

## 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 Syon House Ventures

*(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 <b>Syon House</b> <b>Syon Park</b>			
<b>Post town</b>	Brentford	<b>Postcode</b>	TW8 8JF

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 20,000

### 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)	Y	please complete section (B)

c)	a recognised club		please complete section (B)
d)	a charity		please complete section (B)
e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

**(A) individual applicants** (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b>		I am 18 years old or over		Please tick yes	
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
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)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> or over		I am 18 years old		Please tick yes	
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
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: <b>Syon House Ventures</b>
Address: Syon House, Syon Park, Brentford, London TW8 8JF

Registered number (where applicable) n/a
Description of applicant (for example, partnership, company, unincorporated association etc.) <b>Syon House &amp; Park is owned by the Trustees of the Will of the 10<sup>th</sup> Duke of Northumberland (Dec'd) and the Life Tenant is Earl Percy who is responsible for the day-to-day operation and management of the Estate. Syon House Ventures is the trading name for events at the site. The representative of Syon House Ventures is Victoria Louise Corke (Event Manager). She will also be the DPS.</b>
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
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

<p>Please give a general description of the premises (please read guidance note 1)</p> <p>Syon House at Syon Park is a privately owned Stately Home, a grade 1 listed building over three floors. The application is to enable licensable activity at multiple locations within the property, and externally within the grounds, primarily for private pre-booked functions and corporate events, including weddings, which may include the sale by retail of alcohol, regulated entertainment and late night refreshment. The outside space, identified on the plans, will be utilised along with the main rooms for a variety of events, where alcohol may be sold from temporary structures. The general public may also attend ticketed events.</p> <p>Licensable activity may be held in any or all of the following (as identified on the plans):</p> <p><u>External</u>: West Lawn, South Lawn, Tidal Water Meadow</p> <p><u>Principal Floor</u>: Great Hall, State Dining Room, Red Drawing Room, Long Gallery, Print Room, Green Drawing Room, Private Dining Room, Inner Courtyard</p> <p><u>Lower Ground Floor/basement</u>: Colonnade, Crypt, Wine Store, Northumberland Room, Alnwick Room.</p>
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If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

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)	Yes

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

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

**In all cases complete boxes K, L and M**

# A

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	Y
				Outdoors	
				Both	
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)		
Mon	2300	0200			
Tue	2300	0200			
Wed	2300	0200			
Thur	2300	0200	<b>State any seasonal variations for performing plays</b> (please read guidance note 5)		
Fri	2300	0200			
Sat	2300	0200	<b>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</b> (please read guidance note 6)		
Sun	2300	0200			

# E

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	Y
				Outdoors	
				Both	
Day	Start	Finish			
Mon	2300	0200	<b>Please give further details here</b> (please read guidance note 4)		
Tue	2300	0200			
Wed	2300	0200	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)		
Thur	2300	0200			
Fri	2300	0200	<b>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</b> (please read guidance note 6)		
Sat	2300	0200			
Sun	2300	0200			

# F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	Y
				Outdoors	
				Both	
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)		
Mon	2300	0200			
Tue	2300	0200			
Wed	2300	0200	<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)		
Thur	2300	0200			
Fri	2300	0200			
Sat	2300	0200	<b>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</b> (please read guidance note 6)		
Sun	2300	0200			



# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	Y
				Outdoors	
				Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon	2300	0200			
Tue	2300	0200			
Wed	2300	0200	<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur	2300	0200			
Fri	2300	0200			
Sat	2300	0200	<b><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></b> (please read guidance note 6)		
Sun	2300	0200			

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	Y
Mon	2300	0200	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue	2300	0200			
Wed	2300	0200	<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur	2300	0200			
Fri	2300	0200	<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	2300	0200			
Sun	2300	0200			

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	
				Off the premises	
Day	Start	Finish		Both	Y
Mon	1000	0200	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Tue	1000	0200			
Wed	1000	0200			
Thur	1000	0200	<b>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</b> (please read guidance note 6)		
Fri	1000	0200			
Sat	1000	0200			
Sun	1000	0200			

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

<b>Name</b> Victoria Louise Corke	
<b>Date of birth</b> [REDACTED]	
<b>Address</b> [REDACTED]	
<b>Postcode</b>	[REDACTED]
<b>Personal licence number (if known)</b> [REDACTED]	
<b>Issuing licensing authority (if known)</b> [REDACTED]	

## K

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 9).

none

## L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5)  <b>NOTE: The premises and site will only have limited opening times to the general public, shown below:</b>  <b>1030 - 1630hrs          Daily</b>  <b>However, people attending pre-booked functions and events may be present between:</b> <b>1000 – 0300hrs daily</b>
Day	Start	Finish	<b><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></b> (please read guidance note 6)
Mon	1000	0300	
Tue	1000	0300	
Wed	1000	0300	
Thur	1000	0300	
Fri	1000	0300	
Sat	1000	0300	
Sun	1000	0300	

## 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)**

The premises licence holder, DPS, management and staff will constantly assess any risks to the licensing objectives. They will work in partnership with the authorities and local people alike in this respect. The staff will be properly authorised, equipped, trained and motivated in this task. There will be:

- A written notice of 'authority' record for all staff who sell alcohol
- Comprehensive training for staff in the main requirements of the Licensing Act 2003, the specific measures and conditions in place to promote the Licensing Objectives and the staff roles and responsibilities. Such records shall be available for inspection by the responsible authorities.
- Contact details of the Designated Premises Supervisor available to staff and to the authorities
- The premises will operate as a bona-fide function and event venue and licensable activity will be ancillary to that business model.
- A written or digital record of all booked events shall be maintained at the property and available for inspection by the responsible authorities

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

The management and staff will take all necessary steps to ensure that the premises remain free from crime and disorder and neither cause or contribute to crime & disorder in the area. This will include:

- Staffing levels maintained appropriately to ensure adequate security.
- High value items stored securely
- Staff being trained on security issues including how to identify and refuse service to customers that are drunk or appear to be drunk.
- A policy of zero-tolerance to drugs at the premises
- A proportionate appointment of SIA registered security staff for licensable events, determined by the premises licence holder and DPS in consultation with the police and responsible authorities.

**c) Public safety**

The management and staff will have an effective policy to maintain a safe venue for visitors and staff. Any risk to safety will be assessed before the premises are opened to visitors each day and throughout the hours of operation. The DPS will liaise with the authorities to ensure that all aspects of public safety are adhered to. The policy will include:

- Ensuring that the grounds, entrance and any walkways within the premises are kept free from obstruction
- Appropriate fire fighting equipment being installed and maintained at the premises and staff trained in its use.
- Fire risk assessments being undertaken and acted upon in accordance with current recommendations and requirements.
- Effective lighting will be maintained and operated to ensure the safety of visitors and staff
- Risk assessments for each event will be conducted by the premises licence holder in accordance with current health and safety legislation
- The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical

equipment, shall at all material times be maintained in good condition and full working order.

- The means of escape provided for the premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the plans provided

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

The Licence holder, DPS, staff and volunteers are mindful of the need to reduce the impact of any nuisance caused by the operation of the premises, will constantly assess the risk of public nuisance and take immediate steps to eliminate the problem. The policy will include:

- No light on or from the site shall be provided where that light causes a nuisance to nearby residents and businesses
- The site and public areas nearby are kept free from litter associated with the operation of the events
- Satisfactory arrangements will be put in place to supervise an orderly dispersal of visitors when leaving the site to ensure the minimum of noise and disturbance to local residents.
- Deliveries to and waste removal from the site are undertaken at a time and in a manner that does not cause disturbance
- Live or recorded music from regulated entertainment shall not be audible at the nearest noise sensitive property, which might otherwise cause a disturbance to local residents
- The premises licence holder or his/her representative shall conduct regular assessments of the noise coming from the site on each occasion they are used for regulated entertainment. Appropriate steps shall be taken to reduce the level of noise where it is found to be heard at the facade of the nearest residential property.
- Plant and machinery shall be positioned so as not to cause a noise nuisance to nearby residential properties
- Any complaints received about noise shall be logged and any appropriate remedial action taken as a matter of urgency.

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

The property will be promoted as family friendly and suitable for all ages. There will be no inappropriate entertainment, promotions, activities or behaviour tolerated at the premises that might put children at risk. There will be an effective age verification policy in accordance with the mandatory code. This policy will be one of Challenge 25 for age-restricted products and include:

- The appropriate display of notices relating to the policy within the premises and in promotional material.
- These notices will indicate that any customer not appearing to have reached the age of 25 will be required to produce appropriate identification proving that they have turned 18 before being sold alcohol.
- Appropriate ID will be a valid passport, photo driving licence, PASS accredited proof of age card or other reliable photo-ID that is recommended and approved for acceptance by the police or other authorities.
- Staff shall be trained in aspects of responsible alcohol retailing and in particular the Protection of Children including the Challenge 25 policy.
- Training will occur before a staff member is authorised to sell alcohol within the premises.

- Staff training records will be available for inspection by the police or other responsible authority upon request.
- A written record shall be kept of any refused alcohol sales. Such a record shall be available for inspection by the responsible authorities.

**Checklist:**

**Please tick to indicate agreement**

•	I have made or enclosed payment of the fee.	Y
•	I have enclosed the plan of the premises.	Y
•	I have sent copies of this application and the plan to responsible authorities and others where applicable.	Y
•	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	Y
•	I understand that I must now advertise my application.	Y
•	I understand that if I do not comply with the above requirements my application will be rejected.	Y
•	[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)

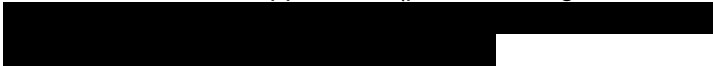




**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [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</li> </ul>
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	<p>the UK (please read guidance note 15).</p> <ul style="list-style-type: none"> <li>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)</li> </ul>
Signature	
Date	15. 9.25
Capacity	Authorised Agent

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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	

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

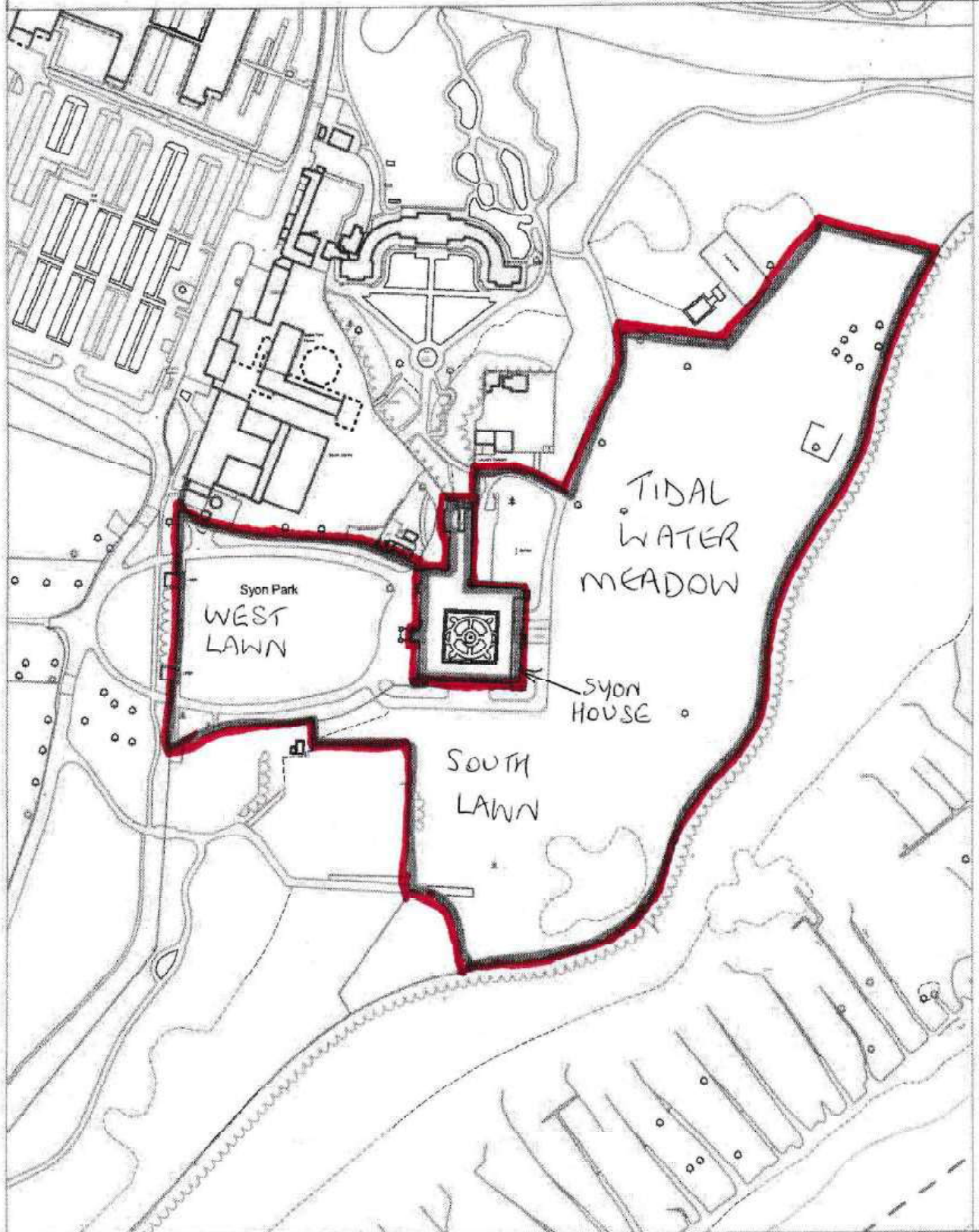
## Notes for Guidance



— LICENSED AREA

SYON PARK  
BRENTFORD  
TW8 8JF

Date: 13 May 2025 Printed By: Abbie Curtis (N. Estates)



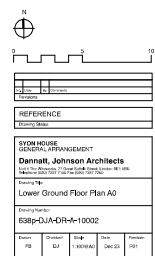
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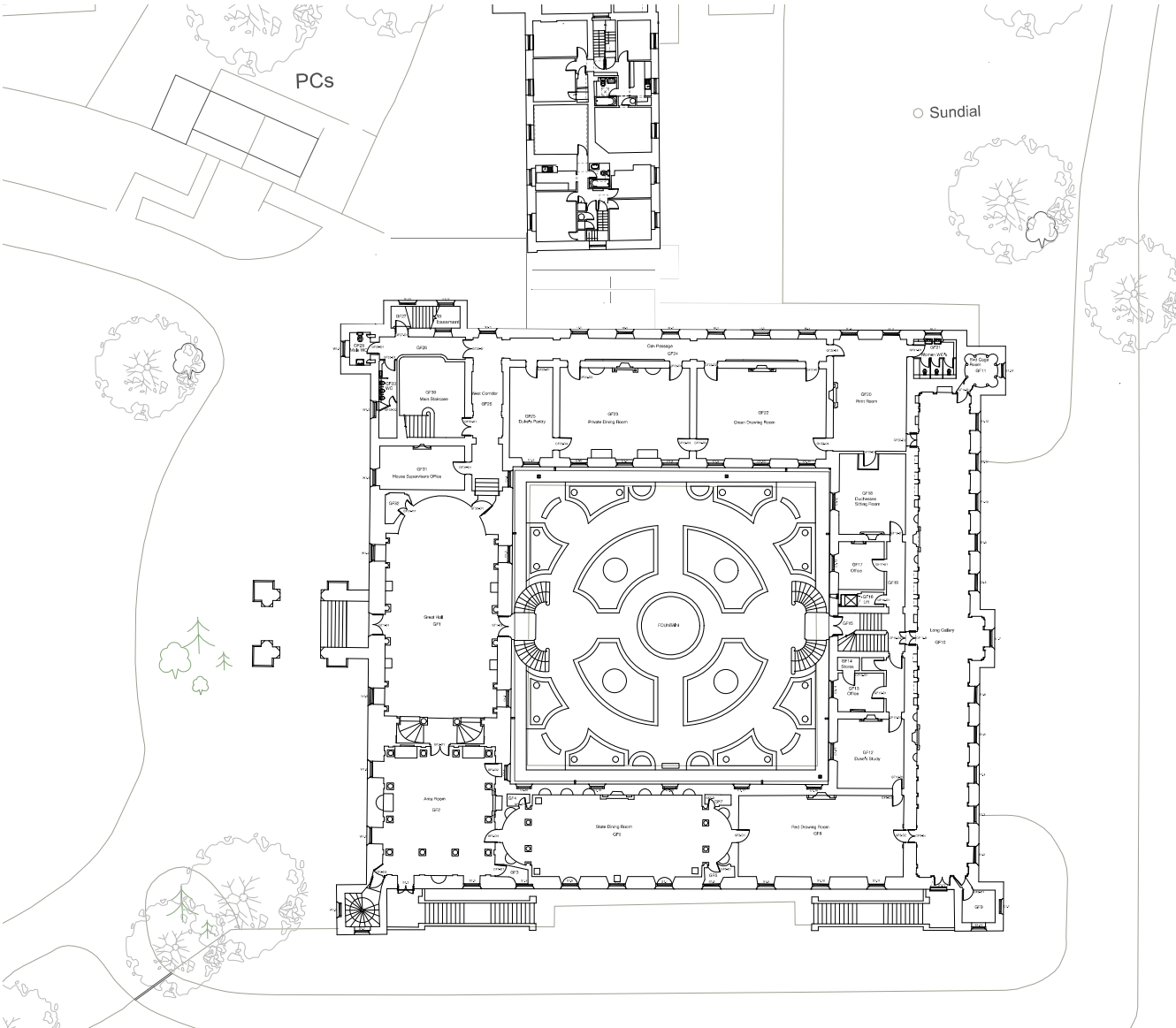
Map Scale: 1:2500

Estate: Syon

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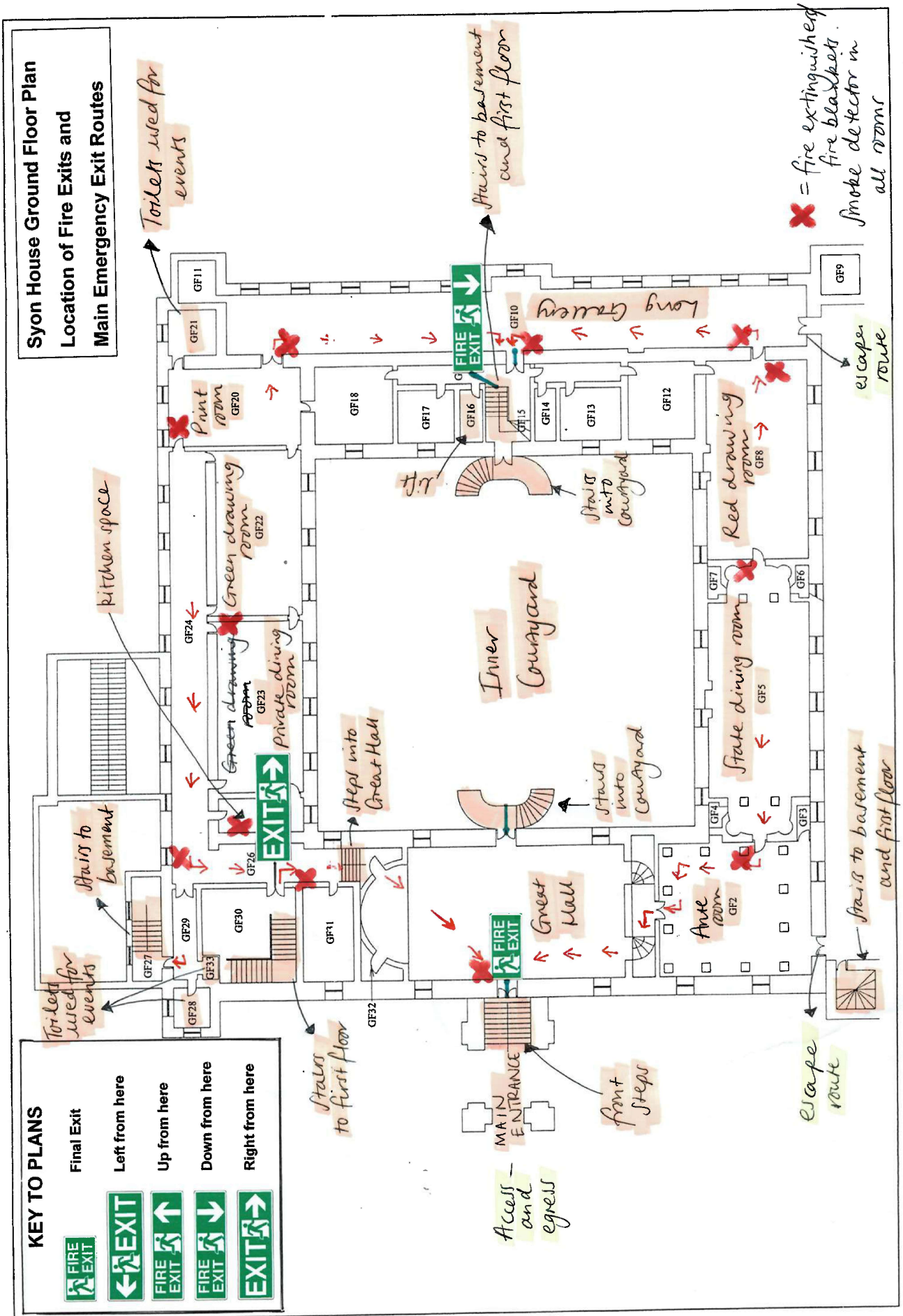
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10 M

GENERAL INFORMATION			
REFERENCE			
DESCRIPTION			
BYRON HOUSE GENERAL ARRANGEMENT			
Dunnell, Johnson Architects			
1400 15th Street, Suite 100, San Francisco, CA 94103			
Drawing No.			
Ground Floor Plan A0			
PROJECT NO.			
6180-01A-DRAW-10012			
Scale	Overall	1:1000	Sheet
AS	CU	1:1000	SW-10
			Page
			101



## KEY TO PLANS



# KEY TO PLANS



Final Exit



Left from here



Up from here



Down from here



Right from here

## Syon House Basement Plan Location of Fire Exits and Main Emergency Exit Routes

Space used for field kitchen,  
staff kitchen during the day

access and egress  
and escape route

stairs up  
to principal  
floor

Colonnade

lift

steps  
out of  
courtyard  
to back  
door

Cyrt

steps

stairs  
to principal  
floor and first floor

spaces used for  
field kitchens

access  
and egress  
and escape route

Toilets used  
for events

stairs to  
principal floor  
and first floor

muster in this  
area

✗ - fire extinguishes  
Smoke detector in  
all rooms

