

Wiltshire Council

Where everybody matters

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 The Toast Office Whitley Limited

(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/000013504 |
|---|

Part 1 – Premises Details

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

| | | | |
|---------------------------|--|--|--|
| 116 Top Lane, Whitley, | | | |
|---------------------------|--|--|--|

| | | | |
|-----------|----------|----------|----------|
| Post town | Melksham | Postcode | SN12 8QU |
|-----------|----------|----------|----------|

| | |
|---------------------------------------|--------------|
| Telephone number at premises (if any) | 01225 635190 |
|---------------------------------------|--------------|

| | |
|---|--------|
| Non-domestic rateable value of premises | £ 3450 |
|---|--------|

Part 2 – Applicant details

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

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

| | |
|---|--|
| Current postal address if different from premises address | |
|---|--|

| | | | |
|-----------|--|----------|--|
| Post town | | Postcode | |
|-----------|--|----------|--|

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

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
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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)

- Amendment of Plan
- To Include on-sale of alcohol
- To include live music
- Extending hours open to the public
- To include late night refreshments

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 see guidance note 3) Please tick all that apply

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

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

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

In all cases complete boxes K, L and M

A

| Plays Standard days and timings (please read guidance note 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 | <u>Please give further details here</u> (please read guidance note 5) | | | | | |
| Mon | | | | | | | | |
| 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 | <u>Please give further details here</u> (please read guidance note 5) | | |
| Mon | | | | | |
| Tue | | | <u>State any seasonal variations for the exhibition of films</u> (please read guidance note 6) | | |
| Wed | | | | | |
| Thur | | | <u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 7) | | |
| Fri | | | | | |
| Sat | | | | | |
| Sun | | | | | |

C

| | | | |
|---|-------|--------|--|
| Indoor sporting events Standard days and timings (please read guidance note 8) | | | <u>Please give further details</u> (please read guidance note 5) |
| Day | Start | Finish | |
| Mon | | | <u>State any seasonal variations for indoor sporting events</u> (please read guidance note 6) |
| 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 7) |
| 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"/> | | | |
| | | | | Both | <input type="checkbox"/> | | | |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 5) | | | | | |
| Mon | | | | | | | | |
| Tue | | | | | | | | |
| Wed | | | | | | <u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6) | | |
| Thur | | | | | | | | |
| Fri | | | | | | <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) | | |
| Sat | | | | | | | | |
| Sun | | | | | | | | |

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 checked="" type="checkbox"/> | | | |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 5) Main focus is for live music indoors but with occasional outdoor live music. Live music is to be small band/ live singer with amplified speakers. | | | | | |
| Mon | 09:00 | 24:00 | | | | | | |
| Tue | 09:00 | 24:00 | | | | | | |
| Wed | 09:00 | 24:00 | | | | <u>State any seasonal variations for the performance of live music</u> (please read guidance note 6) Christmas Eve and New Years Eve, live music extended to 2am. | | |
| Thur | 09:00 | 24:00 | | | | | | |
| Fri | 09:00 | 24:00 | | | | <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) | | |
| Sat | 09:00 | 24:00 | | | | | | |
| Sun | 09:00 | 24:00 | | | | | | |

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

G

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|---|-------|--------|---|----------|--------------------------|
| Performances of dance Standard days and timings (please read guidance note 8) | | | <u>Will the performance of dance 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 performance of dance</u> (please read guidance note 6) | | |
| Thur | | | | | |
| Fri | | | <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 7) | | |
| Sat | | | | | |
| Sun | | | | | |

H

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

I

| | | | | | |
|--|--------------|---------------|---|----------|-------------------------------------|
| Late night refreshment Standard days and timings (please read guidance note 8) | | | <u>Will the provision of late night refreshment 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 checked="" type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 5) | | |
| Mon | 23:00 | 24:00 | To provide hot drinks such as coffee to those not consuming alcohol after 23:00. | | |
| Tue | 23:00 | 24:00 | | | |
| Wed | 23:00 | 24:00 | <u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 6) | | |
| Thur | 23:00 | 24:00 | Christmas Eve and New Years Eve 23:00 - 02:00 | | |
| Fri | 23:00 | 24:00 | <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> (please read guidance note 7) | | |
| Sat | 23:00 | 24:00 | Christmas Eve and New Years Eve 23:00 - 02:00 | | |
| Sun | 23:00 | 24:00 | | | |

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 | 06:00 | 24:00 | <u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 6) Christmas Eve and New Years Eve - extended hours to 2am | | | |
| Tue | 06:00 | 24:00 | | | | |
| Wed | 06:00 | 24:00 | | | | |
| Thur | 06:00 | 24:00 | | <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> (please read guidance note 7) Christmas Eve and New Years Eve - extended to 2am | | |
| Fri | 06:00 | 24:00 | | | | |
| Sat | 06:00 | 24:00 | | | | |
| Sun | 06:00 | 24:00 | | | | |

K

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| <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 10).</p> |
|--|

L

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|---|-------|--------|--|
| Hours premises are open to the public Standard days and timings (please read guidance note 8) | | | <u>State any seasonal variations</u> (please read guidance note 6) Christmas Eve and New Years Eve remain open to 02:30 |
| Day | Start | Finish | |
| Mon | 06:00 | 24:00 | |
| Tue | 06:00 | 24:00 | |
| Wed | 06:00 | 24:00 | |
| Thur | 06:00 | 24:00 | |
| Fri | 06:00 | 24:00 | |
| Sat | 06:00 | 24:00 | |
| Sun | 06:00 | 24:00 | <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> (please read guidance note 7) Christmas Eve and New Years Eve remain open to 02:30 |

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)

In addition to the current steps I will include the following:

- CCTV covering any outdoor areas highlighted for the consumption of alcohol
- Staff to be fully trained and training 'refreshed' every 6 months on how to identify intoxication
- Prices and policies to limit consumption of off-sale alcohol on site.

b) The prevention of crime and disorder

- All staff shall be briefed and be aware of their responsibilities and relevant company operating procedures before they commence paid duty at the premises.
- Any person who appears to be intoxicated or who is behaving in a disorderly manner shall not be allowed entry to the premises
- Staff will be trained with identifying and dealing with any person who becomes too intoxicated and becomes disruptive.

c) Public safety

Staff training shall include procedures to deal effectively with emergency incidents, including:

- i) reporting an emergency to the relevant emergency service
- ii) safe evacuation of customers

d) The prevention of public nuisance

Live music and background music sound levels to be monitored by staff. A test will be conducted for any changes in volume by the sound level being checked from neighbouring properties. This will be repeated if any changes are made to increase the volume. If found to be too loud, it will be decreased to a suitable level. All windows and external doors shall be kept closed between 20:00 hours and 06:00 hours except for the immediate access and egress of persons.

e) The protection of children from harm

The continued use of a challenge 25 scheme to ensure no under-age sales can occur.

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, 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 | ██████████ |
| Date | 20/04/2018 |
| Capacity | MD / License Holder |

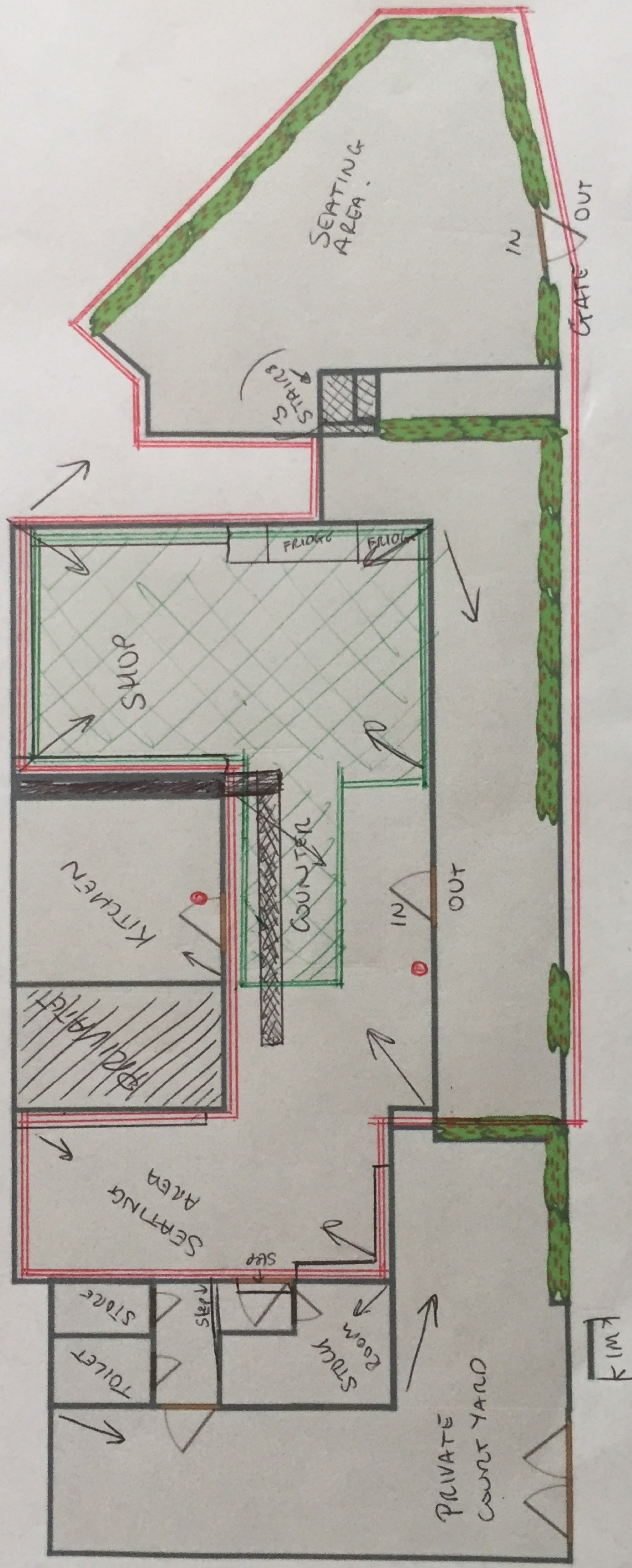
Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent (please read guidance note 14). **If signing on behalf of the applicant, please state in what capacity.**

| | |
|-----------|--|
| Signature | |
| Date | |
| Capacity | |

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 15)

| | | | |
|----------------------------------|--|------------------|--|
| | | | |
| Post town | | Post code | |
| Telephone number (if any) | | | |

THE TOAST OFFICE
 116 TOL LANE
 WHITLEY
 SM12 8QU



KEY

- FIRE EXTINGUISHER
- CUTV
- ALL ALCOHOL RELATED SALES/CONSUMPTION WITHIN RED BORDER
- OFF-SALE ALCOHOL CONSUMPTION