

\* required information

**Section 1 of 17**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

\* Is your business registered in the UK with Companies House?  Yes  No

\* Is your business registered outside the UK?  Yes  No

\* Business name  If your business is registered, use its registered name.

\* VAT number   Put "none" if you are not registered for VAT.

\* Legal status

**Continued from previous page...**

\* Your position in the business

Home country

The country where the headquarters of your business is located.

**Business Address**

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Section 2 of 17**

**APPLICATION DETAILS**

**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.**

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

\* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Premises Contact Details**

Telephone number

*Continued from previous page...*

Non-domestic rateable value of premises (£)

17,500

### Section 3 of 17

#### VARIATION

Do you want the proposed variation to have effect as soon as possible?

Yes  No

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

Yes  No

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 to the late night levy.

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

#### Describe Briefly The Nature Of The Proposed Variation

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.

Bar/nightclub.

Central Guildford Location

Street level bar/nightclub, staircase up to cloaks room, ladies and gentlemen's toilets, storeroom and outdoor garden.

Owner/licence holder wishes a full variation to some of the present licence to comply with recommendations from the Licensing Enforcement Officers. Also in order to compete on an equal footing with other similar establishments in the Town.

#### CCTV CONDITION

1)The licence holder will ensure that the premises benefit from a CCTV system that operates at all times when licensable activities are taking place.

2)The system will incorporate a camera covering the entrance door and will be capable of providing an image which is regarded as identification standard. The precise position of the cameras may be agreed, subject to compliance with data protection legislation, with the Police from time to time.

3)The system will incorporate a recording facility and any recording will be retained and stored in a suitable and secure manner for a minimum of 30 days and will be made available, subject to compliance with data protection legislation, to authorised officers of a responsible authority for inspection on request.

4)The system must be able to export recorded images to a removable means e.g. CD/DVD and have its own software enable to allow playback/review.

5)A member of staff trained in the use of the CCTV system must be available at the premises at all times that the premises are open to the public.

6)The system will display, on any recording, the correct time and date of the recording.

**Continued from previous page...**

#### DOOR STAFF CONDITIONS

- 1) On Friday and Saturday the premises will operate with a minimum of one Security Industry Authority (SIA) door supervisor from 22.00 to 23.00 and two SIA door Supervisors from 23.00 until closing.
- 2) The requirement for numbers of door supervisors will be risk assessed by the venue and the SIA numbers will be further used/increased/decreased depending on the type of event and the SIA numbers will be further used/increased/decreased depending on the type of event that is to be held at all times the premises is open for licensable activities.
- 3). Where the premises are to open Sunday to Thursday minimum of one SIA doorman from 11pm until closing when open for licensable activities.
- 4). When carrying out this risk assessment the venue will take into account any advice from the Police. Any change will be in writing.
- 5). SIA door supervisors when present to assist in dispersal of patrons when the venue closes.

#### CONDITION OF LAST ENTRY

- 1) No entry after 1.30a.m.

#### SMOKING AREA AT FRONT OF PREMISES.

- 1) No more than 25 patrons to be allowed in the front of the premises to smoke at any one time. Door supervisor when present will monitor the outside front smoking area.

#### REAR SMOKING AREA

- 1) This rear smoking area to be accessible to Patrons from open until 1.30a.m. Smoking area to be monitored by staff and management.
- 2) Drinks/beverages allowed to be taken up by Patrons to this smoking area at rear of building.

If in the opinion of an authorised Officer of the Council, noise from the premises is causing or is likely to cause a nuisance, the Licensee /duty manager shall upon the request of the officer take steps to effectively reduce the noise and abate the nuisance.

The licensee shall develop and practice an operational policy to facilitate the management of clientele in a responsible manner when attending and departing the premises. The licensee shall take all reasonable steps to encourage clientele to enter and leave the premises quietly and orderly to avoid any excess noise and disturbance to local residential dwellings.

The licensee shall display notices at all public exits requesting customers to take all steps to minimise noise once they have left the premises.

No handling of goods or materials, which is audible from beyond the site boundary, shall be carried out of the premises between 23.00 and 07.00 hours. This shall particularly include operations such as putting material or bottles in to waste or recycling containers.

The Licensee shall ensure that any plant or equipment operating, including extraction and ventilation plant shall not cause disturbance to local noise sensitive premises.

#### TOWN LINK RADIO

- 1) The venue will operate a town link radio and all staff to be trained in its use.

The premise will be an active member of Pubwatch.

**Continued from previous page...**

Will the schedule to provide plays be subject to change if this application to vary is successful?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Will the performance of a play take place indoors or outdoors or both?

- Indoors                       Outdoors                       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

Provide further details here.

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.

**Continued from previous page...**

State any seasonal variations for performing plays.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Additional one hour for British Summer Time

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

as present licence over New Year period

**Section 5 of 17**

**PROVISION OF FILMS**

Will the schedule to provide films be subject to change if this application to vary is successful?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

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WEDNESDAY

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Continued from previous page...

SATURDAY

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SUNDAY

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Will the exhibition of films take place indoors or outdoors or both?

Indoors  Outdoors  Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

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.

State any seasonal variations for the exhibition of film.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Additional one hour for British Summer Time

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

As present licence for New Years period

**Section 6 of 17**

**PROVISION OF INDOOR SPORTING EVENTS**

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

Yes  No

**Section 7 of 17**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

Yes  No

Section 8 of 17

PROVISION OF LIVE MUSIC

Will the schedule to provide live music be subject to change if this application to vary is successful?

- Yes
- No

Standard Days And Timings

MONDAY

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End

Provide 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.

TUESDAY

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Will the performance of live music take place indoors or outdoors or both?

- Indoors
- Outdoors
- Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

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.

amplified



Continued from previous page...

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Additional One hour for British Summer Time

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed, above below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

As present licence for New years period

## Section 9 of 17

### PROVISION OF RECORDED MUSIC

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

Yes  No

#### Standard Days And Timings

MONDAY

Start

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End

Provide 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.

TUESDAY

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WEDNESDAY

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Continued from previous page...

SATURDAY

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SUNDAY

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Will the playing of recorded music take place indoors or outdoors or both?

Indoors  Outdoors  Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

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.

amplified

State any seasonal variations for playing recorded music.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

One additional hour for British Summer Time

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

To stay the same as present licence. GUPLA0184 for New Year period

## Section 10 of 17

### PROVISION OF PERFORMANCES OF DANCE

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

Yes  No

#### Standard Days And Timings

MONDAY

Start  End

Start  End

Provide 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.

Continued from previous page...

TUESDAY

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SATURDAY

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SUNDAY

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Will the performance of dance take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

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.

State any seasonal variations for the performance of dance.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Additional One hour for British Summer Time

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed above, list below.

**Continued from previous page...**

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Same as present licence for New Year period

**Section 11 of 17**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

Yes  No

**Standard Days And Timings**

MONDAY

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End

Provide 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.

TUESDAY

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**Continued from previous page...**

Provide a description of the type of entertainment that will be provided.

D.J.'s. Musicians. Singers. Playlists.

Will this entertainment take place indoors or outdoors or both?

Indoors                       Outdoors                       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

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.

amplified

State any seasonal variations for entertainment.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Additional one hour for British Summer Time

Non-standard timings. Where the premises will be used for entertainment at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

As present licence for New Year period

**Section 12 of 17**

**PROVISION OF LATE NIGHT REFRESHMENT**

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide 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.

Continued from previous page...

TUESDAY

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Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

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.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Additional one hour for British Summer Time

**Continued from previous page...**

Non standard timings. Where the premises will be used for the provision of late night refreshment at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

As present licence for New Year period

### Section 13 of 17

#### SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

Yes  No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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**Continued from previous page...**

Will the sale of alcohol be for consumption?

- On the premises       Off the premises       Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Additional one hour for British Summer Time

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

As present licence for New Year period

**Section 14 of 17**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide 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 etc gambling machines etc.

Children are not permitted in the premises during opening hours. Unless there is a specific under 18's night which is risk assessed.

**Section 15 of 17**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Provide 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.



*Continued from previous page...*

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Additional One Hour for British Summer Time

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

As present licence for New Year period. New Years Eve. 11.00 until 23.00 New Years Day

**Continued from previous page...**

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

Remove all conditions from beginning of E onwards which are now out of date and not fit for purpose except for G5,6,7,8 and 9 as mentioned on page 3

**Door Supervisor**

1. Door Staff shall be employed on a Friday and Saturdays and any nights when live music is performed at the premises unless otherwise agreed in writing with the police.
2. Door staff shall commence their duties at 21.00 hours when employed in accordance with Condition 1 and remain until closing.

**POLICE POWERS**

1. A search policy will be submitted to the Police for agreement within 21 days of the hearing.
2. Following agreement, the search policy will be in operation at the premises at all times.
3. Police shall have access to staff areas when conducting a licensing check.
4. Police shall have access to the premises every other month using drug testing equipment.

**DESIGNATED PREMISES SUPERVISOR'S ADDITIONAL DUTIES**

2. The Designated Premises Supervisor shall attend regular meetings (every six weeks) with the Police with a view to developing an action plan and policies with regard to zero tolerance for illicit drugs and agreed protocols for action to be taken by door supervisors and staff in relation to illegal drugs, search procedures, storage procedures of illegal drugs, a police call-out protocol and intelligence gathering on drug dealing.

**AVOIDENCE OF NOISE DISTURBANCE**

1. No patrons shall be permitted to remain in the patio area to the rear of the premises after 23.00

F. Additional conditions... dated 28 April 2005 (as amended 17.08.2007)

3. The premises shall hold health and safety and health and hygiene certificates.
6. No beverages shall be taken to the toilets or smoking area on the first floor of the premises.

I have enclosed the premises licence

I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

**Section 16 of 17**

**LICENSING OBJECTIVES**

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

**Continued from previous page...**

Management controls and training to all staff so that they are aware of the premises licence and the requirements to meet the four licensing objectives..

- a. no selling of alcohol to underage people
- b. no drunk or disorderly behaviour on the premises area
- c. vigilance in preventing illegal drugs in the premises.
- d. no violent anti social behaviour
- e. no harm to children.

Risk Assess for numbers of SIA door supervisors and staff

Risk Assess for all safety measures to be taken

Keep regular contact with licencing officers

2) The requirement for/numbers of door supervisors will be risk assessed by the venue and the SIA numbers will be further used/increased depending on the type of event that is to be held at all times the premises is open for licensable activities.

3). Where the premises is to open Sunday to Thursday minimum of one SIA doorman from 11pm until closing when the premises is open for licensable activities.

4). When carrying out this risk assessment the venue will take into account any advice from the Police.

5). SIA door supervisors when present to assist in dispersal of patrons when the venue closes.

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

Member of Pub Watch

Contracted SIA doormen

Comprehensive cctv cameras inside and out enabling face recognition.

Town link radio

Radio communication between management and doormen

Regular walk-throughs up to outside area by the SIA door supervisors and management including toilet checks.

We will always have an intelligence based search policy.

Refusing sale of alcohol to intoxicated individuals.

Staff will be trained in asking customers to use premises in an orderly and respectful manner.

**c) Public safety**

Fire alarm .

Fire fighting equipment on site.

Risk assessments where applicable

Drink spillage procedures - staff will regularly check for spillages/breakages and mop them up.

Some polycarbonate glassware

**d) The prevention of public nuisance**

Contracted doormen during hours stated.

Smoking and drinking area to be used at the rear to move people away from the front of the building at street level.

There will be monitoring of the outside rear smoking/ drinking area at all times. SIA door supervisor or members of staff to monitor noise levels and behaviour in rear outside area or cctv camera outside rear smoking/drinking area to be monitored by front door supervisor.

Notices in rear smoking/drinking area to clearly show shouting and boisterous behaviour is excluded.

If necessary staff will make reasonable requests for patrons to moderate their behaviour. If patrons do not comply they will be removed from this outside area.

Doors to and from the premises will be fitted with self closers which shall be maintained in good working order to ensure they work effectively.

Sound absorbing foliage, acoustic sound insulation, enclosed gate, sound warning signs.

**Continued from previous page...**

Signs by front exit to tell customers to be quiet as they leave. SIA door supervisors to monitor behaviour.  
CCTV cameras throughout where legally permitted and in rear outside area to monitor behaviour.

e) The protection of children from harm

Children are not permitted during opening hours unless a special under 18's alcohol free event has been organised and risk assessed.

**Section 17 of 17**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

190.00

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**

*Continued from previous page...*

**Address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

**DECLARATION**

\* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/guildford/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**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**

