



Licensing Team  
 North Norfolk District Council  
 Council Offices  
 Holt Road  
 Cromer  
 Norfolk  
 NR27 9EN



Reference number	
To Cashiers	From Post Room
(office use only)	
Cheque No	11718251603001
Value	0
Description	Premises New

Schedule 2

**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 booklet.

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** The Governing Body of North Walsham High School..... **apply for a**  
 (Insert name(s) of applicant)  
**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 The Atrium Spenser Avenue	
Post town North Walsham	Post code NR28 9HZ
Telephone number of Premises 01692 402581	

Non-domestic rateable value of premises

£86,052

(This can be obtained from the Valuation Office website [www.voa.gov.uk](http://www.voa.gov.uk))

## **Part 2 – Applicant Details**

In state whether you are applying for a premises licence as

Please tick ✓

a) An individual or individuals*	<input type="checkbox"/> Please complete Section A
b) A person other than an individual* <ul style="list-style-type: none"> <li>i. as a limited company</li> <li>ii. as a partnership</li> <li>iii. as an unincorporated association</li> <li>iv. other</li> </ul>	<input type="checkbox"/> Please complete Section B <input type="checkbox"/> Please complete Section B <input type="checkbox"/> Please complete Section B <input type="checkbox"/> Please complete Section B
c) A recognised club	<input type="checkbox"/> Please complete Section B
d) A charity	<input type="checkbox"/> Please complete Section B
e) The proprietor of an educational establishment	<input checked="" type="checkbox"/> Please complete Section B
f) A Health Service Body	<input type="checkbox"/> Please complete Section B
g) An individual who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital	<input type="checkbox"/> Please complete Section B
ga) 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	<input type="checkbox"/> Please complete Section B
h) The Chief Officer of Police of a police force in England and Wales	<input type="checkbox"/> Please complete Section B

\* 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 making the application pursuant to a
  - statutory function or
  - A function discharged by virtue of Her Majesty's prerogative

**SECTION A – INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr  Mrs  Miss  Ms  Other title   
(please state)

Surname

First names

I am 18 years old or over  Yes

**Current postal address if different from premises address**

<input type="text"/>	
Post Town:	Postcode:

Daytime contact telephone number

E-mail address (optional)

**Second individual applicant (if applicable)**

Mr  Mrs  Miss  Ms  Other title   
(please state)

Surname

First names

I am 18 years old or over  Yes

**Current postal address if different from premises address**

<input type="text"/>	
Post Town:	Postcode:

Daytime contact telephone number

E-mail address (optional)

## Section B – OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In case of a partnership or other joint nature (other than a body corporate), please give the name and address of each party concerned.

<b>Name</b> Governing Body, North Walsham High School
<b>Address</b> Spenser Avenue, North Walsham, NR28 9HZ
<b>Registered number (where applicable)</b>
<b>Description of applicant (for example, partnership, company, unincorporated association etc)</b> North Walsham High School Governors
<b>Telephone number (if any)</b> 01692 402581
<b>E-mail address (optional)</b> office@northwalshamhigh.norfolk.sch.org

### Part 3 – Operating Schedule

When do you want the premises licence to start? ..... 

Day		Month		Year			
0	1	0	9	2	0	1	1

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

Day		Month		Year			

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

NO

General description of premises (please read guidance note 1)

The Atrium is a new facility located at North Walsham High School. Its aim is to be the heart of the community by offering learning, art, culture, information, entertainment, leisure, office and conference facilities to all.

The facilities include: an auditorium which will be used as a cinema, theatre and lecture hall; a dance studio; recording studio; music practice rooms; office facilities; cafe; creche and food technology suite.

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

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

#### Provision of regulated entertainment

Please tick  Yes

- 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 entertainment facilities**

Please tick  Yes

- i) Making music (if ticking yes, fill in **Box I**).....
- j) Dancing (if ticking yes, fill in **Box J**).....
- k) Entertainment of a similar description to that falling within i or j.....   
(if ticking yes, fill in **Box K**)

**Provision of late night refreshment** (if ticking yes, fill in **Box L**).....

The supply of hot food or hot drink to the public for consumption on or off the premises between 11.00pm and 5.00am.

**Sale by retail of alcohol** (if ticking yes, fill in **Box M**).....

**IN ALL CASES PLEASE COMPLETE BOXES N, O AND P**

<b>Box A Plays</b> Standard days and timings (Please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick ✓ (Please read guidance note 2)	
Day	Start	Finish	Outdoors	X
Mon	08:00	24:00	Both	
			<u>Please give further details here</u> (read guidance note 3)  We envisage most performances to be finished by 10.30pm and to be performed within the building.	
Tue	08:00	24:00		
			<u>State any seasonal variations for performing plays</u> (read guidance note 4)	
Wed	08:00	24:00		
			<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> (read guidance note 5)	
Thur	08:00	24:00		
Fri	08:00	24:00		
Sat	08:00	24:00		
Sun	08:00	24:00		

<b>Box B</b> <b>Films</b> Standard days and timings (Please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick ✓ (Please read guidance note 2)		Indoors	X
					Outdoors	
					Both	
Day	Start	Finish	<p><u>Please give further details here (read guidance note 3)</u></p> <p>We will be looking to start the cinema slowly; growing our audience. To begin with we will be looking at showing films 3 evenings a week + a matinee performance. We have applied for all days as we do not know which days will be best + we want to provide for the students too. We envisage the majority of films will be finished by 23:00.</p> <p><u>State any seasonal variations for exhibition of films (read guidance note 4)</u></p> <p><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 (read guidance note 5)</u></p>			
Mon	08:00	24:00				
Tue	08:00	24:00				
Wed	08:00	24:00				
Thur	08:00	24:00				
Fri	08:00	24:00				
Sat	08:00	24:00				
Sun	08:00	24:00				

<b>Box C</b> <b>Indoor sporting events</b> Standard days and timings (Please read guidance note 6)			Will the indoor sporting events take place indoors or outdoors or both – please tick ✓ (Please read guidance note 2)		Indoors	
					Outdoors	
					Both	
Day	Start	Finish	<p>Please give further details here (read guidance note 3)</p> <hr/> <p><u>State any seasonal variations for indoor sporting events</u> (read guidance note 4)</p> <hr/> <p><u>Non standard timings. Where you intend to use the premises for the indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p>			
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						

<b>Box D Boxing or wrestling entertainment</b> Standard days and timings Please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick ✓ (Please read guidance note 2)		Indoors
					Outdoors
Day	Start	Finish			Both
Mon			<u>Please give further details here (read guidance note 3)</u>		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment (read guidance note 4)</u>		
Thur					
Fri			<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 (please read guidance note 5)</u>		
Sat					
Sun					

<b>Box E</b> <b>Live music</b> 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	X
					Outdoors	X
			Day	Start	Finish	Both
Mon	08:00	24:00	<u>Please give further details here</u> (read guidance note 3)  The majority of performances will take place either in the Auditorium or in the Music Studio. However there may be occasions when performances may take place in other areas around the building and outdoors.  <u>State any seasonal variations for the performance of live music</u> (read guidance note 4)			
Tue	08:00	24:00				
Wed	08:00	24:00				
Thur	08:00	24:00				
Fri	08:00	24:00				
Sat	08:00	24:00				
Sun	08:00	24:00				
			<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 5)			

<b>Box F</b> <b>Recorded music</b> Standard days and timings (Please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (Please read guidance note 2)	Indoors	X
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (read guidance note 3) The majority will take place in the music studios and recording facilities. However there may be times when performances within the Auditorium or in and around the Atrium premises for example we may do performances in the Cafe or Atrium areas.  <u>State any seasonal variations for playing recorded music</u> (read guidance note 4)  <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> (please read guidance note 5)		
Mon	08:00	24:00			
Tue	08:00	24:00			
Wed	08:00	24:00			
Thur	08:00	24:00			
Fri	08:00	24:00			
Sat	08:00	24:00			
Sun	08:00	24:00			

<b>Box G</b> <b>Performance of dance</b> 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	X		
			Outdoors	X		
			Both			
Day	Start	Finish				
Mon	08:00	24:00	<u>Please give further details here</u> (read guidance note 3)  Dancing will take place primarily in the dance studio and in the Auditorium. However, there may be occasions when performances may take place in other areas around the building and outdoors.			
Tue	08:00	24:00				
Wed	08:00	24:00			<u>State any seasonal variations for performance of dance</u> (read guidance note 4)	
Thur	08:00	24:00				
Fri	08:00	24:00				
Sat	08:00	24:00	<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 5)			
Sun	08:00	24:00				

<b>Box H</b> <b>Anything of a similar description to that falling within e, f or g</b> Standard days and timings (Please read guidance note 6)			<u>Please give a description of the type of entertainment you will be providing</u> Circus skills, Arts festivals, Food fairs, Farmers Markets, Car Boot Sales		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (Please read guidance note 2)	Indoors	X
Mon	08:00	24:00		Outdoors	X
				Both	
			<u>Please give further details here (read guidance note 3)</u> We do not envisage holding anything which will disturb our neighbours on a regular basis. We have specified until midnight to cover ourselves for performances within the building. Outside events such as Car boot sales and Farmers markets would be held during the day.		
Tue	08:00	24:00	<u>State any seasonal variations for entertainment of a similar description to that falling within e, f or g (read guidance note 4)</u>		
Wed	08:00	24:00			
			<u>Non standard timings. Where you intend to use the premises for the entertainment of 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)</u>		
Thur	08:00	24:00			
Fri	08:00	24:00			
Sat	08:00	24:00			
Sun	08:00	24:00			

<b>Box 1</b> <b>Provision of facilities for making music</b> Standard days and timings (Please read guidance note 6)			<u>Please give a description of the facilities for making music you will be providing</u> Fully equipped recording studio 4 practice rooms with the ability to record to the recording studio Separate room for Mixing desk		
Day	Start	Finish	Will the facilities be indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (Please read guidance note 2)	Indoors	X
Mon	08:00	24:00		Outdoors	
				Both	
			<u>Please give further details here (read guidance note 3)</u>		
Tue	08:00	24:00	The facilities will be used by the school during school hours and term time and will also be available to the community outside of these times.		
Wed	08:00	24:00			
Thur	08:00	24:00	<u>Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)</u>		
Fri	08:00	24:00			
Sat	08:00	24:00			
Sun	08:00	24:00			

<b>Box J Provision of facilities for dancing</b> Standard days and timings (Please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick ✓ (Please read guidance note 2)	
			Indoors	Outdoors
Day	Start	Finish	Both	
Mon	08:00	24:00		Please give further details here (read guidance note 3)  The Dance studio is 156 square metres and can accommodate 35 people comfortable. The studio will be used by the school during school hours and term times and by the community outside of these times.
Tue	08:00	24:00		
Wed	08:00	24:00		State any seasonal variations for providing dancing facilities (read guidance note 4)
Thur	08:00	24:00		
Fri	08:00	24:00		Non standard timings. Where you intend to use the premises for the provision of dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)
Sat	08:00	24:00		
Sun	08:00	24:00		

<b>Box K Provision of facilities for entertainment of a similar description to that falling within i or j</b> Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment facility you will be providing</u> Provision of a venue for private hire for example: parties, weddings, charitable events.		
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (Please read guidance note 2)	Indoors	X
Mon	08:00	24:00		Outdoors	X
				Both	
			<u>Please give further details here</u> (read guidance note 3)		
Tue	08:00	24:00	We envisage the majority of private hire events to take place inside of the Atrium. However, there may be occasion when on a nice evening people may want to wander outside of the premises. We will of course endeavour to prohibit any disturbance to our neighbours.		
Wed	08:00	24:00			
			<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u> (read guidance note 4)		
Thur	08:00	24:00			
Fri	08:00	24:00			
			<u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	08:00	24:00			
Sun	08:00	24:00			

<b>Box L</b> <b>Late night refreshment</b> Standard days and timings (Please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick ✓ (Please read guidance note 2)		Indoors	X
					Outdoors	X
					Both	
			<u>Please give further details here (read guidance note 3)</u>  Primarily we will be serving refreshments indoors, however there may be an occasion for example during the summer months when we may have BBQs within the perimeter boundaries marked on the accompanying plan. Please note that the difference in the times shown here and the hours open to the public on page 20 is because there may be occasions when the Atrium is hired out for meetings/conferences/events where refreshments are required earlier than 8am.			
			<u>State any seasonal variations for the provision of late night refreshment (read guidance note 4)</u>			
Day	Start	Finish	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)</u>			
Mon	07:00	24:00				
Tue	07:00	24:00				
Wed	07:00	24:00				
Thur	07:00	24:00				
Fri	07:00	24:00				
Sat	07:00	24:00				
Sun	07:00	24:00				

<b>Box M</b> <b>Supply of alcohol</b> Standard days and timings (Please read guidance note 6)			Will the sale of alcohol be for consumption – please tick ✓ (Please read guidance note 7)		On premises X
					Off premises X
					Both
Day	Start	Finish	<u>Please give further details here</u> (read guidance note 3) We are not planning on being a premises for which alcohol can be bought and taken off premises on a regular basis. We have ticked this box so that if we hold functions such as Farmers Markets or Food Festivals we can allow stall holders to sell alcohol e.g.. local wine/beer. * <u>State any seasonal variations for the supply of alcohol</u> (read guidance note 4)  <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> (read guidance note 5)		
Mon	07:00	24:00			
Tue	07:00	24:00			
Wed	07:00	24:00			
Thur	07:00	24:00			
Fri	07:00	24:00			
Sat	07:00	24:00			
Sun	07:00	24:00			

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

Name Simon Robbins

Address [REDACTED]

Postcode [REDACTED]

Personal Licence number, if known, [REDACTED]

Issuing licensing authority, if known [REDACTED]

\* Please note that the difference in the times shown here and the hours open to the public on page 20 is because there may be occasions when the Atrium is hired out for meetings/conferences/events where refreshments are required earlier than 8am. We do not envisage selling Alcohol from 7am on a normal basis; this provision is again to enable us to provide for special events. Our normal hours would be more likely to be 18:00 to 24:00.

[REDACTED]

## Box N

**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)**

N/A

<b>Box O</b> <b>Hours premises are open to the public</b> Standard days and timings (Please read guidance note 6)			<u>State any seasonal variation</u> (read guidance note 4)
Day	Start	Finish	<p>The Atrium is a co-location building which will be open to the public during the times stated. However it will only be open when provision, such as classes and technical staff, allow the areas to be manned sufficiently for the safety of the public.</p> <p>Other restrictions may apply during school hours and during term time when certain areas such as the Food Technology Suite will be used by the School.</p> <p><u>Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 5)</u></p>
Mon	08:00	24:00	
Tue	08:00	24:00	
Wed	08:00	24:00	
Thur	08:00	24:00	
Fri	08:00	24:00	
Sat	08:00	24:00	
Sun	08:00	24:00	

## **P Describe the steps you intend to take to promote the four licensing objectives**

### **a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)**

- \* Provision of registered door supervisors when deemed necessary
- \* Personal Licence Holder on the premises at all times when the licence is being used
- \* Staff training of licensing issues
- \* CCTV

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

- \* Drugs policies/notices
- \* Membership of local Pub watch scheme
- \* Age restrictions where applicable

### **c) Public safety**

- \* Provision of emergency lighting
- \* Accommodation limits
- \* First Aid provision
- \* Number of attendants

### **d) The prevention of public nuisance**

- \* Secondary glazing/soundproofing
- \* Keeping the music to a reasonable level
- \* Litter clearance
- \* Restricting hours that amplified music can take place
- \* Keeping doors and windows closed while the licence is being used
- \* Notices asking patrons to leave quietly

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

- \* Restricting access to adult entertainment e.g.. age restricted films etc
- \* CRB checks of staff involved in looking after young people
- \* Proof of age cards
- \* Requirement to be accompanied by an adult to certain events e.g. films, theatre

**CHECKLIST**

Please tick ✓ Yes

- I have made or enclosed payment of the fee .....
- I have enclosed a plan of the premises.....
- 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 premises supervisor, if applicable .....
- I understand that I must now advertise my application .....
- I understand that if I do not comply with the above requirements or my application is not completed correctly, my application will be rejected.....

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE (£5,000), UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

## Part 4 – Signatures

Please read guidance note 10

**Signature of applicant (the proposed current premises licence holder) or applicant's solicitor or other duly authorised agent.** (See guidance note 11) **If signing on behalf of the applicant please state in what capacity.**

Signature ..... [REDACTED] .....

Date ..... 2 1 11 .....

Capacity North Walsham High School Board of Governors, Chair of .....

**Where the premises licence is jointly held signature of 2<sup>nd</sup> applicant (the proposed current premises licence holder) or 2<sup>nd</sup> applicant's solicitor or other duly authorised agent.** (Please read guidance note 12) **If signing on behalf of the applicant please state in what capacity.**

Signature ..... N/A .....

Date .....

Capacity .....

**Contact name** (where not previously given) **and address for correspondence associated with this application** (please read guidance note 13)

Russell Solly North Walsham High School Spenser Avenue	
Post Town: North Walsham	Postcode: NR28 9HZ
<b>Daytime contact telephone number</b>	[REDACTED]
<b>E-mail address (optional)</b>	

