

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 Sudbury Masonic Hall
 (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

Sudbury Masonic Hall, North Street Sudbury Suffolk CO10 1NA		
Post town	Sudbury	Postcode
CO10 1NA		CO10 1NA

Telephone number at premises (if any)	-
Non-domestic rateable value of premises	£ 16,250.00

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 other (for example a statutory corporation)		please complete section (B)
iv) other (for example a statutory corporation)		please complete section (B)
c) a recognised club	X	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)	
Surname		First names			
Date of birth I am 18 years old or over <input type="checkbox"/> Please tick yes <input type="checkbox"/>					
Nationality					
Current residential address if different from premises address		Postcode			
Daytime contact telephone number		Postcode			
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)					

Second individual applicant (if applicable)

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

Please tick all that apply	a) plays (if ticking yes, fill in box A)	b) films (if ticking yes, fill in box B)
	Provision of regulated entertainment (please read guidance note 2)	

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

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

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

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

DD	MM	YYYY							
DD	MM	YYYY							

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

When do you want the premises licence to start?

Part 3 Operating Schedule

Name Sudbury Masonic Hall
Sudbury Masonic Hall North Street Sudbury Co10 1NA
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

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.

(B) Other applicants

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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In all cases complete boxes K, L and M

	Supply of alcohol (if ticking yes, fill in box J)	X
	Provision of late night refreshment (if ticking yes, fill in box I)	X

	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
X	f) recorded music (if ticking yes, fill in box F)	X
	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)	

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

Films Standard days and timings (please read guidance note 7)		Day	Start	Finish				
		Mon	Tue	Wed	Thur	Fri	Sat	Sun
Will the exhibition of films take place Indoors or outdoors or both – please tick (please read guidance note 3)	Indoors							
	Outdoors							
	Both							
Please give further details here (please read guidance note 4)								
State any seasonal variations for the exhibition of films (please read guidance note 5)								
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 (please read guidance note 6)								

Indoor sporting events		Day	Start	Finish
Standard days and timings (please read guidance note 7)				
<p>Please give further details (please read guidance note 4)</p>		Mon		
		Tue		
		Wed		
		Thur		
		Fri		
		Sat		
		Sun		
<p>State any seasonal variations for indoor sporting events (please read guidance note 5)</p>		<p>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 (please read guidance note 6)</p>		

Boxing or wrestling entertainments		Day	Start	Finish
Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)		Indoors		
Outdoors				
Both				
Standard days and timings (please read guidance note 7)				
Please give further details here (please read guidance note 4)		Mon		
		Tue		
		Wed		
		Thur		
		Fri		
		Sat		
		Sun		
State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)				
Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)				

Live music		Day	Start	Finish
Standard days and timings (please read guidance note 7)		Mon	10:00	01:00
		Tue	10:00	01:00
		Wed	10:00	01:00
		Thur	10:00	01:00
		Fri	10:00	01:00
		Sat	10:00	01:00
		Sun	10:00	00:00
Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	Please give further details here (please read guidance note 4) State any seasonal variations for the performance of live music (please read guidance note 5) 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)		
	Outdoors			
	Both			
X	Indoors			

Recorded music Standard days and timings (please read guidance note 7)	Day		Start	Finish
	Indoors	Outdoors		
<p><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)</p> <p>Indoors X</p> <p>Outdoors</p> <p>Both</p>	Mon		10:00	01:00
	Tue		10:00	01:00
	Wed		10:00	01:00
	Thur		10:00	01:00
	Fri		10:00	01:00
	Sat		10:00	01:00
	Sun		10:00	00:00
<p><u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)</p>				
<p><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)</p>				
<p><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)</p>				
<p><u>Please give further details here</u> (please read guidance note 4)</p>				

Performances of dance		Standard days and timings (please read guidance note 7)	Day							
			Start	Finish						
<p><u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)</p> <table border="1"> <tr> <td>Indoors</td> <td></td> </tr> <tr> <td>Outdoors</td> <td></td> </tr> <tr> <td>Both</td> <td></td> </tr> </table>	Indoors		Outdoors		Both		Mon			
	Indoors									
	Outdoors									
	Both									
	Tue									
	Wed									
	Thur									
Fri										
Sat										
Sun										
<p><u>Please give further details here</u> (please read guidance note 4)</p>										
<p><u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)</p>										
<p><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)</p>										

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

Late night refreshment		Day	Start	Finish
Standard days and timings (please read guidance note 7)		Mon	2300	0100
		Tue	2300	0100
		Wed	2300	0100
		Thur	2300	0100
		Fri	2300	0100
		Sat	2300	0100
		Sun	2300	0000
Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)		Indoors		X
		Outdoors		
		Both		
Please give further details here (please read guidance note 4)				
State any seasonal variations for the provision of late night refreshment (please read guidance note 5)				
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 (please read guidance note 6)				

K

Name	
Date of birth	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

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):

Supply of alcohol Standard days and timings (please read guidance note 7)	Day		Start	Finish
	On the premises	Off the premises		
Will the supply of alcohol be for consumption – please tick (please read guidance note 8) Both <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10:00	01:00
	<input type="checkbox"/>	<input type="checkbox"/>	10:00	01:00
	<input type="checkbox"/>	<input type="checkbox"/>	10:00	01:00
	<input type="checkbox"/>	<input type="checkbox"/>	10:00	01:00
	<input type="checkbox"/>	<input type="checkbox"/>	10:00	01:00
	<input type="checkbox"/>	<input type="checkbox"/>	10:00	01:00
	<input type="checkbox"/>	<input type="checkbox"/>	10:00	00:00
State any seasonal variations for the supply of alcohol (please read guidance note 5)				
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 (please read guidance note 6)				

J

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).

L

Day	Start	Finish	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hours premises are open to the public Standard days and timings (please read guidance note 7)									
State any seasonal variations (please read guidance note 5)									
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 (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) See Appendix A

b) The prevention of crime and disorder See Appendix A

c) Public safety See Appendix A

d) The prevention of public nuisance

See Appendix A

e) The protection of children from harm

See Appendix A

Checklist:

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

Please tick to indicate agreement

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.**

<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I do 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 	<p>Declaration</p>
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- 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.
- 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

Notes for Guidance

Post town			Suburb			Postcode			Telephone number (if any)		

Capacity	
Date	
Signature	

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.

Capacity	500
Date	5 Feb 2026
Signature	<i>[Handwritten Signature]</i>
	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)

- any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
- any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
- any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
- any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
- Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
- For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
- For example (but not exclusively), where the activity will occur on additional days during the summer months.
- For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
- If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
- Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
- Please list here steps you will take to promote all four licensing objectives together.
- The application form must be signed.
- An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
- This is the address which we shall use to correspond with you about this application. Entitlement to work/migration status for individual applicants and applications from partnerships which are not limited liability partnerships:
- A licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:
 - does not have the right to live and work in the UK; or
 - is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

