

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 SN15 Leisure 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 LN/000009448

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description 17A Station Hill Chippenham			
Post town	Wiltshire	Postcode	SN15 1EQ
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£35,500	

Part 2 – Applicant details

Daytime contact telephone number			
E-mail address (optional)			
Current postal address if different from premises address	3 Northumberland Buildings		
Post town	Bath	Postcode	BA1 2JB

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 make amendments to the premises licence conditions, so as to replace the existing operating schedule with the following conditions:

Prevention of Public Nuisance

Noise

Noise generated on the premises shall be kept as such a level at the boundary of any occupied property that it shall not be a nuisance to the occupier of that property.

The premises licence holder or the DPS shall carry out observations from time to time in the vicinity of the nearby properties, between 23:00hrs to closing time, to establish whether there is a noise breakout from the premises.

The premises licence holder or the DPS shall take all necessary steps to prevent persons in the neighbourhood being unreasonably disturbed by noise made by persons waiting to enter and when leaving the premises

The Patio

The area will be appropriately managed by the premises licence holder or the DPS.

Litter disposal

No rubbish or recyclable material is to be disposed of from the premises between the hours of 02:00 and 07:00 hours.

Public safety

Overcrowding/ capacity

Overcrowding in such a manner as to endanger the safety of the public shall not be permitted in any part of the premises. The maximum number of persons permitted on the premises as stated on the licence is not to be exceeded at any time.

The maximum number of persons that should be permitted to use the parts of the premises detailed below should not exceed the figures stated:

Parts of the premises:

Ground floor (open plan) When used for dancing/ standing: 276

Balcony (open plan) standing: 45

1st floor dance/ bar areas: 291

Total floor space capacity: 612

Total available exit capacity for normal risk rating and 2.5 minute simultaneous evacuation time: 600 persons

Maximum number permitted at any one time: 600 persons

Arrangements will need to be made to control the number of people attending the premises and to avoid overcrowding of any area caused by people migrating from one area to another.

Lighting

In all parts of the building to which the public are admitted, a means of illumination shall be provided capable of illuminating those parts clearly.

Management

It is the personal responsibility of the Premises Licence Holder to ensure that all conditions are

complied with. The Premises Licence Holder shall ensure that at all times when the licence applies there is a person nominated by him/ her who will have control of the premises and will ensure that all licence conditions are adhered to

Is the premises are hired out, the Premises Licence Holder shall draw attention of the hirer to all of the above items and make affective arrangements to ensure that they are all complied with.

Protection of Children from Harm

Challenge Policy/Children

The Premises Licence Holder shall conduct the premises in an orderly manner and shall not allow performances of an obscene or indecent nature.

A 'Challenge 25' policy will be implemented. A recognised proof of age, which includes a photograph is to be required for anyone who appears to be under the age of 25 and who wishes to purchase or consume alcohol.

No under 18's shall be permitted on the premises after 21:00 hrs, except to pre-booked functions/ private parties.

There shall be no admittance to persons under 18, except to pre-planned 'student nights' or pre-booked private parties.

Clear procedures are to be in place for the operation of private parties and under 18 events.

Prevention of crime and disorder

Door Staff

The premises shall employ door staff in the following manner:

Door staff to be engaged whenever the premises trades (conducts licensable activities) beyond 12 Midnight.

Such engagement to be on the following basis:

2 door staff to be engaged whenever the premises trades after 12 Midnight.

These 2 door staff to be engaged from 22:00 hrs.

An additional door person to be engaged for each additional 100 persons.

Door staff to be engaged whenever the premises trades (conducts licensable activities) the first floor part of the premises

Such engagement to be on the following basis:

2 door staff to be engaged whenever this part of the premises trades (conducts licensable activities).

These 2 door staff to be engaged from 22:00 hrs.

An additional door person to be engaged for each additional 100 persons

Door staff to be engaged whenever the premises trades (conducts licensable activities) in the mezzanine on first floor

Such engagement to be on the following basis:

1 door staff to be engaged whenever this part of the premises trades (conducts licensable activities).

Management plans/ control of customer numbers

The Premises Licence Holder or DPS shall draw up and implement a detailed management plan ('The Plan') which must include details of the chain of command and responsibilities, risk assessments, procedures, policies (including dispersal policy) to enable the Premises Licence Holder or DPS to comply with the four licensing objectives. The Premises shall be operated in accordance with The Plan. The Plan is to be made available for inspection upon request by the Police and Licensing Authority and shall be made available to staff.

The premises licence holder, the DPS or any person authorised on their behalf shall record and control at the time the numbers of persons in the premises. The premises licence holder, the DPS or any person authorised on their behalf shall keep records for 12 months. A suitable means of counting persons shall be provided. This may be mechanical, electrical or other accurate method

CCTV

A CCTV system with recording or monitoring capability shall be installed and maintained to cover all floors of the premises used under the terms of the licence and shall cover all entrances, exits and external areas immediately around entrances. Recordings shall be kept for 28 days and be made readily available to any authorised Officer of the Council or Police Officer.

The CCTV system shall be maintained in full functioning order and used at all times the premises are open to the public.

The CCTV system is to be periodically reviewed and updated to standards required by Wiltshire Police Crime Reduction Officer.

Drugs/ excessive drinking

All reasonable steps will be taken by staff to ensure that persons entering the premises are not carrying any illegal drugs

Regular searches by staff of all areas open to the public will be undertaken during trading hours to ensure that drugs or excessive drinking is not taking place on the premises

An person found in possession of illegal drugs, is excessively drunk or violent will be asked to leave the premises immediately

DPS/ Personal licence holder

The DPS or other identified responsible person who holds a personal licence is to be present at the premises during all key trading times.

Refusals Log

An accurate and up to date incident and refusal log ('The Log') is to be maintained at all time the premises are open to the public. The Log is to include ejections from the premises. All entries will identify the name of the person making the entry.

Training

All bar staff will undertake an alcohol awareness course by a recognised training provider and records of all staff training will be kept on file.

All staff (to include management) to undertake induction. Refresher training to include roles and responsibilities and the current licensing objectives.

Pubwatch

The DPS or nominated person shall attend local pub watch meetings

Sound levels

Any adjustments to the agreed music levels shall be made through a licensing variation and agreement with the Wiltshire Public Protection Officers

Risk assessments and policies

The premises licence holder shall ensure that clear risk assessments and management procedures and practices as required by these conditions are prepared, maintained and made available to the satisfaction of Wiltshire Police and Wiltshire Council licensing authority.

Incident register when door staff on duty

A security incident register ('The Register') will be kept and maintained, with door supervisors signing on and off duty, including their full 16 digit SIA licence number. Any incidents or entry refusals are to be recorded in The Register, with the name of the person making the entry. The duty manager is to sign-off to say that he has checked the register at the end of each trading day.

Training

The DPS is to undertake or have undertaken training as approved by Wiltshire Police

Security register

A security incident register ('The Register') will be kept and maintained, with door staff signing on and off duty, including their full 16 digit SIA licence number. Any incidents or entry refusals are to be recorded in The Register, with the name of the person making the entry. The duty manager is to sign-off to say that he has checked the register at the end of each trading day.

Polycarbonates

The requirement for polycarbonates will be determined by a risk assessment.

All other hours and licensable 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) | <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 7)			Will the performance of a play 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)		
Mon					
Tue			State any seasonal variations for performing plays (please read guidance note 5)		
Wed					
Thur			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 (please read guidance note 6)		
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films 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)	
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				
			State any seasonal variations for the exhibition of films (please read guidance note 5)	
			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 (please read guidance note 6)	
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			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
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)			Will the performance of live music 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)		
Mon					
Tue			State any seasonal variations for the performance of live music (please read guidance note 5)		
Wed					
Thur			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 (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"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue			State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Wed					
Thur			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)		
Fri					
Sat					
Sun					

G

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

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

J

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 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

<p>Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).</p> <p>None</p>
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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.

As above, the following conditions under Annex 3 of the premises licence are to be removed:

- Log Book
- Fire Alarms
- Fire Procedure
- Special lighting effects

- Door supervisor requirements amended as above
- Polycarbonate requirements amended as above
- Outside area supervision amended as above

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 10)

As per the current premises licence conditions save for those amended in this application.

b) The prevention of crime and disorder

1. Door Staff

- Patio area

The area will be appropriately managed by the premises licence holder or the DPS

- Door Staff

The premises shall employ door staff in the following manner:

- Door staff to be engaged whenever the premises trades (conducts licensable activities) beyond 12 Midnight.

Such engagement to be on the following basis:

2 door staff to be engaged whenever the premises trades after 12 Midnight.

These 2 door staff to be engaged from 22:00 hrs.

An additional door person to be engaged for each additional 100 persons.

- Door staff to be engaged whenever the premises trades (conducts licensable activities) the first floor part of the premises

Such engagement to be on the following basis:

2 door staff to be engaged whenever this part of the premises trades (conducts licensable activities).

These 2 door staff to be engaged from 22:00 hrs.

An additional door person to be engaged for each additional 100 persons

- Door staff to be engaged whenever the premises trades (conducts licensable activities) in the mezzanine on first floor

Such engagement to be on the following basis:

1 door staff to be engaged whenever this part of the premises trades (conducts licensable activities).

2. Polycarbonates

The requirement for polycarbonates will be determined by a risk assessment.

c) Public safety

As per the current premises licence conditions save for those amended in this application.

d) The prevention of public nuisance

As per the current premises licence conditions save for those amended in this application.

e) The protection of children from harm

As per the current premises licence conditions save for those amended in this application.

Checklist:

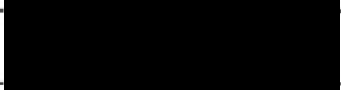
Please tick to indicate agreement

- 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	29.7.16
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	
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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
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Telephone number (if any)	0333 00 60283
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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.