers in accordance with the Data Protection Act where it is necessary to do so for the prevention of crime and disorder, prosecution or apprehension of offenders or where disclosure is required by law.

2. All images must be kept for a consecutive 31 day period and to be produced to the Police, Trading Standards or Local Authority Officers in relation to the investigation of crime and / or disorder issues and suspected licence breaches, upon request or within 24 hours of such request where it is necessary to do so for the prevention of crime and disorder, prosecution or apprehension of offenders or where disclosure is required by law.

3. The CCTV system must be maintained so as to be fully operational and recording continually 24 hours every day.

4. The CCTV system clock must be set correctly and maintained (taking account of GMT and BST).

5. There must be notices displayed throughout the premises stating that CCTV is in operation.

6. There must be a member of staff available at all times who is trained and capable of operating the CCTV system and also downloading any footage required by the Police, Trading Standards or Local Authority Officers.

7. Staff training must incorporate:

- Responsible Alcohol Service, including recognising signs of drunkenness, refusal skills, drugs awareness
- Managing and resolving conflict
- Premises Licence conditions
- Relevant obligations and offences under the Licensing Act 2003, including those associated with the sale of alcohol
- Safeguarding awareness in child protection matters (protecting children from harm)

Records of training must be documented and kept on the premises for inspection by the Responsible Authorities.

8. The Premises Licence Holder/Designated Premises Supervisor must identify the requirement for Security/Door Staff at all times by way of a risk assessment. Where the Risk Assessment identifies the need for Security/Door Staff to be deployed, staff must be of sufficient number to be able to control entry to the premises and deal with any instances of disorderly behaviour within the premises simultaneously. Security/Door Staff must remain at the premises until such time the premises are closed and all members of the public have left the venue.

9. Where Security/Door Staff are employed there must be a register of every SIA person employed at the premises that contains the following details:

- Name, date of birth and home address
- Security Industry Authority licence number
- Time and date Security/Door Staff starts and finishes each duty
- Each entry shall be signed by the Security/Door Staff



10. That register must be kept fully updated at all times and remain at the licensed premises and be available for inspection immediately by an authorised officer of the Licensing Authority, the Security Industry Authority or Police.

11. All persons utilised at the premises in the capacity of a Security/Door Staff must wear high visibility clothing at all times they are deployed.

12. The Premises Licence Holder/Designated Premises Supervisor must identify the requirement for non-glass drinking receptacles (including bottles), by way of a risk assessment. Where the risk assessment identifies the need for non-glass receptacles, these must be of an alternative material other than glass. Any drinks not available in this packaging must be decanted and the glass/bottle retained by the staff at the location and not handed to the customer.

13. At any time when the Designated Premises Supervisor (DPS) is not physically present on the premises there must be present a Personal Licence Holder who has been authorised by the DPS to cover their functions under the Licensing Act. Any such person must have seen, read and be fully aware of the conditions of the Premises Licence and take all steps to ensure that such steps are adhered to whilst they have responsibility for the premises.

14. A record must be kept detailing; the name, address, Personal Licence number and issuing Authority of the Personal Licence relative to the person left in charge of the premises and the times and dates when the authority to cover the functions of the DPS exists. These should be individual entries covering short periods of time only and must not exceed more than a three week period.

15. The Personal Licence Holder must also sign on each occasion that they have physically seen, inspected and is fully aware of all the conditions attached to the Premises Licence.

16. The DPS must sign to acknowledge that they agree to the Personal Licence Holder being in charge of the premises for any times specified.

17. The records of these matters must be kept fully updated at all times and be held at the premises to allow inspection by a Responsible Authority upon request.

**To incorporate conditions in section 18 (e) The protection of children from harm:**

1. Challenge 25 must be operated at the premises whereby all persons who appear to be under 25 and purchasing or attempting to purchase alcohol must be asked to provide identification to prove they are over 18 years of age.

2. The only acceptable forms of identification allowed must be a valid passport, valid photo ID driving licence or valid proof of age scheme card with the PASS approved hologram.

3. Challenge 25 signage must be displayed in a clear and prominent public place at the premises.

4. All staff must be fully trained in relation to the Challenge 25 scheme before being allowed to sell alcohol and a record must be kept of staff training. Training must be refreshed at least every 12 calendar months. Such training must be recorded and be maintained at the premises and made available for inspection upon request by a Responsible Authority. Records for each person must be retained for a minimum of 12 months.

5. A refusals register must be held at the premises and contain details of the time and date of any sales that are refused in relation to persons that are under age. This refusals register must be checked on a monthly basis by the Designated Premises Supervisor or Duty Manager and endorsed accordingly. This register must be made available for inspection upon request by a Responsible Authority. Records must be retained for a minimum of 12 months. This register can be written or electronic.

Please could you advise, by return email, if you are in agreement to the above conditions being incorporated into the Premises Licence?

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

Kind regards, Richard.

Sent on behalf of SGT 4613 Jim Finn.

**25144 Richard Jarman**  
**Licensing Officer**



Early Intervention and Prevention Unit (EIPU),  
Staffordshire Police Headquarters,  
Ground Floor, Block 9, Weston Road, Stafford, Staffordshire, ST18 0YY.  
t: 101 Ext. 2849 Direct Dial: 01785 232843  
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Sean OMeara

**Subject:** FW: Cannock Chase Council

**From:** James Brown <[REDACTED]>  
**Sent:** 04 February 2022 13:20  
**To:** Julie Turner <[JulieTurner@cannockchasedc.gov.uk](mailto:JulieTurner@cannockchasedc.gov.uk)>  
**Subject:** Re: Cannock Chase Council

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Good Afternoon Julie,

Just to confirm that I am happy for these conditions to be added to the premises license.

Thanks

Kind Regards

Jim Brown

On Fri, 4 Feb 2022 at 09:47, Julie Turner <[JulieTurner@cannockchasedc.gov.uk](mailto:JulieTurner@cannockchasedc.gov.uk)> wrote:

Hi James please see below, any concerns please call me on 01543 4646664.

Prevention of Public Nuisance

- 1: Drinks shall not be permitted to be consumed outside of the premises in open containers.
- 2: Music shall not be played or amplified at a level that is audible outside of the premises.

Please email back to confirm your happy for the conditions to be added.

Kind regards

Julie



Julie Turner | Pollution Control Officer  
Cannock Chase Council | Civic Centre | Beecroft Road | Cannock | WS11 1BG  
01543 464664 | [JulieTurner@cannockchasedc.gov.uk](mailto:JulieTurner@cannockchasedc.gov.uk) | [www.cannockchasedc.gov.uk](http://www.cannockchasedc.gov.uk)

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Sean OMeara

**Subject:** FW: My Vision for 65-67 Lodge Road  
**Attachments:** Bar\_Area.jpg; Seating+wall.jpg

**From:** James Brown <[REDACTED]>  
**Sent:** 29 January 2022 14:03  
**To:** Sean OMeara <SeanOMeara@cannockchasedc.gov.uk>  
**Subject:** My Vision for 65-67 Lodge Road

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Hello Sean,

Following on from our conversation on Friday (28/01/2022 2pm), I thought that I would put in writing my vision for the micro pub/neighbourhood bar at 65-67 Lodge Road.

The vision I have for micropub/neighbourhood bar is to have a place where the local community can come together with friends, family and the better halves to have a chin wag and a laugh in a friendly and welcoming atmosphere. There will be no noise disturbance to the neighbours, so no loud music, no fruit machines/gambling machines, just promoting good conversation.

Hopefully I will be turning a run-down building that has been empty for many years into a place where we all can enjoy.

On offer will be a selection of cask ales and specialty beers and lagers sourced from local brewery's, wines, a wide selection of gins and a few select cocktails, along with non-alcoholic beverages and tea and coffee served through the day.

Also, I will be offering a variety of traditional pub snacks, then further down the road I may venturing into pub food.

Although the notice says open from 11.00 until 23.00 Mon-Sat & 11.00 until 22.00 Sun, the most probable time will be Tues-Thurs 16.00 until 22.00, Fri-Sat 11.00 until 23.00, Sun 11.00 until 22.00.

The last think that I want to do is create a disturbance to the neighbours, so I will look to insulate walls and ceilings where needed, double glazed windows at the front if the landlord will allow or pay for to reduce any noise.

I will not be providing a smoking area as I do not have the space, if customers do go outside foe a cigarette they will encourage to move away from the front of the premises. Also glasses will not be allowed outside to discourage any socializing outside. Cigarette bins will be provided to reduce the mess outside the premises. Also the outside will be swept daily if needed.

After seeing the property I know you will appreciate that I have a lot of work to do with the refurbishment, and I will be putting a lot of my own money into this project.

Please see below a few images that I would like it to look like inside.

Thanks for your time

Kind Regards

Jim Brown



