

APPENDIX 3

DocuSign Envelope ID: 70652823-6071-4F78-8C7D-7F28AD0D44BB

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 Dukestown Workingmen's Club 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

Postal address of premises or, if none, ordnance survey map reference or description			
Dukestown Workingmen's Club 1 Evans Terrace			
Post town	Tredegar	Postcode	NP22 4EH
Telephone number at premises (if any)		01495 717279	
Non-domestic rateable value of premises		£11,000	

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) X |
| d) | a charity | please complete section (B) |
| e) | the proprietor of an educational establishment | please complete section (B) |

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- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a

statutory function or

a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)
Surname			First names	
Date of birth		I am 18 years old or over		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 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)				

SECOND INDIVIDUAL APPLICANT (if applicable)

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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					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential 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	Dukestown Workingmen's Club Limited
Address	1 Evans Terrace Tredegar NP22 3HH
Registered number (where applicable)	31838R
Description of applicant (for example, partnership, company, unincorporated association etc.)	A society registered on the Mutuels Public Register under the Co-operative and Community Benefit Societies Act 2014
Telephone number (if any)	01495 717279

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E-mail address (optional)
dukestownclubsec@hotmail.co.uk

Part 3 Operating Schedule

When do you want the premises licence to start? DD MM YYYY

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)

The premises are a workingmen's club with hall and associated facilities which currently has the benefit of a club premises certificate which is no longer appropriate for the business hence this application for a premises licence.

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) | X |
| c) indoor sporting events (if ticking yes, fill in box C) | X |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | X |
| e) live music (if ticking yes, fill in box E) | X |
| f) recorded music (if ticking yes, fill in box F) | X |
| g) performances of dance (if ticking yes, fill in box G) | X |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | |

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

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

X

In all cases complete boxes K, L and M

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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					

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B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	X
Day	Start	Finish		Outdoors	
Mon	1100	2300	Please give further details here (please read guidance note 4) To allow us to show TV programs and films and pre-recorded sporting programs for our customers	Both	
Tue	1100	2300			
Wed	1100	2300	State any seasonal variations for the exhibition of films (please read guidance note 5) From the end of permitted hours on New Year's Eve until the commencement of permitted hours on New Year's Day.		
Thur	1100	2300			
Fri	1100	2300	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	1100	0000			
Sun	1100	2300			

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C

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4)
Day	Start	Finish	
Mon	1100	2300	
Tue	1100	2300	State any seasonal variations for indoor sporting events (please read guidance note 5)
Wed	1100	2300	From the end of permitted hours on New Year's Eve until the commencement of permitted hours on New Year's Day.
Thur	1100	2300	Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 6)
Fri	1100	2300	
Sat	1100	0000	
Sun	1100	2300	

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D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	X
Day	Start	Finish		Outdoors	
Mon	1100	2300	Please give further details here (please read guidance note 4) To host an occasional boxing, wrestling or MMA event for our customers.		
Tue	1100	2300			
Wed	1100	2300	State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5) From the end of permitted hours on New Year’s Eve until the commencement of permitted hours on New Year’s Day.		
Thur	1100	2300			
Fri	1100	2300	Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	1100	0000			
Sun	1100	2300			

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E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	X
Day	Start	Finish		Outdoors	
Mon	1100	2300	Please give further details here (please read guidance note 4) For live music entertainers, such as sole singers or groups, for our customers.	Both	
Tue	1100	2300			
Wed	1100	2300	State any seasonal variations for the performance of live music (please read guidance note 5) From the end of permitted hours on New Year's Eve until the commencement of permitted hours on New Year's Day.		
Thur	1100	2300			
Fri	1100	2300	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	1100	0000			
Sun	1100	2300			

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F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	X
Day	Start	Finish		Outdoors	
Mon	1100	2300	Please give further details here (please read guidance note 4) For recorded music to be provided for our customers' enjoyment	Both	
Tue	1100	2300			
Wed	1100	2300	State any seasonal variations for the playing of recorded music (please read guidance note 5) From the end of permitted hours on New Year's Eve until the commencement of permitted hours on New Year's Day.		
Thur	1100	2300			
Fri	1100	2300	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 (please read guidance note 6)		
Sat	1100	0000			
Sun	1100	2300			

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G

Performances of dance Standard days and timings (please read guidance note 7)X			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	X
Day	Start	Finish		Outdoors	
Mon	1100	2300	Please give further details here (please read guidance note 4) For dance entertainment to be provided for our customers	Both	
Tue	1100	2300			
Wed	1100	2300	State any seasonal variations for the performance of dance (please read guidance note 5) From the end of permitted hours on New Year’s Eve until the commencement of permitted hours on New Year’s Day.		
Thur	1100	2300			
Fri	1100	2300	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 6)		
Sat	1100	0000			
Sun	1100	2300			

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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				Outdoors	
				Both	
Tue			<u>Please give further details here</u> (please read guidance note 4)		
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					

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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	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)	Both	
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

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J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for <u>consumption – please tick</u> (please read guidance note 8)	On the premises	
Day	Start	Finish		Off the premises	
			Both		X
Mon	1100	2300	State any seasonal variations for the supply of alcohol (please read guidance note 5) From the end of permitted hours on New Year's Eve until the commencement of permitted hours on New Year's Day.		
Tue	1100	2300			
Wed	1100	2300			
Thur	1100	2300	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)		
Fri	1100	2300			
Sat	1100	0000			
Sun	1100	2300			

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	Claire Justine Hillman
Date of birth	27 November 1968
Address	
112 Waundeg Tredegar	
Postcode	NP22 3SH
Personal licence number (if known)	
Pending	
Issuing licensing authority (if known)	
Blaenau Gwent County Borough Council	

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K

<p>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).</p> <p>None</p>
--

L

<p>Hours premises are open to the public Standard days and timings (please read guidance note 7)</p>	<p>State any seasonal variations (please read guidance note 5)</p> <p>From the end of permitted hours on New Year's Eve until the commencement of permitted hours on New Year's Day.</p>																								
<table border="1"><thead><tr><th>Day</th><th>Start</th><th>Finish</th></tr></thead><tbody><tr><td>Mon</td><td>1100</td><td>2330</td></tr><tr><td>Tue</td><td>1100</td><td>2330</td></tr><tr><td>Wed</td><td>1100</td><td>2330</td></tr><tr><td>Thur</td><td>1100</td><td>2330</td></tr><tr><td>Fri</td><td>1100</td><td>2330</td></tr><tr><td>Sat</td><td>1100</td><td>0030</td></tr><tr><td>Sun</td><td>1100</td><td>2330</td></tr></tbody></table>	Day	Start	Finish	Mon	1100	2330	Tue	1100	2330	Wed	1100	2330	Thur	1100	2330	Fri	1100	2330	Sat	1100	0030	Sun	1100	2330	<p>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)</p>
Day	Start	Finish																							
Mon	1100	2330																							
Tue	1100	2330																							
Wed	1100	2330																							
Thur	1100	2330																							
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Sun	1100	2330																							

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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)

b) The prevention of crime and disorder

- I. CCTV cameras shall monitor all areas used by premise patrons (except the toilets) including any external area to monitor numbers and prevent crime and disorder.
 - I. Where a CCTV system is to be installed, extended or replaced, it shall be to an appropriate standard as agreed with the Licensing Authority in consultation with the Police. Where a CCTV system is to be installed, it shall be fully operational by the grant of the licence.
 - II. The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place and for a period of two hours afterwards;
 - III. The premises licence holder shall ensure images from the CCTV are retained for a period of 31 days. This image retention period may be reviewed as appropriate by the Licensing Authority;
 - IV. The correct time and date will be generated onto both the recording and the real time image screen;
 - V. If the CCTV equipment (including any mobile units in use at the premises) breaks down the Premises Licence Holder shall ensure the designated premises supervisor, or in his/her absence other responsible person, verbally informs the Licensing Authority and the Police as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The Licensing Authority and the Police shall be informed when faults are rectified;
 - VI. The premises licence holder shall ensure that there are trained members of staff available during licensable hours to be able to reproduce and download CCTV images into a removable format at the request of any authorised officer of the Licensing Authority or a constable;
 - VII. There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during licensable hours.

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2. An incident book will be kept and maintained at the premises at all times. It shall be made available on request to a police or authorised council employee. This book will be used to record the following:
 - a. All crimes reported to the premises;
 - b. Any ejections of patrons and the reason(s) why;
 - c. Any disorder on the premises;
 - d. Any visit by representatives of a responsible authority;
 - e. Any failure of the CCTV system (including the dates and times of the outage);
 - f. Any refusals of the sale of alcohol to any patrons (including their description, details of the alcohol refused and the reason why and details of any identification requested and/or produced)

This record will be kept for a minimum of 12 months.

3. The licence holder or DPS shall risk assess the need for SIA door supervisors to be present in the premises. If door supervisors are present then the premises licence holder shall ensure that the following details for each door supervisor, are contemporaneously entered into a register kept for that purpose:
 - (i) Full name;
 - (ii) SIA Certificate number and or badge number, or registration number of any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation);
 - (i) The time they began their duty;
 - (iv) The time they completed their duty.

This register is to be kept at the premises at all times and shall be so maintained as to enable an authorised officer of the Licensing Authority or a constable to establish the particulars of all door stewards engaged at the premises during the period of not less than 31 days prior to the request and shall be open to inspection by authorised officers of the Licensing Authority or a constable upon request.

c) Public safety

1. The licence holder/DPS or responsible person shall risk assess the need for polycarbonate or toughened glasses to be used in the premises, especially for outdoor events/use.
2. Staff shall ensure that any bottles or glasses are removed from persons leaving the premises, save for consumption of alcohol which is permitted within the beer garden in accordance with this premises licence.
3. Whilst licensable activities are taking place, the toilets at the premises will be checked regularly for illegal drug use or supply. A written log of all checks must be kept at the premises for 31 days and made available for immediate inspection on the request of Gwent Police or an authorised officer of the licensing authority.

d) The prevention of public nuisance

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1. Clear notices must be displayed at all points where customers leave the building instructing them to respect the needs of local residents and leave the premises and the area quietly.
2. The premises supervisor, manager or other competent person shall manage the outdoor area when in use, to ensure that customers do not behave in a noisy, rowdy or offensive manner.
3. Consumption of alcohol outside will cease at 2100 hours and notices will be displayed to this effect.
4. Anyone temporarily leaving the premises to smoke will not be permitted to take alcohol with them.
5. Prominent and clear signage will be displayed at all the exits and on the outside of the premises informing customers that they must be quiet when using the outdoor area and when leaving the premises to respect the needs of local neighbours.
6. Regulated entertainment will not routinely be provided outdoors. The only exception to this is when regulated entertainment is sought by a temporary event notice for a specific event.
7. A noise limiting device shall be installed, fitted and maintained in such a manner as to control all sources of amplified music or amplified speech inside the premises to prevent noise nuisance to neighbouring properties. The noise limiter(s) shall be set following consultation with the Council's Noise Prevention Team and the limiter shall be situated out of public view and controllable by the premises staff only.
8. Noise emanating from the premises as a result of regulated entertainment shall not exceed [x dBA] as measured 1 metre from any residential dwelling. *Level to be agreed following technical consultation with the Council's Noise Prevention Team with calibrated sound equipment.*
9. The Manager or a nominated representative shall receive and respond to complaints and will have full control at all times over the sound amplification.
10. The Manager or a nominated representative shall ensure that no nuisance is caused by noise emanating from the premises by implementing a Self-Policing Policy which shall include sound checks inside and out.
11. Glass waste from the premises will not be emptied into receptacles outdoors between the hours of 2300 and 0700 the following day.
12. Outdoor lighting shall be positioned, so far as is reasonably practicable, so as to limit its intrusion into residential accommodation in the vicinity of the licensed premises whilst maintaining an adequate level of lighting for the safe access and egress of customers and persons employed at the premises.
13. Except for access and egress all doors and windows shall be kept closed during periods of entertainment associated with the Premises Licence.
14. No speakers for amplification of music shall be placed on the outside of the premises or on the outside of any building forming a part of the premises.

e) The protection of children from harm

1. A 'Challenge 25' policy will be in place for checking persons suspected of being under-age. No alcohol shall be supplied to a person who appears to be under the age of 25 unless they provide identification that proves that they are 18 years of age or older when the alcohol is supplied. The only acceptable forms of identification for proof of age shall be a passport, a photo card driving licence, an EU/EEA national ID card or similar document, or an industry approved proof of age identity card bearing the PASS hologram.
2. The proof of age scheme will be robustly enforced by the DPS and all staff. Posters stating that the age verification scheme is in operation shall be clearly displayed in the area of the bar.
3. A record of all refusals will be kept in the incident book detailing the time and date, the goods the person serving refuses and the name of the persons who tried to purchase, if

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known. If no name is given, then a good description will be recorded. This documentation should be available for inspection on request by an authorised officer of the Licensing Authority or a Constable.

4. Any person working on the premises who is likely to sell alcohol, is to be trained with respect to underage sales, proxy sales and how to refuse sales to difficult customers. Safeguarding training should also be undertaken with all staff. Such training shall be updated as necessary when legislation changes. Training should be clearly documented, signed and dated by both the trainer and the trainee. This documentation should be available for inspection on request by an authorised officer of the Licensing Authority or a Constable and kept for a period of 12 months.
5. Children are to be accompanied by a responsible adult and supervised at all times.

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.

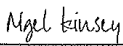
IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT 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.**

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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	<small>DocuSigned by:</small>  <small>ETC9D68362B342...</small>
Date	30-Mar-2022 1:05 PM BST
Capacity	Club Secretary

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)			
Nicola Jordan Hugh James Solicitors Two Central Square			
Post town	Cardiff	Postcode	CF10 1FS
Telephone number (if any)	02922 675922		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) Nicola.jordan@hughjames.com			

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APPENDIX 3

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