

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.

Your	nay wis	h to keep a copy of the completed form for you	r records.		
apply Part author	(Insert) for a p l below ority in	rensions Trustees Limited name(s) of applicant) oremises licence under section 17 of the Licen (the premises) and I/we are making this application 12 of the Licensing mises Details	olication t	2003 for the proposition 2003 for the proposition 2001 as the re	emises described in levant licensing
		s of premises or, if none, ordnance survey map Grange Shopping Centre	reference	or description	
Post (own	Hartlepool		Postcode	TS24 7RZ
Telep	hone nu	amber at premises (if any)			The state of the s
Non-o	lomesti	c rateable value of premises		And Comment	
Part 2	- Appl	icant Details		manus.	
1 Icasc	state v	whether you are applying for a premises licence		c as appropriate	
a)	an ind	lividual or individuals *		please comple	ete section (A)
b)	a pers	on other than an individual *			
	i.	as a limited company	\boxtimes	please comple	ete section (B)
	ii.	as a partnership		please comple	ete section (B)
	iii.	as an unincorporated association or		please comple	ete section (B)
	iv.	other (for example a statutory corporation)		please comple	ete section (B)
c)	a reco	gnised club		please comple	ete section (B)
d)	a char	ity		please comple	ete section (B)

e)	the proprietor of an ed	ducational establishme	nt	Ш	please comple	te section (B)		
f)	a health service body				please comple	te section (B)		
g)		tered under Part 2 of th			please comple	ete section (B)		
ga)	of the Health and Soc	tered under Chapter 2 of the control	hin the		please comple	ete section (B)		
h)	the chief officer of police of a police force in England please complete section (B and Wales							
* If you are applying as a person described in (a) or (b) please confirm:								
Please	tick yes							
I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or								
I am n	naking the application	-						
	statutory function or a function discharge	d by virtue of Her Maj	esty's prerog	ative				
(A) IN	NDIVIDUAL APPLIC	-						
Мг	Mrs	Miss	Ms		er Title (for aple, Rev)			
Surna	ame		First na	mes				
I am 1	8 years old or over				Plea	se tick yes		
	nt postal address if ent from premises ss							
Post to	own				Postcode			
Dayti	me contact telephone	number						
E-ma (optio	il address onal)							

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr Mrs	Miss		example, Rev)	i		
Surname		First nar	mes			
I am 18 years old or o	over		Pleas	se tick yes		
Current postal addres different from premis address						
Post town			Postcode			
Daytime contact tele	ephone number					
E-mail address (optional)						
(B) OTHER APPLI	CANTS					
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.						
corporate), please gi	In the case of a partners	ship or other joi	nt venture (other tha	in a body		
Name Mars Pension Trustee	In the case of a partners ive the name and address	ship or other joi	nt venture (other tha	n a body		
corporate), please gi	In the case of a partners ive the name and address	ship or other joi	nt venture (other tha	in a body		
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Name Mars Pension Trustee	In the case of a partners ive the name and address	ship or other joi	nt venture (other tha	in a body		
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Name Mars Pension Trustee Address Registered number (v. Description of applic Private limited Comp.	In the case of a partners ive the name and address es Limited where applicable) ant (for example, partners pany	ship or other joins of each party o	nt venture (other the	n a body		
Name Mars Pension Trustee Address Registered number (v	In the case of a partners ive the name and address es Limited where applicable) ant (for example, partners pany	ship or other joins of each party o	nt venture (other the	n a body		

E-mail address (optional)	

Part 3 Operating Schedule

Wh	en do you want the premises licence to start?	DD MM YYYY 2 5 1 0 2 0 1 6
If y war	ou wish the licence to be valid only for a limited period, when do you at it to end?	DD MM YYYY
Ple	ase give a general description of the premises (please read guidance note 1)
Mic	Idleton Grange Shopping Centre is a location where over 100 retailers are	located and trade from
If 5 plea	,000 or more people are expected to attend the premises at any one time, use state the number expected to attend.	
Wh	at licensable activities do you intend to carry on from the premises?	
(Ple	ase see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2	2 to the Licensing Act 2003)
Pro	vision of regulated entertainment	Please tick any that apply
a)	plays (if ticking yes, fill in box A)	\boxtimes
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	\boxtimes
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	\boxtimes
f)	recorded music (if ticking yes, fill in box F)	\boxtimes
g)	performances of dance (if ticking yes, fill in box G)	\boxtimes
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	\boxtimes
Pro	vision of late night refreshment (if ticking yes, fill in box I)	
Sup	ply of alcohol (if ticking yes, fill in box J)	
In a	ll cases complete boxes K, L and M	

(please	Standard days and timings (please read guidance note		Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	\boxtimes	
6)				Outdoors		
Day	Start	Finish		Both		
Mon	08:00	20:00	Please give further details here (please read guidance Any events we commission or invite local communities randomly through the year	note 3) to display will o	note 3)	
Tue	08:00	20:00	- James agus vice your			
Wed	08:00	20:00	State any seasonal variations for performing plays (please read guidance note 4)			
Thur	08:00	20:00	December period tends to be the time in the month when would be more likely to be performed	re these events		
Fri	08:00	20:00	Non standard timings. Where you intend to use the performance of plays at different times to those listed the left, please list (please read guidance note 5)	premises for the	e on	
Sat	08:00	20:00	Not applicable			
Sun	08:00	20:00				

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3) Any events we commission or invite local communities to display will occan randomly through the year	
Day	Start	Finish	1	
Mon	08:00	20:00		
Tue	08:00	20:00	State any seasonal variations for indoor sporting events (please read guidance note 4)	
Wed	08:00	20:00	Summer season tends to be the time in the month where these events would be more likely to be performed	
Thur	08:00	20:00	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 5)	
Fri	08:00	20:00	Not applicable	
Sat	08:00	20:00		
Sun	08:00	20:00		

	Standard days and timings (please read guidance note		Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	\boxtimes	
6)				Outdoors		
Day	Start	Finish		Both		
Mon	08:00	20:00	Please give further details here (please read guidance Any events we commission or invite local comm will occur randomly through the year		У	
Tue	08:00	20:00	win occur randomly through the year			
Wed	08:00	20:00	State any seasonal variations for the exhibition of films (please read guidance note 4) December period tends to be the time in the month where these events			
Thur	08:00	20:00	would be more likely to be performed	re mese events		
Fri	08:00	20:00	Non standard timings. Where you intend to use the exhibition of films at different times to those listed in left, please list (please read guidance note 5)			
Sat	08:00	20:00	Not applicable			
Sun	08:00	20:00				

Boxing or wrestling entertainments Standard days and timings			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
	(please read guidance note		(Process roug gurdaness note 2)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance	e note 3)	
Tue					
Wed			State any seasonal variations for boxing or wrestlin (please read guidance note 4)	g entertainmen	<u>t</u>
Thur					
Fri			Non standard timings. Where you intend to use the or wrestling entertainment at different times to those column on the left, please list (please read guidance not be column on the left, please list)	se listed in the	oxing
Sat					
Sun					

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
Day	Start	Finish		Both	
Mon	08:00	20:00	Please give further details here (please read guidance Any events we commission or invite local communities randomly through the year	note 3)	
Tue	08:00	20:00	randomy unough the year		
Wed	08:00	20:00	State any seasonal variations for the performance of read guidance note 4) December period tends to be the time in the month whe	-	
Thur	08:00	20:00	would be more likely to be performed	re mese events	
Fri	08:00	20:00	Non standard timings. Where you intend to use the performance of live music at different times to those on the left, please list (please read guidance note 5)		
Sat	08:00	20:00	Not applicable		
Sun	08:00	20:00			

Standa (please	Recorded music Standard days and timings (please read guidance note 6)		Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	\boxtimes	
6)				Outdoors		
Day	Start	Finish		Both	П	
Mon	08:00	20:00	Please give further details here (please read guidance Any events we commission or invite local communities randomly through the year	note 3) to display will o	occur	
Tue	08:00	20:00	, and any you.			
Wed	08:00	20:00	State any seasonal variations for the playing of recorded music (please read guidance note 4)			
Thur	08:00	20:00	December period tends to be the time in the month whe would be more likely to be performed	re these events		
Fri	08:00	20:00	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 the left along			
Sat	08:00	20:00	on the left, please list (please read guidance note 5) Not applicable			
Sun	08:00	20:00				

Performances of dance Standard days and timings (please read guidance note 6)		Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	\boxtimes	
		garante note 2)	Outdoors		
Start	Finish		Both		
08:00	20:00	Any events we commission or invite local communities			
08:00	20:00	randomy through the year			
08:00	20:00	guidance note 4)	-		
08:00	20:00	would be more likely to be performed			
08:00	20:00	performance of dance at different times to those list			
08:00	20:00	Not applicable			
08:00	20:00				
	Start 08:00 08:00	Start Finish 08:00 20:00 08:00 20:00 08:00 20:00 08:00 20:00 08:00 20:00 08:00 20:00 08:00 20:00 08:00 20:00 08:00 20:00 08:00 20:00 08:00 20:00 08:00 20:00 08:00 20:00	Start Finish	or outdoors or both – please tick (please read guidance note 2) Start Finish O8:00 20:00 O8:00 20:00 O8:00 20:00 State any seasonal variations for the performance of dance (please guidance note 4) December period tends to be the time in the month where these events would be more likely to be performed O8:00 20:00 Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column the left, please list (please read guidance note 5) Not applicable	

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)		at falling (g) d timings	Please give a description of the type of entertainment you will be providing Events may include workshops for card making on for specific calendar events like Mother's Day or Father's Day et cetera. This may also include some children's interactive entertainment			
Day	Start	Finish	Will this entertainment take place indoors or	Indoors		
Mon	08:00	20:00	outdoors or both – please tick (please read guidance note 2)	Outdoors		
	and the state of t			Both	\boxtimes	
Tue	08:00	20:00	Please give further details here (please read guidance note 3) on the first Sunday of every month we organise a children's interactive entertainment session/workshop. This runs for nine months of the year			
Wed	08:00	20:00		·		
Thur	08:00	20:00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4) December period tends to be the time in the month where these events would be more likely to be performed			
Fri	08:00	20:00				
Sat	08:00	20:00	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 5) Not applicable			
Sun	08:00	20:00				

Late night refreshment Standard days and timings (please read guidance note 6)		l timings	Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	
		arce note	(prease read guidance note 2)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the provision of late night refreshment at different time the column on the left, please list (please read guidant)	es, to those liste	
Sat					
Sun					

Supply of alcohol Standard days and timings (please read guidance note		timings	Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises		
6)	. vuu guruu			Off the premises		
Day	Start	Finish		Both		
Mon			State any seasonal variations for the supply of alcohoguidance note 4)	ol (please read		
Tue						
Wed						
Thur	Thur 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 (please read guidance note 5)					
Fri						
Sat						
Sun						
State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:						
Name						
Address						
Postcode (CS)						
Personal licence number (if known)						
Issuing licensing authority (if known)						

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 8).

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4) We do not anticipate the centre will be open other than the timings listed
Day	Start	Finish	
Mon	07:00	21:00	-
Tue	07:00	21:00	
Wed	07:00	21:00	Now to the desired the province to be expented the
Thur	07:00	21:00	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 5)
Fri	07:00	21:00	We do not anticipate the centre will be open other than the timings listed
Sat	07:00	21:00	
Sun	07:00	21:00	

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 9)

Before any event is commissioned and is undertaken within the shopping centre following documentation is requested at all times.

Risk assessments and method statements

Public liability insurance

Meetings are undertaken to ensure that all parties understand their obligations. Safety information is provided advising all persons involved in the event of their safety obligations specifically in the event of a fire.

All information on all events is shared with all members of the team via a noticeboard/email bulletins and staff meetings.

Training has been provided to staff in relation to evacuation. Duty managers are trained in crisis management and event management.

b) The prevention of crime and disorder

The shopping centre has over 60 CCTV cameras installed all of which are recording it digitally onto a hard drive where images are kept.

We employ SIA trained security staff some also wear body cameras.

Staff are easily identifiable from general members of the public by way of a uniform.

The shopping centre has a set of assignment instructions which the security team adhere to at all times

The shopping centre is patrolled on a regular basis by all members of staff who carry a patrol registration system device with them. This tracks their movement across the centre.

We have excellent relationships with the local police force and fire brigade along with police community support officers.

Risk assessments, guidance, supervision and information is provided for all events where the turnout is expected to be large.

We refuse entry and or eject persons from the premises who do not meet our standards

Training in conflict management has been provided to all security staff as part of their SIA badge

c) Public safety

Risk assessments, guidance, supervision and information is provided for all events where the turnout is expected to be large.

Policy is in place for large events (Santa's arrival) to manage capacity. This is to prevent overcrowding and patrons possibly becoming aggressive through accidental jostling.

Footfall counters are positioned at all entrances enable us to understand what capacity is at any one time this system is live and can feed to a mobile device.

An adequate number of staff are trained in first aid situations.

We have a zero tolerance policy to the use of drugs and any other illegal activities. Drug awareness training has also been provided to key staff

Emergency services are called where required

Toilet areas are intermittently supervised by toilet attendants on an ongoing basis not just during events

Lighting within the shopping centre is at a very good standard and is operational throughout all parts of the centre at all times during trading hours where it is needed.

Risk assessments are carried out taking into account public safety on the premises.

First aid boxes and first-aid equipment is checked and topped up if necessary

Any spillages or anything which can cause injury to others are addressed as a matter of urgency

A fire detection system is in place across the shopping centre along with smoke detectors and fire suppression systems (sprinkler systems) these are serviced and maintained on a quarterly basis

Fire escape routes and doors are kept free from obstruction at all times and checked on a regular basis

Fire evacuation procedures are tested on a weekly basis with the team

Accident procedures are in place at all times along with the completion of an accident book should an incident occur

d) The prevention of public nuisance

Any events we run in the shopping centre are run through the day and we expect that none of the events create excessive noise for any neighbours. None of our events and the noise from those events break out from the premises.

However if we do receive a complaint from any activity that is addressed as a matter of priority.

If necessary we will manage any complaints on ongoing basis by ensuring noise effects are kept to a minimum

If we believe noise from those events can break out from the premises monitoring checks are performed by way of listening checks

Local residents can call the Middleton Grange main telephone contact number which is staffed 24 hours a day seven days a week

lyers are not distributed outside the premises only internally. Any flyer which makes its way out of the nopping centre will be collected by our own staff	:					
The protection of children from harm						
lost and found system is in place at all times called 'Child Safe'.						
outy management staff are trained in this policy and procedures are included within the crisis managem ocumentation	ent					
osters are displayed across the shopping centre to advertise our safe child services						
hecklist: Please tick to indicate agreem	·····					
-						
	\boxtimes					
• 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.	\boxtimes					
I understand that I must now advertise my application.	\boxtimes					
 I understand that if I do not comply with the above requirements my application will be rejected. 						
IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.						
art 4 - Signatures (please read guidance note 10)						
ignature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 11 signing on behalf of the applicant, please state in what capacity.	l).					
ignature						
ate						
apacity						
						

For joint applications, signature of 2^{uu} applicant or 2^{uu} applicant's solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Signature			
Date			
Capacity			
application (p Mark Rycraft	please read guidance note 13)		ndence associated with this
Post town	HARTLEPOOL	Po	ostcode
Telephone nui	mber (if any)		Table 1 Annual Control of Control
If you would p mark.rycraft@	prefer us to correspond with your middeton-grange.co.uk	ou by e-mail, your e-mail addre	ss (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 offsupplies, you must include a description of where the place will be and its proximity to the
 premises.
- 2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
- 3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
- 4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
- 5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
- 7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
- 8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or seminudity, films for restricted age groups or the presence of gaming machines.
- 9. Please list here steps you will take to promote all four licensing objectives together.
- 10. The application form must be signed.
- 11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- 12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
- 13. This is the address which we shall use to correspond with you about this application.

The Licensing Section
Hartlepool Borough Council
Civic Centre
Hartlepool
TS24 8AY











