

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/We Tudor Park Education Trust

(Insert name(s) of applicant)

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			
Tudor Park Sports & Leisure Springwest Academy Browells Lane			
Post town	Feltham	Postcode	TW13 7EF

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£375,000

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** Please tick as

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	X	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		
Date of birth			I am 18 years old or over		Please tick yes
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)					

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Second individual applicant (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth or over		I am 18 years old		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

(B) Other applicants

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.

Name: Tudor Park Education Trust
Address: Browells Lane, Feltham TW13 7EF

Registered number (where applicable) 07798639
Description of applicant (for example, partnership, company, unincorporated association etc.) Company limited by guarantee
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
2	2	0 4 2 0 2 5

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

Secondary school with sports hall and extensive grounds, including sports pitches.

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


n/a

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)	x
f)	recorded music (if ticking yes, fill in box F)	x
g)	performances of dance (if ticking yes, fill in box G)	x
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	x

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	
<u>Supply of alcohol</u> (if ticking yes, fill in box J)	

In all cases complete boxes K, L and M

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	
			Indoors	
			Outdoors	
Day	Start	Finish	Both	x
Mon	08:30	04:00	Please give further details here (please read guidance note 4) Indoors = top line Outdoors = bottom line	
	08:30	22:00		
Tue	08:30	04:00		
	08:30	22:00		
Wed	08:30	04:00	State any seasonal variations for the performance of live music (please read guidance note 5) Restricted opening hours on weekdays during school term-time – open after 16:00.	
	08:30	22:00		
Thur	08:30	04:00		
	08:30	22:00		
Fri	08:30	04:00	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 (please read guidance note 6)	
	08:30	22:00		
Sat	08:30	04:00		
	08:30	22:00		
Sun	08:30	04:00		
	08:30	22:00		

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	x
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) Indoors = top line Outdoors = bottom line		
Mon	08:30	04:00			
	08:30	22:00			
Tue	08:30	04:00			
	08:30	22:00			
Wed	08:30	04:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) Restricted opening hours on weekdays during school term-time – open after 16:00.		
	08:30	22:00			
Thur	08:30	04:00			
	08:30	22:00			
Fri	08:30	04:00	<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 6)		
	08:30	22:00			
Sat	08:30	04:00			
	08:30	22:00			
Sun	08:30	04:00			
	08:30	22:00			

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	x
Mon	08:30	04:00	Please give further details here (please read guidance note 4) Indoors = top line Outdoors = bottom line		
	08:30	22:00			
Tue	08:30	04:00			
	08:30	22:00			
Wed	08:30	04:00	State any seasonal variations for the performance of dance (please read guidance note 5) Restricted opening hours on weekdays during school term-time – open after 16:00.		
	08:30	22:00			
Thur	08:30	04:00			
	08:30	22:00			
Fri	08:30	04:00	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)		
	08:30	22:00			
Sat	08:30	04:00			
	08:30	22:00			
Sun	08:30	04:00			
	08:30	22:00			

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	08:30	04:00		Outdoors	
	08:30	22:00		Both	x
Tue	08:30	04:00	<u>Please give further details here</u> (please read guidance note 4) Indoors = top line Outdoors = bottom line		
	08:30	22:00			
Wed	08:30	04:00			
	08:30	22:00			
Thur	08:30	04:00	<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)		
	08:30	22:00			
Fri	08:30	04:00	Restricted opening hours on weekdays during school term-time – open after 16:00.		
	08:30	22:00			
Sat	08:30	04:00	<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)		
	08:30	22:00			
Sun	08:30	04:00			
	08:30	22:00			

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).

n/a

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) Restricted opening hours during school term-time.
Day	Start	Finish	<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)
Mon	08:30	04:00	
	08:30	22:00	
Tue	08:30	04:00	
	08:30	22:00	
Wed	08:30	04:00	
	08:30	22:00	
Thur	08:30	04:00	
	08:30	22:00	
Fri	08:30	04:00	
	08:30	22:00	
Sat	08:30	04:00	
	08:30	22:00	
Sun	08:30	04:00	
	08:30	22:00	

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)

Events must be risk assessed by the hirer and reviewed by the Heads of Facilities Lettings.

Hirer must have public liability insurance and provide evidence of such.

Hirer must provide at least one steward for every 100 people attending.

Two staff on duty at all times.

Sports hall staff highly visible in uniform.

CCTV in operation.

b) The prevention of crime and disorder

Events with alcohol must be licensed by the Council.

Protocols for staff to manage unruly behaviour.

c) Public safety

Maximum capacity for function hall specified in Terms and Conditions of Hire (T&Cs) and strictly adhered to. Staff to check numbers during function.

For large scale events, external first aid provision is recommended e.g. St John's.

For functions and large scale events, Hirer must meet with the Duty Manager before the event to discuss procedures in the event of an emergency.

Fire doors to be kept shut.

No smoking on site.

Familiarity for all persons attending with emergency equipment, such as fire extinguishers, alarms and fire evacuation procedures.

Facilities and equipment to be used in a responsible manner and for the purposes intended.

Emergency exits, fire extinguishers and alarm points are not obstructed.

Adequate walkways are available to allow free and easy access and egress.

Combustible materials not placed adjacent to heat sources.

Electrical equipment PAT tested and compliant with British standards. Any item deemed unsafe by the Duty Manager will not be allowed to be used.

No flammable or hazardous items, including gas cylinders, open fires, candles or unauthorized electrical equipment, to be used.

Specific risk assessment required at point of booking for barbecues.

Adequate first aid provision on site, including defibrillator.

In addition, the Hirer is expected to provide their own First Aid equipment and be qualified to administer the same (per T&Cs).

At least one member of staff on duty has received first aid training (FA Emergency First Aid in Football).

Senior duty manager also has First Aid at Work training.

Reporting and monitoring of all incidents and accidents.

d) The prevention of public nuisance

Noise levels must be regulated so as not to cause disturbance to neighbours.

T&Cs updated to specify maximum noise levels (55Db) and that music must be turned off by 9pm.

Position speakers away from residential areas.

Information provided to hirers re alternative transport and parking facilities.

New parking strategy in place, including provision of additional parking on field.

LA parking enforcement informed of all large scale events.

T&Cs updated to include parking rules.

e) The protection of children from harm

Hirers must have suitable arrangements for safeguarding children and vulnerable adults and provide their Safeguarding Policy.

Anyone who has any contact with children or vulnerable must have enhanced DBS.

Hirers must inform the Trust immediately and in writing if they, their club or anyone in their employ (whether in a paid or voluntary capacity) is under investigation by the police, the local authority, the governing body of their sport or any organization to which they are affiliated in relation to safeguarding.

Hirers using the Premises during school hours must sign in at reception and wear their visitor passes at all times.

Hirers must be at least 18 years of age.

No lettings to extremist/radical organisations.

Periodic internal audit of hirer documentation conducted by Finance team.

Checklist:

Please tick to indicate agreement

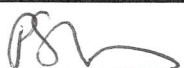
•	I have made or enclosed payment of the fee.	n/a
•	I have enclosed the plan of the premises.	Yes
•	I have sent copies of this application and the plan to responsible authorities and others where applicable.	Yes
•	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	n/a
•	I understand that I must now advertise my application.	Yes
•	I understand that if I do not comply with the above requirements my application will be rejected.	Yes
•	[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 or my share code issued by the Home Office online right to work checking service (please read note 15).	

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	<ul style="list-style-type: none"> [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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	11/7/25
Capacity	COO (CHIEF OPERATING OFFICER)

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	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

1. 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 off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a