

## 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			
<b>Springwest Academy</b> <b>Browells Lane</b>			
<b>Post town</b>	<b>Feltham</b>		<b>Postcode</b>
<b>TW13 7EF</b>			

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

### **Part 2 - Applicant details**

Please state whether you are applying for a premises licence as

**Please tick as appropriate**

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)	
<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: 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	6	012026

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

DD	MM	YYYY
[REDACTED]	[REDACTED]	[REDACTED]

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)	x
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)	

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

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

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	
				Both	
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)  Boxing tournaments		
Mon			<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 5)		
Tue			Approximately 10 weekends per year.		
Wed			<b>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</b> (please read guidance note 6)		
Thur					
Fri					
Sat	08:00	19:00			
Sun	08:00	19:00			

**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)	
Day	Start	Finish	Indoors	<input checked="" type="checkbox"/>
			Outdoors	
			Both	
Mon			<b>Please give further details here</b> (please read guidance note 4)	
Tue				
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)	
Thur			Restricted opening hours on Fridays during school term time 4:00pm – 02:00am  Sunday before Bank Holiday Mondays – 08:00am to 02:00am Easter Sunday – 08:00am to 02:00am Christmas Eve – 08:00am to 02:00am New Year's Eve – 08:00am to 02:00am	
Fri	08:00	02:00	<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	08:00	02:00		
Sun				

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	
Day	Start	Finish	Indoors	<input checked="" type="checkbox"/>
			Outdoors	
			Both	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)	
Tue				
Wed			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)	
Thur			Restricted opening hours on Fridays during school term time 4:00pm – 02:00am  Sunday before Bank Holiday Mondays – 08:00am to 02:00am Easter Sunday – 08:00am to 02:00am Christmas Eve – 08:00am to 02:00am New Year's Eve – 08:00am to 02:00am	
Fri	08:00	02:00	<b><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></b> (please read guidance note 6)	
Sat	08:00	02:00		
Sun				

## 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	<input checked="" type="checkbox"/>
			Outdoors	
			Both	
Day	Start	Finish		
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)	
Tue				
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)	
Thur			Restricted opening hours on Fridays during school term time 4:00pm – 02:00am  Sunday before Bank Holiday Mondays – 08:00am to 02:00am Easter Sunday – 08:00am to 02:00am Christmas Eve – 08:00am to 02:00am New Year's Eve – 08:00am to 02:00am	
Fri	08:00	02:00	<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)	
Sat	08:00	02:00		
Sun				

<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 (please read guidance note 3)</b>	
			Indoors	X
			Outdoors	
			Both	
Day	Start	Finish		
Mon			<u>Please give further details here</u> (please read guidance note 4)	
Tue				
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)	
Thur			Restricted opening hours on Fridays during school term time 4:00pm – 02:00am  Sunday before Bank Holiday Mondays – 08:00am to 02:00am Easter Sunday – 08:00am to 02:00am Christmas Eve – 08:00am to 02:00am New Year's Eve – 08:00am to 02:00am	
Fri	23:00	02:00	<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> (please read guidance note 6)	
Sat	23:00	02:00		
Sun				

**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**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)
Day	Start	Finish	
Mon			Restricted opening hours on Fridays during school term time 4:00pm – 02:00am
Tue			Sunday before Bank Holiday Mondays – 08:00am to 02:00am Easter Sunday – 08:00am to 02:00am Christmas Eve – 08:00am to 02:00am New Year's Eve – 08:00am to 02:00am
Wed			
Thur			<b>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</b> (please read guidance note 6)
Fri	08:00	02:00	
Sat	08:00	02:00	
Sun	08:00	23:00	

# 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**

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.

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.

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.

All complaints about noise received by the licence holder / event organiser shall be logged and shall be notified to the Environmental Protection Team as soon as reasonably practical of the complaint being received.

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 include parking rules.

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

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

Information provided to hirers re alternative transport and parking facilities.

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

LA parking enforcement informed of all large scale events.

T&Cs 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**

<ul style="list-style-type: none"><li>• I have made or enclosed payment of the fee.</li><li>• I have enclosed the plan of the premises.</li><li>• I have sent copies of this application and the plan to responsible authorities and others where applicable.</li><li>• I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.</li><li>• I understand that I must now advertise my application.</li><li>• I understand that if I do not comply with the above requirements my application will be rejected.</li><li>• [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).</li></ul>	X
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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 the UK (please read guidance note 15).</li> <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>
<b>Signature</b>	
<b>Ndullee Stevens</b>	
<b>Date</b>	26/01/26
<b>Capacity</b>	Chief Operating Officer

**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.**

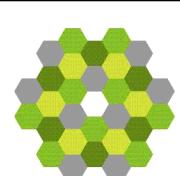
<b>Signature</b>	
<b>Date</b>	
<b>Capacity</b>	

**Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)**

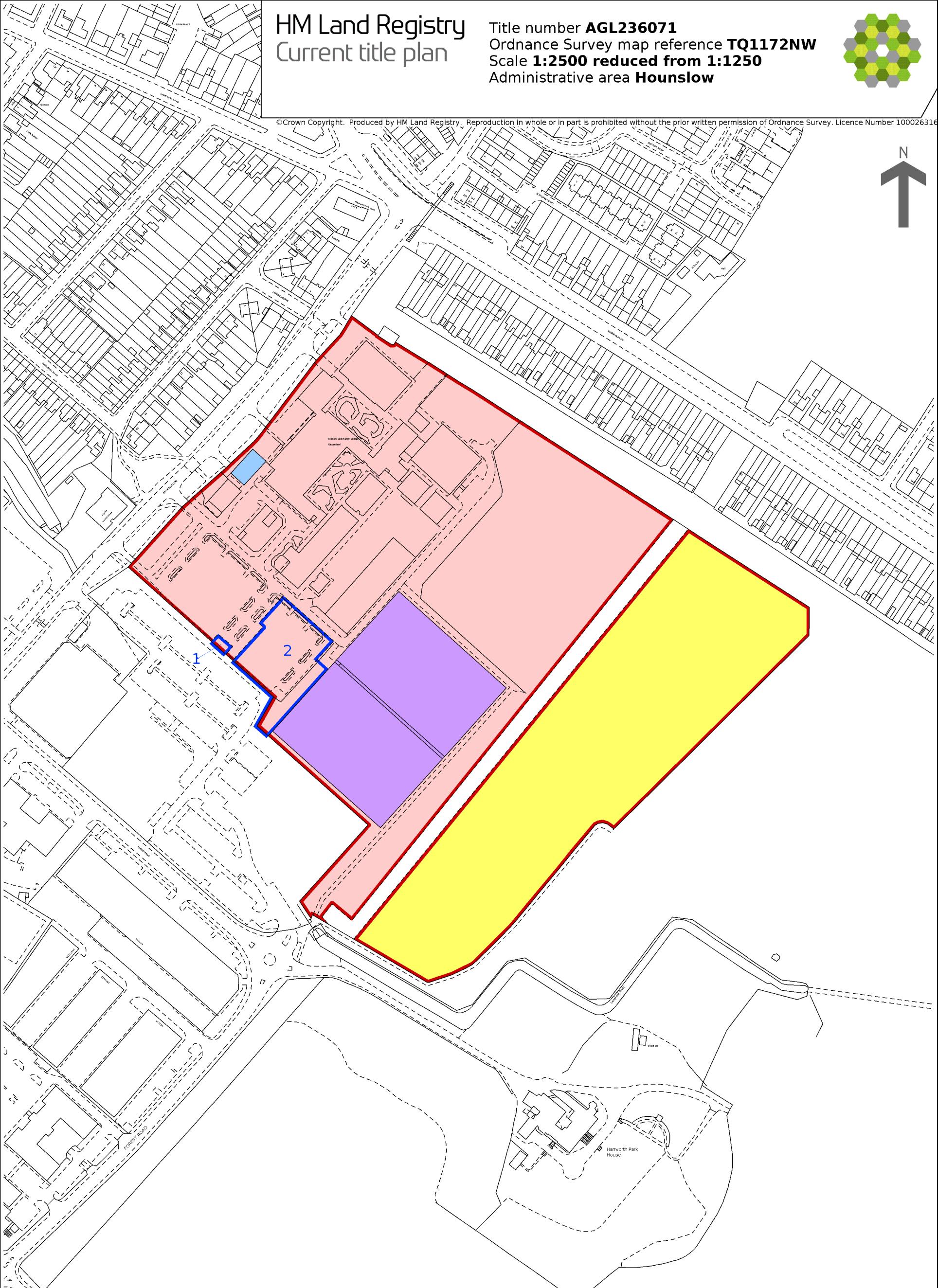
Post town	Postcode
Telephone number (if any)	

# HM Land Registry Current title plan

Title number **AGL236071**  
Ordnance Survey map reference **TQ1172NW**  
Scale **1:2500 reduced from 1:1250**  
Administrative area **Hounslow**



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