

**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 JOSEPHINE WILLIAMS-BROWN

*(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			
NORBURY PARK GREEN LANE			
<b>Post town</b>	CROYDON	<b>Postcode</b>	SW16 3LZ

Telephone number at premises (if any)	
Non-domestic rateable value of premises	<b>£100.00</b>

**Part 2 - Applicant details**

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

- |  |          |                                    |
|--|----------|------------------------------------|
| <p>a) an individual or individuals *</p> <p>b) a person other than an individual *</p> | <p>X</p> | <p>please complete section (A)</p> |
|--|----------|------------------------------------|

- 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  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)
- g(a) 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 <input type="checkbox"/>	Mrs	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b> WILLIAMS-BROWN			<b>First names</b> JOSEPHINE WINIFRED		
over I am 18 years old or <input checked="" type="checkbox"/> 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>	

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth over</b>		I am 18 years old or		<input type="checkbox"/>	Please tick yes
<b>Nationality</b>					
Current postal address if different from premises address		N/A			
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(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
Address
N/A
Registered number (where applicable)

Description of applicant (for example, partnership, company, unincorporated association etc.)  N/A
Telephone number (if any)
E-mail address (optional)

### Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YY
06	08	2022

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

DD	MM	YYYY
07	08	2022

Please give a general description of the premises (please read guidance note 1)  NORBURY PARK  ALCOHOL WILL BE SOLD IN A DESIGNATED TENT ON SITE - WHICH WILL BE IDENTIFIED IN THE EVENT MANAGEMENT PLAN (A COPY IS ATTACHED)
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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)
- 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)

A1

- 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 late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

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

**A**

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

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)  N/A	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)		
Wed					
Thur			<b><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</u></b> (please read guidance note 6)		
Fri					
Sat					
Sun					

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	N/A
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Wed			
Thur			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)
Fri			
Sat			
Sun			

**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 type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
			N/A	Both	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue			<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 5)		
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					
Sun					

## E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	X
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)		
Mon					
Tue					
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)		
Thur					
Fri			<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	12:00	21:00			
Sun	12:00	21:00			

## 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	X
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4)		
Mon					
Tue					
Wed			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5)		
Thur					
Fri			<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)		
Sat	12:00	21:00			
Sun	12:00	21:00			

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 type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
			N/A	Both	<input type="checkbox"/>
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					
Fri			<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					
Sun					

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing  <p style="text-align: center;">N/A</p>		
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b>Please give further details here</b> (please read guidance note 4)		
Wed					
Thur					
Fri			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 5)		
Sat					
Sun					
			<b>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</b> (please read guidance note 6)		

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 (please read guidance note 3)</b>  N/A	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
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 provision of late night refreshment</u></b> (please read guidance note 5)		
Thur					
Fri			<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					
Sun					

**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	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	12:00	21:00			
Sun	12:00	21:00	<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)		

**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):**

Name	JOSEPHINE WINIFRED WILLIAMS-BROWN

--

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	N/A	
Mon				
Tue				
Wed				
Thur				
Fri				
Sat	12:00	21:00		
Sun	12:00	21:00		
				<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)

**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 CHALLENGE 25 POLICY WILL BE IMPLEMENTED -  
ALCOHOL CONTROLLED ZONE - EXTRA STAFF TO AVOID OVERCROWDING &  
CONGESTION PLUS SOCIAL DISTANCE

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

WE WILL WORK CLOSELY WITH THE POLICE AND HAVE SUFFICIENT  
SECURITY IN AND AROUND THE PERIMETER OF THE EVENT

**c) Public safety**

DOUBLE ENTRANCE TO EVENT AND 3 EXITS  
WE WILL KEEP TEMPERATURE CHECKS IN PLACE, SANITISERS AT ENTRANCE  
AND AT VARIOUS POINTS INSIDE AND NO BOTTLES ALLOWED ANYWHERE ON  
SITE. ALL ATTENDEES WILL BE HAND SEARCHED AND SCANNERS WILL BE  
USED.  
NO DOGS ON SITE EXCEPT FOR GUIDE DOGS

**d) The prevention of public nuisance**

SECURITIES WILL BE LOCATED ALL AROUND THE PERIMETER TO COMPLY  
AND PREVENT PUBLIC NUISANCE

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

CHILDREN SHOULD BE ACCOMPANIED BY PARENT OR GUARDIAN OR NO ENTRY WILL BE GIVEN. WE WILL PROVIDE A LOSS & FOUND TENT WHERE CHILDREN GET SEPARATED FROM THEIR PARENT/GUARDIAN WHERE THEY WILL BE LOOKED AFTER UNTIL REUNITED

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee. X
- I have enclosed the plan of the premises. X
- I have sent copies of this application and the plan to responsible authorities and others where applicable. X
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. X
- I understand that I must now advertise my application. X
- I understand that if I do not comply with the above requirements my application will be rejected. X
- X  
 [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 (please read note 15). X

**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, if appropriate (please see note 15)</li> </ul>
Date	24/02/2022
Capacity	EVENT ORGANISER

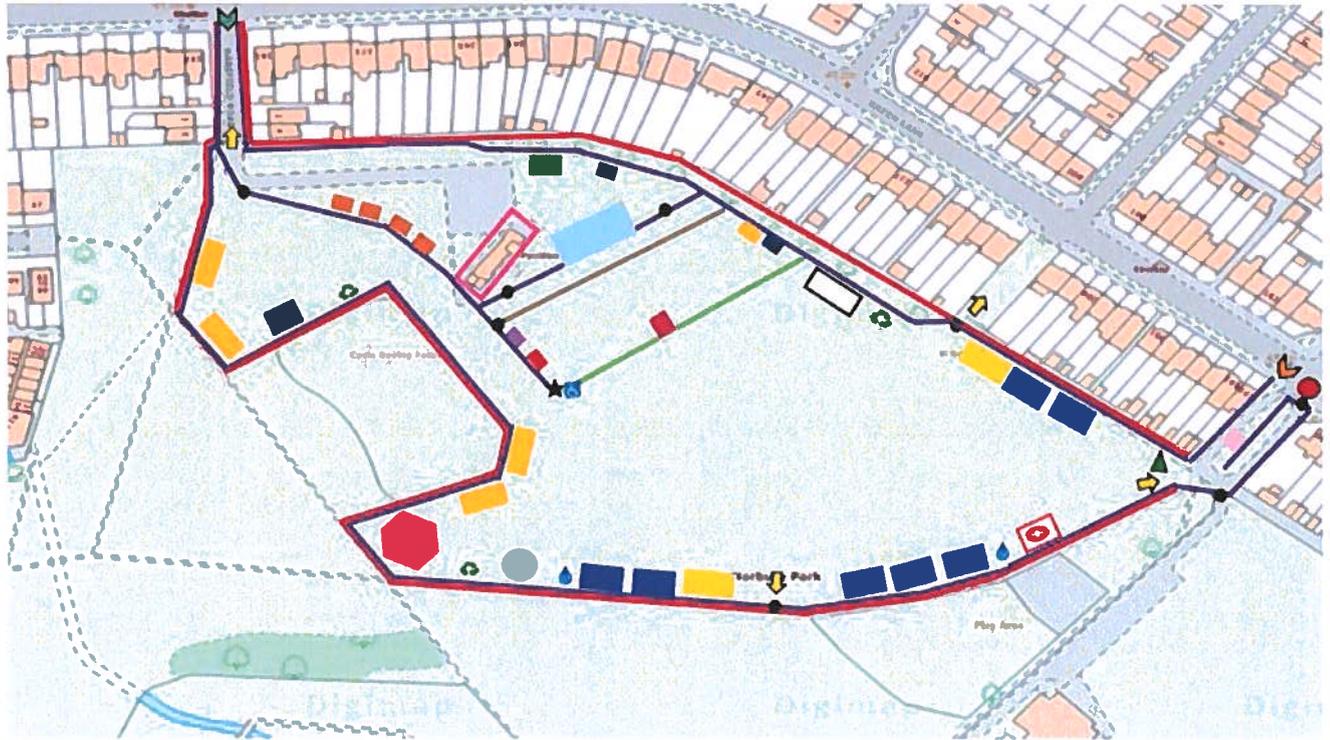
**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

**Appendix A Site Plan**

**JBSF Family Funday Site Plan - Norbury Park, SW16**

Norbury Park Music, Food & Drink Festival  
Saturday 6th & Sunday 7th August 2022



**SITE PLAN KEY**

DESIGN	STAGE AREAS	INFORMATION	SAFETY	FACILITIES
Boundary of licensed premises ———	Main Stage ■	Event Control □	Medical Point ⊕	Toilet Block ■
Hoarding ———	Music Tent ●	Box Office ■	Emergency Exit ↑	Disabled & Access Toilet Block ■
Heras Fencing ———	Front of House Mixing Position ■	JBSF Information Point □	Ambulance Access ●	Bar Tent ■
Stage Barrier ———	Dressing Rooms ■			VIP Bar Tent ■
Crowd Control Barrier ———	Crew Catering ■			VIP Food Stall ■
Park Entrance ➡				Stalls ■
Production Entrance ➡				Water Kiosk ●
Exit ▲				Waste & Recycling Services ♻️
VIP Area Entrance ★				Fun Fair ■
Disabled Area Entrance ♿				
Access Gates ●				

**Proposed conditions for Jamaica Food and Music Festival, Norbury Park Pavilion, SW16**

The premises licence holder shall (ensure) –

1. Any queue to enter the premises that forms outside the premises shall be kept orderly and supervised by SIA door supervisors to ensure that there is no nuisance or obstruction to the public highway and footpaths.
2. All staff engaged outside the entrance to the premises, or supervising/controlling queues, shall wear high-visibility jackets or vests.
3. Operate an anti-drugs policy in conjunction with a search and seizure policy. In compliance with agreed memorandum of understanding. This will also include storage and disposal procedures. Signage will be displayed throughout the premises. Any amendments to the policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.
4. Operate a weapons policy in conjunction with search and seizure. This will also include storage and disposal procedures. Any amendments to the policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.
5. Operate an anti-theft policy, which will include the reporting of theft, safe storage of found items, storage and disposal procedures for all items of property found or discarded at the premises. Signage will be on display in prominent places advising customers to safeguard their property. Any amendments to the policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.
6. Operate a search policy which includes searching everyone who enters the event including all staff and artists. All bags will be searched and all those entering will pass through the metal detector and/or wands search area.
7. A clear visible notice shall be placed at the entrance to the premises advising those attending, that it is a condition of entry that customers agree to being searched and that police will be informed if anyone is found in possession of controlled substance or weapons.
8. An incident log (which may be electronically recorded) shall be kept at the premises by the organiser and made available on request to police or an authorised officer. The following details shall be recorded:

Date of incident

Time of incident

Location of incident

Persons concerned

## Summary of incident

### Identification of any Emergency Services Personnel who attended

9. There shall be a documented dispersal policy, as agreed with the relevant responsible authorities, implemented at the premises and a copy lodged with the Police Licensing Team. Any amendments to the policy must be agreed in writing with Croydon Police Licensing Team 30 days prior to any event.
10. A Challenge 25 scheme must be operated to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that they are over 18 years of age. Proof of age shall only comprise a valid and in date passport, photo card driving licence, military card or a card bearing the PASS hologram.
11. Ensure that polycarbonate drinking vessels are used for all alcoholic and soft drinks served to customers and that all drinks supplied in glass bottles will be decanted into polycarbonate serving or drinking vessels.
12. No Alcohol will be brought into the event by customers and any alcohol found will be seized and disposed of by security.
13. Ensure that customers are prevented from leaving the event site with bottles or open containers.
14. SIA door staff will be deployed at the event at a minimum ratio of 1:100. Body Worn Video will be worn by all SIA door staff who are deployed at entry points and those dealing with the ejection of patrons from the event.
15. All tickets sold on the day of the event must conform to the security policy ratio of 1:00.
16. When SIA door staff are deployed ensure that records are kept by the DPS, at the premises, of the following details of any door-supervisor employed at the premises: -
  - Name and date of birth
  - Full 16 digit SIA badge number
  - Dates and times employed
17. These records must be made available, in useable form, to the Metropolitan Police, Croydon Council officers or authorised officers of the Security Industry Authority upon request.
18. A direct telephone number (mobile to be held by duty manager) will be provided to neighboring premises to be used in the event of a complaint of noise nuisance.

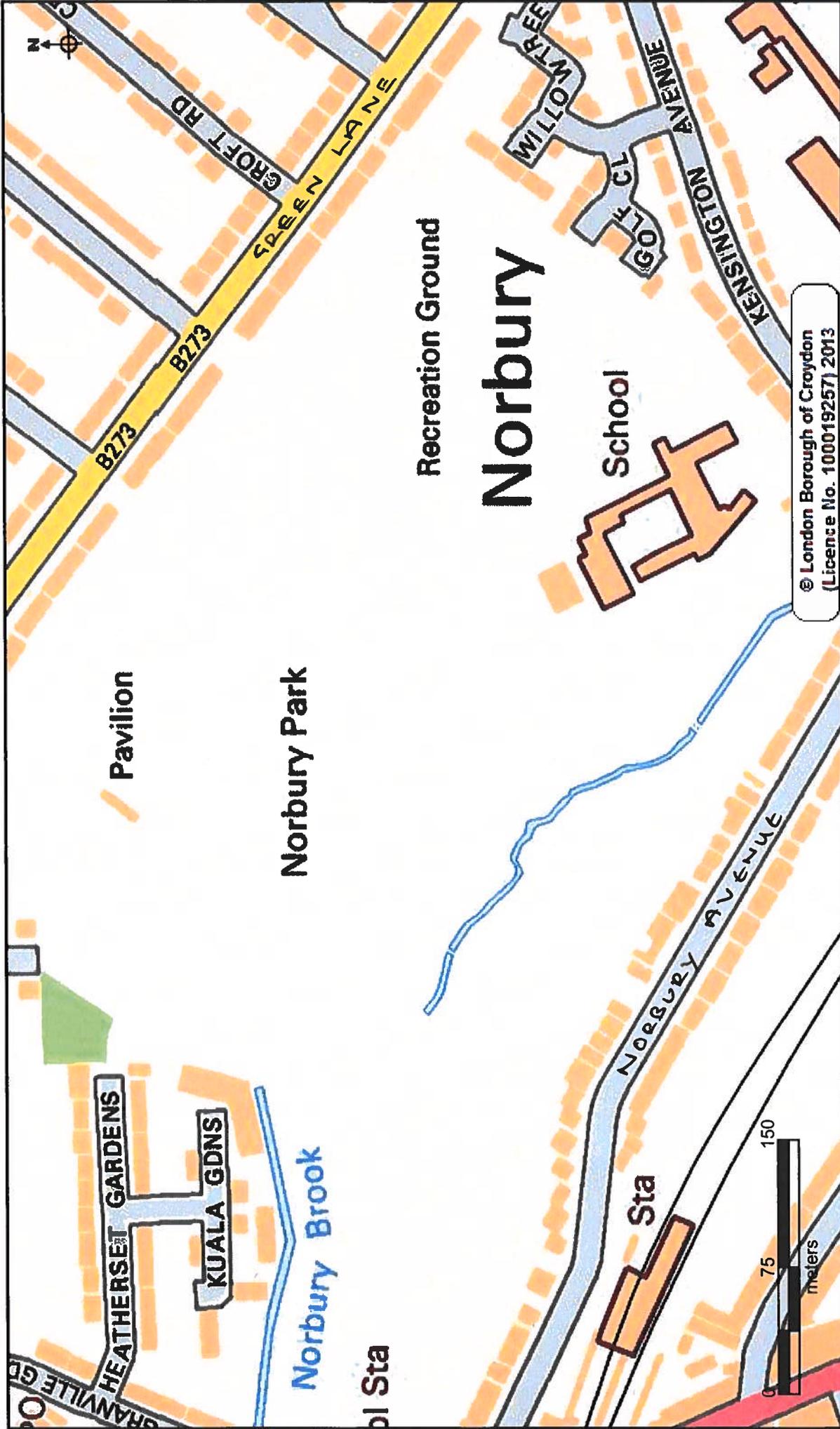
19. The premises shall run each event with the latest Event Management Plan that has been agreed in writing at the latest SAG meeting.
20. The event management plans for each event shall include the following information as a minimum; site plans, stewarding/security plans to include regular weapon sweeps before, during and post egress, crowd management plans, medical plan, fire plan, specific safety policies, risk assessments, traffic management plans, possible noise nuisance plans, and ingress/egress plan.
21. All bar staff at the event will be trained, this training should reflect the Licensing Act 2003 and include the licensing objectives, proof of age, and conflict management. The training will be refreshed every 6 months and all staff training records should be maintained and kept on site. A designated member of staff should be able to produce the records on the request of police or other authorised person.
22. The event will operate a vulnerable person policy, this must include WAVE training for all members of staff.
23. Each bar shall be individually managed by a personal licence holder, during licensable hours.
24. Engage with freely available counter terrorism advice and guidance through Counter Terrorism Protect Officers and Counter Terrorism Security Advisors.
25. All children under the age of 16 years will be accompanied by parent/guardian

Dear Licensing Team,

I object to this application.

The noise level at last year's event by the organiser held on one day was intolerable, and could be heard in the back streets on the other side of London Rd, including where I live. Before the official start of the event I took some Norbury and Black history pamphlets and books for sale on the Friends of Norbury Park stall. As I arrived towards the entrance to the event site there was a group conducting exercise activities accompanied by loud music. As they were not on the event site I assume that were in breach not having their own licence. It was clear that the organiser was not in control of the site and the entrance to it. The stage was too close to the residents back gardens instead of being further way. Its noise and poor site management. I understand that the organiser arrived late and people had started setting up without following the site plan.





AF

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London Borough Croydon

**CROYDON  
COUNCIL**

Scale 1:3000 21-Apr-2022