

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.

We Punch Taverns Ltd
(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 GUPLA0296 |
|--------------------------------------|

Part 1 – Premises Details

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

| | | | |
|--|--|--|--|
| The Cannon 3 Portsmouth Road Guildford | | | |
|--|--|--|--|

| | | | |
|-----------|--------|----------|---------|
| Post town | Surrey | Postcode | GU2 4BL |
|-----------|--------|----------|---------|

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

| | |
|---|---------|
| Non-domestic rateable value of premises | £33,000 |
|---|---------|

Part 2 – Applicant details

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

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

| | |
|---|---|
| Current postal address if different from premises address | Jubilee House Second Avenue Burton upon Trent |
|---|---|

| | | | |
|-----------|---------------|----------|----------|
| Post town | Staffordshire | Postcode | DE14 2WF |
|-----------|---------------|----------|----------|

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 | | |
|----|---|----|---|------|---|---|
| ┆ | ┆ | ┆ | ┆ | ┆ | ┆ | ┆ |

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 change the layout of the premises, to permit the installation of a temporary, pop up bar. As a result of this, the licensable area has been extended.

The application also seeks to remove the existing conditions and replace them with the following:

General (all four licensing objectives)

1. A 30 minute drinking up time, on top of the last permitted sale of alcohol to allow customers to use the toilet facilities and disperse from the premises.
2. Any detail shown on the plan that is not required by the licensing regulations is indicative only and subject to change at any time.
3. All staff shall be suitably trained for their job function for the premises.

Prevention of crime and disorder

1. The premise licence holder shall ensure that the Designated Premises Supervisor, or in his/her absence other responsible person, to keep a 'Refusal and Incident Report Register', in which full details of all incidents are recorded. This shall be completed as soon as possible. The time and date when the report was complete, and by whom, is to form part of the entry. The register is to be kept on the premises at all times and shall be produced to a Police Officer or Licensing Officer when required.
2. The premises licence holder or their nominated person shall ensure that they engage with any local operating Pub Watch or similar scheme.
3. All staff shall be aware of the law regarding the refusal of service to any person who is drunk or is underage and shall be aware of how to seek ID from anyone who appears to be underage.

Prevention of public nuisance

1. Except for access and egress, doors and windows will be kept closed whenever regulated entertainment is provided or after 23:30h in any event.
2. During regulated entertainment, noise levels will be monitored. If unreasonable noise disturbance is witnessed, action will be taken to reduce noise levels.
3. Where possible, live music instruments shall be channeled through the premises permanent music system with regular external sound checks and a volume override behind the bar to be controlled by the duty manager.
4. Signage will be displayed at the premises, reminding customers to leave the premises quietly and respect the neighbours.
5. No disposal of waste/glass bottles which is audible from beyond the site boundary shall be carried out at the premises between 23:00h and 07:00h. This shall particularly include emptying bottle bins into waste and recycling containers.
6. No consumption of food or drink is permitted outdoors after 23:30h, save for on the balcony where customers are permitted to consume food and drink until the premises

closes. Notices will be displayed to this effect.

7. A portable/pop up bar can be erected on the balcony. This temporary bar will close to customers at 23:00h.

Protection of children from harm

1. Children are permitted on the premises until 21:00h unless partaking in a sit down meal or attending a private function where they are permitted on the premises until their meal or function finishes
2. Children are only permitted on the premises if accompanied by an adult
3. The premises shall operate a challenge 21 age verification policy. This policy shall be actively promoted and shall state that any person to whom the sale or supply of alcohol is being made, who looks or appears to be under the age of 21 shall be asked to provide identification that they are 18 years of age or over. The following forms of identification are acceptable: (a) Passport; (b) Photo driving licence; (c) PASS accredited holographic proof of age card; or (d) Any other form of identification agreed with the Police. Signs promoting this policy shall be prominently displayed at all entrances and the alcohol sales areas.

The licensable hours and activities are to remain unaltered.

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

Provision of 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

| | | | | |
|---|-------|--------|---|--------------------------|
| Plays Standard days and timings (please read guidance note 7) | | | <u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | |
| | | | 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 4) | |
| Mon | | | | |
| Tue | | | | |
| Wed | | | | |
| Thur | | | | |
| Fri | | | | |
| Sun | | | | |
| | | | <u>State any seasonal variations for performing plays</u> (please read guidance note 5) | |
| | | | <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 6) | |

B

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|---|-------|--------|--|----------|--------------------------|
| Films Standard days and timings (please read guidance note 7) | | | <u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | 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 4) | | |
| Mon | | | | | |
| Tue | | | | | |
| Wed | | | | | |
| | | | <u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5) | | |
| 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 6) | | |
| Fri | | | | | |
| Sat | | | | | |
| Sun | | | | | |

C

| | | | |
|--|-------|--------|---|
| Indoor sporting events Standard days and timings (please read guidance note 7) | | | <u>Please give further details</u> (please read guidance note 4) |
| Day | Start | Finish | |
| Mon | | | <u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5) |
| Tue | | | |
| Wed | | | <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 6) |
| Thur | | | |
| Fri | | | |
| Sat | | | |
| Sun | | | |

D

| Boxing or wrestling entertainments Standard days and timings (please read guidance note 7) | | | <u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | 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 4) | | |
| Mon | | | | | |
| Tue | | | <u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5) | | |
| Wed | | | | | |
| Thur | | | <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 6) | | |
| Fri | | | | | |
| Sat | | | | | |
| Sun | | | | | |

E

| | | | | | | |
|--|-------|--------|--|--|----------|--------------------------|
| Live music Standard days and timings (please read guidance note 7) | | | <u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | | 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 4) | | | |
| Mon | | | | | | |
| Tue | | | <u>State any seasonal variations for the performance of live music</u> (please read guidance note 5) | | | |
| 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 6) | | | |
| Fri | | | | | | |
| Sat | | | | | | |
| Sun | | | | | | |

F

| | | | | | |
|--|-------|--------|---|-----------------------------------|--|
| Recorded music Standard days and timings (please read guidance note 7) | | | Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors <input type="checkbox"/> | |
| | | | | Outdoors <input type="checkbox"/> | |
| Day | Start | Finish | Both <input type="checkbox"/> | | |
| Mon | | | Please give further details here (please read guidance note 4) | | |
| Tue | | | | | |
| Wed | | | State any seasonal variations for the playing of recorded music (please read guidance note 5) | | |
| Thur | | | | | |
| Fri | | | Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6) | | |
| Sat | | | | | |
| Sun | | | | | |

G

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|---|-------|--------|---|----------|--------------------------|
| Performances of dance Standard days and timings (please read guidance note 7) | | | <u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | 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 4) | | |
| Mon | | | | | |
| Tue | | | <u>State any seasonal variations for the performance of dance</u> (please read guidance note 5) | | |
| 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 6) | | |
| Fri | | | | | |
| Sat | | | | | |
| Sun | | | | | |

H

| | | | | | |
|--|-------|--------|---|----------|--------------------------|
| <p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)</p> | | | <p>Please give a description of the type of entertainment you will be providing</p> | | |
| Day | Start | Finish | <p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)</p> | Indoors | <input type="checkbox"/> |
| Mon | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Tue | | | <p><u>Please give further details here</u> (please read guidance note 4)</p> | | |
| Wed | | | | | |
| | | | | | |
| Thur | | | <p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)</p> | | |
| Fri | | | | | |
| | | | | | |
| Sat | | | <p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)</p> | | |
| Sun | | | | | |
| | | | | | |

| Late night refreshment Standard days and timings (please read guidance note 7) | | | Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | <input type="checkbox"/> |
|---|-------|--------|--|----------|--------------------------|
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | Please give further details here (please read guidance note 4) Provision of hot food and drinks. | | |
| Mon | | | | | |
| Tue | | | | | |
| | | | State any seasonal variations for the provision of late night refreshment (please read guidance note 5) | | |
| Wed | | | | | |
| Thur | | | | | |
| | | | Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6) | | |
| Fri | | | | | |
| Sat | | | | | |
| Sun | | | | | |

J

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|---|-------|--------|--|------------------|-------------------------------------|---|--|--|
| Supply of alcohol Standard days and timings (please read guidance note 7) | | | Will the supply of alcohol be for consumption – please tick (please read guidance note 8) | On the premises | <input type="checkbox"/> | | | |
| | | | | Off the premises | <input type="checkbox"/> | | | |
| | | | | Both | <input checked="" type="checkbox"/> | | | |
| Day | Start | Finish | State any seasonal variations for the supply of alcohol (please read guidance note 5) | | | | | |
| Mon | | | | | | | | |
| | | | | | | | | |
| Tue | | | | | | | | |
| | | | | | | | | |
| Wed | | | | | | | | |
| | | | | | | | | |
| Thur | | | | | | Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6) | | |
| | | | | | | | | |
| Fri | | | | | | | | |
| | | | | | | | | |
| Sat | | | | | | | | |
| | | | | | | | | |
| Sun | | | | | | | | |

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

None

L

| | | | |
|---|-------|--------|---|
| Hours premises are open to the public Standard days and timings (please read guidance note 7) | | | State any seasonal variations (please read guidance note 5) |
| Day | Start | Finish | |
| Mon | | | Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6) |
| | | | |
| Tue | | | |
| | | | |
| Wed | | | |
| | | | |
| Thur | | | |
| | | | |
| 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.

All existing licensing conditions are to be removed and replaced with those identified in section M.

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

1. A 30 minute drinking up time, on top of the last permitted sale of alcohol to allow customers to use the toilet facilities and disperse from the premises.
2. Any detail shown on the plan that is not required by the licensing regulations is indicative only and subject to change at any time.
3. All staff shall be suitably trained for their job function for the premises.

b) The prevention of crime and disorder

1. The premise licence holder shall ensure that the Designated Premises Supervisor, or in his/her absence other responsible person, to keep a 'Refusal and Incident Report Register', in which full details of all incidents are recorded. This shall be completed as soon as possible. The time and date when the report was complete, and by whom, is to form part of the entry. The register is to be kept on the premises at all times and shall be produced to a Police Officer or Licensing Officer when required.
2. The premises licence holder or their nominated person shall ensure that they engage with any local operating Pub Watch or similar scheme.
3. All staff shall be aware of the law regarding the refusal of service to any person who is drunk or is underage and shall be aware of how to seek ID from anyone who appears to be underage.

Public safety

d) The prevention of public nuisance

1. Except for access and egress, doors and windows will be kept closed whenever regulated entertainment is provided.
2. During regulated entertainment, noise levels will be monitored. If unreasonable noise disturbance is witnessed, action will be taken to reduce noise levels.
3. Signage will be displayed at the premises, reminding customers to leave the premises quietly and respect the neighbours.
4. No consumption of food or drink is permitted outdoors after 23:30h, save for on the balcony where customers are permitted to consume food and drink until the premises closes. Notices will be displayed to this effect.
5. A portable/pop up bar can be erected on the balcony. This temporary bar will close to customers at 23:00h.
6. Where possible, live music instruments shall be channeled through the premises permanent music system with regular external sound checks and a volume override behind the bar to be controlled by the duty manager
7. No disposal of waste/glass bottles which is audible from beyond the site boundary shall be carried out at the premises between 23:00h and 07:00h. This shall particularly include emptying bottle bins into waste and recycling containers.

e) The protection of children from harm

1. Children are permitted on the premises until 21:00h unless partaking in a sit down meal or attending a private function where they are permitted on the premises until their meal or function finishes
2. Children are only permitted on the premises if accompanied by an adult.
3. The premises shall operate a challenge 21 age verification policy. This policy shall be actively promoted and shall state that any person to whom the sale or supply of alcohol is being made, who looks or appears to be under the age of 21 shall be asked to provide identification that they are 18 years of age or over. The following forms of identification are acceptable: (a) Passport; (b) Photo driving licence; (c) PASS accredited holographic proof of age card; or (d) Any other form of identification agreed with the Police. Signs promoting this policy shall be prominently displayed at all entrances and the alcohol sales areas.

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, 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 11)

Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

| | |
|-----------|---|
| Signature |  |
| Date | ✓ 1/12/17 |

| | |
|----------|------------------------|
| Capacity | Solicitor to applicant |
|----------|------------------------|

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 13). 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 14) Rachel Kelly TLT Solicitors One Redcliff Street | | | |
| Post town | Bristol | Post code | BS1 6TP |
| Telephone number (if any) | 0333 00 60283 | | |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional) Rachel.kelly@tltsolicitors.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 to 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 for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. 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.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. 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.
8. 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'.

9. 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.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

