

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 BARCLAY SCHOOL  
(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			
BARCLAY SCHOOL WALKERN ROAD			
Post town	STEVENAGE	Post code	SG1 3RB
Telephone number at premises (if any)	01438 232221		
Non-domestic rateable value of premises	£ 202 000		

Part 2 - Applicant Details

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

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i. as a limited company  please complete section (B)
  - ii. as a partnership  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  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:

Please tick yes

- 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)**

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

**SECOND INDIVIDUAL APPLICANT (if applicable)**

<b>Mr</b> <input type="checkbox"/>	<b>Mrs</b> <input type="checkbox"/>	<b>Miss</b> <input type="checkbox"/>	<b>Ms</b> <input type="checkbox"/>	<b>Other Title (for example, Rev)</b>	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over					<input type="checkbox"/> Please tick yes

Current postal address if different from premises address			
Post Town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

**(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	BARCLAY SCHOOL
Address	WALKERN ROAD STEVENAGE
Registered number (where applicable)	
Description of applicant (for example, partnership, company, unincorporated association etc.)	11-18 yr olds - COMPREHENSIVE SECONDARY SCHOOL
Telephone number (if any)	01438 232221
E-mail address (optional)	

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

A COMPREHENSIVE SECONDARY SCHOOL  
- SET AWAY FROM ROADS & IN ITS  
OWN GROUNDS.

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 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick yes

- 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)

Provision of entertainment facilities:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

Provision of late night refreshment (if ticking yes, fill in box L)

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

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	0900	2400 MIDNIGHT	SCHOOL PRODUCTIONS		
Tue	0900	2400 MIDNIGHT			
Wed	0900	2400 MIDNIGHT	State any seasonal variations for performing plays (please read guidance note 4)		
Thur	0900	2400 MIDNIGHT			
Fri	0900	2400 MIDNIGHT	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 5)		
Sat	0900	0100			
Sun	1200	1800			

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)		
Mon	0900	2400 MIDNIGHT	SCHOOL PRODUCTIONS		
Tue	0900	2400 MIDNIGHT			
Wed	0900	2400 MIDNIGHT	<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)		
Thur	0900	2400 MIDNIGHT	SCHOOL HOLIDAYS - LETTINGS		
Fri	0900	2400 MIDNIGHT			
			<b>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</b> (please read guidance note 5)		
Sat	0900	0100			
Sun	1200	1800			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon	0900	2400 MIDNIGHT	SCHOOL TEAMS OUTSIDE LETTINGS CHARITY EVENTS
Tue	0900	2400 MIDNIGHT	
Wed	0900	2400 MIDNIGHT	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Thur	0900	2400 MIDNIGHT	SCHOOL HOLIDAYS - OUTSIDE LETTINGS
Fri	0900	2400 MIDNIGHT	<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 5)
Sat	0900	0100	
Sun	1200	1800	

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Thur					
Fri			<b><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></b> (please read guidance note 5)		
Sat					
Sun					



E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both - please tick</b> (please read guidance note 2)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3) INTERNAL COURTYARD  AMPLIFIED - INDOORS IN HALL, FRONT LOBBY  OUTDOORS - INTERNAL COURTYARD  <b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)  SCHOOL HOLIDAYS - OUTSIDE LETTINGS  <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 5)	
Mon	0900	2400 MIDNIGHT		
Tue	0900	2400 MIDNIGHT		
Wed	0900	2400 MIDNIGHT		
Thur	0900	2400 MIDNIGHT		
Fri	0900	2400 MIDNIGHT		
Sat	0900	0100		
Sun	1200	1800		

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) DISCO – SCHOOL + OUTSIDE LETTINGS – INTERNAL COURTYARD		
Mon	0900	2400 MIDNIGHT			
Tue	0900	2400 MIDNIGHT	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4) SCHOOL HOLIDAYS – OUTSIDE LETTINGS		
Wed	0900	2400 MIDNIGHT			
Thur	0900	2400 MIDNIGHT	<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 5)		
Fri	0900	2400 MIDNIGHT			
Sat	0900	0100			
Sun	1200	1800			

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Mon	0900	2400 MIDNIGHT	Please give further details here (please read guidance note 3)  SCHOOL PRODUCTIONS VISITING COMPANIES OUTSIDE LETTINGS		
Tue	0900	2400 MIDNIGHT			
Wed	0900	2400 MIDNIGHT	State any seasonal variations for the performance of dance (please read guidance note 4)  SCHOOL HOLIDAYS – OUTSIDE LETTINGS.		
Thur	0900	2400 MIDNIGHT			
Fri	0900	2400 MIDNIGHT	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 (please read guidance note 5)		
Sat	0900	0100			
Sun	1200	1800			

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p><u>Please give a description of the type of entertainment you will be providing</u></p> <p>QUIZ NIGHTS RACE NIGHTS FUND RAISING / CHARITY EVENTS</p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon	0900	2400		Outdoors	<input type="checkbox"/>
		MIDNIGHT		Both	<input checked="" type="checkbox"/>
Tue	0900	2400	<p><u>Please give further details here</u> (please read guidance note 3)</p>		
		MIDNIGHT			
Wed	0900	2400			
		MIDNIGHT	<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 4)</p>		
Thur	0900	2400			
		MIDNIGHT			
Fri	0900	2400	<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 5)</p>		
		MIDNIGHT			
Sat	0900	0100			
Sun	1200	1800			

<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the facilities for making music you will be providing</b>  HALL FRONT LOBBY INTERNAL COURTYARD	
			<b>Will the facilities for making music be indoors or outdoors or both – please tick</b> (please read guidance note 2)	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)  AMPLIFIED - HALL / FRONT LOBBY INTERNAL COURTYARD  <b>State any seasonal variations for the provision of facilities for making music</b> (please read guidance note 4)  SCHOOL HOLIDAYS - OUTSIDE LETTINGS	
Mon	0900	2400 MIDNIGHT		
Tue	0900	2400 MIDNIGHT		
Wed	0900	2400 MIDNIGHT		
Thur	0900	2400 MIDNIGHT		
Fri	0900	2400 MIDNIGHT		
Sat	0900	0100		
Sun	1200	1800	<b>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)	

J

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b>Will the facilities for dancing be indoors or outdoors or both – please tick (see guidance note 2)</b>		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input checked="" type="checkbox"/>
			<b>Please give a description of the facilities for dancing you will be providing</b> <p style="text-align: center;">HALL / FRONT LOBBY INTERNAL COURTYARD</p>		
Day	Start	Finish	<b>Please give further details here (please read guidance note 3)</b>		
Mon	0900	2400 MIDNIGHT	SCHOOL PRODUCTIONS VISITING COMPANIES OUTSIDE LETTINGS		
Tue	0900	2400 MIDNIGHT			
Wed	0900	2400 MIDNIGHT	<b>State any seasonal variations for providing dancing facilities (please read guidance note 4)</b>		
Thur	0900	2400 MIDNIGHT	SCHOOL HOLIDAYS – OUTSIDE LETTINGS		
Fri	0900	2400 MIDNIGHT			
Sat	0900	0100	<b>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)</b>		
Sun	1200	1800			

K

<b>Provision of facilities for entertainment of a similar description to that falling within i or j</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the type of entertainment facility you will be providing</b>  FUND RAISING / CHARITY EVENTS		
Day	Start	Finish	<b>Will the entertainment facility be indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon	0900	2400		Outdoors	<input type="checkbox"/>
		MIDNIGHT		Both	<input checked="" type="checkbox"/>
Tue	0900	2400	<b>Please give further details here</b> (please read guidance note 3) UNAMPLIFIED – QUIZ NIGHTS ETC.		
		MIDNIGHT	AMPLIFIED – MUSIC – OUTSIDE LETTINGS		
Wed	0900	2400	<b>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</b> (please read guidance note 4)  SCHOOL HOLIDAYS – OUTSIDE LETTINGS		
		MIDNIGHT			
Thur	0900	2400			
		MIDNIGHT	<b>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri	0900	2400			
		MIDNIGHT			
Sat	0900	0100			
Sun	1200	1800			

L

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)</b>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b>Please give further details here (please read guidance note 3)</b>		
Mon	2300	2400	TEA / COFFEE / SNACKS AT END OF SESSION CELEBRATION / FUND RAISING EVENTS BBQ		
Tue	2300	2400			
Wed	2300	2400	<b>State any seasonal variations for the provision of late night refreshment (please read guidance note 4)</b>		
Thur	2300	2400	SCHOOL HOLIDAYS - OUTSIDE LETTINGS		
Fri	2300	2400			
			<b>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 5)</b>		
Sat	2300	0100			
Sun	/	/			



M

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 7)	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 4)  SCHOOL HOLIDAYS - OUTSIDE LETTINGS		
Mon	1800	2330			
Tue	1800	2330			
Wed	1800	2330			
Thur	1800	2330			
Fri	1800	2330			
Sat	1200 NOON	2330			
Sun	1800	2330			
			<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 5)		

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

<b>Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Personal Licence number (if known)</b>	
<b>Issuing licensing authority (if known)</b>	

N

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 8)

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	0730	0130	<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 5)
Tue	0730	0130	
Wed	0730	0130	
Thur	0730	0130	
Fri	0730	0130	
Sat	0730	0130	
Sun	0730	0130	

P Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

b) The prevention of crime and disorder

VETTING OF LETTING APPLICANTS - THROUGH APPLICATION FORM, COLLECTING REFERENCES IF APPROPRIATE

c) Public safety

- FIRE EVACUATION PROCEDURES + EXITS - EXPLAINED TO PERSON I/C EVENT AT BEGINNING OF EVENT
- NO SMOKING ON SITE

d) The prevention of public nuisance

- NOTICES REQUESTING CONSIDERATION WHEN LEAVING PREMISES
- ANNOUNCEMENT AT END OF EVENING/EVENT REQUESTING CONSIDERATION WHEN LEAVING

e) The protection of children from harm

NO I.D. - NO ALCOHOL  
ADULTS MAY NOT BUY ALCOHOL FOR U18s  
ADEQUATE SIGNAGE  
WE WILL OPERATE A CHALLENGE 25 SCHEME  
WHERE ONLY PASSPORTS OR DRIVING LICENCE  
ID WILL BE ACCEPTED

Please tick yes

- 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 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

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 4 – Signatures (please read guidance note 10)**

**Signature of applicant or applicant’s solicitor or other duly authorised agent (See guidance note 11). If signing on behalf of the applicant please state in what capacity.**

Signature	<i>Lulu Bibby</i>
Date	<i>18<sup>th</sup> March 2009</i>
Capacity	<i>DEPUTY HEADTEACHER</i>

**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 12). 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 13)**

Post town		Post code	
Telephone number (if any)			
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. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. 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.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. 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, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



Daneshill House, Danestrete, Stevenage, Herts SG1 1HN

Consent of individual to being specified as premises supervisor

I EILEEN BIBBY  
[full name of prospective premises supervisor]

of BARCLAY SCHOOL  
[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 PREMISES LICENCE  
[type of application]

by BARCLAY SCHOOL  
[name of applicant]

relating to a premises licence .....  
[number of existing licence, if any]  
for BARCLAY SCHOOL WALKERN ROAD  
[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 BARCLAY SCHOOL  
[name of applicant]

concerning the supply of alcohol at BARCLAY SCHOOL  
WALKERN ROAD STEVENAGE SG1 3RB  
[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number LICPL/14 587/08  
[insert personal licence number, if any]

Personal licence issuing authority:  
N. HERTS DISTRICT COUNCIL  
[insert name and address and telephone number of personal licence issuing authority, if any]

Eileen Bibby signed

EILEEN BIBBY name (please print)

19TH MARCH 09 dated