



LICENSING ACT 2003 APPLICATION TO VARY AN EXISTING PREMISES LICENCE

This application pack is intended to give you all of the documents that you need to complete an application to vary an existing Premises Licence.

Guidance Notes

These notes are intended to give general guidance on how to make a variation application to an existing premises licence under the Licensing Act 2003.

When considering what you wish to vary:

Be realistic about what you intend to do.

Take into consideration your neighbours (residents and businesses).

Discuss your intentions with the Police and the local environmental health service, trading standards and other responsible authorities before submitting your application. This could save you time and effort if there are issues that need clarification and could avoid representations being made against your application.

COMPLETING THE FORM

In the opening statement, you should insert the name of the applicant or applicants who are applying for a licence e.g. 'John Smith' or 'Nice Pub Company'.

PART 1: Premises Details

This section asks for the address and some other details of the premises. If the premise has no postal address, for example, if the application relates to an event on open land, you should describe the location of the premises or give the Ordnance Survey map reference.

The section also asks for the non-domestic rateable value (NDRV) of the premises. This is not the same as the actual business rates, which you pay, but is a value determined by the Valuation Office, which helps determine business rates. The NDRV, rather than your business rates bill, will determine the fee level to be paid with the licence application and the annual fee thereafter. The NDRV of any premises can be checked on the Valuation Office Agency (VOA) website www.voa.gov.uk. NDRV is revalued every 5 years. A new valuation came into force on 1 April 2005. Premises that do not have a non-domestic rateable value are treated as falling into Band A for licensing fee purposes.

PART 2 – Applicant Details

This section asks you to state the capacity in which you are applying, for example as an individual, a limited company, a recognised club, a charity etc. You can only apply in one of these capacities so should only tick one box.

If you are applying as a person described in (a) or (b) you must also tick one of the three boxes at the end of this question. For the majority of applicants, the first box will apply (i.e. the applicant will be carrying on or proposing to carry on a business). An application pursuant to a 'statutory function' might be an application made by an agency of the Government (e.g. the Passport Agency) and an application pursuant to a 'function discharged by virtue of her majesty's prerogative' might be an application made by the Government (e.g. by a Secretary of State). You should then give further details in either section **(A) INDIVIDUAL APPLICANTS** or section **(B) OTHER APPLICANTS**, but not both.

Part 3 – Variation

You should state the date you would like the proposed variation to start. As the variation cannot come into operation until the second appointed day, that is the earliest date you can request. A variation will last indefinitely, unless otherwise stated in the box provided.

General description of the proposed variation

You are asked to describe the proposed variation.

5,000 or more people attending

The question concerning the number of people attending the premises at any one time is necessary to determine whether an additional fee for large events should apply. It is not necessary to complete this box if you think that less than 5,000 people will attend the premises at any one time. The figure relates to the maximum number of people on the licensed premises, including employees, at any one time – not the total number over a period of time. It is important to note that the attendance figure relates to the 'licensed premises' (i.e. the licensed area identified in the plan) and not areas that are outside the 'licensed premises'. If you decide that the number will not exceed 5,000, you will be responsible for ensuring that the numbers at any one time do not exceed this figure. If you do exceed it, you could be engaging in an unlicensed activity, which is a criminal offence.

Do I have to issue everyone a ticket to prove the numbers on the premises?

It is for you to decide when putting your application together whether you need arrangements for counting the numbers coming in or out. However, it is an offence to make a false declaration in the application, which could lead to a £5,000, fine.

I run a country show which has a beer tent. Do I have to put the total number of people at the show in this section?

It depends whether you are licensing the whole premises. As most of the events at such a show are not licensable activities, it should be possible to simply license the beer tent. In this case the capacity of the beer tent is what counts and this may be unlikely to trigger the additional fee for large events.

Should I include my beer garden on my premises licence?

That is for you to decide. In doing so, you will want to consider whether you might want to use the garden at some point in the future to sell alcohol – perhaps an outdoor bar at a barbeque or possibly through waited drinks service. Also, if you do not include the garden as part of the licensed premises, drinks that are bought to be consumed there will count as off supplies and any conditions that relate to off sales would apply. If the beer garden is being provided for consumption of off-supplies, you must include a description of where the place is and its proximity to the premises.

Part 4 – Operating Schedule

You should indicate which licensable activities you wish to vary by ticking the appropriate boxes. After this, you should complete the corresponding boxes from A to M that relate to those activities. Only complete the boxes that relate to the activities you have ticked.

You should give timings using the 24-hour clock and only give details for days of the week when you intend the premises to be used for the licensable activities in question.

The space marked 'state any seasonal variations', gives you the opportunity to include any, for example, longer hours or additional days during the summer. The space marked 'non standard timings', gives you the opportunity to record occasions when the timings will change. For example, you may wish the activity to go on longer on Christmas Eve or weekends preceding bank holidays.

Under 'non standard timings' can I say that I will open late to cover Rugby World Cups, Australian Rules Football, or sporting events overseas that are broadcast late at night or early morning in the UK?

You can include whatever licensable activities you like, but should think about how these might be viewed by responsible authorities or interested parties. It might be worth talking to the licensing authority and the relevant responsible authorities first to see what conditions, if any, you might offer to reassure any concerns. Except in box C (indoor sport) you are asked to indicate whether the activity is taking place indoors, outdoors or both. Indoors may include a tent.

In the space marked 'Please give further details here', please state 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.

BOXES A – K (Provision of regulated entertainment)

BOX A: Plays

A performance of any dramatic piece, (including rehearsal), whether involving improvisation or not, which is given wholly or in part by one or more persons present and performing in which the whole or a major proportion of what is done by the person(s) performing, whether by way of speech, singing or action, involves the playing of a role.

BOX B: Films

Any exhibition of moving pictures except where its sole or main purpose is to demonstrate a product, advertise goods or services or provide information, education or instruction, or if it consists or forms part of an exhibit put on show for any purposes of a museum or art gallery. The use of television or radio receivers is not licensable, except for the showing of pre-recorded programmes.

BOX C: Indoor sporting event

A sporting event is defined in the Act as any contest, exhibition or display of any sport in which physical skill is the predominant factor, and any form of physical recreation which is also engaged in for purposes of competition or display which takes place wholly inside a building, and at which the spectators are accommodated inside that building. This includes any roofed structure and could be a vehicle, vessel or moveable structure. A venue with a roof that opens and closes is regarded under the Act as being an outdoor event and sporting activities in such venues are not licensable under the Act. But note that other activities at such venues (such as the sale of alcohol or live music) are licensable.

BOX D: Boxing or wrestling entertainment

Unlike other sports, boxing and wrestling is licensable whether held indoors or outdoors.

BOX E: Live music

Music includes vocal or instrumental music or any combination of the two. The old '2 in a bar' rule will no longer apply under the new licensing regime. Live music will therefore require a licence regardless of the number of participants. The performance of live music, if it is incidental to some other activity, which is not in itself regulated entertainment, is not licensable.

BOX F: Recorded music

Your licence does not have to cover the playing of recorded music if it is incidental to some other activity which is not itself regulated entertainment, as this would be exempt. For example, background music in a supermarket is likely to be considered to be incidental. If you have a jukebox or a disc jockey at your premises you need to consider whether, in your particular case, this is incidental music or whether it is a licensable activity. If in doubt, discuss this with your licensing authority.

BOX G: Performances of dance

Morris dancing or any dancing of a similar nature is not licensable, nor is the performance of unamplified live music as an integral part of such dancing.

BOX H: Entertainment of a similar description to that falling within (e) live music, (f) recorded music or (g) performance of dance

BOXES I – K (the provision of entertainment facilities)

This refers to facilities provided for enabling people to take part in making music, dancing and similar activities. Where a public hall committee hires out a hall for use as a dance venue (an "entertainment facility") to the host and organiser of a private wedding the event may not be licensable, unless the public hall committee are also managing or organising the provision of the entertainment for those attending

BOX I: Provisions of facilities for making music**BOX J: Provision of facilities for dancing****BOX K: Provision of facilities for entertainment of a similar description to that falling within (i) provision of facilities for dancing or (j) performance of dance****BOX L (the provision of late night refreshment)**

This covers the supply of hot food or drink between 11:00pm and 5:00am, although there are several exemptions. Hot drinks consisting of, or containing alcohol, should be authorised under the supply of alcohol, rather than late night refreshment.

A hot drink from a vending machine where the customer inserts the payment into the machine and the drink is supplied directly by the machine is not licensable, but would be if a member of staff takes the money or serves the drink.

Free hot food or hot drink is not licensable, nor is that supplied by a registered charity or by a person authorised by a registered charity.

Hot food or hot drink supplied on a vehicle, which is not permanently or temporarily parked at the time is also exempt.

There are also exemptions that apply to hotel guests, certain employees or particular trades or professions. Supplies of hot food or hot drink on or from premises already licensed under certain other Acts – for example, those used as "near beer" premises in London. If in doubt, you should contact your licensing authority.

BOX M: (sale by retail of alcohol)

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'.

BOX N

This asks you to give information about anything to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or gambling. You do not need to give details here of AWP machines. You do not complete this section if it does not apply to your premises, but rather than leave blank, it would be better to write 'none' or 'N/A' to be clear that you have considered this, rather than simply forgotten to complete the box.

BOX O: Hours premises are open to the public.

While this may include times where no licensable activities take place, it is important for responsible authorities, interested parties and the licensing authority to know how long your premises is open in addition to the times where licensable activities will take place. For example, it might be necessary and proportionate to ensure that licensable activities finish in good time before the premises closes to the public to allow orderly departure.

You should indicate whether any of the 'seasonal variations' to and 'non standard timings' for licensable activities, would affect the hours the premises are open to the public, in the spaces provided. You may also wish to consider whether there will be any seasonal variations or non-standard timings when the premises will be open to the public at different times for non-licensable activities - for example, opening early to provide breakfasts during the Summer holidays.

P – Steps to promote the licensing objectives

You are asked to describe the steps you intend to take to promote the four licensing objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Don't forget that you should already be abiding by relevant legislation in other areas.

Your starting point should be compliance with these requirements. If you feel there is nothing more you need to do, then you might wish to write 'N/A' or something like 'nothing beyond existing Health and Safety/Fire Safety etc requirements'. This shows you have considered the objectives and come to a decision that you have nothing additional to do and not that you have forgotten to write anything in this section. Of course, if a

responsible authority for one of the licensing objectives considers that you need to do more, they will be able to make representations. If you have concerns, you may find it useful to talk to the relevant responsible authority before completing the form.

If you do intend to take additional measures, you should consider carefully what to include. Anything you put down here is likely to become a condition of your licence. Failure to meet those conditions would constitute an offence under the Act. You should therefore think carefully about adding conditions to ensure that they are achievable, realistic, necessary, appropriate, proportionate and within your control. Base your response on a proper, common sense consideration of the risks and what you can realistically do to mitigate them. In the 'General Box', list the steps you will take to promote all four licensing objectives together, for example, employing additional staff.

Checklist and declaration

By ticking this list, you are making a declaration that you have carried out the listed actions. If you tick the boxes and do not carry out these actions, you may be making a false statement in relation to the application, which is an offence, which on conviction may make you liable to a fine of up to £5,000.

You should check that you have included all the required documentation. This includes a plan of the premises.

Plans

The plan of the premises should be included with the application, and copied to the responsible authorities as part of the application. The plan of the premises needs to meet the requirements set out in the Act and the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005, SI 2005/42 to show the following:

- (a) the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;
- (b) the location of points of access to and egress from the premises;
- (c) if different from paragraph (b), the location of escape routes from the premises;
- (d) in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity;
- (e) fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
- (f) in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- (g) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- (h) in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- (i) the location and type of any fire safety and any other safety equipment, including if applicable, marine safety equipment; and
- (j) the location of a kitchen, if any, on the premises.

Unless you have previously agreed with the relevant licensing authority in writing that an alternative scale plan is acceptable to it, the plan should be drawn in standard scale, where 1 millimetre represents 100 millimetres. The plan may include a key of symbols to illustrate the above on the plan, but there is no requirement to do so.

Do I have to have plans professionally drawn?

There is no requirement to have plans professionally drawn. What is important is that they are accurate and meet the requirements referred to above.

Part 5 – Signatures

The application form must be signed. An applicant's agent (for example a solicitor) may sign the form on their behalf provided that they have actual authority to do so. Where there is more than one applicant, both applicants, or their respective agents, must sign the application form.

HAVING COMPLETED THE FORM – WHAT DO I DO NEXT?

You must submit a full copy of your completed application (this includes all supporting documentation) to all "responsible authorities" authorities within 48 hours from the time the application is made to Cotswold District Council – their contact details are shown in the additional sheet included in this pack. For your own benefit you are advised to obtain receipts to confirm the safe delivery of the application and copies.

You must also advertise the application by displaying a pale blue notice in a prominent position where it can be conveniently read from the exterior of the premises concerned. The notice must be no less than size A4, with black printing or type equal to or greater than font size 16. The notice must detail the changes that the application refers to (see below). This notice must be displayed for not less than 28 consecutive days following the day on which the application was given to the licensing authority.

You must also advertise the application in a local newspaper circulating in the vicinity of the premises, such as the Wilts and Glos Standard or Cotswold Journal depending on where the premises are situated. The newspaper notice must be published on at least one occasion and must appear in the paper within 10 working days from the day that the application was given to Cotswold District Council.

Both the newspaper notice and the premises notice for the application should give brief details of the application and must contain the following information:

The name of the Premises.

The postal address of the premises.

The name and postal address of where the application has been made and the website or contact address where Cotswold District Council will make the details your application available to the public.

The date by which an interested party or responsible authority may make representations to the Cotswold District Council (28 days from the application date).

That all representations shall be made in writing.

That it is an offence knowingly or recklessly to make a false statement in connection with an application. To do so could result in prosecution and fine not exceeding level 5 on the standard scale (£5000).

WHAT HAPPENS AFTER I'VE SUBMITTED MY APPLICATION?

When we receive your application we will send you an acknowledgement letter that will confirm if your application is complete or whether you need to provide more information.

If there are no relevant representations from the responsible authorities or interested parties within 28 days from your application, your licence will be granted without the need for a hearing.

If a relevant representation has been received, the licensing team will decide whether it is appropriate to arrange a mediation meeting between the relevant parties to try and find a reasonable compromise. If this informal process is unsuccessful a hearing before the Licensing Sub-Committee will be arranged and all relevant parties will be notified of the date of that hearing. After a hearing has been held the decision of the Licensing Committee or Sub-Committee and the details of that decision will be circulated to the parties concerned.

Appeals

Any person aggrieved by the decision of the hearing has a right to appeal to the Magistrates Courts appropriate to the location of the premises concerned. If you disagree with any decision of the Licensing Authority we recommend that professional advice should be sought if you are uncertain about the best course of action.

Licensing Section Contact Details:

If you would like to make an appointment to see a member of the Licensing Section you can contact us by using one of the methods below.

Postal Address: Licensing Section, Commercial Team, Cotswold District Council, Trinity Road, Cirencester GL7 1PX

Telephone: 01285 623000

Fax: 01285 623910

Email: licensing@cotswold.gov.uk

Website www.cotswold.gov.uk

LICENSING ACT 2003 FEE STRUCTURE FOR PREMISES LICENCES

Fees for all Licensing Act 2003 permissions have been set by Central Government. The new fees are based on the non-domestic rateable value (NDRV) of the premises.

BAND	A	B	C	D	E
Rateable value	£0 - £4300	£4,301 – £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and above

TABLE A. PREMISES LICENCES AND CLUB PREMISES CERTIFICATES

The application fees for premises licences and club premises certificates are listed in the next table. There will be a multiplier applied to premises in Bands D and E where they are used exclusively or primarily for the supply of alcohol for consumption on the premises.

NDRV	BAND	CONVERSION/ NEW/ VARIATION	ANNUAL FEE	VARIATION FEE IN TRANSITION PERIOD
£0 - £4300	A	£100	£70	£20
£4,301 - £33,000	B	£190	£180	£60
£33,001 - £87,000	C	£315	£295	£80
£87,001 - £125,000	D	£450	£320	£100
£87,001 - £125,000	D - Primarily supplying alcohol	£900	£640	£100
£125,001 and above	E	£635	£350	£120
£125,001 and above	E – Primarily supplying alcohol	£1,905	£1,050	£120

NOTES

1. Where a premises had no rateable value the fee for Band A should be applied, except where a premises is under construction where the fee for Band C should be applied.
2. Where a premises is part of a larger premises then the rateable value for the whole premises should be used to calculate the fee.

EXEMPTIONS

The following types of premises are exempt from paying fees if their application relates to the provision of regulated entertainment only:-

- i) church halls, chapel halls or other similar buildings or village halls, parish halls or community halls or other similar buildings.
- ii) premises that are, or form part of, a school or college where the provision of regulated entertainment is carried on by the school or college for and on behalf of its own purposes.

TABLE B. ADDITIONAL CHARGES FOR EXCEPTIONALLY LARGE EVENTS

Where the number of people to be allowed on the premises at the same time is 5,000 or more, in addition to the fee specified in Table A, a supplementary fee will be charged in accordance with Table B except where the premises is a structure which is not a vehicle, vessel or moveable structure and has been constructed or altered for the purpose of the activity.

Number of Persons	5,000 to 9,999	10,000 to 14,999	15,000 to 19,999	20,000 to 29,999	30,000 to 39,999	40,000 to 49,999	50,000 to 59,999	60,000 to 69,999	70,000 to 79,999	80,000 to 89,999	90,000 and over
Additional Fee	£1,000	£2,000	£4,000	£8,000	£16,000	£24,000	£32,000	£40,000	£48,000	£56,000	£64,000
Annual Fee	£500	£1,000	£2,000	£4,000	£8,000	£12,000	£16,000	£20,000	£24,000	£28,000	£32,000

ANNUAL FEES

An annual fee is payable on the anniversary of the grant date of the Premises Licence. Cotswold District Council will send the licence holder an invoice when this fee is due.

LICENSING ACT 2003 RESPONSIBLE AUTHORITIES CONTACT DETAILS

When making an application for a variation to an existing premises licence. Full copies of the application must be sent to all of these addresses:

LICENSING AUTHORITY (please include the fee with this copy)

Licensing Section
Commercial Team
Cotswold District Council
Trinity Road
Cirencester
GL7 1PX

Tel: 01285 623000

Fax: 01285 623910

Email: licensing@cotswold.gov.uk

GLOUCESTERSHIRE CONSTABULARY

Licensing Unit
Community Engagement Dept
Police Headquarters
No 1 Waterwells
Quedgeley
Gloucester
GL2 2AN

Tel: 01452 754482

Email: licensing@gloucestershire.pnn.police.uk

GLOUCESTERSHIRE FIRE AND RESCUE SERVICE

Service Delivery Support
Gloucestershire Fire and Rescue Service Head Quarters
Waterwells Drive
Quedgeley
Gloucester
GL2 2AX

Tel: 01452 753333

Fax: 01452 753304

Email: fire.safety@glosfire.gov.uk

LOCAL PLANNING AUTHORITY

Development Control
Cotswold District Council
Trinity Road
Cirencester
Glos
GL7 1PX

Tel: 01285 623550 or 01285 623551

Fax: 01285 623920

Email: planning@cotswold.gov.uk

POLLUTION PREVENTION

Neighbourhood Services
Cotswold District Council
Trinity Road
Cirencester
Glos
GL7 1PX

Tel: 01285 623000

Fax: 01285 623926

Email: neighbourhoodservices@cotswold.gov.uk

HEALTH AND SAFETY ENFORCEMENT – (WHERE COTSWOLD DISTRICT COUNCIL IS THE ENFORCING AUTHORITY)

Commercial Team
Cotswold District Council
Trinity Road
Cirencester
Glos
GL7 1PX

Tel: 01285 623000

Fax: 01285 623926

Email: foodandsafetymail@cotswold.gov.uk

HEALTH AND SAFETY ENFORCEMENT - (WHERE THE HEALTH AND SAFETY EXECUTIVE IS THE ENFORCING AUTHORITY)

Health and Safety Executive
4th Floor, The Pithay
All Saints Street
Bristol
BS1 2ND

Tel: 0117 988 6000

Fax: 0117 988 6010

Email:

i) For Service employment (e.g. central and local Government, NHS etc.)

paula.johnson@hse.gsi.gov.uk

ii) For other employment (e.g. manufacture and repair, agriculture, transport)

nigel.chambers@hse.gsi.gov.uk

CHILD PROTECTION

Gloucestershire Safeguarding Children Board
Room 128, 1st Floor, Block 4
Shire Hall
Westgate Street
Gloucester
GL1 2TG

Tel: 01452 583629

Email: mail@gscb.org.uk

TRADING STANDARDS

Trading Standards
Gloucestershire County Council
The Tri-Service Centre
Waterwells Drive
Quedgeley
Gloucester
GL2 2AX

Tel: 01452 426201

Fax: 01452 426274

Email: tradingstandards@gloucestershire.gov.uk

HEALTH AUTHORITY (PRIMARY CARE TRUST)

Public Health Department
Block 4, 2nd Floor
Gloucestershire County Council
Shire Hall, Westgate Street, Gloucester GL1 2TG

publichealth@gloucestershire.gov.uk

The following page has the template that you should use for the public notice that should be displayed at the premises for 28 days. This is also the template that should be used for the newspaper advert. The guidance notes on how to complete the notice are on the following page.

Guidance notes for completion of this form.

1. * means delete as necessary e.g.*Premises licence/~~Provisional Statement/Variation. Club Premises Certificate/Variation~~
2. In this area briefly describe the activities that you have applied for on the operating schedule in your application (including opening times) or the variation to the existing licensed activities e.g.

It is proposed to **licence these premises for/~~vary the current premises licence by~~*

Altering the terminal hours for Fridays and Saturdays to allow music and dancing (a Discotheque) until 02:00am
--

Altering the terminal hour for serving alcohol on Mondays, Tuesdays, Wednesdays and Thursdays from 11:00pm to 12 midnight.
--

- 3 ** Insert the date of making the application and the closing date – 28 days after application given to the Licensing Authority.

- 4 If this form is downloaded this notice MUST be on pale blue paper and not less than A4 size. It MUST be printed legibly or typed in BLACK and equal to or greater than font size 16.

This sentence is font sized 16.

This advert must be displayed continuously for 28 days following the day on which the application was given to the Licensing Authority. It must be displayed in a prominent position at or on the premises where it can be conveniently read from the exterior of the premises.

DECLARATION FORM

I declare that I have served a true copy of the enclosed application on the responsible authority(ies) indicated below:

- Licensing Department, Cotswold District Council
- The Licensing Officer, Gloucestershire Constabulary
- Gloucestershire Fire & Rescue Service
- Planning Development Control, Cotswold District Council
- Pollution Control, Cotswold District Council
- Health & Safety, Environmental Health, Cotswold District Council
- Glos. Area Child Protection, Glos. County Council
- Trading Standards, Glos. County Council
- Health Authority, Shire Hall

I declare that I have placed a notice, in the prescribed form, in a prominent position at or on the premises where it can be conveniently read from the exterior of the premises. I understand that it must be displayed continuously for 28 days starting with the date of submitting this application:

Signed.....

I declare that I have advertised the application in the:

(Name of newspaper).....

And it will appear on the.....(date of publication)

I confirm that the above information is a true record of my actions and I understand that failure to carry out any of the requirements may affect the validity of my application and make me liable to prosecution

Signed..... Dated.....

It is an offence punishable by a fine not exceeding £5000 to make a false declaration for any application under the Licensing Act 2003.

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(The application form for the variation of a premises licence starts on the next page).



Application to vary a premises licence 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

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number

PART 1 – PREMISES DETAILS

Postal address of premises or, if none, ordnance survey map reference or description

Post town

Postcode

Telephone number at premises (if any)

Non-domestic rateable value of premises

£

PART 2 – APPLICANT DETAILS

Daytime contact
telephone number

E-mail address (optional)

Current postal address if
different from premises address

Post town

Postcode

PART 3 - VARIATION

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible? Yes No

If not, from what date do you want the variation to take effect?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please describe briefly the nature of the proposed variation (Please see guidance note 1)

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

PART 4 OPERATING SCHEDULE

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment**Please tick all that apply**

a)	plays (if ticking yes, fill in box A)	<input type="checkbox"/>
b)	films (if ticking yes, fill in box B)	<input type="checkbox"/>
c)	indoor sporting events (if ticking yes, fill in box C)	<input type="checkbox"/>
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	<input type="checkbox"/>
e)	live music (if ticking yes, fill in box E)	<input type="checkbox"/>
f)	recorded music (if ticking yes, fill in box F)	<input type="checkbox"/>
g)	performances of dance (if ticking yes, fill in box G)	<input type="checkbox"/>
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	<input type="checkbox"/>

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

Sale by retail of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)</u>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here (please read guidance note 3)</u>		
Tue					
Wed			<u>State any seasonal variations for performing plays (please read guidance note 4)</u>		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)</u>		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films 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 type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed					
			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Thur			<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 5)		
Fri					
Sat					
Sun					

D

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

E

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

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 type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
			<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)		

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance 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 type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
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 5)		
Sat								
Sun								

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			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 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
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 4)		
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 5)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 6)			<u>Will the provision of late night refreshment 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 type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
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 5)		
Sat								
Sun								

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			<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 5)		

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 8).</p>

L

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			
Tue			
Wed			
Thur			<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)
Fri			
Sat			
Sun			

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

M

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

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

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

CHECKLIST:**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I understand that I must now advertise my application.
- I have enclosed the premises licence or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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 5 – SIGNATURES (please read guidance note 10)

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

Signature	
Date	
Capacity	

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd 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 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

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

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 state 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 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'.
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 or 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, each of the 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.



LICENSING ACT 2003
CONSENT OF INDIVIDUAL TO BEING SPECIFIED AS PREMISES SUPERVISOR

I
[full name of prospective premises supervisor]

Of

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

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

[type of application]

by

[name of applicant]

relating to a premises licence

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

for

[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

[name of applicant]

concerning the supply of alcohol at

[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

[insert personal licence number, if any]

Personal licence issuing authority

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

Signed

.....

Name (please print)

.....

Date

.....