

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

Shropshire Council

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 Ludlow Rugby Football Club Limited
(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 The Linney	
Post town Ludlow	Postcode SY8 1EE
Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 10,000.00

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/limited liability partnership | <input checked="" type="checkbox"/> please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> please complete section (B) |
| c) a recognised club | <input type="checkbox"/> please complete section (B) |
| d) a charity | <input type="checkbox"/> 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 (by ticking yes to one box below):

- 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		
Date of birth		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)					

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		
Date of birth		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

(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 Ludlow Rugby Football Club Limited
Address Company Registered address: Unit 4 The Business Quarter, Eco Park Rd, Ludlow SY8 1FD
Registered number (where applicable) 09712275
Description of applicant (for example, partnership, company, unincorporated association etc.) Private company limited by guarantee without share capital
Telephone number (if any)
E-mail address (optional)

Part 3 - Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
A		A	P				

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

DD		MM		YYYY			

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

Ludlow Rugby Football Club is predominantly a sports club for Rugby and fitness classes however the Ludlow Spring Festival have asked to use the club and grounds for future festivals which will be a public event. The Club also wants to be able to offer other small events from the grounds. Examples would be weddings in Marquees, Car rallies, trade & craft fayres etc. Please see attached document giving more details.

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

6000

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

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

Please tick all that apply

Provision of regulated entertainment (please read guidance note 2)

- 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)

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

Provision of late night refreshment (if ticking yes, fill in box I)

<input checked="" type="checkbox"/>

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

<input checked="" type="checkbox"/>

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both - please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	08:00	01:00	Please give further details here (please read guidance note 4) This is to allow for any performances put on as part of any events	Both	<input checked="" type="checkbox"/>
Tue	08:00	01:00			
Wed	08:00	01:00	State any seasonal variations for performing plays (please read guidance note 5)		
Thur	08:00	01:00			
Fri	08:00	01:00	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 (please read guidance note 6)		
Sat	08:00	01:00	Christmas Eve and New Years Eve Finish time to be 02:00		
Sun	08:00	01:00			

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both - please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	08:00	01:00	Please give further details here (please read guidance note 4) This is to allow for any recorded films for example, that may be part of various events/Fayres	Both	<input checked="" type="checkbox"/>
Tue	08:00	01:00			
Wed	08:00	01:00	State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur	08:00	01:00			
Fri	08:00	01:00	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 (please read guidance note 6)		
Sat	08:00	01:00	Christmas Eve and New Years Eve Finish time to be 02:00		
Sun	08:00	01:00			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4) This is to allow for any sporting event held inside the club house
Day	Start	Finish	
Mon	08:00	01:00	State any seasonal variations for indoor sporting events (please read guidance note 5)
Tue	08:00	01:00	
Wed	08:00	01:00	
Thur	08:00	01:00	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 (please read guidance note 6) Christmas Eve and New Years Eve Finish time to be 02:00
Fri	0:00	01:00	
Sat	08:00	01:00	
Sun	08:00	01:00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both - please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Both	<input type="checkbox"/>	
Tue			Please give further details here (please read guidance note 4)		
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Thur					
Fri			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 (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both - please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) This is to allow for any bands or artists to perform in the club house or on the grounds as part of any function		
Mon	08:00	01:00			
Tue	08:00	01:00			
Wed	08:00	01:00			
			State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur	08:00	01:00			
Fri	08:00	01:00			
			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 (please read guidance note 6) Christmas Eve and New Years Eve Finish time to be 02:00		
Sat	08:00	01:00			
Sun	08:00	01:00			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both - please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) This is to allow for any disco or recorded music to be played in the club house or on the grounds as part of any function		
Mon	08:00	01:00			
Tue	08:00	01:00			
Wed	08:00	01:00			
			State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur	08:00	01:00			
Fri	08:00	01:00			
			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 (please read guidance note 6) Christmas Eve and New Years Eve Finish time to be 02:00		
Sat	08:00	01:00			
Sun	08:00	01:00			

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both - please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	08:00	01:00	Please give further details here (please read guidance note 4) To allow for any performance of dance in the club house or within the grounds	Both	<input checked="" type="checkbox"/>
Tue	08:00	01:00			
Wed	08:00	01:00	State any seasonal variations for the performance of dance (please read guidance note 5)		
Thur	08:00	01:00			
Fri	08:00	01:00	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 (please read guidance note 6)		
Sat	08:00	01:00	Christmas Eve and New Years Eve Finish time to be 02:00		
Sun	08:00	01:00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing This is to allow for any demonstrations/customer participation events given as part of any Fayre held. For example Craft Fayre demo/practice		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both - please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon	08:00	01:00			Outdoors
			Both		<input checked="" type="checkbox"/>
Tue	08:00	01:00	Please give further details here (please read guidance note 4)		
Wed	08:00	01:00			
Thur	08:00	01:00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5) Christmas Eve and New Years Eve Finish time to be 02:00		
Fri	08:00	01:00			
Sat	08:00	01:00	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 (please read guidance note 6)		
Sun	08:00	01:00	Christmas Eve and New Years Eve Finish time to be 02:00		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	
[REDACTED]	
Date of birth	[REDACTED]
[REDACTED]	
Postcode	[REDACTED]
Personal licence number (if known)	
[REDACTED]	
Issuing licensing authority (if known)	
[REDACTED]	

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 9).

Not Applicable

Late night refreshment Standard days and timings (please read guidance note 7)			<u>Will the provision of late night refreshment take place indoors or outdoors or both - please tick</u> (please read guidance note 3)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) This will allow for food to be provided for the various possible functions			
Mon	23:00	01:00				
Tue	23:00	01:00				
Wed	23:00	01:00				
			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5) Christmas Eve and New Years Eve Finish time to be 02:00			
Thur	23:00	01:00				
Fri	23:00	01:00				
			<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> (please read guidance note 6) Christmas Eve and New Years Eve Finish time to be 02:00			
Sat	23:00	01:00				
Sun	23:00	01:00				

J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8)		On the premises	<input type="checkbox"/>
					Off the premises	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5) Christmas Eve and New Years Eve Finish time to be 02:00			
Mon	08:00	01:00				
Tue	08:00	01:00				
Wed	08:00	01:00				
			<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> (please read guidance note 6) Christmas Eve and New Years Eve Finish time to be 02:00			
Thur	08:00	01:00				
Fri	08:00	01:00				
Sat	08:00	01:00				
Sun	08:00	01:00				

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5) Christmas Eve and New Years Eve Finish time to be 03:00
Day	Start	Finish	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 (please read guidance note 6) Christmas Eve and New Years Eve Finish time to be 03:00
Mon	07:00	02:00	
Tue	07:00	02:00	
Wed	07:00	02:00	
Thur	07:00	02:00	
Fri	07:00	02:00	
Sat	07:00	02:00	
Sun	07:00	02:00	

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 10)

The club and the Ludlow Food festival are well established and professionally organised, and intend to continue in the same way. Any exhibitor has to sign to comply with the conditions of the premises licence. The club will liaise with all the licensable responsible authorities to ensure the club and grounds are managed in a professional manner.

b) The prevention of crime and disorder

Illegal drug use or Drunkenness will not be tolerated. Anyone believed to be drunk or under the influence of illegal drugs will be ejected from the site and/or reported to West Mercia Police. Security Industry Authority qualified staff will be used at large events such as a festival.

c) Public safety

Risk assessments and action plans will be produced for each event open to the general public.
SIA security staff & stewards will be on duty during festivals.
Emergency exits will be clearly sign posted and kept clear of any obstructions.
First aid facilities will be available.
Hazards likely to cause slips/trips will be dealt with immediately they are reported/noticed. Any broken glass will be cleared as soon as possible.
All statutory regulations regarding the site will be complied with, including the use of fire safety equipment.

d) The prevention of public nuisance

Any event continuing after 11pm should ensure the noise is to be kept to a level that can not be heard inside any local residential property when their windows are closed. Litter on the grounds will be cleared within 24 hours of an event finishing. All lighting positioning will be situated as to not cause any nuisance to local residential properties. Signs will be in place asking patrons to leave in a quiet orderly manner

e) The protection of children from harm

All reasonable precautions will be used to ensure alcohol is not sold to any one anyone under age by requesting suitable ID to confirm age, in line with current advice/policy (currently Challenge 25 policy). If any adult is found to be purchasing alcohol on behalf of anyone under age, they will be ejected from the site and/or reported to West Mercia Police.

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. ☒
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). ☒

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

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.

Part 4 - Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	21/12/2022
Capacity	Solicitors Acting for applicant

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Ludlow Rugby Football Club is predominantly a sports club for rugby and fitness which currently operates with a club premises certificate, for the benefit of members of the club and their guests. However the Ludlow Spring Festival have asked to use the club and grounds for future festivals which will be public events. The Club also wants to be able to offer other events from the grounds for the benefit of the general community. Examples would be weddings in Marquees, Car rallies, trade & craft fayres etc. Currently the club allows organisations like the town band, model car club & running club to use the club facilities. As these events will be open to the general public the existing Club premises certificate is no longer appropriate. Once this premises licence is granted the Club Certificate will be surrendered.

Notable points:

1. Attendance:

The Ludlow Spring Festival is expected to be the largest function to be held on the grounds, which previously operated from the Ludlow Castle, but due to increase costs, the organisers have approached the Ludlow Rugby Football club to hold on their grounds from Spring 2023. This event currently takes place in May and attendance is approx. between 8000 and 10000 over the various days. Obviously most people attend just one day, therefore the attendance at any one time is not likely to exceed 5000-6000.

2. Start time of licensable activities

The spring festival starts at 9am but to allow for any possible early arrivals, the application is for the licensable activities to start 8am.

3. Finish Time of licensable Activities

This is to allow for functions either in the club house or in a marquee on the grounds like birthday parties, weddings etc to go on until 1am. Preventions of noise nuisance is covered under licensing objectives. The existing Club certificate allows hours of Monday-Saturday 11.00am to 1.00 am the following day and Sundays 11:00am to Midnight, with Christmas Eve and New Years Eve ending at 2:00am the following day

4. Hours of Business

The hours selected for opening is to cover all such functions and is unlikely to have any one function starting at 7am and finishing at 2am. Whilst the primary hours will be the hours relating to the sports, when the spring festival is on then the start is 9am and therefore the start hours is 7am to allow for setting up and testing. The finish time is to allow for drinking up time and closing down the site following a function such as wedding etc.

5. Food Festival

This is already an established annual event in the town and they will continue to run the event in the same professional way. Many of the exhibitors hold personal licences and have to have Public /Product liability insurance. They have to sign to confirm they will comply with the conditions of the premises licence. A copy of the various 2022 Festival policies are available on request, as a guidance to future festival policies/procedures.

6. Plans

The licensed area is the same as the licensed area for the existing club premises certificate, but as previously mentioned will be for public use as well as for the use of the club members.

7. Ludlow Food Festival

The Ludlow Spring festival produces the following plans for their event:

- Event Safety Management Plan
- Event Fire Risk Assessment
- Noise Mitigation Plan
- Traffic Management Plan
- Emergency Contingency Plan
- Alcohol Policy
- A Lost/Found children Policy .

If you would like copies of any of the above 2022 festival versions please email us and we can email copies as examples of the intended future events.