



Hartlepool
Application for a premises licence
Licensing Act 2003

For help contact
licensing@hartlepool.gov.uk
Telephone: 01429 523354

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text" value="MEF"/>	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant?		Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.
<input checked="" type="radio"/> Yes <input type="radio"/> No		

Applicant Details

* First name	<input type="text" value="Graham Singh"/>	
* Family name	<input type="text" value="Gill"/>	
* E-mail	<input type="text" value="REDACTED"/>	
Main telephone number	<input type="text" value="REDACTED"/>	Include country code.
Other telephone number	<input type="text"/>	

☐ Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

- ☐ Applying as a business or organisation, including as a sole trader
- ☒ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Address

* Building number or name	<input type="text"/>
* Street	<input type="text"/>
District	<input type="text"/>
* City or town	<input type="text"/>
County or administrative area	<input type="text"/>
* Postcode	<input type="text"/>
* Country	<input type="text"/>

Agent Details

* First name	<input type="text" value="Matthew"/>
* Family name	<input type="text" value="Foster"/>
* E-mail	<input type="text"/>
Main telephone number	<input type="text"/>
Other telephone number	<input type="text"/>

Include country code.

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

- ☒ An agent that is a business or organisation, including a sole trader
- ☐ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number	<input type="text" value="OC307899"/>
Business name	<input type="text" value="Mincoffs Solicitors LLP"/>
VAT number	<input type="text" value="GB 177641928"/>
Legal status	<input type="text" value="Limited Liability Partnership"/>
Your position in the business	<input type="text" value="Partner"/>
Home country	<input type="text" value="United Kingdom"/>

If your business is registered, use its registered name.

Put "none" if you are not registered for VAT.

The country where the headquarters of your business is located.

Continued from previous page...

Agent Registered Address

Address registered with Companies House.

Building number or name	<input type="text" value=""/>
Street	<input type="text" value=""/>
District	<input type="text" value=""/>
City or town	<input type="text" value=""/>
County or administrative area	<input type="text" value=""/>
Postcode	<input type="text" value=""/>
Country	<input type="text" value=""/>

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name	<input type="text" value="Hart and Groove"/>
Street	<input type="text" value="Unit 4, The Local Saxton Centre"/>
District	<input type="text" value=""/>
City or town	<input type="text" value="Hartlepool"/>
County or administrative area	<input type="text" value=""/>
Postcode	<input type="text" value="TS24 9QU"/>
Country	<input type="text" value="United Kingdom"/>

Further Details

Telephone number	<input type="text" value=""/>
Non-domestic rateable value of premises (£)	<input type="text" value="190"/>

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☒ An individual or individuals
- ☐ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

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INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- ☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Graham Singh

Family name

Gill

Is the applicant 18 years of age or older?

- ☒ Yes ☐ No

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

* Date of birth

/ /

ddmmyyyy

* Nationality

British

Right to work share code

Documents that demonstrate entitlement to work in the UK
Right to work share code if not submitting scanned documents

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start?

19072025

ddmmyyyy

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

/ /

ddmmyyyy

Provide a general description of the premises

Continued from previous page...

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.

Cafe Bar

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

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing recorded music?

☐ Yes ☒ No

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes ☒ No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- ☐ On the premises ☐ Off the premises ☒ Both

If the sale of alcohol is for consumption on
the premises select on, if the sale of alcohol
is for consumption away from the premises
select off. If the sale of alcohol is for
consumption on the premises and away
from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

Continued from previous page...

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name	<input type="text" value="Sashpal Kaur"/>
Family name	<input type="text" value="Gill"/>
Date of birth	<div><div><input type="text" value=""/></div><div>/</div><div><input type="text" value=""/></div><div>/</div><div><input type="text" value=""/></div><div><input type="text" value=""/></div></div> <div>ddmmyyyy</div>

Enter the contact's address

Building number or name	<input type="text" value=""/>
Street	<input type="text" value=""/>
District	<input type="text" value=""/>
City or town	<input type="text" value=""/>
County or administrative area	<input type="text" value=""/>
Postcode	<input type="text" value=""/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text" value="NPL/502"/>
Issuing licensing authority (if known)	<input type="text" value="Northumberland County Council"/>

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Continued from previous page...

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 semi-nudity, films for restricted age groups etc gambling machines etc.

None

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

as per Operating Schedule and Conditions attached

b) The prevention of crime and disorder

as per Operating Schedule and Conditions attached

c) Public safety

as per Operating Schedule and Conditions attached

d) The prevention of public nuisance

as per Operating Schedule and Conditions attached

e) The protection of children from harm

as per Operating Schedule and Conditions attached

HART & GROOVE

Operating Schedule for "Hart and Groove"

Premises Name: Hart and Groove, Unit 4, The Local Saxon Centre, Hartlepool, TS24 9QU

Applicants: Graham Singh Gill

Designated Premises Supervisor (DPS): Sahapal Gill

Hours and Activities

Supply of Alcohol (on/off) 10:00 to 23:00 Every Day

Opening Hours – 07:00 to 23:30 Every Day

Late Night Refreshment - 23:00 to 23:30 Every Day

1. Overview of Operation

Hart and Groove will be an independent, stylish, and warmly inviting lounge bar concept operated by husband-and-wife team Graham Gill and Sahapal Gill. The premises is designed to serve a mature, discerning clientele (aged 30+), offering a relaxed environment for quality conversation accompanied by ambient, curated music and a strong focus on customer service and safety.

Consumption of alcohol at the premises will be from predominantly seated customers. The operator is looking to create a relaxed environment where customers can sit and chillout. The premises will focus on cocktails and wine, but will also service draft beer and bottled products. Food will be available as small dishes and food to accompany our cocktail list (see menu). There will also be some shared platters and charcuterie boards.

2. Management Structure

The management structure will consist of:

- Premises Manager / DPS: Sahapal Gill
- Assistant Manager
- Bar Staff (up to four or five initially)

All staff will be trained in responsible alcohol retailing, including Challenge 25 policy, and basic first aid and fire safety where appropriate. Management will ensure consistent supervision and staff presence during operational hours, with a robust rota in place.

3. Opening Hours and Alcohol Sales

Initial Trading Days: Thursday to Sunday

Intended Operating Hours (upon review):

- Thursday to Sunday– 12:00 (midday) to 23:30
- Last sale of alcohol: 23:00

The premises will close to the public by 23:30 to allow for orderly dispersal.

Monday to Wednesday operations will initially be limited or operated in a café-style format, depending on footfall analysis during the first few months of trading.

4. Use of Outdoor Area

An external seating area will form part of the customer offer, particularly in summer months. The area will be predominantly seated and serviced by staff at the table. Each table will include a bottle of water, glasses, and menus upon seating. CCTV coverage will include the outside area and external toilets, ensuring public safety and supervision at all times. A separate External Area Management Plan accompanies this application and outlines monitoring arrangements, capacity, and noise control measures.

5. Ambience and Environment

The internal environment will be furnished to a high standard with plush, soft furnishings, decorative planting, and curated artwork, designed to promote a calm, refined and social atmosphere. The space will encourage conversation and relaxed enjoyment of food and drink.

6. Music and Entertainment Policy

Music will be a key atmospheric component, but will be background-level and non-intrusive. Music genres to include: funk, jazz, soul, early house, and other chilled, downtempo selections. This policy is in line with the target audience of 30+ and supports a relaxed and sociable atmosphere.

7. Promotion of Licensing Objectives

Heart and Soul is committed to upholding all four Licensing Objectives:

1. Prevention of Crime and Disorder

- CCTV inside and outside the premises
- Staff training and responsible alcohol service
- Ongoing liaison with local authorities and Police Licensing

2. Public Safety

- Staff first aid training
- External toilets maintained to a high standard
- Regular fire risk assessments and compliance with H&S regulations

3. Prevention of Public Nuisance

- External Management Plan covering noise and dispersal
- Music played at background levels only
- Outdoor seating supervised

4. Protection of Children from Harm

- Challenge 25 policy implemented and enforced
- No unaccompanied under-18s on site
- Staff trained to identify and deal with underage attempts to purchase alcohol

Outside Area Management Policy

1. Overview

The external area at Heart and Soul is a key feature of the premises, designed for seated, relaxed use predominantly during warmer months. The management of this space will reflect the same high standards applied throughout the premises, ensuring the promotion of all four Licensing Objectives: the prevention of crime and disorder, public safety, prevention of public nuisance, and protection of children from harm.

2. Physical Layout and Facilities

- The external area will be clearly defined and separated from public thoroughfares.
- Tables will be positioned for table service, with clear walkways for staff and customer safety.
- Each table will be set with a bottle of water, glasses, and a menu upon guest arrival.
- External toilets will be located adjacent to the area and regularly cleaned and maintained.
- The area will include soft lighting and decorative elements, aligned with the internal decor.

3. Capacity and Supervision

- The external area will operate within a clearly defined maximum capacity to ensure safe use and effective supervision.
- The area will be monitored by staff at all times it is in use.
- CCTV coverage will be active throughout the area, including toilet entrances, and will be compliant with data protection requirements.

4. Hours of Use

- The outside area will be operational during licensed trading hours only.
- Last use of the outside space will be by 23:30
- The area will be cleared, and cleaned after closure.

5. Table Service and Alcohol Sales

- Table service is available for alcohol sales in the outside area, and is preferred.
- Staff will monitor consumption and behaviour to ensure responsible alcohol use.

6. Noise Management

- Signage will request guests to respect neighbouring residents and keep noise to a minimum.
- Staff will monitor noise levels and intervene if noise or anti-social behaviour occurs.

7. Refuse and Cleanliness

- Tables will be cleared regularly and waste receptacles will be provided.
- Staff will ensure the area is free of litter, glassware, and debris at all times.
- A full clean-down will be conducted after each trading session.

8. Safety and Incident Response

- The area will be risk assessed and included in the premises' overall fire safety and evacuation plan.
- Staff will receive training in monitoring behaviour and de-escalating any incidents.
- Any incidents involving the outdoor area will be logged and reported in the premises incident log.

Conditions

1. The premises shall trade in the café/bar style.
2. There will be no change to the brand or operating style of the premises without prior written notice to the Licensing Authority, which shall include details of the brand or operating style of the premises. The Licensing Authority shall advise within 21 days whether a formal application for variation or a new application is required, and the licence holder shall comply with that direction.
3. The premises will specialise in the provision of cocktails and wines.
4. At any one time, a minimum of 50 percent of the public trading area will be set aside for tables and chairs.
5. Waiter/waitress service shall be available.
6. Glassware used outside will be a mixture of toughened and non-toughened glass, which will be dictated by the type of drink being consumed.
7. The premises will operate an outside management policy for the period during which the outside area is in operation.
8. Off sales of alcohol will be provided at the discretion of management. All alcohol to take away from the premises will be in sealed containers, except for drinks taken into the premises designated outside area.
9. Staff shall refuse to supply alcohol to any adult who they suspect to be passing the alcohol to those underage. Details of such refusals shall be documented and made available to police or local authority on request.
10. An incident and refusals book or log shall be kept at the premises which is utilised and maintained at all times. This book will be available to the Police or local authority on request.
11. The Premises Licence Holder shall ensure that all relevant members of staff receive training in their responsibilities under the Licensing Act 2003. Such training shall be documented and records made available upon request from the Police or an authorised officer of the Licensing Authority. Refresher training will take place at 6 monthly intervals and will also be documented.
12. A CCTV system shall be designed, installed and maintained in proper working order, to the satisfaction of, and in consultation with, Northumbria Police. Such a system shall:
 - a. Be operated by properly trained staff;
 - b. Be in operation at all times that the premises are open;
 - c. Ensure coverage of all public entrances and exits, till areas, any existing outside areas and other areas as required by Cleveland Police;
 - d. Be kept in a secure environment under the control of responsibly named individual.
 - e. During the times licensable activities are provided, have a member of staff present and trained in the retrieval of CCTV footage, with the ability to download the relevant footage onto a disc at the request from Cleveland Police;
 - f. Be capable of recognition of all persons entering the premises.
 - g. Provide continuous recording facilities for each camera to a high standard of clarity. Such recordings shall be retained on tape/disc/hard drive or otherwise for a minimal period of 28 days and shall be supplied to a Police and local authority on request. Images recorded are to be retained in an unedited format and the CCTV system must continually record whilst the premises is open.

HART & GROOVE

13. Noise from the licensed premises, including noise from patrons, amplified music and live music shall not be audible beyond the boundary of the premises so as to cause nuisance to nearby residents or other business users.
14. All members of staff at the premises, including door supervisors where they are employed, shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 years and who is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, will either be a passport, photographic driving licence or proof of age card carrying a "PASS" logo.
15. The external area to have signs prompting customers to be respectful of neighbours and to leave quietly.