

Lancaster 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

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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 Go Local – Sylvester Street 22 Sylvester St,			
Post town	Lancaster	Postcode	LA1 5DG
Telephone number at premises (if any)			
Non-domestic rateable value of premises			

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 ☒	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname			First names		

SECOND INDIVIDUAL APPLICANT (if applicable)

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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) | ☐ |

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	☐
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<u>Supply of alcohol</u> (if ticking yes, fill in box J)	X
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In all cases complete boxes K, L and M

A

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

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	☐
					Outdoors	☐
					Both	☐
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)			
Mon						
Tue						
			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)			
Wed						
Thur						
			<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> (please read guidance note 6)			
Fri						
Sat						
Sun						

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			
Fri			<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> (please read guidance note 6)
Sat			
Sun			

D

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

E

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

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	☐
				Outdoors	☐
				Both	☐
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	☐
					Outdoors	☐
					Both	☐
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)			
Mon						
Tue						
			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)			
Wed						
Thur						
			<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> (please read guidance note 6)			
Fri						
Sat						
Sun						

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		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	☐
Mon				Outdoors	☐
				Both	☐
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<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> (please read guidance note 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	☐
				Outdoors	☐
				Both	☐
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri					
Sat			<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)		
Sun					

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	☐
				Off the premises	X
				Both	☐
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5)		
Mon	07.00	23.00			
Tue	07.00	23.00			
Wed	07.00	23.00			
Thur	07.00	23.00			
Fri	07.00	23.00			
Sat	07.00	23.00			
Sun	07.00	23.00			
			<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)		

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):

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

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	
Mon	07.00		<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> (please read guidance note 6)
		23.00	
Tue	07.00		
		23.00	
Wed	07.00		
		23.00	
Thur	07.00		
		23.00	
Fri	07.00		
		23.00	
Sat	07.00		
		23.00	
Sun	07.00		
		23.00	

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)

1. CCTV

1.1 The premises will install and maintain a digital CCTV system.

1.2. The CCTV system will have sufficient hard drive storage capacity to store a minimum of 31 days.

1.3. The CCTV system will be capable of obtaining clear facial recognition images and a clear head and shoulders image of every person entering the premises.

1.4 A CCTV log will be completed on a weekly basis to record the correct date and time of recordings, the hard drive, the recording system, and the downloading of the CCTV footage. Up to 8 cameras can be identified and checked in the log book. The system will be maintained in good working order.

1.5 Only nominated staff shall be trained in the operation of the CCTV system to ensure rapid data retrieval & downloads of footage that can be provided to a Police Constable upon request within a reasonable time in accordance with the Data Protection Act.

1.6 CCTV will be continually recording during licensable hours

1.7 In the event of a failure of the CCTV system for any reason, a record of the failure will be recorded in the premises CCTV log and immediate steps will be made to rectify the problem.

2. Proxy signs will be sited on the premises to deter proxy sales on behalf of under 18's.

b) The prevention of crime and disorder

3. Incident Register

3.1 An incident log will be kept at the premises and will record; An incident log shall be kept at the premises, and made available on request to a person under the direction and control of the Chief Constable of Norfolk Constabulary or an officer of Council, which will record the following:

- all crimes reported to the venue
- all ejections of patrons
- any complaints received

- any incidents of disorder
- all seizures of drugs or offensive weapons
- any refusal of the sale of alcohol
- any visit by a relevant authority or emergency service
- any faults in the CCTV system

3.2 All entries in the Incident Log will be retained for a period of 12 months from the date it occurred and will be made available for viewing on demand by a Police Constable.

4. When the designated premises supervisor is not on duty, a contact telephone number will be available at all times.

5. All spirits and high ABV Lagers, ciders & beers (over 6.5%) will be stored and sold from behind the counter.

6. The Premises Licence Holder shall ensure that no single cans of super strength lagers, ciders or beers over 6.5% will be sold from the premises. A minimum of 2 must be sold at any one time.

6.2 The premises will display a minimum of 2 'Customer Refusal Policies' in prominent positions where customers can easily read it. This notice includes a warning that anyone identified as a Street Drinker will not be served alcohol at any time.

7. Roller Shutters have been installed at the front of the premises.

c) Public safety

No risk has been assessed under the Licensing Act 2003

d) The prevention of public nuisance

8. The Management and staff will use their best endeavours to disperse groups of 3 or more persons that appear to be loitering outside the shop.

9. The Premises Licence Holder / Designated Premises Supervisor will ensure that any litter arising from customers using the premises is cleared away and checked periodically throughout the times when the shop is open to the public.

10. The Premises Licence Holder will ensure that no lighting or air conditioning unit will cause any nuisance to any nearby resident.

e) The protection of children from harm

11. A written register of refusals will be kept of the people who have been refused the sale of alcohol or other Age Restricted products.

These records will be retained for a period of 12 months and produced to the police or an 'authorised person' (as defined by section 13 of the licensing act 2003) or an authorised trading standards officer the local authority/council on demand to the Designated Premises Supervisor or Premises Licence Holder.

12. Challenge 25

12.1 The premises will operate a Challenge 25 scheme that will be written down and retained at the premises.

The scheme will be produced on demand of the police or an 'authorised person' (as defined by section 13 of the licensing act 2003) or an authorised trading standards officer the local authority/council to the Designated Premises Supervisor or the Premises Licence Holder.

12.2 All staff engaged in the sale of alcohol will be trained in Challenge 25 operating scheme. Training records will be retained on the premises and produced to the police or an 'authorised person' (as defined by section 13 of the licensing act 2003) or an authorised trading standards officer of the local authority/council on demand to the Designated Premises Supervisor or the Premises Licence Holder.

12.3 No unaccompanied children will be allowed onto the premises after 23.00.

12.4 Proxy signs will be fitted near to all alcohol P.O.S positions warning people not to buy alcohol for children.

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. | ☐ |
| <i>Electronic application</i> | |
| • 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, 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 (please read 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

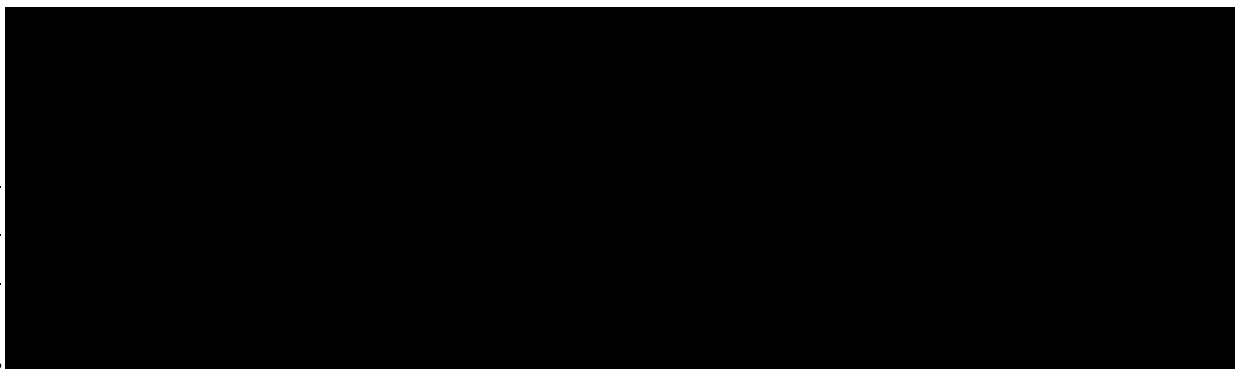
Part 4 – Signatures (please read guidance note 11)

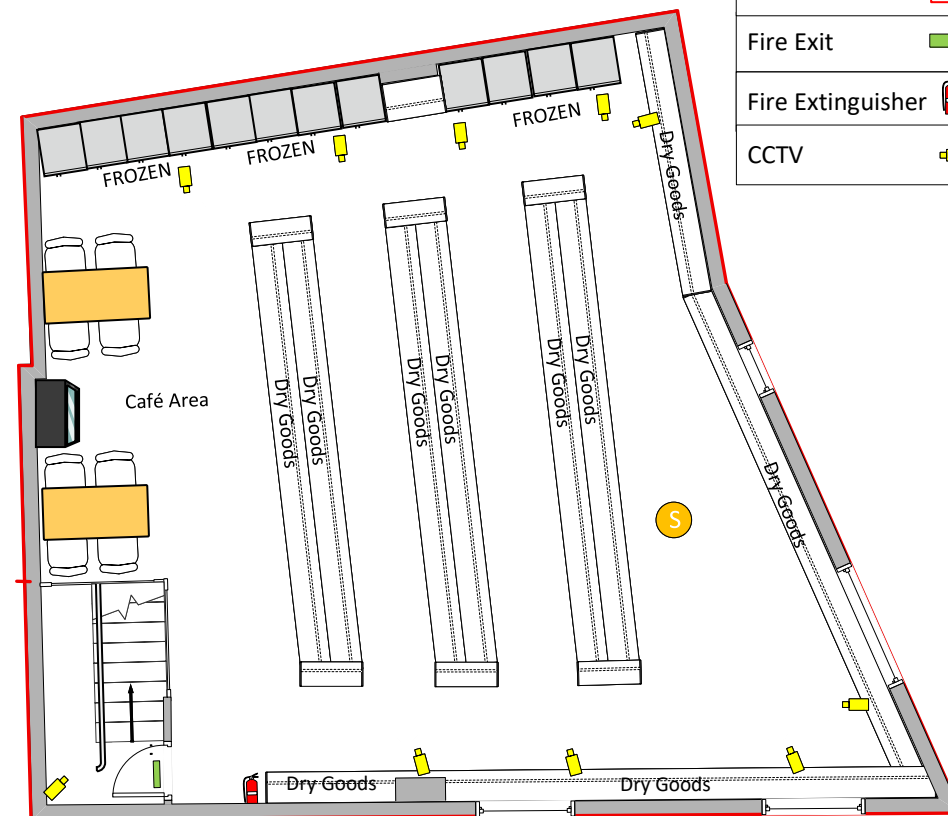
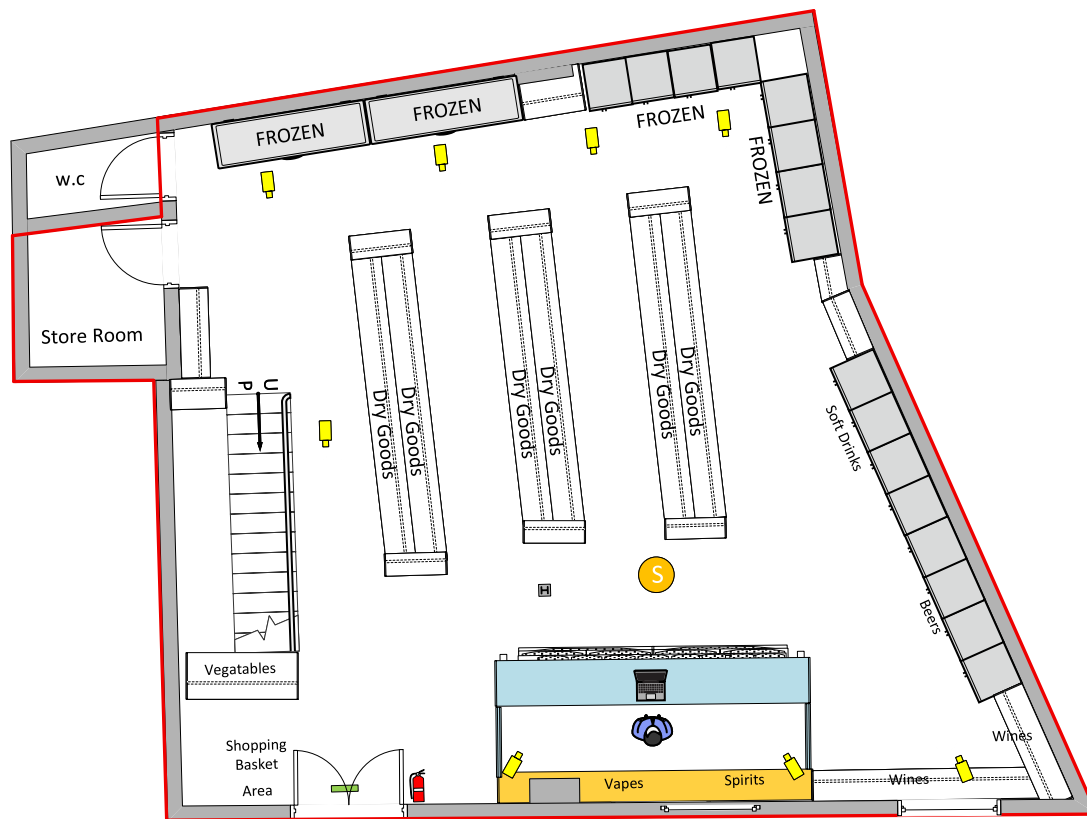
Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	[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, if appropriate (please see note 15)
Signature	
Date	11 th August 2026
Capacity	Agent on behalf of the 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	


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LEGEND	
Smoke Detector	
Licensable Area	
Fire Exit	
Fire Extinguisher	
CCTV	

Drawing Purpose

PREMISES LICENCE APPLICATION

Drawing Details

The purpose of this drawing is for the submission of a Premises Licence Application.
All Measurements have been drawn in millimeters.
This drawing is not be used for the intention of any building, shop fitting or construction purposes.

Name of Premises

Premises Address

**22 Sylvester Street,
Lancaster,
LA1 5DG**

SCALE

1 : 100

Consent of individual to being specified as premises supervisor

I: *[name of prospective premises supervisor]*

[home address of prospective supervisor]

of:

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Application for a Premises Licence under s17 of the Licensing Act 2003

[type of application]

by

[name of applicant]

relating to a premises licence

TBA

[number of existing licence, if any]

for

[name and address of premises to which the application relates]

Go Local – Sylvester Street, 22 Sylvester St, Lancaster LA1 5DG

and any premises licence to be granted or varied in respect of this application made by

[name of applicant]

concerning the supply of alcohol at

Go Local – Sylvester Street, 22 Sylvester St, Lancaster LA1 5DG

[name and address of premises to which application relates]

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

[if any]

Personal licence issuing authority

[if any] *[of personal licence issuing authority, if any]*

Signed

Name *(please print)*

Date