

# Appendix A

## 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 BATH ROAD MARKET LTD

*(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 252 BATH ROAD			
Post town	CHELTENHAM	Post code	GL53 7NB

Telephone number at premises (if any)	01242 513 699
Non-domestic rateable value of premises	£22,750.00

#### 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 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:

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</b> (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>I am 18 years old or over</b>				<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)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
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>					

**(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.

<b>Name</b> BATH ROAD MARKET
<b>Address</b> 252 BATH ROAD CHELTENHAM GLOUCESTERSHIRE GL53 7NB
<b>Registered number (where applicable)</b> Company Number 7656723

Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any) 07979 152 494
E-mail address (optional) bathroadmarket@yahoo.co.uk

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day		Month		Year	
0	1	0	9	2	0
1				1	1

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

Day		Month		Year	

<p>Please give a general description of the premises (please read guidance note1) Retail Premises with external trade forecourt and rear yard. Situated at the intersection of the bath road (A46) with Shurdington and Leckhampton Roads and adjacent to shops on the Bath Road. The premises comprise of single storey timber framed buildings with paneled and block walls that can be split into two-three separate retail areas. The Retail premises will be predominantly used as a market venue, where individual stall holders will sell products from supplied stalls and pitches. The premises has an external enclosed outdoor area to the rear, which has its main entrance / exit through one of the two internal area's. There is also an additional entrance / exit to this area which could be used if required.</p>
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If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

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

(Please see sections 1 and 14 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"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	10.00	18.00	<b>Please give further details here</b> (please read guidance note 3) Story telling and book reading out-loud to co-inside with literature festival and such. Punch and Judy, possible seasonal performances all to encourage footfall to the market and enhance the experience whilst there. Character play acting (Dickensian Christmas) and dressing up, various times in the year. All activities are to enhance the ambience of he market and are not seen as the main reason for shoppers to visit the market.	Both	<input checked="" type="checkbox"/>
Tue	10.00	18.00			
Wed	10.00	18.00	<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thur	10.00	20.00			
Fri	10.00	20.00	<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat	10.00	20.00			
Sun	11.00	18.00			

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films 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"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Tue			
Wed			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			



**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					
			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Tue					
			<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)		
Wed					
Thur					
Fri					
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of live music 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 checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3) We intend to introduce background music to the Market, to enhance the shopping experience. The type of music intended will be that of 'buskers' playing an instrument and/or singing and usually un-amplified and is not intended to be the main attraction of the visit but to enhance the ambience.		
Mon	10.00	18.00			
Tue	10.00	18.00	<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 4) We would like to include small choirs and seasonal style music at the markets leading up to Christmas. In addition it might be seen as fitting to include live music and performances to co-inside with the jazz and music festival held in town. Again these performances will be on the whole not amplified and are not intended as the main attraction of the market visit.		
Wed	10.00	18.00			
Thur	10.00	20.00	<b><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></b> (please read guidance note 5)		
Fri	10.00	20.00			
Sat	10.00	20.00			
Sun	11.00	18.00			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music 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 checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3) Recorded music will form Ambience or background music to the Market, to enhance the shopping experience and is not intended to be the main attraction of the visit. Amplification is not intended for use in the outside space, but occasionally the speakers may be directed out into the outside space at the rear of the property.  <b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)  <b><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></b> (please read guidance note 5)		
Mon	10.00	18.00			
Tue	10.00	18.00			
Wed	10.00	18.00			
Thur	10.00	20.00			
Fri	10.00	20.00			
Sat	10.00	20.00			
Sun	11.00	18.00			

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance 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 the performance of dance</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

## H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment you will be providing</u></b>		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur					
Fri			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 4)		
Sat					
Sun			<b><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></b> (please read guidance note 5)		

I

<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the facilities for making music you will be providing</u></b>	
			<b><u>Will the facilities for making music be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)  <b><u>State any seasonal variations for the provision of facilities for making music</u></b> (please read guidance note 4)  <b><u>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</u></b> (please read guidance note 5)	
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				
Sun				

**J**

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b><u>Will the facilities for dancing be indoors or outdoors or both – please tick</u></b> (see guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
			<b><u>Please give a description of the facilities for dancing you will be providing</u></b>			
Day	Start	Finish				
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)			
Tue						
Wed			<b><u>State any seasonal variations for providing dancing facilities</u></b> (please read guidance note 4)			
Thur						
Fri			<b><u>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</u></b> (please read guidance note 5)			
Sat						
Sun						

**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><u>Please give a description of the type of entertainment facility you will be providing</u></b>		
Day	Start	Finish	<b><u>Will the entertainment facility be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur			<b><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u></b> (please read guidance note 4)		
Fri					
Sat			<b><u>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</u></b> (please read guidance note 5)		
Sun					



**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</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
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 type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<p><b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)</p> <p>The majority of alcohol sales made at the market will be for consumption by the customer off site i.e. at their home or other place. However through the year it is envisaged that at times a small bar area may be created to buy and consume alcohol whilst on market premises (similar to a French market or indeed the Christmas Market on the Promenade in Cheltenham). At these times the consumption of alcohol will occur in a managed area and for the main part will consist of the alcohol available for purchase at that particular market.</p> <p><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)</p>		
Mon	10.00	18.00			
Tue	10.00	18.00			
Wed	10.00	18.00			
Thur	10.00	20.00			
Fri	10.00	20.00			
Sat	10.00	20.00			
Sun	11.00	18.00			

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

<b>Name</b> Lisa Jane Turnbull	
<b>Address</b> [REDACTED]	
<b>Postcode</b>	[REDACTED]

Personal Licence number (if known)

██████████

Issuing licensing authority (if known)

██████████████████

## 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)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	
Mon	10.00		
		18.00	
Tue	10.00		
		18.00	
Wed	10.00		
		18.00	
Thur	10.00		
		20.00	

**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 5)

Fri	10.00		
		20.00	
Sat	10.00		
		20.00	
Sun	11.00		
		18.00	

**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)

Stringent ID checking prior to sale of Alcohol 'Check 23' to be in place throughout Bath Road Market. All stall holders selling Alcohol will only be allowed to trade if they conform with the 'Check 23' system, appropriate signage will be in place  
 Appropriate Non-smoking signage in place at entrance to the market Building and through-out.  
 Placing of appropriate containers for the extinguishing of cigarettes prior to entering onto the forecourt of the building.  
 All staff at the Market will wear uniform of an Apron embroidered/printed with the Market Logo for ease of recognition.

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

A clear and legible notice outside the premises indicating the normal hours under the terms of the Premises License that licensable activities are permitted. Clear and conspicuous notices warning of potential criminal activity such as pick-pocketing and shop lifting which may target visitors and stall holders and the subsequent outcomes to the perpetrators. Numbers of visitors attending the Market venue will be monitored and regulated accordingly.  
 Member of Bath Road Traders Association and the 'round robin' phone scheme in place, liaising with community Police Officer Ross Nicholl.  
 Promotions by vendors at the market for the sale of alcohol will be monitored and discouraged at all times.

**c) Public safety**

All fire exits will be clearly labeled and kept clear from restriction including visitors to the Market, staff or stall holders at all times. Where hung between stalls curtains will not touch the floor and shall draw freely and not obstruct doorways or public routes through the Market. A first aid box/kit will be clearly visible and available if needed. Adequate access for emergency personnel will be provided.  
 All parts of the premises and all fittings and apparatus therein, door fastenings and notices and seating, lighting, electrical, sanitary accommodation, washing facilities and other installations, will be maintained at all times in good order and in a safe condition. All parts of the premises will be adequately illuminated in the event of failure of general lighting the public shall be required to leave the premises forthwith.

No work in connection with alterations or repairs to areas accessible to the public will be carried out during opening hours with the exception of emergency works when the specific area will be isolated and supervised at all times.

**d) The prevention of public nuisance**

People leaving the Market will be encouraged to dispose of possible litter in bins provided near exits. Stall holders will remove all their unsold stock and associated packaging. Cardboard will be recycled by Bath Road Market.

Music will be limited in loudness to represent no more than Ambience / background. Music outside will only be appropriate when external market stalls are in operation. Music is not the attraction of the Market but only present to enhance the shopping experience.

All traffic directly associated with the market is to be directed to the car park at the Norwood Arms pub. Stringent systems for loading and unloading have been put in place, all stall holders are given notice of these systems in the enrollment package and must agree to conditions laid out regarding loading/unloading and parking prior to being able to trade on this site. In addition would be shoppers and visitors are directed to the car parking facilities on Bath Road via the web site and once operating, signage will be in place.

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

Stringent ID checking – Alcohol not to be available to young people under 18 years of age. Where samples of Alcoholic drinks are made available, these will be distributed by the stall holder and consumed in the presence of the stall holder within the system for ID checking. To make the alcoholic nature of products clearly known, to avoid confusion with non-alcoholic drinks.

With the exception of alcohol, any goods for sale on market stalls that are deemed unsuitable or harmful to children will be removed and banned from sale. (All stall holders must apply for a position at the market and supply details of the goods they will be offering for sale).

**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	
Date	09/08/2011
Capacity	Director of Bath Road Market

**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)

<b>Post town</b>		<b>Post code</b>	
<b>Telephone number (if any)</b>			
<b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b>			

**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.