

Appendix 3

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 **Spirit Pub Company (Leased) Limited**

(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 PRM0233 |
|---|

Part 1 – Premises Details

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|--|
| Postal address of premises or, if none, ordnance survey map reference or description The White Hart 4 Sheep Street |
|--|

| | | | |
|-----------|-----------------|----------|-----------------|
| Post town | Bicester | Postcode | OX26 6TB |
|-----------|-----------------|----------|-----------------|

| | |
|---------------------------------------|--|
| Telephone number at premises (if any) | |
|---------------------------------------|--|

| | |
|---|----------------|
| Non-domestic rateable value of premises | £107500 |
|---|----------------|

Part 2 – Applicant details

| | |
|----------------------------------|--|
| Daytime contact telephone number | |
|----------------------------------|--|

| | |
|---------------------------|--|
| E-mail address (optional) | |
|---------------------------|--|

| | |
|---|-------------------------|
| Current postal address if different from premises address | Westgate Brewery |
|---|-------------------------|

| | | | |
|-----------|------------------------|----------|-----------------|
| Post town | Bury St Edmunds | Postcode | IP33 1QT |
|-----------|------------------------|----------|-----------------|

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"/> |

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) ☐ Yes ☒ No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

This is an application to extend the terminal hours on Fridays and Saturdays for all currently permitted licensable activities by one hour. The opening hours shall also be extended to allow for 30 minutes drinking up time, meaning the pub will close at 4:30am. The new hours shall read as follows:

Opening Hours

Friday – Saturday 09:00 – 04:30

Sale of Alcohol (on and off sales)

Friday - Saturday 10:00 – 04:00

Regulated Entertainment

Friday – Saturday 10:00 – 04:30

Late Night Refreshment

Friday – Saturday 23:00 – 04:00

This is also an application to amend the conditions in annex 2 of the licence. Annex 2 will be removed in its entirety and replaced with the following conditions:

1. An incident log will be kept at the premises, recording any significant incidents or any refusal of the sale of alcohol. It will be made available to an authorised officer of the Police or Council on request. It must be completed within 24 hours of the occurrence and must record: a) the date and time of the incident or refusal, b) names of staff and persons involved (if known), c) detail of the incident or refusal. Incidents to be recorded should include (but not be limited to) any crime or disorder, injuries to staff or customers, refusal of the sale of alcohol, ejections, the banning of customers, seizures of drugs/weapons, or any visit by relevant authorities or emergency services, and the purpose of the visit.
2. The provision of door security will be on a risk assessed basis. A copy of the risk assessment will be made available to local Constabulary upon request. All door supervisors must be licensed by the Security Industry Association (SIA). Door supervisors will be easily identifiable by means of either high visibility clothing, uniform, or fluorescent band and will display their SIA accredited badge at all times while on duty. At the commencement of duty, all door supervisors will sign an attendance book recording their SIA number and signature. The attendance book shall be made available to the Police or an authorised officer of the Licensing Authority upon request.
3. A CCTV system shall be installed at the premises and maintained in good working order and used at all times when the premises are open for licensable activities.

Any CCTV footage shall be held for at least 28 days and shall be made available to an officer of the Licensing Authority or Police on reasonable request.

4. The Premises shall draw up and implement a drugs policy. Staff will be trained in relation to the police and a copy shall be made available to the Police or an authorised officer of the Council upon request.
5. On Friday and Saturday nights, the premises shall operate a last entry time for new customers of 03:00. Signs will be positioned on the entrances, clearly visible to customers, notifying them of this last entry time.
6. The DPS/ manager will undertake a weekly inspection of the public areas of the premises to identify anything might present an identifiable risk to public safety. Any risks identified that are deemed to be unreasonable must be rectified at the earliest possible opportunity.
7. The premises shall draw up and implement a dispersal policy. Staff will be trained in relation to the police and a copy shall be made available to the Police or an authorised officer of the Council upon request.
8. All windows and doors shall remain closed when Regulated Entertainment (in the form of amplified live or recorded music) is taking place on the Premises, save for access and egress.
9. Notices will be displayed at each exit requiring customers to respect the neighbours when leaving the premises.
10. A member of staff or security staff will regularly monitor the garden area from 11pm until the end of licensable activities to manage customers and prevent any public nuisance.
11. The DPS/Manager will draw up and implement a noise management plan ('the plan'). The plan will set out what measurements will be in place to ensure that entertainment will not cause a public nuisance to residents in the immediate vicinity of the premises. The plan will be implemented in full during entertainment held at the premises. The plan will be revisited periodically and amended to reflect changes in the law and where entertainment will be held and will take into account any best practice or advice provided by the Council Environmental Protection Officer from time to time. The plan will be disseminated to all staff required to implement it and will be made available to responsible authorities on request.
12. A Challenge 25 policy shall be implemented and full and appropriate identification shall be sought from any person who appears under the age of 25. The only acceptable forms of identification shall be passport, photo driving licence, those carrying the PASS logo or any other form of ID (hard-copy or digital) approved by the Home Office for the purposes of age verification for sales of alcohol.
13. Notices shall be displayed indicating that the Challenge 25 policy is in force.
14. Staff training shall include the Challenge 25 policy and its operation. In particular staff shall be trained to take such action as is necessary to prevent the sale of alcohol to persons over the age of 18 where those customers are engaged in the distribution of alcohol to persons under the age of 18. The training shall be given to a new member of staff before they commence paid employment and all staff shall be re-trained yearly. All training shall be documented.

All other hours, activities and conditions are to remain unchanged by this application.

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 see guidance note 3) | 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 checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" 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) ☒

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

In all cases complete boxes K, L and M

A

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|--|-------|--------|--|----------|--------------------------|
| Plays Standard days and timings (please read guidance note 8) | | | <u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 4) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | | | |
| Mon | | | <u>Please give further details here</u> (please read guidance note 5) | | |
| | | | | | |
| Tue | | | | | |
| | | | | | |
| Wed | | | <u>State any seasonal variations for performing plays</u> (please read guidance note 6) | | |
| | | | | | |
| 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</u> (please read guidance note 7) | | |
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| Sat | | | | | |
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| Films Standard days and timings (please read guidance note 8) | | | <u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 4) | 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 5) | | |
| Mon | | | | | |
| | | | | | |
| | | | | | |
| Tue | | | <u>State any seasonal variations for the exhibition of films</u> (please read guidance note 6) | | |
| | | | | | |
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| Wed | | | <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 7) | | |
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| Thur | | | | | |
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|---|-------|--------|--|
| Indoor sporting events Standard days and timings (please read guidance note 8) | | | <u>Please give further details</u> (please read guidance note 5) |
| Day | Start | Finish | |
| Mon | | | |
| | | | |
| Tue | | | <u>State any seasonal variations for indoor sporting events</u> (please read guidance note 6) |
| | | | |
| Wed | | | |
| | | | |
| Thur | | | <u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 7) |
| | | | |
| Fri | | | |
| | | | |
| Sat | | | |
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| Sun | | | |
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D

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|---|-------|--------|---|----------|--------------------------|
| Boxing or wrestling entertainments Standard days and timings (please read guidance note 8) | | | <u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4) | 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 5) | | |
| Mon | | | | | |
| | | | | | |
| | | | | | |
| Tue | | | <u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6) | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Wed | | | <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 7) | | |
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E

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|---|-------|--------|---|----------|-------------------------------------|
| Live music Standard days and timings (please read guidance note 8) | | | <u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 4) | Indoors | <input checked="" type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 5) | | |
| Mon | | | | | |
| | | | | | |
| Tue | | | | | |
| | | | <u>State any seasonal variations for the performance of live music</u> (please read guidance note 6) | | |
| Wed | | | | | |
| | | | | | |
| Thur | | | | | |
| | | | <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 7) | | |
| Fri | | | | | |
| | 1000 | | | | |
| Sat | | 0430 | | | |
| | 1000 | | | | |
| Sun | | 0430 | | | |
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F

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|---|-------|--------|---|----------|-------------------------------------|
| Recorded music Standard days and timings (please read guidance note 8) | | | <u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 4) | Indoors | <input checked="" type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 5) | | |
| Mon | | | | | |
| | | | | | |
| Tue | | | | | |
| | | | <u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6) | | |
| Wed | | | | | |
| | | | | | |
| Thur | | | | | |
| | | | <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 7) | | |
| Fri | | | | | |
| | 1000 | | | | |
| Sat | | 0430 | | | |
| | 1000 | | | | |
| Sun | | 0430 | | | |
| | | | | | |

G

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|---|-------|--------|---|--|----------|--------------------------|
| Performances of dance Standard days and timings (please read guidance note 8) | | | <u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 4) | | 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 5) | | | |
| Mon | | | | | | |
| | | | | | | |
| Tue | | | | | | |
| | | | <u>State any seasonal variations for the performance of dance</u> (please read guidance note 6) | | | |
| Wed | | | | | | |
| | | | | | | |
| Thur | | | | | | |
| | | | <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 7) | | | |
| Fri | | | | | | |
| | | | | | | |
| Sat | | | | | | |
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| Sun | | | | | | |
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H

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|--|-------|--------|--|---|
| Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8) | | | 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 4) | Indoors <input checked="" type="checkbox"/> |
| Mon | | | | Outdoors <input type="checkbox"/> |
| | | | | Both <input type="checkbox"/> |
| Tue | | | <u>Please give further details here</u> (please read guidance note 5) | |
| | | | | |
| 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 6) | |
| | | | | |
| 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 7) | |
| | | | | |
| Sun | | | | |

| | | | | | |
|--|-------|--------|--|----------|-------------------------------------|
| Late night refreshment Standard days and timings (please read guidance note 8) | | | Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 4) | Indoors | <input checked="" type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | | | |
| Mon | | | Please give further details here (please read guidance note 5) | | |
| | | | | | |
| Tue | | | | | |
| | | | | | |
| Wed | | | State any seasonal variations for the provision of late night refreshment (please read guidance note 6) | | |
| | | | | | |
| 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 7) | | |
| | 2300 | | | | |
| Sat | | 0400 | | | |
| | 2300 | | | | |
| Sun | | 0400 | | | |
| | | | | | |

J

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|---|-------|--------|--|------------------|-------------------------------------|--|
| Supply of alcohol Standard days and timings (please read guidance note 8) | | | Will the supply of alcohol be for consumption – please tick (please read guidance note 9) | On the premises | <input type="checkbox"/> | |
| | | | | Off the premises | <input type="checkbox"/> | |
| | | | | Both | <input checked="" type="checkbox"/> | |
| Day | Start | Finish | <u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 6) | | | |
| Mon | | | | | | |
| | | | | | | |
| Tue | | | | | | |
| | | | | | | |
| Wed | | | | | | |
| | | | | | | |
| Thur | | | | | | <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 7) |
| | | | | | | |
| Fri | | | | | | |
| | 1000 | | | | | |
| Sat | | 0400 | | | | |
| | 1000 | | | | | |
| Sun | | 0400 | | | | |
| | | | | | | |

K

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|---|
| <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 10).</p> <p>n/a</p> |
|---|

L

| | | | |
|---|-------|--------|--|
| Hours premises are open to the public Standard days and timings (please read guidance note 8) | | | <u>State any seasonal variations</u> (please read guidance note 6) |
| Day | Start | Finish | |
| Mon | | | |
| | | | |
| Tue | | | |
| | | | |
| Wed | | | |
| | | | |
| Thur | | | |
| | | | |
| Fri | | | <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 7) |
| | 0900 | | |
| Sat | | 0430 | |
| | 0900 | | |
| Sun | | 0430 | |
| | | | |

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.

We have applied for an extended period between the cessation of the supply of alcohol and the closure of the premises to give us the option to allow for a more gradual dispersal of customers. The style and operation of the pub will not differ significantly during the extended hours. Where this is appropriate, nonalcoholic refreshment will be available in the extended period.

The premises will respect Spirit Group's Approach to Responsible Drinking (a copy of which was enclosed in support of this application). Our policies change at regular intervals to reflect current trends and it would be inappropriate to standardise them on a permanent basis. The enclosed policy is included for information only and not as suggested conditions or to form part of any other Operating Schedule.

When door staff are used they will be Security Industry Authority (SIA) approved and operate in accordance with the security industry guidelines.

A zero tolerance towards illegal drugs will be enforced at all times.

If a disc jockey is used on any night then he/she will ask customers to leave quietly.

If a CCTV system is installed at this site, it will continue to operate during the additional hours of trading and notices will be displayed.

All instances of crime and disorder will be reported to the police and will be kept in an incident log book.

Public safety is integral to the way that the Spirit Group runs its business and is reviewed regularly through our health and safety policy. This policy is fully briefed and trained to all management and staff and we will continue to train our staff to the standards required by relevant legislation. Free drinking water will be available at all times.

Additional patrols will take place by members of staff, internally and externally, to limit any noise pollution when entertainment is being offered within the premises.

If appropriate, notices will be displayed asking our customers to respect our neighbours when leaving the premises.

Where already used text/radio pagers will continue to be used for the additional hours of trading and will be monitored by a responsible member of staff.

Soft drinks and non-alcoholic refreshment will be available if we decide to use the option to stay open for an extended period between the cessation of the supply of alcohol and the closure of the premises (see above under General).

All external doors/windows must be kept closed other than for access and egress in all rooms when events involving amplified music or speech are taking place.

No licensable activities or consumption of alcohol will take place externally after 23:00.

When children are allowed upon the premises, any entertainment offered within the premises will be suitable for young persons. Children will be required to be supervised by the accompanying adult at all time.

Soft drinks and non-alcoholic drinks will be available. A recognised Proof of Age Policy will be enforced.

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.

Copy enclosed.

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 11)

b) The prevention of crime and disorder

An incident log will be kept at the premises, recording any significant incidents or any refusal of the sale of alcohol. It will be made available to an authorised officer of the Police or Council on request. It must be completed within 24 hours of the occurrence and must record: a) the date and time of the incident or refusal, b) names of staff and persons involved (if known), c) detail of the incident or refusal. Incidents to be recorded should include (but not be limited to any crime or disorder, injuries to staff or customers, refusal of the sale of alcohol, ejections, the banning of customers, seizures of drugs/weapons, or any visit by relevant authorities or emergency services, and the purpose of the visit.

The provision of door security will be on a risk assessed basis. A copy of the risk assessment will be made available to local Constabulary upon request. All door supervisors must be licensed by the Security Industry Association (SIA). Door supervisors will be easily identifiable by means of either high visibility clothing, uniform, or fluorescent band and will display their SIA accredited badge at all times while on duty. At the commencement of duty, all door supervisors will sign an attendance book recording their SIA number and signature. The attendance book shall be made available to the Police or an authorised officer of the Licensing Authority upon request.

A CCTV system shall be installed at the premises and maintained in good working order and used at all times when the premises are open for licensable activities. Any CCTV footage shall be held for at least 28 days and shall be made available to an officer of the Licensing Authority or Police on reasonable request.

The Premises shall draw up and implement a drugs policy. Staff will be trained in relation to the police and a copy shall be made available to the Police or an authorised officer of the Council upon request.

On Friday and Saturday nights, the premises shall operate a last entry time for new customers of 03:00. Signs will be positioned on the entrances, clearly visible to customers, notifying them of this last entry time.

c) Public safety

The DPS/ manager will undertake a weekly inspection of the public areas of the premises to identify anything might present an identifiable risk to public safety. Any risks identified that are deemed to be unreasonable must be rectified at the earliest possible opportunity.

d) The prevention of public nuisance

The premises shall draw up and implement a dispersal policy. Staff will be trained in relation to the police and a copy shall be made available to the Police or an authorised officer of the Council upon request.

All windows and doors shall remain closed when Regulated Entertainment (in the form of amplified live or recorded music) is taking place on the Premises, save for access and egress.

Notices will be displayed at each exit requiring customers to respect the neighbours when leaving the premises.

A member of staff or security staff will regularly monitor the garden area from 11pm until the end of licensable activities to manage customers and prevent any public nuisance.

The DPS/Manager will draw up and implement a noise management plan ('the plan'). The plan will set out what measurements will be in place to ensure that entertainment will not cause a public nuisance to residents in the immediate vicinity of the premises. The plan will be implemented in full during entertainment held at the premises. The plan will be revisited periodically and amended to reflect changes in the law and where entertainment will be held and will take into account any best practice or advice provided by the Council Environmental Protection Officer from time to time. The plan will be disseminated to all staff required to implement it and will be made available to responsible authorities on request.

e) The protection of children from harm

A Challenge 25 policy shall be implemented and full and appropriate identification shall be sought from any person who appears under the age of 25. The only acceptable forms of identification shall be passport, photo driving licence, those carrying the PASS logo or any other form of ID (hard-copy or digital) approved by the Home Office for the purposes of age verification for sales of alcohol.

Notices shall be displayed indicating that the Challenge 25 policy is in force.

Staff training shall include the Challenge 25 policy and its operation. In particular staff shall be trained to take such action as is necessary to prevent the sale of alcohol to persons over the age of 18 where those customers are engaged in the distribution of alcohol to persons under the age of 18. The training shall be given to a new member of staff before they commence paid employment and all staff shall be re-trained yearly. All training shall be documented.

Checklist:

Please tick to indicate agreement


- I have made or enclosed payment of the fee; or ☒
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy. ☐
- 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, 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.

Part 5 – Signatures (please read guidance note 12)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

| | |
|-----------|---|
| Signature |  |
| Date | 05 March 2025 |
| Capacity | Solicitor to applicant |

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|---|---------------|-----------|---------|
| Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 15) Matthew May TLT Solicitors One Redcliff Street | | | |
| Post town | Bristol | Post code | BS1 6TP |
| Telephone number (if any) | 0333 006 1739 | | |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional) Matthew.may@TLT.com | | | |

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. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy
2. 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 of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. In terms of specific regulated entertainments please note that:

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

- any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 5. 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.
 6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 8. 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.
 9. 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'.
 10. 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.
 11. Please list here steps you will take to promote all four licensing objectives together.
 12. The application form must be signed.
 13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 14. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
 15. This is the address which we shall use to correspond with you about this application.