



APPLICATION FOR AUTHORISATION TO CARRY OUT LICENSABLE ACTIVITIES

Introduction: Church Stretton Town Council has a number of Licensed Premises under the Licensing Act 2003 for most "Licensable Activities" and for the sale of alcohol on its licensed premises. The conditions for each premises vary, but a summary notice is displayed at or near each "premises" and at the Town Council Office. Further information can be obtained from the Town Council. It is a condition of each Premises Licence that the holder of a "Personal Licence" is present on premises when any supply of alcohol is made or this is done by a competent individual authorised by the Personal Licence Holder.

Requests must be submitted to the Town Clerk (Designated Premises Supervisor) in addition to the Premises Letting Agreement at least 14 days prior to the event, or the supply of alcohol may not be permitted.

Section 1: Premises (tick appropriate premises)

☐ Silvester Horne Institute, 62 High Street,
Church Stretton
(LAPREM6358)

☐ Rectory Field, Church Stretton
(LAPREM6356)

☐ Sandford Park Recreation Ground, Church
Stretton Recreation Ground, Crossways
(LAPREM6357)

☐ Church Stretton Streets & Recreation
Areas, The Square, Church Stretton
(LAPREM6359)

Section 2: Event details

Event date: _____

Event start time: _____

Event end time: _____

Nature of event:

Expected attendance: _____

Section 3: Licensable Activities Requested

☐ Sale of alcohol

☐ Late night refreshment

☐ Regulated entertainment

Section 4: Personal License Holder Details *(Required where alcohol is to be sold)*

Full name: _____

Home address: _____

Date of birth: _____

Personal licence number: _____

Issuing authority: _____

Contact telephone number: _____

Email address: _____

If providing details of a competent persons authorised by the Personal Licence Holder, their details (name, address, D.O.B and contact number must be appended to this form).

Section 5: Additional Requirements

- ☐ I confirm that all alcohol sales will be made or authorised by me as a Personal Licence Holder and I have provided Church Stretton Town Council with a photocopy of my Personal License.
- ☐ I confirm I will be present on the premises for the duration of alcohol sales.
- ☐ (If relevant) I have provided details of competent persons to the DPS.
- ☐ I confirm I have made a non-refundable payment of £15, with this form, to the Designated Premises Supervisor 14 days prior to the event taking place.
- ☐ I confirm I have the terms of hire for this premises.
- ☐ I confirm that I read and will comply with conditions listed for the premises under annex 2 and 3 of the premises license.

Section 6: Declaration: I, (Name of Personal Licence Holder) understand that I am personally responsible for ensuring that whilst acting in my capacity as the Personal Licence Holder for the event, that the conditions of the relevant Premises Licence and my duties as the authorised Personal Licence Holder are complied with.

Name: _____ Signature: _____ Date: _____

FOR OFFICIAL USE ONLY:

Application Received:

_____ Paid: ☐ Yes ☐ No

☐ Approved

☐ Approved with Conditions

☐ Refused

Personal Licence Verified:

☐ Yes ☐ No

Signed (DPS): _____

Name: _____

Date: _____

Conditions Attached:

☐ Yes ☐ No

Data Protection (GDPR): Church Stretton Town Council will use the information provided on this form to assess and administer applications for licensable activities under the Licensing Act 2003. The Council processes this data in the exercise of its public functions and legal obligations. Information may be shared with relevant authorities where required by law. Personal data will be retained in line with the Council's retention policy. You have the right to request access to your data and to raise concerns with the Information Commissioner's Office. For further details, please see the Council's Privacy Notice or contact the Town Clerk.