



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.

We REBECCA ELIZABETH SHEVELING AND IAN JOHN SHEVELING
(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 Greenhills Farm / Bay Vineyard, High Lane			
Post town	Robin Hoods Bay	Postcode	YO22 4PJ

Telephone number at premises (if any)	[REDACTED]
Non-domestic rateable value of premises	£ 2025.88

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		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)

M Mrs		Other Title (for example, Rev)	
Surname SHEVELING		First names REBECCA ELIZABETH	
Date of birth		I am 18 years old or over Please tick yes YES	
Nationality		BRITISH	
Current residential address if different from premises address		GREENHILLS FARM, HIGH LANE ROBIN HOODS BAY YO22 4PJ	
Post town	ROBIN HOODS BAY	Postcode	YO22 4PJ
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		Other Title (for example, Rev)	
Surname SHEVELING		First names IAN JOHN	
Date of birth [REDACTED]		I am 18 years old Please tick yes YES or over	
Nationality BRITISH			
Current residential address if different from premises address		GREENHILLS FARM, HIGH LANE ROBIN HOODS BAY YO22 4PJ	
Post town	ROBIN HOODS BAY	Postcode	YO22 4PJ
Daytime contact telephone number		[REDACTED]	
E-mail address (optional)	[REDACTED]		
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 N/A
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number
E-mail address

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
1	1	102024

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)
 GREENHILLS FARM was an agricultural farm which has diversified and is now home to Bay Vineyard growing English grape varieties we have a purpose built winery and we are on our 3rd year of producing good quality wines. We have 42 acres in total 20 acres are planted with both White and Red Grape Vines we have plans to do additional planting in 2026. We are running vineyard tours and wine tastings under TEN's at the moment, this has shown us how popular the tours are but does restrict us considerably selling wine to consumers who cannot attend those TEN dates.

The tastings take place inside the winery around the tasting table, consumers then buy bottles of wine to take home or to give as gifts. We are hoping if we are granted the licence that we can do tastings and wine sales in the actual vineyard amongst the vines as we do in our Holmfirth Vineyard. We have found that these experiences especially in the summer months when the vineyard is fully developed is a very enriching and unique experience, customers will eventually be able to adopt a vine and attend pre planned events linked with their vines. We have been awarded a grant through The Rural England Prosperity Fund towards investment in new equipment to support our growth, productivity and rural capital investments this is being spent on a new bottling line, wine tanks and wine barrels for Oak aging red wine in the future.

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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.

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

B

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

Fri			<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)
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	

Day	Start	Finish		Both
Mon			<u>Please give further details here</u> (please read guidance note 4)	
Tue				
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)	
Thur				
Fri			<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)	
Sat				
Sun				

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon				Both	
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the</u>		

Sat			<p><u>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)</p>
Sun			

F

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

G

<p>Performances of dance Standard days and timings (please read guidance note 7)</p>	<p><u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)</p>	Indoors	
		Outdoors	

Day	Start	Finish		Both
Mon			<u>Please give further details here</u> (please read guidance note 4)	
Tue				
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)	
Thur				
Fri			<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)	
Sat				
Sun				

H

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

Sat			<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)
Sun			

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
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)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8)	On the premises	
				Off the premises	
Day	Start	Finish		BOTH	*

Mon	09.00	23.00	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5)
Tue	09.00	23.00	
Wed	09.00	23.00	
Thur	09.00	23.00	<u>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</u> (please read guidance note 6)
Fri	09.00	23.00	
Sat	09.00	23.00	
Sun	09.00	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 REBECCA E SHEVELING	
Date of birth [REDACTED]	
Address [REDACTED]	
Postcode	YO22 4PJ
Personal licence number (if known) [REDACTED]	
Issuing licensing authority (if known) KIRKLEES MET 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).

N/A

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	09.00	23.00	
Tue	09.00	23.00	
Wed	09.00	23.00	
Thur	09.00	23.00	
Fri	09.00	23.00	
Sat	09.00	23.00	
Sun	09.00	23.00	
			<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (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 prevention of crime and disorder.
- public safety.
- the prevention of public nuisance.
- the protection of children from harm
- We will adopt the conditions discussed with NYP as part of our operating schedule, please see attached sheet.

b) The prevention of crime and disorder

- LIASE WITH THE LOCAL POLICE
- LIASE WITH LICENSING OFFICER
- INSTALL CCTV INSIDE & OUTSIDE THE WINERY BUILDING

c) Public safety

-
- ANY SPECIAL OCCASIONS WILL BE NOTED TO THE NORTH YORKSHIRE POLICE

d) The prevention of public nuisance

- ALCOHOL SALES WILL BE TO GENUINE CUSTOMERS AND CARRIED OUT WITHIN CURRENT PARAMETERS OF LICENSING LAWS

e) The protection of children from harm

- CHALLENGE 21 SCHEME WILL BE ADOPTED, NO FREE SAMPLES TO PERSONS UNDER THE AGE OF 18.
- ALL PERSONS UNDER THE AGE OF 18 MUST BE ACCOMPANIED BY AN ADULT OVER 18 ON ALL VINEYARD TOURS.

Checklist:

Please tick to indicate agreement


•	I have made or enclosed payment of the fee.	*
•	I have enclosed the plan of the premises.	*
•	I have sent copies of this application and the plan to responsible authorities and others where applicable.	*
•	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	*
•	I understand that I must now advertise my application.	*
•	I understand that if I do not comply with the above requirements my application will be rejected. [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	
Print name	Rebecca Sheveling
Date	10/09/2024
Capacity	Owner

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	
Print name	Ian Sheveling
Date	10/09/2024
Capacity	Owner

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)			
Email address			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

1. 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.

2. 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 screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

- any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - 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.
- 3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
- 4. 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.
- 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
- 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 7. 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.
- 8. 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'.
- 9. 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.
- 10. Please list here steps you will take to promote all four licensing objectives together.
- 11. The application form must be signed.
- 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.

14. This is the address which we shall use to correspond with you about this application.
15. Entitlement to work/immigration 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.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:

- 1) by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Home Office online right to work checking service.

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code (provided to them upon accessing the service at

<https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Operating Schedule Conditions

- 1) The Premises will operate as a farm, Vineyard and winery.
- 2) Staff Training

A documented staff training programme shall be provided to all members of staff at the premises in respect of the:-

- a) operation of the CCTV system (including the downloading of evidence);
- b) retail sale of alcohol;
- c) age verification policy;
- d) conditions attached to the Premises Licence;
- e) permitted licensable activities;
- f) any training specified by north Yorkshire police licensing in respect of safeguarding & vulnerability
- g) the licensing objectives; and
- h) opening times for the venue.

with such records being kept for a minimum of one year. [For the avoidance of doubt, the one year period relates to each respective entry in the log book and runs from the date of that particular entry];

- 3) Internet Sales / Website

Any company website /Advertising facility must clearly indicate that:

- a) Alcohol for consumption off the premises may only be sold on-line (for delivery as per the following conditions), or by collection in person from the premises during normal trading hours.
- b) The Premises Licence Holder shall install an auditable mechanism to verify that only customers 18+ are capable of purchasing alcohol via the company's on-line portal.
- c) Alcohol shall only be delivered to a recognised commercial or residential address. Orders for delivery to a highway or public open space are not permitted.
- d) 'Same day' deliveries are not permitted.
- e) All deliveries shall be made by a reputable courier or parcel delivery service which state that all deliveries must be signed for by a person over 18 years of age.
- f) Records of purchases shall be retained for a minimum of 12 months (date of transaction), and shall be made available for inspection at the request of a responsible authority.
- g) Where alcohol purchases are delivered by or on behalf of the premises licence holder, the premises licence holder shall ensure that the courier operates a Challenge 25 scheme. Where the courier believes that the recipient is under 25 years of age, no delivery shall take place until such time as the courier has established that the person receiving the alcohol is over 18 years of age. Such confirmation shall be by way of the production of photographic ID. The only acceptable form of ID shall be a valid passport, photographic drivers licence or ID card containing

the PASS hologram. Taxi companies will not be authorised to make deliveries.

- h) Payment for alcohol products can be in a variety of ways, but will only be at the same time that the order is placed, or, at the same time that the order is delivered and received by the purchaser.
- 4) An invoice must be produced for every order of any alcoholic product purchased under the terms of this premises licence. The invoice must at the very least contain the following information:
- a) personal details of the person / company placing the order which must include the name, telephone number of the person placing the order, and the full postal address to which the order will be delivered.
 - b) confirmation that the sales assistant is satisfied that the person placing the order is over 18 by being provided with a date of birth which is then recorded.
 - c) the quantity, description and price of the alcohol products ordered.
 - d) the date and time that the order took place.
 - e) how the invoice total is to be paid for, by credit / debit card with the order or by cash payment on delivery.

Pre-booked events for over 499 people

- 5) Large events (Over 499 people) run at the premises will be pre-booked in advance of the event, and customers will not be accepted "on the door" for these events. The premises will complete a written risk assessment and consider the requirement for door supervisors, additional staff numbers and training considering the risk assessment. The risk assessment will be available for responsible authorities to view and will be kept for a minimum of 12 months.
- 6) CCTV:
- a) A digital colour CCTV system will be installed at the premises, It will cover the entrance/exits and all publicly accessible areas of the premises where licensable activity takes place.
 - b) It will be maintained, working and recording at all times when the premises are open.
 - c) The recordings should be of capable of providing clear evidential-quality images to be produced in Court or other such hearing.
 - d) Copies of the recordings will be kept available for any Responsible Authority for **31 days**. Subject to Data Protection requirements.
 - e) Copies of the recordings shall be made available to any Responsible Authority **within 48 hrs** upon request. Subject to Data Protection requirements
 - f) Copies of the recordings will display the correct time and date of the recording.
 - g) It is the responsibility of the management to ensure that there are sufficient members of staff and/or management available during the hours of operation to be able to download evidence from the CCTV

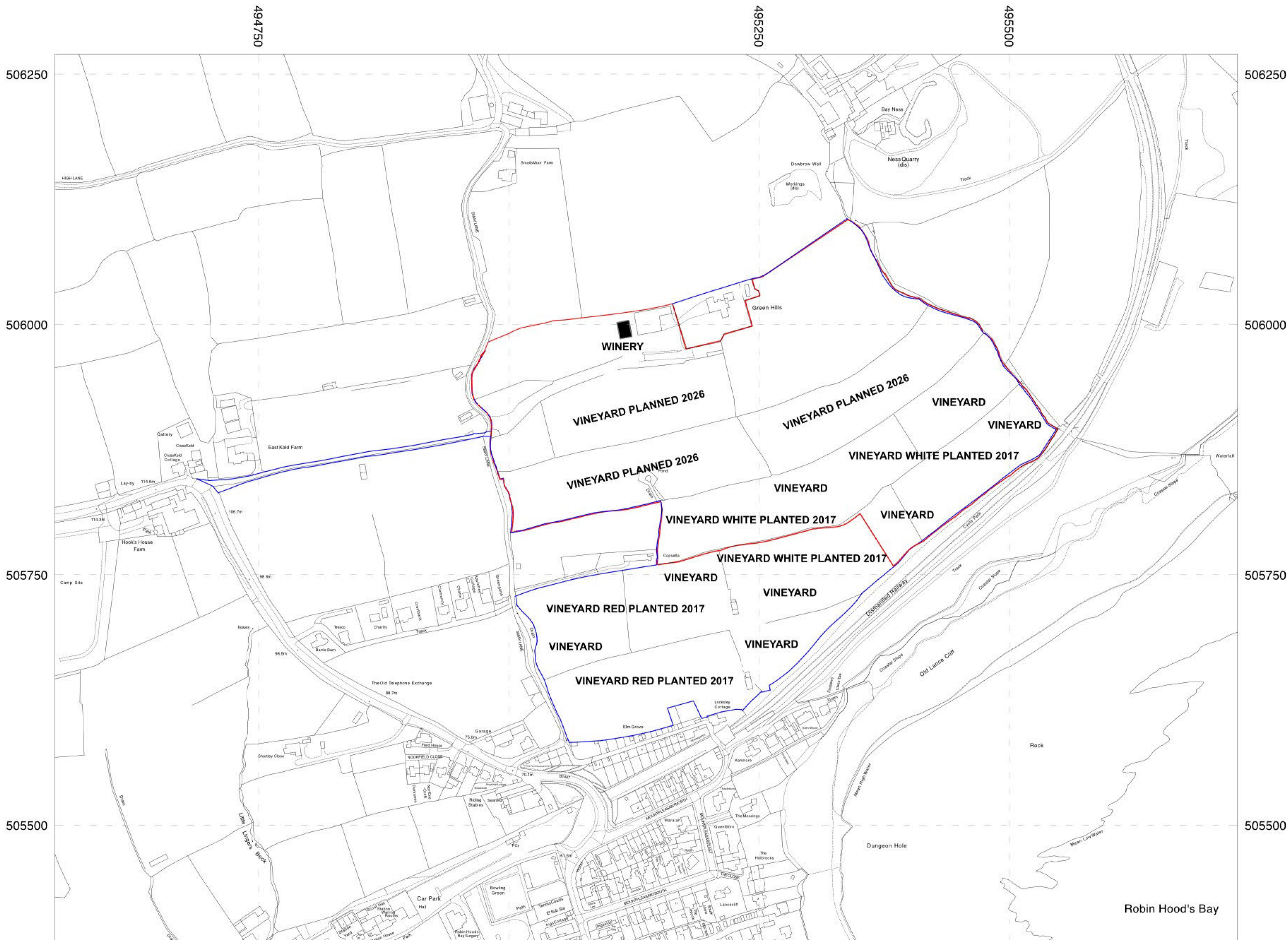
system at the request of the police or responsible authority. Subject to Data Protection requirements.

- 7) Off sales will be in sealed containers

Premises Licensed Area Plan

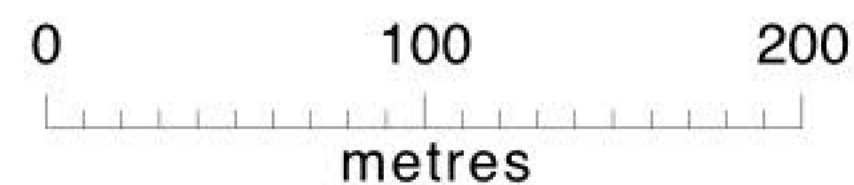
General Notes

THIS DRAWING HAS BEEN PREPARED OR DRAFTED FROM SURVEY DATA AND IS FOR INFORMATION PURPOSES ONLY. DO NOT SCALE FROM DRAWING. USE FIGURED DIMENSIONS ONLY. ALL DIMENSIONS MUST BE CHECKED AND VERIFIED ON SITE PRIOR TO COMMENCEMENT OF WORK AND DESIGNER TO BE NOTIFIED OF ANY DISCREPANCIES.



KEY

- Red License Boundary
- Blue Greenhills Boundary



Greenhills Farm, Robin Hood's Bay Whitby YO224PJ	
Drawing: Site Location Plan	
Drawing Status:	
Red Line License Boundary	

Date: Sept 24	Scale @A1: 1:2000	Drawn by:
Project No: 139	Drawing No: (PL) 03	Revision:

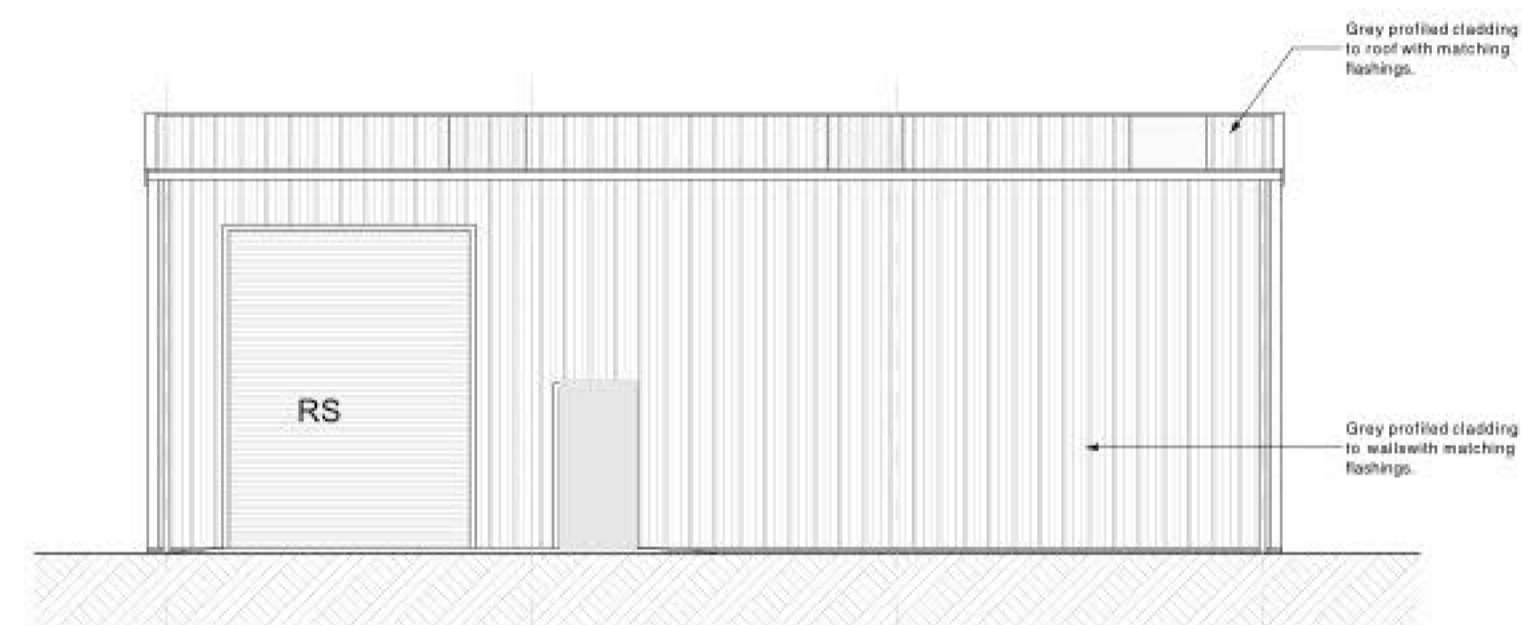
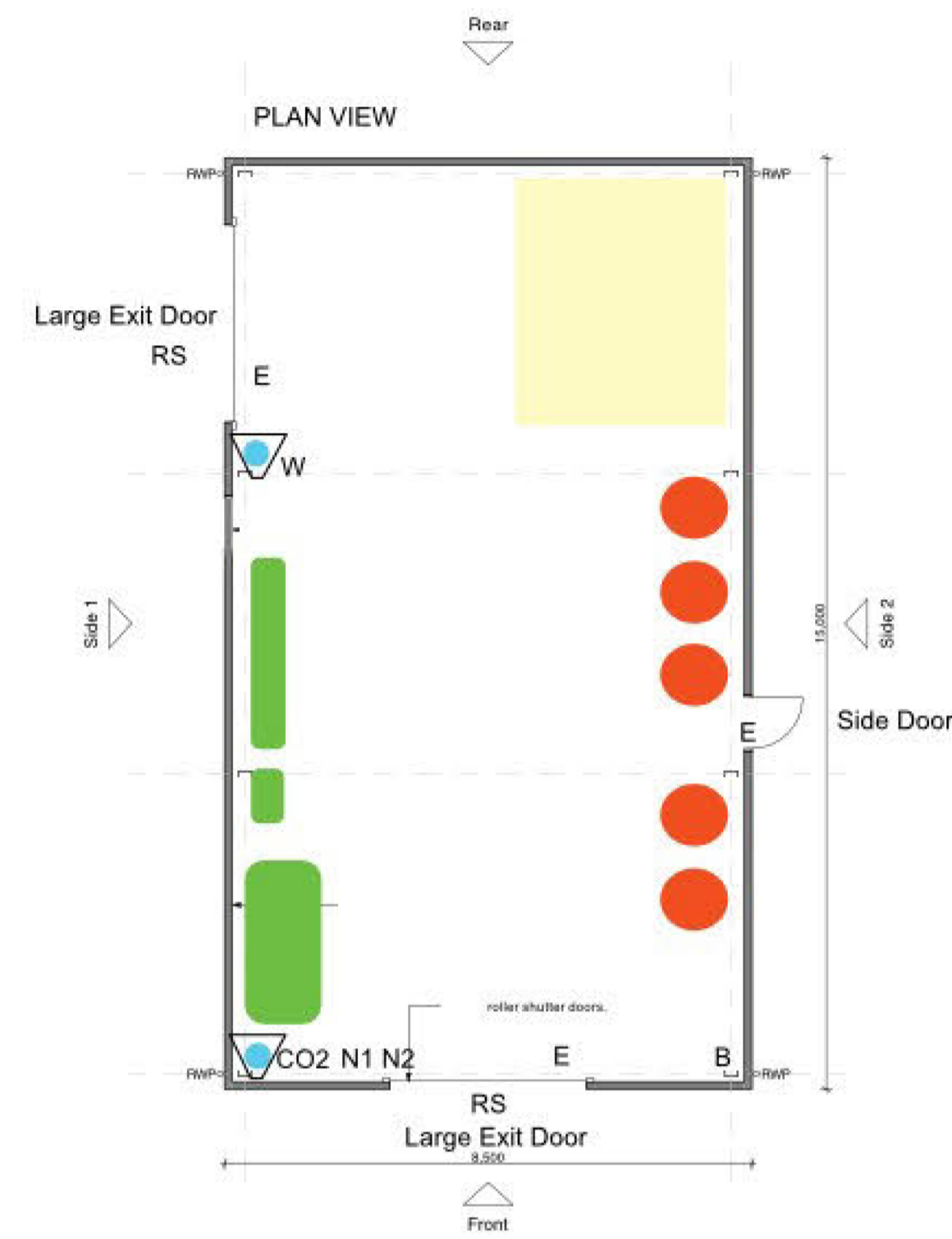
Winery Building

General Notes

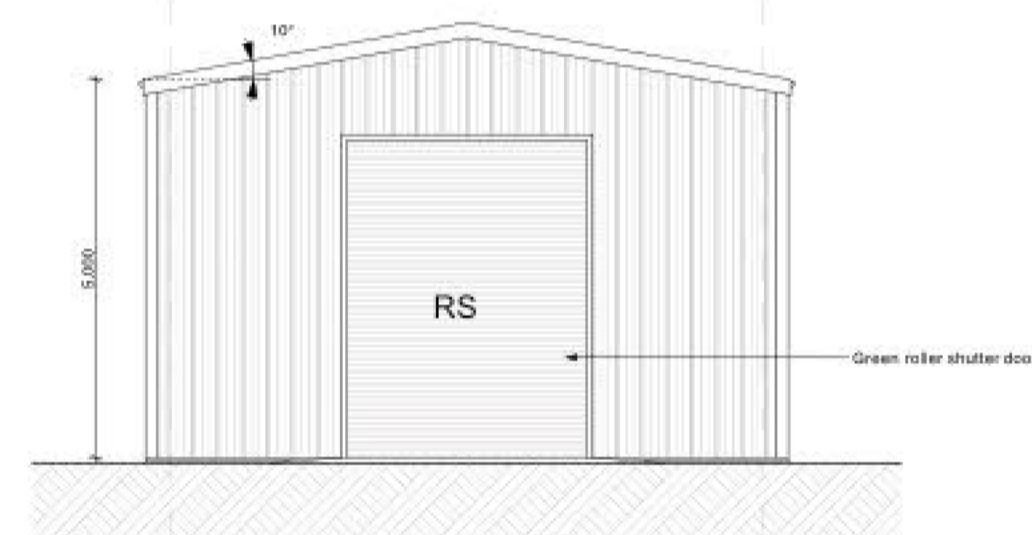
THIS DRAWING HAS BEEN PREPARED ORDINANCE SURVEY DATA AND IS FOR INFORMATION PURPOSES ONLY. DO NOT SCALE FROM DRAWING. USE FIGURED DIMENSIONS ONLY. ALL DIMENSIONS MUST BE CHECKED AND VERIFIED ON SITE PRIOR TO COMMENCEMENT OF WORK AND DESIGNER TO BE NOTIFIED OF ANY DISCREPANCIES.

Key To Plan

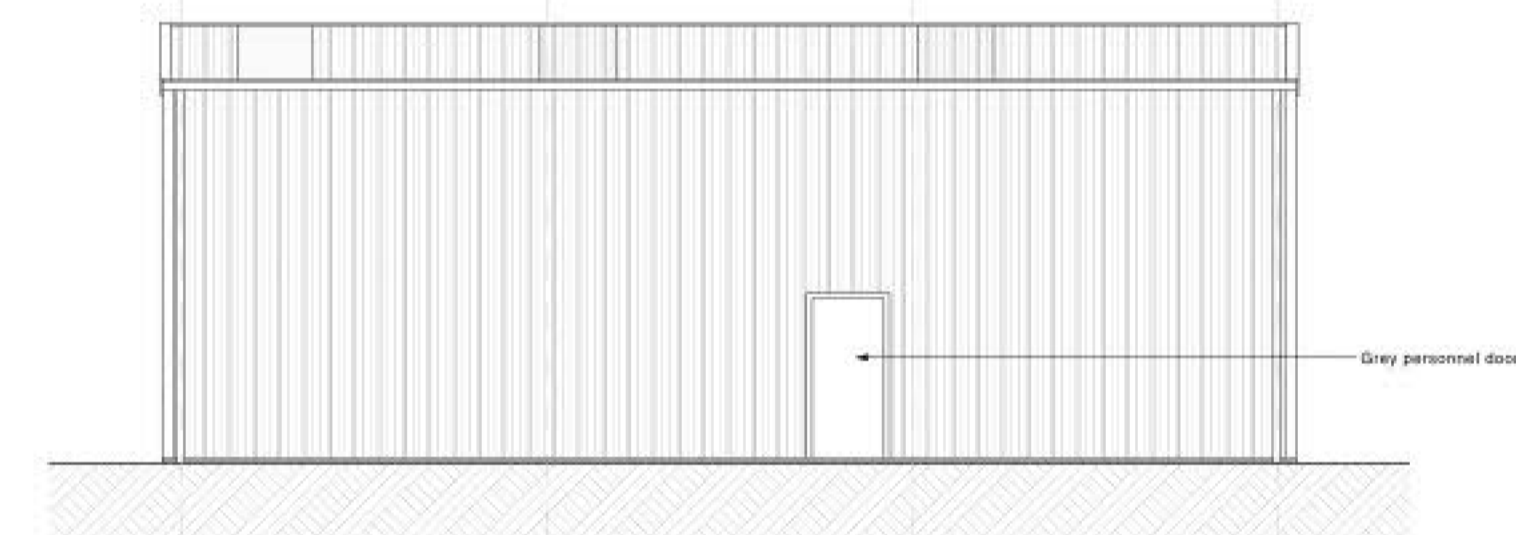
- Wine Making Tanks
- ▽ Fire Extinguishers
- Duty Suspended Area
- Press, Bottling line, Destrigger
- RS Roller Shutter



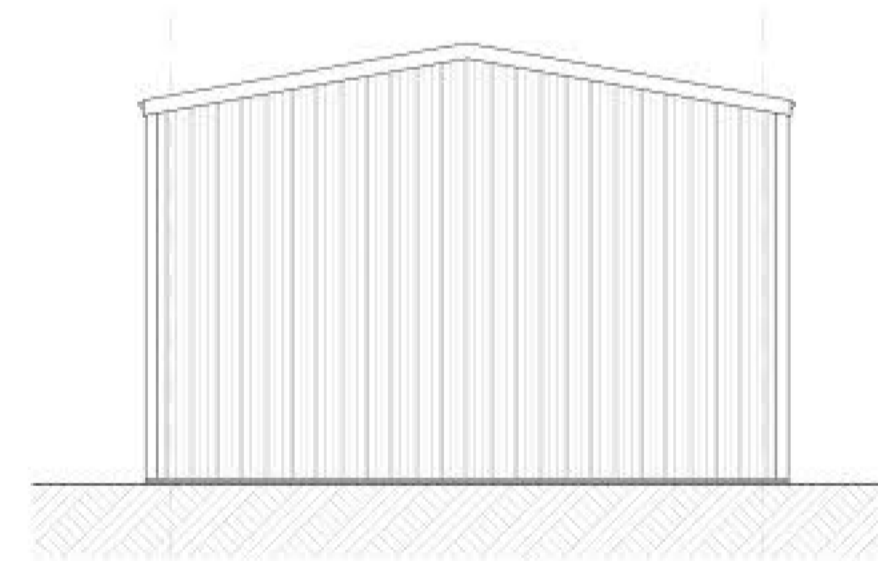
Side Elevation 1



Front Elevation



Side Elevation 2



Rear Elevation

Revision	Description	Issued	Checked	Date
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Client: [REDACTED]

Project: Greenhills Farm
Robin Hoods Bay
Whitby
YO22 4PJ

Drawing:

Drawing Status:

PLANNING

Date:	Scale @A1:	Drawn by:
Sept 24	1:100	AB
Project No:	Drawing No:	Revision:
139	(PL) 01	