

## 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 **Goxhill Memorial Hall and Recreation Ground**

*(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

<b>Premises licence number</b> PRM0621
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#### Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
Goxhill Memorial Hall Chapel Street Goxhill			
Post town	Barrow-Upon Humber	Postcode	DN19 7JJ

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£5300

#### Part 2 – Applicant details

Daytime contact telephone number	[REDACTED]		
E-mail address (optional)	[REDACTED]		
Current postal address if different from premises address	[REDACTED] [REDACTED] [REDACTED]		
Post town	[REDACTED]	Postcode	[REDACTED]

### Part 3 - Variation

Please tick as appropriate

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

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)

Goxhill Memorial Hall and its Trustees would like to include the sale of alcohol on its current license.

There are provisions to offer a bar facility at the hall, and hirers are currently encouraged to apply for TENS, however the TENS are limited and some hirers are seeking other places for their parties.

This means Goxhill Memorial Hall is struggling to fulfil its commitment to the community and long term could suffer financially.

The variation to the license will go a long way to ensure the longevity of the last remaining community asset in Goxhill, and help preserve its role as the heartbeat of the community for many years to come.

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.

- | <b>Provision of regulated entertainment (Please see guidance note 3)</b>                                    | <b>Please tick all that apply</b> |
|---|-----------------------------------|
| a) plays (if ticking yes, fill in box A)  | <input type="checkbox"/>          |
| b) films (if ticking yes, fill in box B)  | <input type="checkbox"/>          |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input type="checkbox"/>          |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/>          |
| e) live music (if ticking yes, fill in box E)   | <input type="checkbox"/>          |
| f) recorded music (if ticking yes, fill in box F)   | <input type="checkbox"/>          |
| g) performances of dance (if ticking yes, fill in box G)  | <input type="checkbox"/>          |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/>          |

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

**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 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)		
Sat					
Sun					

B

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			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 6)		
Thur					
Fri			<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)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			Please <u>give further details</u> (please read guidance note 5)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 6)
Tue			
Wed			Non standard timings. Where you intend to use the premises for <u>indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 7)
Thur			
Fri			
Sat			
Sun			

D

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"/>																							
<table border="1"> <thead> <tr> <th>Day</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td></td> <td></td> </tr> <tr> <td>Tue</td> <td></td> <td></td> </tr> <tr> <td>Wed</td> <td></td> <td></td> </tr> <tr> <td>Thur</td> <td></td> <td></td> </tr> <tr> <td>Fri</td> <td></td> <td></td> </tr> <tr> <td>Sat</td> <td></td> <td></td> </tr> <tr> <td>Sun</td> <td></td> <td></td> </tr> </tbody> </table>				Day	Start	Finish	Mon			Tue			Wed			Thur			Fri			Sat			Sun			Both
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			<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)																									

E

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 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					
Sat					
Sun					



F

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 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					
Sat					
Sun					

G

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

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> 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	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 5)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 6)		
Fri					
Sat			<b><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></b> (please read guidance note 7)		
Sun					

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 8)			<b><u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 5)		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 6)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 7)		
Sat					
Sun					

J

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"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	12.00	23.00	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 6)  Christmas Eve (December 24 <sup>th</sup> ) dependant on the day it falls would continue until 1.00am on Christmas Day (25 <sup>th</sup> December) New Years Eve (December 31 <sup>st</sup> ) dependant on the day it falls would continue until 1.00am on New Years Day (January 1 <sup>st</sup> ).		
Tue	12.00	23.00			
Wed	12.00	23.00			
Thur	12.00	23.00	<b>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</b> (please read guidance note 7)  None. The reason for the early start on the Saturday & Sunday is to assist the sale of alcoholic products at any craft fairs; Christmas markets etc. which take place at the hall.		
Fri	12.00	1.00			
Sat	10.00	1.00			
Sun	10.00	23.30			

K

<p><b>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</b> (please read guidance note 10).</p> <p>There are no adult entertainment activities permitted or planned at Goxhill memorial Hall, other than the sale of alcohol which will be managed by the trustees and the DPS.</p> <p>Goxhill memorial Hall is a community building invested in the welfare of all parishioners of Goxhill and the wider community. There are no intentions to give any rise to concern in respect of children.</p>
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L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 8)			<b><u>State any seasonal variations</u></b> (please read guidance note 6)  Christmas Eve (December 24 <sup>th</sup> ) dependant on the day it falls would continue until 1.00am on Christmas Day (25 <sup>th</sup> December) New Years Eve (December 31 <sup>st</sup> ) dependant on the day it falls would continue until 1.00am on New Years Day (January 1 <sup>st</sup> ).
Day	Start	Finish	
Mon	08.30	24.00	
Tue	08.30	24.00	
Wed	08.30	24.00	
Thur	08.30	24.00	<b><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></b> (please read guidance note 7)
Fri	08.30	1.00	
Sat	08.30	1.00	
Sun	08.30	23.30	

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

Please tick as appropriate

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

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

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

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

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)**

Goxhill Memorial Hall already operates to a high standard, and will continue to do so should this license variation be granted in terms of the sale of alcohol. In order to protect all patrons and staff we will comply with the following:

An incident log shall be kept at the premises, and made available on request to a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council, which will record the following:

- All crimes reported to the venue
- All ejections of patrons
- Any complaints received
- Any incidents of disorder
- Any refusal of the sale of alcohol
- Any visit by a relevant authority or emergency service
- Any faults in the CCTV system

Staff training will be given to all staff working at the premises. Such training shall be documented and recorded in a book/folder kept solely for that purpose. It will record the date and names of those trained and the person providing it. All present shall sign the book. The frequency of the training shall be once every year. The training shall cover all aspects of the responsible sale of alcohol - Licensing objectives, age verification, how to detect proxy sales, consequences of underage sales, serving to drunks and conflict management. The book will be available to be viewed on demand by a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council.

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

CCTV will be used at the premises 24 hours a day. It is installed to an appropriate standard as agreed with the Licensing Authority, and the Police. The CCTV equipment shall be maintained in good working order and continually recorded. Any interruptions in recording or malfunction of the CCTV equipment during any activities in the hall will be reported to the trustees of the hall and fixed as soon as possible. Should any malfunction occur during a licensed event, the Police will be informed immediately and it will be recorded in the incident book.

Warning signs shall be displayed stating CCTV is in operation at the premises.

There shall be cameras to cover those areas that are not easily supervised from the bar including outside areas where it is intended to conduct licensable activities.



A monitor is already situated in the working kitchen/ bar area so staff working in the sales area of the premises can view it.

The system is capable of continuously recording in colour, providing real time pictures of evidential quality in all lighting conditions, and copies of such recordings shall be retained for a period of not less than 28 days. (Please see GMH CCTV policy attached to this application)

The system is capable of producing copies of recordings on site.

In addition to the CCTV the DPS and staff will also record regularly in a bound incident book which will be kept on the premises at all times when the sale of alcohol is taking place. These books will be made available to the police and officer from the council on request.

Copies of recordings shall be provided on request to a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council on DVD/USB at no cost

The Designated Premises Supervisor (DPS) will be responsible for the operation of the system and shall ensure that it is maintained.

The Premises Licence Holder must ensure an appointed member of staff is capable of downloading CCTV footage in a recordable format at all times the premises are operating.

Records of maintenance of the CCTV system shall be kept by the license trustees of the hall and the system shall be maintained in working order and checked weekly. Records of any maintenance/weekly checks shall be endorsed by signature by the DPS or other responsible named individual, and actions taken must be recorded. The record shall be produced on request to a person under the direction and control of the Chief Constable or an Authorised Officer of the North Lincolnshire Council on production of their identification.

Camera(s) will be sited to cover all entrances. Cameras must be positioned to view all access to and egress from the premises (including fire exits) and all areas where the sale of alcohol occurs.

Recordings must be made of each trading period conducted at the premises, and must be correctly time and date marked.

CCTV camera views are not to be obstructed

Any unlawful incidents that happen on the premises will be reported to the Police at the first available opportunity, and be recorded in the incident book.

The License Holder will keep an up to date DPS Authorisation sheet, which will show the list of staff members or hirers with personal licenses who have been given the authority to sell alcohol on the premises by the Trustees of the Memorial Hall.

An incident book will record, all refusals for the sale of alcohol and any incidents no matter how minor that happen throughout any event at Goxhill Memorial Hall whilst alcohol is being sold.

The Trustees of Goxhill Memorial Hall will ensure that all licensable activity is carried out

by personal license holders within North Lincolnshire, and only those registered with NLC will be permitted to carry out licensable activities.

Sufficient staff will be on duty during all events.

SIA registered door staff will be employed should the event organiser or the Memorial Hall Trustees deem it appropriate.

The capacity of the inside of the Memorial Hall is 200 standing and 160 seated. Any event where numbers will reach or almost reach capacity will be ticketed and the entrance and exit manned to ensure overcrowding doesn't happen. If deemed appropriate SIA registered door staff will be employed to monitor the capacity of the building and the event.

Signage to advise people leaving personal belongings unattended will be displayed around the premises.

### **c) Public safety**

Staff will be trained to be alert to any potential danger to customers and react accordingly. If they are unable to quickly defuse the situation without risk to customer or staff, then they are instructed to call the police. All relevant fire procedures are in place for a premises of this size, and the Memorial Hall has been fully fire risk assessed.

An on-site accident book will be in operation to record any accident/ injury incurred on the premises. This document will be retained for inspection by Goxhill Memorial Hall for a period of three years.

All inclusive nights and other irresponsible drinks promotions will not be permitted.

A fire risk assessment has been undertaken and all entrances and exits are clearly signed as fire escapes. The fire alarms are tested weekly.

Adequate arrangements exist to enable the safe movement within the premises of disabled people and their safe evacuation in the event of an emergency.

The Premise Licence Holder/DPS/Event Organiser/Memorial Hall Trustees shall ensure that there is a risk assessment for the need for SIA door supervision at the premises during events and shall provide door supervision in accordance with that risk assessment. Such an assessment shall be written down and kept at the premises and be available for production on demand by a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council.

#### Crushable drinking vessels/Polycarbonates

- When events are held at the premises, a thorough risk assessment will be completed for the use of Polycarbonate or crushable glassware and decanting of all bottles. Such an assessment shall be written down and kept at the premises and be available for production on demand by a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council.

- Polycarbonate or crushable glassware and decanting of all bottles upon request by Humberside Police or North Lincolnshire Council for specific events.

#### **d) The prevention of public nuisance**

Goxhill Memorial Hall is situated in the heart of the village although has no residential dwellings within 15 metres of the building itself.

The building is fitted with double glazed UPVC windows and doors, which provide good noise reduction to any neighbouring properties.

The windows and main entrance are closed in an evening when live entertainment (DJ or Band) is performing.

All external windows and doors shall be kept closed when regulated entertainment is being provided, except in the event of an emergency and for access and egress. All exterior windows and doors shall be maintained in a good state of repair and working order.

The Licence Holder or their representative shall conduct regular assessments of the noise coming from the premises on every occasion the premises is used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause disturbance to local residents. A written record shall be made of those assessments in a logbook kept for that purpose and shall include the time and date of the checks, the name of the person making them, and the results indicating any remedial action. This record shall be made available upon request by an Authorised Officer of North Lincolnshire Council or of Humberside Police.

There shall be placed at all exits from the premises in a place where they can be seen and easily read by the public, (or member and their guests) notices requiring customers to leave the premises and the area quietly.

The Licence Holder or his representative shall conduct regular checks of premises curtilage and keep the area clean. A written record shall be made of those assessments in a logbook kept for that purpose and shall include the time and date of the checks, the name of the person making them, and the results indicating any remedial action. This record shall be made available upon request by an Authorised Officer of North Lincolnshire Council or of Humberside Police.

All entrances and exits have an effective lobby to minimise the breakout of noise.

The use of explosives, pyrotechnics and fireworks of a similar nature, which could cause disturbance in surrounding areas, is not permitted.

Disposal of empty bottles into waste receptacles outside the premises will not be permitted to take place between the hours of 23:00 hrs. and 07:00 hrs. to minimise disturbance to nearby occupiers.

For the final hours of opening the music is reduced in volume and is discernibly quieter.

The playing of live or recorded music in garden or outside seating areas of the premises is not permitted after 22.00 hrs.

Flashing / bright / flood lights used outside the premises and any security or access lighting installed will not be operated so as to cause a nuisance to nearby occupiers.

**e) The protection of children from harm**

Only photographic ID is accepted (passport, photo driving license, proof of age card with PASS hologram, military ID, and any future accredited and accepted proof of age). Anyone who appears to be under the age of 25 is challenged to provide ID. If the customer is unable to provide identification then no sale is made and the incident will be recorded in the incident book with time to back up CCTV recording. No ID no sale.

Challenge 25 signs will be clearly on display in the hall, at the entrances, and at the bar. If it is known that a customer intends to purchase alcohol to provide to minors then that sale will be refused. All refused sales will be recorded in a refusals book, which will be made available for inspection by Police or Licensing Officers of the council on request.

All children on the premises will be supervised/ accompanied by an adult at all times.

Goxhill memorial has a Safeguarding Policy, which is attached to this application.

All personal license holders operating from Goxhill Memorial Hall will ensure they and their staff are trained and confident in age verification procedures and the prevention of children acquiring or consuming.

All personal license holders will be expected to read and understand Goxhill Memorial Hall's Safeguarding Policy.

Checklist:

**Please tick to indicate agreement**

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

**IT IS AN OFFENCE, 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	S.England (signed electronically)
Date	5 <sup>th</sup> July 2023
Capacity	Trustee & Bookings Secretary at Goxhill Memorial Hall. Personal License Holder and DPS

**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 14). **If signing on behalf of the applicant, please state in what capacity.**

Signature	A.Carter (signed electronically)
Date	5 <sup>th</sup> July 2023
Capacity	Chairman of Goxhill Memorial Hall Trustees

<b>Contact name (where not previously given) and address for correspondence associated with this application</b> (please read guidance note 15) Sam England [REDACTED] [REDACTED] [REDACTED]			
<b>Post town</b>	[REDACTED]	<b>Post code</b>	[REDACTED]
<b>Telephone number (if any)</b>	[REDACTED]		
<b>If you would prefer us to correspond with you by e-mail, your e-mail address (optional)</b> [REDACTED]			

**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.