

## 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.

We **Addlestone Victory Park Bowls Club (AVPBC)**

*(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

Addlestone Bowls Clubhouse in the middle of Victory Park close to railway cutting midway between Chertsey and Addlestone stations. It has no Postcode. Grid Reference: TQ 05189 65182. Lat. / Long. 51.37596, - -0.49006. It is approximately 150m away from the closest residential buildings, also with parkland / trees / and or fencing in between. (See enclosed map of wider local area).

|                  |             |                 |   |
|------------------|-------------|-----------------|---|
| <b>Post town</b> | Addlestone. | <b>Postcode</b> | <b>None – See Grid Reference above.</b> |
|------------------|-------------|-----------------|---|

|   |                      |
|---|----------------------|
| Telephone number at premises (if any)   | <b>None.</b>         |
| Non-domestic rateable value of premises | <b>Non-Rateable.</b> |

### Part 2 - Applicant details

Please state whether you are applying for a premises licence as      Please tick as appropriate

- a) an individual or individuals \* ☐ please complete section (A)
- b) a person other than an individual \*
- i as a limited company/limited liability partnership ☐ please complete section (B)
- ii as a partnership (other than limited liability) ☐ please complete section (B)
- iii as an unincorporated association or ☐ please complete section (B)

- iv other (for example a statutory corporation) ☐ please complete section (B)
- c) a recognised club ☒ please complete section (B)
- d) a charity ☐ please complete section (B)
- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (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) |  |
| <b>Surname</b><br>NOT APPLICABLE.                              |                              |                               | <b>First names</b>   |                                |  |
| <b>Date of birth</b>   |                              |                               | I am 18 years old or over <input type="checkbox"/> Please tick yes |                                |  |
| <b>Nationality</b>   |                              |                               |  |                                |  |
| Current residential address if different from premises address |                              |                               |  |                                |  |
| Post town  |                              |                               |  | Postcode                       |  |
| <b>Daytime contact telephone number</b>                        |                              |                               |  |                                |  |
| <b>E-mail address (optional)</b>                               |                              |                               |  |                                |  |

**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) |  |
| <b>Surname</b>  |                              |                               | <b>First names</b>   |                                |  |
| <b>Date of birth</b>                                      |                              |                               | I am 18 years old or over <input type="checkbox"/> Please tick yes |                                |  |
| <b>Nationality</b>  |                              |                               |  |                                |  |
| Current postal address if different from premises address |                              |                               |  |                                |  |
| Post town   |                              |                               |  | Postcode                       |  |
| <b>Daytime contact telephone number</b>                   |                              |                               |  |                                |  |
| <b>E-mail address (optional)</b>                          |                              |                               |  |                                |  |

**(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.**

|   |
|---|
| <b>Name</b><br>Addlestone Victory Park Bowls Club.  |
| <b>Address</b><br>The Bowls Clubhouse, Victory Park, Chertsey Road, Addlestone, Surrey.   |
| <b>Registered number (where applicable)</b><br>Not Applicable.  |
| <b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b><br>Unincorporated Small Sports Club governed by a written Constitution (attached). |
| <b>Telephone number (if any)</b><br>[REDACTED]  |
| <b>E-mail address (optional)</b><br>[REDACTED]  |

### Part 3 Operating Schedule

When do you want the premises licence to start?

| DD | MM | YYYY |
|----|----|------|
| 04 | 05 | 2025 |

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)

**The Licence is primarily for the use of Addlestone Bowls Members and their guests (often opposition players) being served and drinking inside the main room of the Clubhouse in non-glass containers.**

**The Clubhouse is of an attractive “Arts and Crafts” style dating from 1935.**

**The Club dates from 1931 and faces closure with rising council costs (+67% this year per member to £112.50 each – including Registered Disabled – we have 11 - and Juniors – we have 24) and increasing demands for self-management and financial self-sufficiency. Unlike most Council owned clubs, AVPBC has been at the forefront of adopting the Council demands for financial self-sufficiency and “self-empowerment” and intends to be fully self-sufficient by the end of this year, 2025.**

**In 2021 AVPBC voted at its AGM by 87.1% to adopt three “guiding values” of “Accessibility”, “Inclusivity” and “Financial Self-Sufficiency”. Since then, it has put on many community events like “Barefoot Bowls”, weekly Adults with Learning Difficulties Bowling (over 20 players a week) and now has the largest Junior Section out of 118 Clubs in Surrey. The Club grew from 5 members in 2020 to over 100 in 2024 (but has declined since). In 2022 it won the “Bowls England Story of the Year” Award and in 2023 it received a R.B.C. “Club of the Year” award. This Licence will help the Club survive the new challenges of this year, preserving an historic bowls club in Addlestone Victory Park (and the active use / maintenance of the Clubhouse) and saving R.B.C. over £200,000 over the next 10 years.**

**It is the intention for the Club to further improve the internal fixtures / fittings / décor via further fundraising bids.**

**There will be no off-sales.**

**The Clubhouse has three toilet cubicles for Ladies and one cubicle and three urinals for Men. (See Clubhouse map).**

**There is a decent seating area inside the Clubhouse but drinks will also be consumed outside, but only within the premises of the Bowls Club demarcated by its hedges (and never on the green if unprotected).**

**There will be on sales only (no off-sales), and all alcohol will be served on the Premises of the Club, primarily from the serving area marked on Clubhouse map and consumed on the premises of the Club only (within hedged area on enclosed map).**

**The sale of alcohol will be primarily to Club members, their guests and visitors from recognised teams. It will be provided to the public on special events such as public open days, public parties, spectators for fixtures / competitions, for other park users on an ad hoc**

**basis determined by the PLH / DPS / Club Committee, community group bookings such as for Barefoot Bowls evenings (risk assessments made) etc.**

**Although the Bowls Club does not have its own CCTV, a Safer Runnymede CCTV camera is located within the park next to the grounds maintenance compound within 40m and covering the main pedestrian entrance to the Bowls Club.**

**Any income from the retail sale of Alcohol shall be used solely for the towards the promotion of / and or to meet the objectives of the Club's organisation.**

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

N/A

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A) ☐
- b) films (if ticking yes, fill in box B) ☐
- c) indoor sporting events (if ticking yes, fill in box C) ☐
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☐
- e) live music (if ticking yes, fill in box E) ☐
- f) recorded music (if ticking yes, fill in box F) ☐
- g) performances of dance (if ticking yes, fill in box G) ☐
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☐

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

☐

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

x

**In all cases complete boxes K, L and M**

**A**

|   |       |        |   |          |                          |
|---|-------|--------|---|----------|--------------------------|
| <b>Plays</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b><br>(please read guidance note 3)  | Indoors  | <input type="checkbox"/> |
|   |       |        |   | Outdoors | <input type="checkbox"/> |
|   |       |        |   | Both     | <input type="checkbox"/> |
| Day   | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)  |          |                          |
| Mon   |       |        |   |          |                          |
| Tue   |       |        |   |          |                          |
| Wed   |       |        | <b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)  |          |                          |
| Thur  |       |        |   |          |                          |
| Fri   |       |        |   |          |                          |
| Sat   |       |        | <b><u>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</u></b> (please read guidance note 6) |          |                          |
| Sun   |       |        |   |          |                          |
|   |       |        |   |          |                          |

## B

|   |       |        |   |          |                          |
|---|-------|--------|---|----------|--------------------------|
| <b>Films</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3) | Indoors  | <input type="checkbox"/> |
|   |       |        |   | Outdoors | <input type="checkbox"/> |
|   |       |        |   | Both     | <input type="checkbox"/> |
| Day   | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)  |          |                          |
| Mon   |       |        |   |          |                          |
|   |       |        |   |          |                          |

|      |  |  |  |
|------|--|--|--|
|      |  |  |  |
| Tue  |  |  |  |
| Wed  |  |  | <b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)  |
| Thur |  |  |  |
| Fri  |  |  | <b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) |
| Sat  |  |  |  |
| Sun  |  |  |  |

## C

|  |       |        |   |
|--|-------|--------|---|
| <b>Indoor sporting events</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Please give further details</u></b> (please read guidance note 4) |
| Day  | Start | Finish |   |
| Mon  |       |        |   |

|      |  |  |   |
|------|--|--|---|
|      |  |  |   |
| Tue  |  |  | <b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)  |
| Wed  |  |  |   |
| Thur |  |  | <b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) |
| Fri  |  |  |   |
| Sat  |  |  |   |
| Sun  |  |  |   |
|      |  |  |   |

## D

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

# E

|  |       |        |  |          |                          |
|--|-------|--------|--|----------|--------------------------|
| <b>Live music</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b><br>(please read guidance note 3)   | Indoors  | <input type="checkbox"/> |
|  |       |        |  | Outdoors | <input type="checkbox"/> |
|  |       |        |  | Both     | <input type="checkbox"/> |
| Day  | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)   |          |                          |
| Mon  |       |        |  |          |                          |
| Tue  |       |        |  |          |                          |
| Wed  |       |        |  |          |                          |
|  |       |        | <b><u>State any seasonal variations for the performance of live music</u></b><br>(please read guidance note 5)   |          |                          |
| Thur   |       |        |  |          |                          |
| Fri  |       |        |  |          |                          |
| Sat  |       |        |  |          |                          |
|  |       |        | <b><u>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</u></b> (please read guidance note 6) |          |                          |
| Sun  |       |        |  |          |                          |
|  |       |        |  |          |                          |
|  |       |        |  |          |                          |

# F

|  |       |        |  |          |                          |
|--|-------|--------|--|----------|--------------------------|
| <b>Recorded music</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b><br>(please read guidance note 3)   | Indoors  | <input type="checkbox"/> |
|  |       |        |  | Outdoors | <input type="checkbox"/> |
|  |       |        |  | Both     | <input type="checkbox"/> |
| Day  | Start | Finish |  |          |                          |
| Mon  |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)   |          |                          |
|  |       |        |  |          |                          |
| Tue  |       |        |  |          |                          |
|  |       |        |  |          |                          |
| Wed  |       |        | <b><u>State any seasonal variations for the playing of recorded music</u></b><br>(please read guidance note 5)   |          |                          |
|  |       |        |  |          |                          |
| Thur   |       |        |  |          |                          |
|  |       |        |  |          |                          |
| Fri  |       |        | <b><u>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</u></b> (please read guidance note 6) |          |                          |
|  |       |        |  |          |                          |
| Sat  |       |        |  |          |                          |
|  |       |        |  |          |                          |
| Sun  |       |        |  |          |                          |
|  |       |        |  |          |                          |

# G

|   |       |        |   |          |                          |
|---|-------|--------|---|----------|--------------------------|
| <b>Performances of dance</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b><br>(please read guidance note 3)   | Indoors  | <input type="checkbox"/> |
|   |       |        |   | Outdoors | <input type="checkbox"/> |
|   |       |        |   | Both     | <input type="checkbox"/> |
| Day   | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)  |          |                          |
| Mon   |       |        |   |          |                          |
| Tue   |       |        |   |          |                          |
| Wed   |       |        | <b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)  |          |                          |
| Thur  |       |        |   |          |                          |
| Fri   |       |        |   |          |                          |
| Sat   |       |        | <b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |                          |
| Sun   |       |        |   |          |                          |
|   |       |        |   |          |                          |

# H

|  |       |        |  |          |                          |
|--|-------|--------|--|----------|--------------------------|
| <b>Anything of a similar description to that falling within (e), (f) or (g)</b><br>Standard days and timings (please read guidance note 7) |       |        | Please give a description of the type of entertainment you will be providing   |          |                          |
| Day  | Start | Finish | <b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)   | Indoors  | <input type="checkbox"/> |
| Mon  |       |        |  | Outdoors | <input type="checkbox"/> |
|  |       |        |  | Both     | <input type="checkbox"/> |
| Tue  |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)   |          |                          |
|  |       |        |  |          |                          |
| Wed  |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)   |          |                          |
|  |       |        |  |          |                          |
| Thur   |       |        | <b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)  |          |                          |
|  |       |        |  |          |                          |
| Fri  |       |        | <b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)  |          |                          |
|  |       |        |  |          |                          |
| Sat  |       |        | <b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |                          |
|  |       |        |  |          |                          |
| Sun  |       |        | <b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |                          |
|  |       |        |  |          |                          |

# I

|  |       |        |   |          |                          |
|--|-------|--------|---|----------|--------------------------|
| <b>Late night refreshment</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)  | Indoors  | <input type="checkbox"/> |
|  |       |        |   | Outdoors | <input type="checkbox"/> |
|  |       |        |   | Both     | <input type="checkbox"/> |
| Day  | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)  |          |                          |
| Mon  |       |        |   |          |                          |
| Tue  |       |        |   |          |                          |
| Wed  |       |        | <b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)   |          |                          |
| Thur   |       |        |   |          |                          |
| Fri  |       |        |   |          |                          |
| Sat  |       |        | <b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |                          |
| Sun  |       |        |   |          |                          |
|  |       |        |   |          |                          |

# J

|   |       |        |  |                  |                                     |
|---|-------|--------|--|------------------|-------------------------------------|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the supply of alcohol be for consumption – please tick</u></b> (please read guidance note 8)  | On the premises  | <input checked="" type="checkbox"/> |
|   |       |        |  | Off the premises | <input type="checkbox"/>            |
|   |       |        |  | Both             | <input type="checkbox"/>            |
| Day   | Start | Finish | <b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 5)<br>There may be a reduced service off-season (Sept-April).<br><br>These timings are subject to shorter periods of opening when RBC parks close earlier. See Opening and Closing times for all parks 2025-2026.<br><br>Peak Summer times are used on the left when the park opens at 8am and closes at 9pm. |                  |                                     |
| Mon   | 1000  | 2100   |  |                  |                                     |
| Tues  | 1000  | 2100   |  |                  |                                     |
| Wed   | 1000  | 2100   |  |                  |                                     |
| Thur  | 1000  | 2100   |  |                  |                                     |
| Fri   | 1000  | 2100   |  |                  |                                     |
| Sat   | 1000  | 2100   |  |                  |                                     |
| Sun   | 1000  | 2100   | <b><u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)   |                  |                                     |
|   |       |        |  |                  |                                     |

**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<br>Albert Tapper  |            |
| Date of birth  | [REDACTED] |
| [REDACTED]   |            |
| Postcode   | [REDACTED] |
| Personal licence number (if known)<br>[REDACTED]                                 |            |
| Issuing licensing authority (if known)<br>Runnymede Borough Council (25/07/2024) |            |

☐ ☐ ☐ ☐

# 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).

None.

# L

|   |       |        |  |
|---|-------|--------|--|
| <b>Hours premises are open to the public</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>State any seasonal variations</u></b> (please read guidance note 5)<br><br>As above, the times are subject to Seasonal variation as the Council close the park at different times during the year. The times given here are for Monday 28 <sup>th</sup> April-Sunday 17 <sup>th</sup> August (When the closing time mirrors the park's closing time of 8.30pm and so on). Please see "Opening and closing times for all parks 2025-2026" enclosed. |
| Day   | Start | Finish |  |
| Mon   | 1000  | 2100   |  |
|   |       |        |  |
| Tue   | 1000  | 2100   |  |
|   |       |        |  |
| Wed   | 1000  | 2100   |  |
|   |       |        |  |
| Thur  | 1000  | 2100   |  |
|   |       |        |  |
| Fri   | 1000  | 2100   | <b><u>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</u></b> (please read guidance note 6)   |
|   |       |        |  |
| Sat   | 1000  | 2100   |  |
|   |       |        |  |
| Sun   | 1000  | 2100   |  |
|   |       |        |  |

## Opening and closing times for all parks 2025 - 2026

### ALL PARKS WILL OPEN AT

8.00 am weekdays      9.00 am weekends and bank holidays

#### Spring closing times

|                    |         |
|--------------------|---------|
| Monday 13 January  | 5.00 pm |
| Monday 3 February  | 5.30 pm |
| Monday 17 February | 6.00 pm |
| Monday 10 March    | 6.30 pm |
| Monday 24 March    | 8.00 pm |
| Monday 14 April    | 8.30 pm |

#### Summer closing times

Monday 28 April until Sunday 17 August      9.00pm

#### Autumn closing times

|                     |         |
|---------------------|---------|
| Monday 18 August    | 8.30 pm |
| Monday 1 September  | 8.00 pm |
| Monday 15 September | 7.30 pm |
| Monday 29 September | 7.00 pm |
| Monday 13 October   | 6.30 pm |
| Monday 27 October   | 6.00 pm |
| Monday 3 November   | 5.00pm  |

#### Winter closing times

Monday 10 November 2025 until Sunday 11 January 2026      4.30 pm

|                 |                              |
|-----------------|------------------------------|
| Bowls season    | Start: Sat 12 April 2025     |
|                 | End: Sun 14 September 2025   |
| Cricket season  | Start: Sat 19 April 2025     |
|                 | End: Sun 7 September 2025    |
| Football season | Start: Sat 20 September 2025 |
|                 | End: Sun 23 March 2025       |

#### **Please note:**

- i) All sports must be completed 15 minutes before closing time
- ii) All members of the public are asked to start vacating the grounds 15 minutes prior to closing time.
- iii) Members of the public must be clear of the grounds by closing time, when the gates will be promptly closed and locked.

**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)**

While the sale of Alcohol will be primarily for Club members, their guests and visitors from recognised teams, it will also be provided during events and at certain times when the Club decides to open the bar for the public to watch bowls etc.

Patrons will not be permitted to remove any alcoholic drinks from the boundary of the AVPBC Club Premises.

The Club members will be informed of the new bar rules / age verification policy via email, in meetings and on the Club Notice Board in the Clubhouse and website: [www.addlestonebowls.com](http://www.addlestonebowls.com)

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

An incident log / refusal book shall be kept at the premises, and made available for inspection on request to an authorised officer of the council or the Police, which will record the following:

- a) any refusal of the sale of alcohol
- b) any incidents of disorder;
- c) any complaints received.

Checks will be made for drug use and other criminal behaviour which will result in immediate ejection from the premises and noting in log book above.

Patrons will be denied alcohol if they are deemed to be drunk, asked to leave, with the incident reported in the log book.

Training in staff health and safety continues.

**c) Public safety**

All drinks must be served in open containers / vessels that are constructed of an alternative material to glass, with the exception of bottles of Prosecco or Champagne.

On occasions of peak activity such as events, security stewards may be hired.

We will ensure our first aid kit / stocks are fully stocked.

**d) The prevention of public nuisance**

No noise shall emanate from the Premises which gives rise to a nuisance.

Staff will undertake routine litter picking throughout the whole premises and 10 metres around the entrance to premises.

Adequate waste receptacles will be provided for non-glass drinking vessels, and any other litter generated from the Premises.

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

A challenge 25 policy will be in force and and signage to this effect will be displayed at the point of sale.

Anyone suspected of not being 25 will be asked for a) a photo driving licence, b) a passport c) a proof of age that carries the PASS hologram or will not be served. Checks will be made for fake-identifications.

Children must be accompanied by a responsible adult or guardian when present on the Club premises.

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee. X
- I have enclosed the plan of the premises. X
- I have sent copies of this application and the plan to responsible authorities and others where applicable. X
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. X
- I understand that I must now advertise my application. X
- I understand that if I do not comply with the above requirements my application will be rejected. X
- [Applicable to all 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 carrying on of a licensable activity) and that the 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 on this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if applicable (please read guidance note 15).

X

**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.**

The Council may be statutorily required to supply any information you provide, to other bodies exercising functions of a public nature, for the prevention and detection of fraud. For further information, please see [www.runnymede.gov.uk/DataMatching](http://www.runnymede.gov.uk/DataMatching)

#### **Data Protection and Privacy**

Any data supplied by you on this form will be processed in accordance with the General Data Protection Regulations, in supplying it you consent to the Council processing the data for the purpose it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law.


Data is deleted in accordance with our data retention policy. Our privacy policy is published on our web site [www.runnymede.gov.uk](http://www.runnymede.gov.uk)





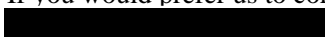
#### **Part 4 – Signatures** (please read guidance note 11)

**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.**

|                    |   |
|--------------------|---|
| <b>Declaration</b> | <ul style="list-style-type: none"><li>• [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).</li><li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)</li></ul> |
| Signature          |   |
| Date               |   |
| Capacity           |   |

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

|           |  |
|-----------|--|
| Signature |  |
| Date      | 27/3/25  |
| Capacity  | Treasurer, AVPBC. PLH Holder. DPS.   |

|   |   |  |  |
|---|---|--|--|
| Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) |   |  |  |
| (As above)  |   |  |  |
|    |   |  |  |
| Post town   |  |  |  |
| Telephone number (if any)   |  |  |  |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional)   |   |  |  |
|    |   |  |  |

### Notes for Guidance

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