

**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.

IWE Star Pubs & Bars Limited

*(Insert name(s) of applicant)*

**Being the premises licence holder, apply to vary a premises licence under S34 of the Licensing Act 2003 for the premises described in Part 1 below.**

<b>Premises Licence Number</b> LN/000012186
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**Part 1 – Premises Details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b> Foresters Arms Sandridge Road			
<b>Post Town</b>	Melksham	<b>Postcode</b>	SN12 7BN

<b>Telephone number at premises</b>	
<b>Non-domestic rateable value of premises</b>	£ 22,500.00

**Part 2 - Applicant Details**

<b>Daytime contact telephone number</b>			
<b>E-mail address (optional)</b>			
<b>Current postal address if different from premises address</b>	3-4 Broadway Park South Gyle Broadway		
<b>Post Town</b>	Edinburgh	<b>Postcode</b>	EH12 9JZ

**Part 3 - Variation**

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

If not do you want the variation to take effect from

Day		Month		Year	
↓	↓	↓	↓	↓	↓

**Please describe briefly the nature of the proposed variation (please read guidance note 1)**

Application is made to :-

- permit Licensable activities from 09:00 to 23:00 Sunday to Thursday and from 09:00 to 00:30 Friday and Saturday.
- amend the opening hours to 09:00 to 23:30 Sunday to Thursday and from 09:00 to 01:00 Friday and Saturday
- add Late Night Refreshment from 23:00 to 00:30 Friday and Saturday.
- remove those old conditions converted from the Public Entertainment Licence which are no longer necessary or appropriate given they are covered by existing primary legislation. A copy of those conditions to be removed accompanies this application.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

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## 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 yes

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

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

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

In all cases complete boxes K, L and M

A

Plays			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Standard days and timings (please read guidance note 6)				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon				<b>Please give further details here</b> (please read guidance note 3)	
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thur					
Fri			<b>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</b> (please read guidance note 5)		
Sat					
Sun					

**B**

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

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Tue			
Wed			
Thur			<b><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></b> (please read guidance note 5)
Fri			
Sat			
Sun			

D

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

## E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon	09:00	23:00			
Tue	09:00	23:00			
Wed	09:00	23:00			
Thur	09:00	23:00			
			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 4)		
Fri	09:00	00:30	<b><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></b> (please read guidance note 5)		
Sat	09:00	00:30			
Sun	09:00	23:00			



F

Recorded music			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Standard days and timings (please read guidance note 6)				Outdoors	<input type="checkbox"/>
Day	Start	Finish	Both		
Mon	09:00	23:00	<u>Please give further details here</u> (please read guidance note 3)		
Tue	09:00	23:00			
Wed	09:00	23:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur	09:00	23:00			
Fri	09:00	00:30	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	09:00	00:30			
Sun	09:00	23:00			

## G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	09:00	23:00	<u>Please give further details here</u> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue	09:00	23:00			
Wed	09:00	23:00	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur	09:00	23:00			
Fri	09:00	00:30	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	09:00	00:30			
Sun	09:00	23:00			

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment you will be providing</u></b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	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 3)		
Wed					
Thur					
Fri			<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 4)		
Sat					
Sun			<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 5)		

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)		
Thur					
Fri	23:00	00:30	<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 5)		
Sat	23:00	00:30			
Sun					

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b><u>Will the supply of alcohol be for consumption (Please tick box)</u></b> (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 4)		
Mon	09:00	23:00			
Tue	09:00	23:00			
Wed	09:00	23:00			
Thur	09:00	23:00			
Fri	09:00	00:30			
Sat	09:00	00:30			
Sun	09:00	23:00	<b><u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		

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 (please read guidance note 8)</b></p> <p>NONE</p>
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L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b><u>State any seasonal variations</u></b> (please read guidance note 4)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
Mon	09:00	23:30	
Tue	09:00	23:30	
Wed	09:00	23:30	
Thur	09:00	23:30	
Fri	09:00	01:00	
Sat	09:00	01:00	
Sun	09:00	23:30	
<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 5)			

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 see attached copy Licence indicating the conditions we believe could be removed.

- 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 failed to enclose the premises licence or relevant part of premises licence

We have not enclosed the Premises Licence this is currently with the Council in connection with a very recent application made to vary the DPS

**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,e) (please read guidance note 9)**

This application may be amended during the application period to reflect any agreements that may be reached with the responsible authorities and interested parties.

There are a number of conditions remaining on the Licence to ensure that the Licensing objectives are met. In addition to those conditions regarding monitoring noise it is proposed that doors and windows will remain closed whilst regulated entertainment takes place save for access and egress. Also, notices will be placed at all exists advising customers to be considerate of the neighbours and to leave quietly.

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

**c) Public safety**

**d) The prevention of public nuisance**

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




**Checklist:****Please tick to indicate agreement**

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

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 5 – Signatures** (please read guidance note 10)

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

Signature	
Date	26.5.16
Capacity	solicitor

**Where the premises licence is jointly held, signature of 2<sup>nd</sup> applicant (the current premises licence holder) or 2<sup>nd</sup> applicant's solicitor or other authorised agent. (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

**Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)**

Karen Cochrane  
 Flint Bishop LLP  
 St. Michael's Court  
 St. Michael's Lane  
 Derby DE1 3HQ

Telephone number (if any)	01332 226148
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**If you would prefer us to correspond with you by e-mail your e-mail address (optional)**

karen.cochrane@flintbishop.co.uk

## **Notes for Guidance**

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

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example state the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick 'on the premises', if you wish people to be able to purchase alcohol to consume away from the premises please tick 'off the premises'. If you wish people to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

## **ANNEX 2A – CONVERTED CONDITIONS**

When Live Music, Performance of Dance or Facilities for Dancing are being provided:

The maximum number of persons, including staff, permitted to be present on the premises during licensed hours shall not exceed **200**

### **Supplies of free drinking water**

When dancing takes place after 2300 hours in any premises, Licence Holders shall ensure that there is an adequately signed free potable water supply within at least one area of the premises, excluding the kitchen, and that free drinking vessels are available when necessary.

### **Noise**

Noise generated by the premises should be kept at such a level at the boundary of any occupied property that it would be unlikely to be a nuisance to the occupier.

The Licence Holder shall monitor noise at the boundary of dwellings likely to be affected on at least a minimum of three occasions during each event to prevent the condition being breached and shall maintain a written record of such monitoring, available for inspection at any reasonable time. When the venue is let to a second party then the Licence Holder shall ensure the second party enforces this provision.

The Licence holder shall take all necessary steps to prevent residents in the neighbourhood being unreasonably disturbed by noise made by patrons waiting to enter and when leaving the premises.

### **Electrical installation**

At the distribution board the power supply to all electrical equipment which is portable or of a temporary nature shall be protected at source by residual current devices of 30 mill-amps sensitivity conforming with BS 4293.

### **Production lighting**

Where production lighting is suspended in the auditorium above the audience, each light fitting must be attached to a separate securing device by means of a safety chain. Safety chains or lightweight spotlights and similar, may be linked by an appropriately strong chain or device.

### **Fire**

~~All doors or openings used as fire exits shall be clearly indicated using exit signs.~~

~~All doors leading from exits into passageways or the outside of the premises shall be kept clear of obstruction at all times.~~

~~When required by West Wiltshire District Council before 24 November 2005, doors shall be kept open fastened back by means of a padlock or other device.~~

~~All means of escape shall be kept free from obstruction or combustible materials.~~

All doors used for the purposes of exit must, if fastened during the time the public are in the building, be secured during such time only by automatic panic bolts and latches complying with BS 5725 Part 1, or such fastenings as may be approved by the Licensing Authority.

~~Doors fitted with panic bolts shall have the appropriate PUSH-BAR TO OPEN sign.~~

~~The edges including nosing of treads or steps in gangways and on stairways shall be made conspicuous by means of a light coloured or reflective material.~~

All gangways, exit ways and stairways shall be maintained with a non-slip surface, and all gangways, passageways, staircases and exit ways must be left entirely free from items or any obstructions, whether permanent or temporary.

Any matting or other floor coverings shall be secured in such a manner as to prevent them creasing and be so maintained in a safe condition. Any mats shall be inset as to be flush with the floor, or provided with splayed fillets and secured in position.

All chains and padlocks used to secure doors that form any part of a means of escape must be removed and hung on a 'chain board' provided before the public are allowed on the premises.

#### ~~Safety/Emergency lighting~~

~~All premises open to the public on more than one occasion each year shall be fitted with safety lighting to a minimum of one hour duration.~~

In the event of failure of the main lighting system the public should be instructed to leave the premises immediately if the safety lighting is only of one hour duration. If the safety lighting is available for a longer period then the entertainment may continue until there is one hour remaining of the safety lighting at which point the entertainment should be stopped and the public should be instructed to leave.

~~The premises shall be fitted with illuminated maintained exit signs, in accordance with British Standards 5266 Part 1 1999.~~

~~The safety/emergency lighting is to be properly maintained in effective working order. Maintained or sustained lighting is to be illuminated whenever the premises are in use.~~

The licence holder shall have in place a suitable system for dealing with emergencies.

#### Record keeping

A log book is to be provided in which to record details of:

- Tests of fire-fighting equipment.
- Tests of any safety/emergency lighting.
- Fire drills carried out.
- Incidents that involve the intervention of the door stewards (such as ejection's, injuries and disturbance).

The log book shall **not** be in loose-leaf form and shall have numbered pages. The person carrying out the test must record his/her name in the log book together with the time and date of the check or incident.

The log book is to be separate from the fire log book as requested by the Wiltshire Fire Brigade and available for inspection at all times.

#### Fire Alarm

Weekly tests, using different call points for each test, are to be carried out on any fire alarm installed at the premises.

#### Fire equipment

All fire equipment required by this licence must be kept in a working condition.

#### Seating

Any upholstered furniture or seating which is either purchased, provided, or replaced, during the period of this licence, shall be capable of satisfying Crib Ignition Source 5 of BS 5852 Part 2 1980. Seating shall be arranged to allow clear means of escape from the premises.

When the premises are being used by close-seated audiences (moveable seating) the arrangements are to accord with the following:-

- **Gangways** - at least 1.1m in width and sited to conform with the means of escape, are to be provided to intersect the seating so that the centre of any seat is not more than 3.66m from a gangway measured along the line of seating.
- Where more than 200 persons are to be accommodated, all seats are to be securely fixed to the floor or battened together in sections of between 4 and 12 seats.
- **Standing area** - standing will only be allowed in the standing area shown on the plan for consideration by the Licensing Authority.

#### Furnishings and scenery

All scenery, stage curtains and similar hangings, decorations, furnishings and fabrics, including costumes worn by performers, are to be of such material or so maintained that they will not readily catch fire.

Hanging curtains over exit doors or across gangways shall be made to part in the centre, to hang so as to be drawn aside and not to trail on the floor, and be arranged so as to not conceal notices.

#### **Attendants and stewards**

At all times when a function is in progress, there must be an adequate number of attendants/door stewards on duty to assist persons entering or leaving the premises. In the majority of cases an adequate number of attendants would be provided if the following criteria is used:-

- Not less than one for every two hundred and fifty or part of two hundred and fifty persons present. The minimum number of stewards shall not be less than the number of exits.
- If the number of persons present on any floor or tier does not exceed one hundred there shall be at least one additional attendant on duty on that floor or tier.
- Where the number of persons present on any floor or tier exceeds one hundred there shall be at least two additional attendants on duty on that floor or tier.

At entertainment or exhibitions organised wholly or mainly for **children under the age of sixteen** there must be at least:-

- One attendant for every one hundred children or part of one hundred children on the lowest floor.
  - One attendant for every fifty or part of fifty children on any floor above the lowest floor.
- And in any case the number of attendants on any floor where children are admitted shall not be less than the number of exits for use by the public in leaving the floor.

#### **Fire Procedure Training**

The licence holder must ensure that the person in charge, official attendants and himself are aware of the method of operating the fire extinguishers and the action to be taken in the event of a fire including evacuation of the premises, the method of calling the Fire Brigade and the location of the nearest available telephone.

#### **Special Effects**

Strobe lighting should not operate at more than 5 flashes per second.

Where either strobe lighting or smoke machines are in use warning signs must be clearly displayed. These signs must be displayed at a location outside of the room where the effects are being operated and in any case at a point prior to any payment being required for entry.

#### **Naked flames and pyrotechnics**

No naked flame or pyrotechnic devices shall be used in the premises without prior written consent of the Licensing Authority. All conditions attached to any consent shall be observed.

**ANNEX 2B – OPERATING SCHEDULE**

**PREVENTION OF PUBLIC NUISANCE**

- None

**PUBLIC SAFETY**

- None

**PROTECTION OF CHILDREN FROM HARM**

- None

**PREVENTION OF CRIME AND DISORDER**

- None

**ANNEX 3 – CONDITIONS ATTACHED AFTER HEARING**

N/A

**ANNEX 4 – PLANS**

Attached Separately