

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 ARC Space (Nottingham) Limited

(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			
ARC Space Western House 17 Western Street			
Post town	Nottingham	Postcode	NG1 3AZ

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£5,900

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	X	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)
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 His 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)					

Second individual applicant (if applicable)

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

(B) Other applicants

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name ARC Space (Nottingham) Limited
Address Western House Western Street Nottingham NG1 3AZ
Registered number (where applicable) 14588199
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited company
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
2	3	05
2	0	25

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

DD	MM	YYYY

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

Ground floor café with bar and creative spaces for activities such as pottery classes, drawing classes and other arts and crafts.

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)	
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)	

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

In all cases complete boxes K, L and M

A

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

B

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

C

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

D

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

F

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

G

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

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)</p>			<p><u>Please give a description of the type of entertainment you will be providing</u></p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)</p>	Indoors	
Mon				Outdoors	
				Both	
Tue			<p><u>Please give further details here</u> (please read guidance note 4)</p>		
Wed					
Thur			<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)</p>		
Fri					
Sat			<p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)</p>		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			<u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	
Day	Start	Finish	Indoors	Outdoors
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				
Fri			<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				
Sun				

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	
				Off the premises	
				Both	x
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	08:00	23:00			
Tue	08:00	23:00			
Wed	08:00	23:00			
Thur	08:00	23:00	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) From the standard start timing on 31 December until the standard start timing on 1 January.		
Fri	08:00	23:00			
Sat	08:00	23:00			
Sun	08:00	23:00			

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 Liam Swaby	
Date of birth ██████████	
Address ██████████ ██████████ ██████████	
Postcode	██████████
Personal licence number (if known) TBC	
Issuing licensing authority (if known) Nottingham City Council	

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).

As far as the applicant is aware none of the proposed activities should give rise to concern in respect of children.

L

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)
Day	Start	Finish	
Mon	08:00	23:30	
Tue	08:00	23:30	
Wed	08:00	23:30	
Thur	08:00	23:30	
Fri	08:00	23:30	
Sat	08:00	23:30	
Sun	08:00	23:30	
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)			
An additional 30 minutes after the non standard finish timings for the provision of licensable activities.			

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 licensing objectives have been carefully considered taking account of the premises and their location.

The proposed premises will promote the licensing objectives in accordance with the section 182 guidance.

The premises will operate in accordance with all relevant legislation.

Details of any measures considered necessary to promote the licensing objectives or contained under the relevant objective below.

b) The prevention of crime and disorder

A CCTV system with recording equipment must be installed and maintained at the premises and operated with cameras in positions agreed with the Police. All recordings used in conjunction with CCTV must:

- Be of evidential quality in all lighting conditions;
- Indicate the correct time and date; and
- Be retained for a period of 31 consecutive days.

A member of staff trained to use the system must be on duty at all times and there must be adequate portable hardware (such as compact disks or USB storage devices) at the premises, as the recorded images must be available for inspection and downloading immediately upon request to officers of Responsible Authorities.

All images downloaded from the CCTV system must be provided in a format that can be viewed on readily available equipment without the need for specialist software.

A bound and sequentially paginated incident/accident book or electronic record must be kept to record all instances of disorder, damage to property and personal injury at the premises. All such books/records must be retained at the premises for at least 12 months and must be made available for inspection and copying by the Police and other officers of Responsible Authorities immediately upon request.

A bound and sequentially paginated refusals book or electronic record must be kept at the premises to record all instances where admission or service is refused. Details to show:

- The basis of the refusal;
- The person making the decision to refuse; and
- The date and time of the refusal.

All such books/records must be retained at the premises for at least 12 months and must be made available for inspection and copying by the Police and other officers of Responsible Authorities immediately upon request.

Training records must be kept to record staff training and advice including the following areas:

- Preventing underage sales of alcohol
- Preventing proxy sales of alcohol to underage persons
- Preventing sales of alcohol to a person who is drunk

All such books/records must be retained at the premises for at least 12 months and must be made available for inspection and copying by the Police and other officers of Responsible Authorities immediately upon request.

Door supervisors shall be employed at the premises on occasions as deemed necessary by the Designated Premises Supervisor and/or premises management following a risk

assessment and on occasions when requested by, and following consultation with the Police.

The Designated Premises Supervisor or nominated person must ensure that any door supervisors employed at the premises wear, and clearly display, their Security Industry Authority registration badge at all times whilst on duty.

A bound and sequentially paginated book or electronic record must be maintained at the premises containing the names, home addresses, dates of birth and Security Industry Authority registration number of door supervisors employed on any particular day. These records must be kept at the premises for at least 12 months and must be made available for inspection and copying by the Police immediately upon request.

c) Public safety

The public safety objective has been considered in the light of the proposed premises. The proposed premises will not have an adverse effect on the public safety objective.

The premises will operate in accordance with all relevant legislation which promotes the public safety objective including, but not limited to, the Health and Safety at Work etc Act 1974 and associated regulations, the Food Safety Act 1990, the Regulatory Reform (Fire Safety) Order 2005 and the Equality Act 2010.

The premises will liaise and co-operate with the Responsible Authorities.

Customers will be encouraged to leave the premises in a quiet and orderly manner.

The necessary fire safety precautions will be installed and maintained.

d) The prevention of public nuisance

The public nuisance objective has been considered in the light of the proposed premises.

The proposed premises will not have an adverse effect on the public nuisance objective.

The proposed premises will promote the public nuisance objective in accordance with the section 182 Guidance.

The premises will operate in accordance with all relevant legislation which promotes the public nuisance objective including but not limited to the Environmental Protection Act 1990 and the Noise Act 1996.

Customers will be encouraged to leave the premises in a quiet and orderly manner.

The premises will be adequately ventilated to prevent nuisance.

Arrangements will be made for the storage and disposal of refuse which do not cause a nuisance.

Any noise from the licensable activities provided will be monitored in order to prevent nuisance.

e) The protection of children from harm

The protection of children objective has been considered in the light of the proposed premises and the proposed premises will not have an adverse effect on the protection of children objective.

A Challenge 25 scheme must operate at the premises. Any person who appears to be under 25 years of age must not be served alcohol unless they produce an acceptable form of identification (passport, photo driving licence, Military Identity card or PASS accredited card).

Challenge 25 notices must be displayed in prominent positions throughout the premises.

Non alcoholic drinks will be available.

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
•	[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

Part 4 – Signatures (please read guidance note 11)

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

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	Rothera Bray
Date	24/04/2025
Capacity	Solicitors for the applicant

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

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Jo Soar Licensing Team Rothera Bray 2 Kayes Walk The Lace Market Stoney Street			
Post town	Nottingham	Postcode	NG1 1PZ
Telephone number (if any)	07747 028130		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) j.soar@rotherabray.co.uk			

Consent of individual to being specified as premises supervisor

Liam Swaby

I

.....
[full name of prospective premises supervisor]

of

.....
.....
.....
.....

.....
[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for
a premises licence

.....
[type of application]

by

ARC Space (Nottingham) Limited

.....
[name of applicant]

relating to a premises licence

.....
[number of existing licence, if any]

for

ARC Space
Western House
17 Western Street
Nottingham
NG1 3AZ

.....
[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

ARC Space (Nottingham) Limited

[name of applicant]

concerning the supply of alcohol at

ARC Space
Western House
17 Western Street
Nottingham
NG1 3AZ

[name and address of premises to which application relates]

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

Pending

[insert personal licence number, if any]

Personal licence issuing authority

Nottingham City Council

[insert name and address and telephone number of personal licence issuing authority, if any]

Signed



Name (please print)

LIAM SWABY

Date

16/04/2025

	WHITE SMOKE DETECTOR. REFER TO PLAN LEGEND FOR SPECIFICATION.
	WHITE HEAT DETECTOR. REFER TO PLAN LEGEND FOR SPECIFICATION.
	SOUNDER
	INTERFACE/ REPEATER PANEL
	MANUAL CALL POINT
	FIRE ALARM PANEL
	EUSTON CCT Slim Bulkhead Light Fitting LED 14W 1430mm CCT Tri-Colour Switchable IP65 3hr Emergency Function
	4ite Tilt Cylindrical Recessed Non-Maintained Emergency LED Downlight White 2W 110mm
	EMERGENCY EXIT LIGHT CW LEGEND (DIRECTIONAL) DENOTES DIRECTION OF EXIT



ARC Space
 Western House
 17 Western Street
 Nottingham
 NG1 3AZ

Drawing ref: 263700/1
 Dated: 15/04/2025