

\* 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	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text" value="Southwell Racecourse - Live In The South"/>	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?		Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.
<input checked="" type="radio"/> Yes <input type="radio"/> No		

**Applicant Details**

* First name	<input type="text" value="David"/>	
* Family name	<input type="text" value="Rowlands"/>	
* E-mail	<input type="text"/>	
Main telephone number	<input type="text"/>	Include country code.
Other telephone number	<input type="text"/>	
<input type="checkbox"/> Indicate here if the applicant would prefer not to be contacted by telephone		

Is the applicant:

- ☒ 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 the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

Is the applicant's business registered in the UK with Companies House?      ☒ Yes      ☐ No

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

Registration number	<input type="text" value="15991685"/>	
Business name	<input type="text" value="Live In The South Ltd"/>	If the applicant's business is registered, use its registered name.
VAT number	<input type="text" value="-"/> <input type="text"/>	Put "none" if the applicant is not registered for VAT.
Legal status	<input type="text" value="Private Limited Company"/>	



Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent 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:

- ☒ An agent that is a business or organisation, including a sole trader
- ☐ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent 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



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**Continued from previous page...**

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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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

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

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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

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 His Majesty's prerogative

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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

Details

Registered number (where applicable)

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



Private Limited Company

Building number or name	The Barbican Centre
Street	Lustleigh Close
District	
City or town	Exeter
County or administrative area	Devon
Postcode	EX2 8PW
Country	United Kingdom

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /   
dd mm yyyy

British

Documents that demonstrate entitlement to work in the UK

Add another applicant

## OPERATING SCHEDULE

01 / 04 / 2024  
dd mm yyyy

/  /   
dd mm yyyy

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.

Southwell Racecourse offers a unique blend of charm, excitement and comfort, making it one of the premier sporting venues in the East Midlands. With racing on both All-Weather and Turf tracks taking place throughout the year, we are one of the country's busiest racecourses with over seventy fixtures a year. Southwell Golf Club is also on site, with the front nine holes in the centre of the course.



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

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**PROVISION OF PLAYS**

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See guidance on regulated entertainment

Will you be providing plays?

☐ Yes ☒ No

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**PROVISION OF FILMS**

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See guidance on regulated entertainment

Will you be providing films?

☐ Yes ☒ No

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**PROVISION OF INDOOR SPORTING EVENTS**

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See guidance on regulated entertainment

Will you be providing indoor sporting events?

☐ Yes ☒ No

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**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

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See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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**PROVISION OF LIVE MUSIC**

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See guidance on regulated entertainment

Will you be providing live music?

☒ Yes ☐ No

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**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.

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Continued from previous page...

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the performance of live music take place indoors or outdoors or both?			Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.
<input type="radio"/> Indoors	<input type="radio"/> Outdoors	<input checked="" type="radio"/> Both	

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.

Live amplified music, most likely outdoors.

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.

3 events per year, January – January. Events may be shorter than 3 days, for example Saturday & Sunday.

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.

N/A



Continued from previous page...

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

- ☒ Yes
- ☐



Continued from previous page...

State any seasonal variations for playing recorded music

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

3 events per year, January – January. Events may be shorter than 3 days, for example Saturday & Sunday.

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.

N/A

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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

FRIDAY

Start

End

Start

End



Continued from previous page...

SATURDAY



Continued from previous page...

TUESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

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

Provision of entertainment similar to live music, recorded music or dance.

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.

Provision of entertainment similar to live music, recorded music or dance.

State any seasonal variations for entertainment

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

3 events per year, January – January. Events may be shorter than 3 days, for example Saturday & Sunday.



Continued from previous page...

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.

N/A

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start   
Start

End   
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   
Start

End   
End

WEDNESDAY

Start   
Start

End   
End

THURSDAY

Start   
Start

End   
End

FRIDAY

Start   
Start

End   
End



Continued from previous page...

SATURDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

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.

3 events per year, January – January. Events may be shorter than 3 days, for example Saturday & Sunday.

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.

N/A

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

Name

First name	<input type="text" value="Callum"/>										
Family name	<input type="text" value="McBrayne"/>										
Date of birth	<table><tr><td><input type="text"/></td><td>/</td><td><input type="text"/></td><td>/</td><td><input type="text" value="...."/></td></tr><tr><td>dd</td><td></td><td>mm</td><td></td><td>yyyy</td></tr></table>	<input type="text"/>	/	<input type="text"/>	/	<input type="text" value="...."/>	dd		mm		yyyy
<input type="text"/>	/	<input type="text"/>	/	<input type="text" value="...."/>							
dd		mm		yyyy							



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**Enter the contact's address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text" value="23/00442/LPER"/>
Issuing licensing authority (if known)	<input type="text" value="Exeter City 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'.

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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.

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**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

End

Start



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

The license holder shall organise / attend a Multi-Agency Group (MAG) / Safety Advisory Group (SAG) as prescribed by the licensing authority.

- The number & dates of MAG / SAG meetings will be agreed with the licensing authority.
- The premise licence holder will invite representatives from all the responsible authorities (as defined by the licensing act 2003) to attend the meeting.
- Any other interested parties as identified by either the premise licence holder or any responsible authority will be invited to the meeting.

• The license holder will develop and submit an Event Safety Management Plan (or any other approved name) and appendices to the MAG/SAG within a reasonable time frame.

• The EMSP (or other terminology) must detail control measures for the promotion of the licensing objectives, and as a minimum contain:

- o Site plans (including temporary structures such as bars and stages)
- o Hierarchy/control
- o Definitions of roles and responsibilities
- o Build and De-rig schedules
- o Command and control plan
- o Alcohol management plan
- o Ingress and Egress plan
- o Security and stewarding plan
- o Incident management plan
- o Evacuation plan
- o Medical and vulnerability plan
- o Noise management plan
- o Site capacity plans (and individual units if plan indicates more than one structure)
- o Major incident plan
- o Search plan
- o Waste management plan
- o Traffic Management plan
- o Trader information and food hygiene
- o Fire Risk Assessment
- o Counter terrorism plan (restricted)
- The Licensee, that is the person in whose name the premises licence is issued, shall ensure that all times when the premises are for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder, public safety, preventing public nuisance & the protection of children from harm.
- The Licensee shall ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage persons. Records will be kept of training and refresher training.

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

All policies and procedures will be documented in the ESMP. The license holder will support the prevention of crime and disorder by:

Security Deployment:

- Contracting a professional security firm with SIA-licensed operatives to manage security.
- Security staff stationed strategically at entry/exit points, bars, stage areas, and areas prone to crowd buildup.

Search Procedures:

- Conducting searches of individuals, bags, and vehicles at entry points to prevent prohibited items like illegal drugs, weapons, and glass bottles from entering the premises.
- Prohibited items listed publicly on the website to ensure compliance and awareness.

Crowd Monitoring:

- Continuous patrols and monitoring of crowd behaviour by trained security personnel.
- Real-time updates on crowd density to Event Safety Officers (ESO) to mitigate potential crime-related disturbances.

Preventing Anti-Social Behaviour:

- Implementing a zero-tolerance policy towards anti-social behaviour, with security response teams available for quick



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action.

- Ejection policies (SAFER protocol) ensure safe and accountable removal of disruptive individuals.
- Compliance with Licensing Conditions:
- Regular checks and patrols to ensure adherence to all licensing conditions, such as capacity limits and prohibited substances.

**c) Public safety**

All policies and procedures will be documented in the ESMP. The license holder will support public safety by:

Capacity Management:

- Final capacity determined by comprehensive assessments (entry, holding, exit, and emergency exit capacities).
- Arena capacity set at approximately 10,000, with ticket sales restricted to 50% of holding capacity to ensure safety.

Risk Assessments and Pre-Event Safety Checks:

- Detailed risk assessments conducted to identify hazards and implement appropriate controls.
- Detailed fire risk assessment conducted to identify hazards and implement appropriate controls.
- Further checks and areas requiring professional due diligence include temporary demountable structures (including CDM plan & policies), waste management, fire safety measures, lighting, electrical safety, gas safety, traffic management, directional signage and medical response readiness.

Medical Provisions:

- Contracted first aid / medical provider for the event/s.
- On-site medical risk assessment and plan, including trained paramedics, medical technicians, and ambulance points.
- Designated RVP / triage areas and equipment for emergency response.

Emergency Response Plans:

- Contingency plans for various scenarios, including crowd surges, medical emergencies, and evacuation procedures.
- Event staff trained to respond promptly to incidents, with clear chains of command (Gold, Silver, Bronze).

Infrastructure and Crowd Flow Management:

- Ensuring emergency exits are adequately marked, illuminated, and manned by trained security operatives.
- Monitoring crowd density to prevent overcrowding; deploying additional barriers or staff as needed.

**d) The prevention of public nuisance**

All policies and procedures will be documented in the ESMP. The license holder will support the prevention of public nuisance by:

Noise Management:

- A noise management plan will be in place, ensuring sound levels comply with local regulations to minimize disruption to neighbours.

- Specific equipment and procedures will be in place to control excessive noise from the stage and other areas including, but not limited to:

- o Hourly noise monitoring from locations agreed with the licensing authority.

- o Residents' hotline to event control

- o No PA use at anti-social hours or hours outside of the licensed times (bar sound checks agreed with licensing authority)

- o Records of noise monitoring conducted and any complaints received and subsequent action / controls implemented.

Anti-Social Behaviour Controls:

- Security staff trained to manage queuing outside event boundaries and assist with the dispersal of attendee's post-event.
- Notices placed at exits requesting attendees to respect local residents.
- The appropriate number of toilets will be provided at the event as prescribed by the purple guide.

Waste Management:

- Waste and litter cleared promptly during and after the event.
- Recycling points established to minimize environmental impact.

Adherence to Agreed Timings:

- Finish times will be 10pm, with the license until 10:30pm to allow for any slight overrun of programming.
- Strict adherence to event finish times; prior permission required for any extensions.

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

All policies and procedures will be documented in the ESMP. The license holder will support the protection of children from harm by:



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**Safeguarding Measures:**

- A designated safeguarding lead (DSL) appointed with appropriate training and enhanced DBS checks.
- Safeguarding plans include policies for recognising and addressing concerns about vulnerable adults.
- Alcohol management plan forms part of the ESMP.
- Challenge 25 policy implemented on site with clear signage and Proof of age accepted Identification (ID) documents required for anyone who appears under 25.
- Refusal to sell alcohol to anyone who is heavily intoxicated, is under age or who appears underage without appropriate identification.
- SIA staff stationed at Bars to identify proxy purchasing of alcohol.
- Refusal logs utilised on site.

**Staff Training:**

- Event staff receive safeguarding training to handle situations involving vulnerable individuals.
- Event staff receive training on refusal of service to any person who is drunk or is under age or appears to be underage.
- Procedures outlined for reporting safeguarding concerns to the DSL or external agencies if required.
- Staff trained on refusal logs.

**Entry Restrictions:**

- Over-18 or under 16's accompanied by responsible adult entry policy enforced through ID checks.
- Refusal of entry to individuals without valid identification.

**Emergency Procedures for At-Risk Individuals:**

- Specific protocols for managing incidents involving intoxicated or incapacitated individuals.
- Medical and welfare teams involved in assessing and responding to such cases.

**Communication and Awareness:**

- Safeguarding guidelines communicated to all staff and volunteers during pre-event briefings.
- Reporting procedures clearly defined and accessible to all event personnel.

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

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### **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.
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- 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.
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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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## **Section 20 of 21**

### **NOTES ON REGULATED ENTERTAINMENT**

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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.
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- 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.

The fee payable depends on the rateable value of the premises which are prescribed/set nationally

\* Fee amount (£)

635.00

### DECLARATION

\* I understand 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.

\* I understand that I must now advertise my application.

\* I understand that if I do not comply with the requirements my application will be rejected.

☐ 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

Theo Markham-Crew

\* Capacity

Agent

\* Date

04

/

02

/

2025

dd

mm

yyyy

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/newark-and-sherwood/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	Southwell Racecourse - Live In The South
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	<input type="checkbox"/>