|  |  |
| --- | --- |
|  | WANDSWORTH COUNCIL Regulatory Services Partnership Environment & Regeneration Merton Civic Centre  100 London Road Surrey, SM4 5DX |



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** (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** | **/**  |

#### Part 1 – Premises Details

|  |
| --- |
| **Name of premises**      |
| Postal address of premises or, if none, ordnance survey map reference or description       |
| **Post Town**       | **Post Code**       |
| **Telephone number of premises** (if any)      | **Mobile number** (optional)      |
| **E-mail address** (optional)      | **Fax number** (optional)      |

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

**Part 2 – Applicant Details**

|  |
| --- |
| Current postal address if different from premises address       |
| **Post Town**       | **Post Code**       |
| **Daytime contact telephone number**      | **Mobile number** (optional)      |
| **E-mail address** (optional)      | **Fax number** (optional)      |

**Part 3 – Variation**

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day | Month | Year |
| If not, from what date do you want the variation to take effect? |       |       |       |       |       |       |       |       |

Do you want the proposed variation to have effect in relation to the introduction Yes No [ ]

of the late night levy? (Please see guidance note 1)

|  |
| --- |
| **Please describe briefly the nature of the proposed variation** (please read guidance note 2)      |

|  |  |
| --- | --- |
| If your proposed variation would mean that 5000 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.

Please X

### Provision of regulated entertainment (Please see guidance note 3)

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) [ ]

1. Live music (if ticking yes, fill in box E) [ ]
2. Recorded music (if ticking yes, fill in box F) [ ]
3. Performances of dance (if ticking yes, fill in box G) [ ]
4. 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 please complete boxes K, L and M

###### A

|  |  |  |
| --- | --- | --- |
| **Plays**Standard days and timings(Please read guidance note 8) | **Will the performance of a play take place indoors or outdoors or both** – please X (please read guidance note 4) | Indoors [ ]  |
| Outdoors [ ]  |
| Both [ ]  |
| Day | Start | Finish | **Please give further details here** (please read guidance note 5)      |
| Mon |       |       |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **State any seasonal variations for performing plays** (please read guidance note 6)      |
|       |       |
| Thur |       |       |
|       |       |
| Fri |       |       | **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 7)      |
|       |       |
| Sat |       |       |
|       |       |
| Sun |       |       |
|       |       |

###### B

|  |  |  |
| --- | --- | --- |
| **Films**Standard days and timings(Please read guidance note 8) | **Will the exhibition of films take place indoors or outdoors or both** – please X (please read guidance note 4) | Indoors [ ]  |
| Outdoors [ ]  |
| Both [ ]  |
| Day | Start | Finish | **Please give further details here** (please read guidance note 5)      |
| Mon |       |       |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **State any seasonal variations for exhibition of films** (please read guidance note 6)      |
|       |       |
| Thur |       |       |
|       |       |
| Fri |       |       | **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 7)      |
|       |       |
| Sat |       |       |
|       |       |
| Sun |       |       |
|       |       |

###### C

|  |  |
| --- | --- |
| Indoor sports eventsStandard days and timings(please read guidance note 8) | **Please give further details here** (please read guidance note 5)      |
| Day | Start | Finish |
| Mon |       |       |
|       |       |
| Tue |       |       | State any seasonal variations for indoor sporting events (please read guidance note 6)       |
|       |       |
| Wed |       |       |
|       |       |
| Thur |       |       | 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 (please read guidance note 7)      |
|       |       |
| Fri |       |       |
|       |       |
| Sat |       |       |
|       |       |
| Sun |       |       |
|       |       |

###### D

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| **Boxing or wrestling entertainment**Standard days and timings(Please read guidance note 8) | **Will the boxing or wrestling entertainment take place indoors or outdoors or both** – please X (please read guidance note 4) | Indoors [ ]  |
| Outdoors [ ]  |
| Both [ ]  |
| Day | Start | Finish | **Please give further details here** (please read guidance note 5)      |
| Mon |       |       |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **State any seasonal variations for boxing or wrestling entertainment** (please read guidance note 6)      |
|       |       |
| Thur |       |       |
|       |       |
| Fri |       |       | **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** (please read guidance note 7)      |
|       |       |
| Sat |       |       |
|       |       |
| Sun |       |       |
|       |       |

###### E

|  |  |  |
| --- | --- | --- |
| **Live Music**Standard days and timings(Please read guidance note 8) | **Will the performance of live music take place indoors or outdoors or both** – please X (please read guidance note 4) | Indoors [ ]  |
| Outdoors [ ]  |
| Both [ ]  |
| Day | Start | Finish | **Please give further details here** (please read guidance note 5)      |
| Mon |       |       |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **State any seasonal variations for performance of live music** (please read guidance note 6)      |
|       |       |
| Thur |       |       |
|       |       |
| Fri |       |       | **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 7)      |
|       |       |
| Sat |       |       |
|       |       |
| Sun |       |       |
|       |       |

###### F

|  |  |  |
| --- | --- | --- |
| **Recorded Music**Standard days and timings(Please read guidance note 8) | **Will the playing of recorded music take place indoors or outdoors or both** – please X (please read guidance note 4) | Indoors [ ]  |
| Outdoors [ ]  |
| Both [ ]  |
| Day | Start | Finish | **Please give further details here** (please read guidance note 5)      |
| Mon |       |       |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **State any seasonal variations for playing recorded music** (please read guidance note 6)      |
|       |       |
| Thur |       |       |
|       |       |
| Fri |       |       | **Non standard timings. Where you intend to use the premises for playing of recorded music entertainment at different times to those listed in the column on the left, please list** (please read guidance note 7)      |
|       |       |
| Sat |       |       |
|       |       |
| Sun |       |       |
|       |       |

**G**

|  |  |  |
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| **Performance of dance**Standard days and timings(Please read guidance note 8) | **Will the performance of dance take place indoors or outdoors or both** – please X (please read guidance note 4) | Indoors [ ]  |
| Outdoors [ ]  |
| Both [ ]  |
| Day | Start | Finish | **Please give further details here** (please read guidance note 5)      |
| Mon |       |       |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **State any seasonal variations for the performance of dance** (please read guidance note 6)      |
|       |       |
| Thur |       |       |
|       |       |
| Fri |       |       | **Non standard timings. Where you intend to use the premises for performance of dance entertainment at different times to those listed in the column on the left, please list** (please read guidance note 7)      |
|       |       |
| Sat |       |       |
|       |       |
| Sun |       |       |
|       |       |

###### H

|  |  |
| --- | --- |
| **Anything of a similar description to that falling within (e), (f) or (g)**Standard days and timings (please read guidance note 8) | Please give description of the type of entertainment you will be providing |
| Will this entertainment take place indoors or outdoors or both – please X (please read guidance note 4) | Indoors [ ]  |
| Outdoors [ ]  |
| Both [ ]  |
| Day | Start | Finish | **Please give further details here** (please read guidance note 5) |
| Mon |       |       |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)** (please read guidance note 6) |
|       |       |
| Thur |       |       |
|       |       |
| Fri |       |       | **Non standard timings. Where you intend to use the premises for the entertainment of 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 7) |
|       |       |
| Sat |       |       |
|       |       |
| Sun |       |       |
|       |       |

###### I

|  |  |  |
| --- | --- | --- |
| **Late night refreshments**Standard days and timings(Please read guidance note 8) | **Will the provision of late night refreshment take place indoors or outdoors or both** – please X (please read guidance note 4) | Indoors [ ]  |
| Outdoors [ ]  |
| Both [ ]  |
| Day | Start | Finish | **Please give further details here** (please read guidance note 5) |
| Mon |       |       |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **State any seasonal variations for the provision of late night refreshment** (please read guidance note 6) |
|       |       |
| 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 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 X (please read guidance note 9) | On the premises [ ]  |
| Off the premises [ ]  |
| Both [ ]  |
| Day | Start | Finish | **State any seasonal variations for the supply of alcohol** (please read guidance note 6) |
| Mon |       |       |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **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 7) |
|       |       |
| Thu |       |       |
|       |       |
| Fri |       |       |
|       |       |
| Sat |       |       |
|       |       |
| Sun |       |       |
|       |       |

**K**

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| **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)      |

###### L

|  |  |
| --- | --- |
| Hours premises are open to public Standard days and timings (please read guidance note 8) | **State any seasonal variation** (please read guidance note 6)      |
| Day | Start | Finish |
| Mon |       |       |
|       |       |
| Tue |       |       |
|       |       |
| Wed |       |       | **Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list** (please read guidance note 7)      |
|       |       |
| Thu |       |       |
|       |       |
| Fri |       |       |
|       |       |
| Sat |       |       |
|       |       |
| Sun |       |       |
|       |       |

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

Please X

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:**

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

|  |
| --- |
|       |

1. **The prevention of crime and disorder**

|  |
| --- |
|       |

1. **Public safety**

|  |
| --- |
|       |

1. **The prevention of public nuisance**

|  |
| --- |
|       |

1. **The protection of children from harm**

|  |
| --- |
|       |

**Checklist**

 Please X

* I have made or enclosed payment of the fee [ ]
* 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** (see guidance note 13)**. If signing on behalf of the applicant please state in what capacity.**

Signature

Print Name

Date

Capacity

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

Signature

Print Name

Date

Capacity

|  |
| --- |
| **Contact name (where not previously given) and postal address for correspondence associated with this application** (please read guidance note 15)      |
| **Post Town**      | **Post Code**      |
| **Daytime telephone number**      | **Mobile number** (optional)      | **Email address** (optional)      |

**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 getsconsent for theperformance 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.
1. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
2. 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.
3. For example (but not exclusively), where the activity will occur on additional days during the summer months.
4. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
5. 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.
6. 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’.
7. 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.
8. Please list here steps you will take to promote all four licensing objectives together.
9. The application form must be signed.
10. An applicant’s agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
11. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
12. This is the address which we shall use to correspond with you about this application.

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|  | WANDSWORTH COUNCILRegulatory Services PartnershipEnvironment & RegenerationMerton Civic Centre 100 London RoadSurrey, SM4 5DX |

**LICENSING ACT 2003 - GUIDANCE FOR THE COMPLETION OF AN APPLICATION FORM TO VARY A PREMISES LICENCE**

You can use a variation application to request changes to an existing licence, such as extending current activities, adding new activities, amending adding or removing relevant conditions, or making changes to the plans of the premises.

If the proposed changes are minor such as adding conditions, removing outdated conditoins or making small alterations to the layout of the premises you may be able to apply for a minor variation.

If you wish to make changes to the person specified on the licence who authorises the sale of alcohol you will need to complete the application form to vary the designated premises supervisor.

If you take over a business and wish to carrying out licensable activities authorized by the premises licence in force at the premises then you must apply to transfer the premises licence.

**Completing the application form**

The application form should be fully completed and be accompanied by the specified fee and appropriate documents (detailed later in this guidance). If you are completing the application form by hand write legibly in block capitals. Ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary. Keep a copy of the completed form for your own records

If you require further assistance or have any questions regarding your application please contact us:

* Email: licensing@merton.gov.uk

Once you have completed the form the following **payment options** are available:

🕿 **Telephone**: Debit and credit card payments can be made over the telephone once we have received your application.on **0208 545 3969**

 **Please note any statutory consultation periods will not commence until payment has been made. It is your responsibility to contact us, if you have not heard from us, about the payment.**

🖃 **Post**: Send the original completed application form with a cheque (made payable to **Wandsworth Council**) for the required payment to:

Licensing Team

Regulatory Services Partnership

Environment & Regeneration

Merton Civic Centre

100 London Road

Surrey, SM4 5DX

🖳 **Online**: Alternatively an application and payment can be made online through the council’s website: <http://www.wandsworth.gov.uk/info/200063/licences_and_street_trading>. Follow the link on the right hand side ‘Apply for a licence, variation or transfer’.

**A copy of your application must be sent to each of the responsible authorities detailed later in this guidance.** You do not need to send additional copies to the responsible authorities when you make an online application, as we will fulfill these requirements.

**Licensable activities**

Under the Licensing Act 2003 an authorisation is required when you provide or offer licensable activities. Licensable activities are defined as:

* **The sale or supply of alcohol**
* **The provision of regulated entertainment**
* **The provision of late night refreshment**

**The sale or supply of alcohol** includes both on-sales (pubs, bars, restaurants), and off-sales (off-licenses, supermarkets, convenience stores). In addition to requiring a premises licence for the sale of alcohol, individuals may also be required to obtain a personal licence.

**The provision of regulated entertainment** is defined as any of the following activities that takes place in the presence of an audience for the entertainment of that audience and are provided with a view to profit:

* **Boxing or wrestling**

-Between 11pm and 8am

-At any time when the audience numbers are over 1000 people

 (only applies to Greco-Roman or Freestyle wrestling, all other boxing and wrestling requires a
 licence regardless of hours or audience size)

* **An exhibition of a film** (this does not include live feed television i.e. sporting events)
* **Adult entertainment** (for example lap-dancing)
* **Playing of recorded music**

-Between 11pm and 8am

-At any time when the audience numbers are over 500 people

* **Unamplified live music**

-Between 11pm and 8am

* **Amplified live music** (including karaoke):

-Between 11pm and 8am

-At any time when the audience numbers are over 500 people

* **Performance of dance**

-Between 11pm and 8am

-At any time when the audience numbers are over 500 people

* **Performance of a play**

-Between 11pm and 8am

- At any time when the audience numbers are over 500 people

* **Indoor Sporting Events**

-Between 11pm and 8am

-At any time when the audience numbers are over 1000 people

**The provision of late night refreshment** is the sale of hot food and/or hot (non-alcoholic) drink whether for consumption on or off the premises to the public between 11pm and 5am.

**Completing the application form**

Before completing your application you are strongly advised to read our Statement of Licensing Policy, which gives clear guidance on our policies and expectations. Copies of this document can be found on our website <http://www.wandsworth.gov.uk/info/200063/licences_and_street_trading>.

**Part 1**. This is where you put the details of the current premises including the current licence number. If you wish to change the name of the premises or update any contact details you can do so here

**Part 2**. This is where you put the details of the applicant. The applicant for the variation must be the same as the current licence holder. If you are a new owner you will need to transfer the premises licence before you can apply for a variation. Again you can update your contact details here.

**Part 3**. If you want the variation to take effect later than the statutory period you can add a date here. You should also briefly outline the proposed variation. If changing the layout of the premises you should also details the changes proposed here.

**Part 4 – Operating Schedule**. This is where you provide the details of the variation. You must tick the appropriate box for each licensable activity you are applying for or are proposing to change and then fill in the corresponding box. If you do not want the activity then leave it blank.

**When applying to vary your existing licence you only need to complete the parts of the application form that relate to the things you are changing. You do not need to list the current activities and the times they are authorised on your current licence, for example:**

* If you wish to add a licensable activity fill in that part of the form
* If you are extending an activity, the start time will be when that activity finishes on your current licence. So, if the activity on your current licence finishes at 23.00 hours then on the application form the activity start time will be 23.00 hours.

For each Box you need to record the hours you wish to hold that licensable activity (using the 24-hour clock), if you wish the activity to take place indoors or outdoors, and provide any additional details. Also if you wish to use different hours at any time during the year, for example on New Years Eve, you need to fill in the appropriate part of the box. For example

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| **Recorded Music**Standard days and timings(Please read guidance note 8) | **Will the playing of recorded music take place indoors or outdoors or both** – please X (please read guidance note 4) | Indoors [x]  |
| Outdoors [ ]  |
| Both [ ]  |
| Day | Start | Finish | **Please give further details here** (please read guidance note 5)Playing of recorded music through an in house sound system controlled from behind the bar. |
| Mon | 10.00 | 22.00 |
|  |  |
| Tue | 10.00 | 22.00 |
|  |  |
| Wed | 10.00 | 22.00 | **State any seasonal variations for playing recorded music** (please read guidance note 6)      |
|  |  |
| Thur | 10.00 | 22.00 |
|  |  |
| Fri | 10.00 | 23.00 | **Non standard timings. Where you intend to use the premises for playing of recorded music entertainment at different times to those listed in the column on the left, please list** (please read guidance note 7)From the end of authorised hours on New Year’s Eve to the Start of authorised hours on the following day. |
|  |  |
| Sat | 10.00 | 23.00 |
|  |  |
| Sun | 12.00 | 22.00 |
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**Box L – Hours premises are open to the public**. In this box you detail the hours the premises will be open to the public. This may be before or after the hours for licensable activity. For example:

* You may wish to open earlier to offer tea coffee and breakfast in the morning or to sell newspaper and other non-alcoholic products.
* You may also wish to open for longer at night for a winding down period, to allow customers to finish their drinks before leaving.

You do not have to open all the hours you apply for. They are the maximum hours you would be able to trade, not necessarily the hours you do trade.

Note: applying for and being granted a premises licence may not mean you can operate to the hours granted to you. You will also need the correct planning permissions. Contact the councils planning department for more details on 020 8871 7620. Where the licence hours and the planning hours are different you can only trade to the lesser hours.

**Removal of existing conditions**. In the space provided under Box L you can list all the conditions that you wish to remove as part of your application. Please take the time to look through the conditions on your current licence. There may be conditions that restrict licensable activities or parts of the premises that can be used for licensable activities and these may clash with your proposed changes. You may also wish to take the opportunity to seek the removal of old outdated conditions.

**Box M – steps you intend to take to promote the four licensing objectives**. On this part of the form you explain how you propose to operate the business and promote the four licensing objectives following any proposed changes to the licence.

* **The prevention of crime and disorder**: for example drug-related problems, disorder, drunkenness and anti-social behaviour
* **Public safety**: the physical safety of people using the venue
* **The prevention of public nuisance**: for example noise from music, litter and light pollution
* **The protection of children from harm**: for example ensuring alcohol is not sold to children

It should take into account the type, size, location and opening hours of the premises.

You should be aware that what you write in your operating schedule will be used to produce conditions that will be attached to your licence. So, you should make sure that the steps you are suggesting are realistic, within your control and that you are financially able to deliver them. If a licence is granted with conditions attached requiring the implementation of such steps, the conditions will be enforceable in law and it will be a criminal offence to fail to comply with them.

**Examples of the kind of conditions you may wish to consider:**

**The prevention of crime and disorder**

* The use of Closed-circuit television (CCTV), to be in use at the premises, the number and location of cameras to be agreed with the police. The system kept in good working order and recordings kept for a minimum of 31 days with a trained member of staff on duty when the premises is open.
* A log kept of any incidents at the premises.
* If you are proposing a pub/bar and wish to open late at night, the use of Security Industry Authority (SIA) registered door supervisors, the number you will employ and the times they will be on duty.

**Public safety**

* Proposing a capacity limit

**The prevention of public nuisance**

* Restricting the use of any outside areas late in the evening
* Requirement to keep doors and windows closed, to provide a sound limiting device on amplification equipment used at the premises, or to provide acoustic lobbies
* Signage requesting patrons to leave the premises quietly
* Measures to prevent noise from refuse disposal (particularly bottles), or from deliveries

**The protection of children from harm**

* The operation of a ‘challenge 25’ scheme, including appropriate training, signage and the use of a refusals book.

The above are examples and may not be suitable or relevant to all applications. Further areas for consideration can be found in our statement of licensing policy

**Signature**

Please make sure the application is signed correctly.

* If the application is made by a limited company, partnership or unincorporated association, someone who has the capacity and authority to sign on behalf of the company or partnership;
* Your agent may sign providing he or she has the authority to do so.
* Where there are two applicants, they must both sign the form.

The original application form is sent to the Licensing Authority at the address given on page 1 of this form or by being brought to the council offices.

**Additional Documentation**

**When you apply to vary a premises licence you must provide the following with your completed application form:**

**Existing premises licence**

You must enclose your current premises licence with variation application. If you cannot find the licence a copy can be requested. There is a fee payable for the copy. Please contact the licensing team for further information.

**Plans of the premises**

**If changes to the current plan are proposed** you must provide an amended plan. The plan must be clear and legible in all respects and must show:

* The boundary of the building, including any external and internal walls and, if different, the perimeter of the premises
* Points of access to and egress i.e. doors, location of escape routes from the premises
* The area within the premises to be used for each licensable activity
* Fixed structures including furniture and temporarily fixed objects, such as seating, which may effect escape routes
* Location and height of any stage or raised area relative to the floor. Any steps, stairs, or lifts
* Location of all toilets
* Location and type of any fire safety and other safety equipment
* Location of a kitchen, if any, on the premises

You can use a legend to explain the symbols used on the plan. A Blank sheet is provided at the end of this document to help you complete the plan.

**Fee**

The fee is based on the non-domestic rateable value of the premises. You must include the correct fee with your application

You can find details of your non-domestic rateable value on the Valuation Office Agency Website: <http://www.2010.voa.gov.uk/rli/>)

|  |  |  |
| --- | --- | --- |
| Non-domestic rateable value | Band | Fee |
| £0 to £4,300  | Band A  | £100 |
| £4,301 to £33,000  | Band B  | £190  |
| £33,001 to £87,000  | Band C  | £315  |
| £87,001 to £125,000  | Band D  | £450 |
| £125,001 and over  | Band E  | £635  |

Where a premises falls within bands D and E and are exclusively or primarily used for the supply and consumption of alcohol for consumption on the premises:

|  |  |  |
| --- | --- | --- |
| Non-domestic rateable value | Band | Fee |
| £87,001 to £125,000 | Band D  | £900 |
| £125,001 and over | Band E  | £1,905 |

**Additional fees**

As well as the fee above, an additional fee is payable for premises where more that 5000 people are permitted. The additional fees are:

|  |  |
| --- | --- |
| People permitted | Fee |
| 5,000-9,999  | £1,000 |
| 10,000-14,999  | £2,000  |
| 15,000-19,999  | £4,000 |
| 20,000-29,999  | £8,000  |
| 30,000-39,999  | £16,000  |
| 40,000-49,999  | £24,000  |
| 50,000-59,999  | £32,000  |
| 60,000-69,999  | £40,000  |
| 70,000-79,999  | £48,000  |
| 80,000-89,999  | £56,000  |
| 90,000 + people  | £64,000  |

**Exceptions**

No annual fee is payable for licences which are only for the provision of regulated entertainment in a church hall, chapel hall, village hall, parish hall, community hall or other similar building, or a school or college where the entertainment is provided for and on behalf of the institution.

**Annual fee**

There is a requirement for the holder of a premises licence or a club premises certificate to pay an annual fee to the licensing authority. This fee is payable each year on the anniversary of the date of the grant of the premises licence.

**Notifying Responsible** **Authorities**

You must forward a copy of your application to each of the responsible authorities(see link), unless you are submitting your application using the relevant electronic facility which can be accessed via the Council’s website. Where you use the electronic application facility a copy of the application will be forwarded by the licensing authority to the responsible authorities

<https://www.wandsworth.gov.uk/business-and-licensing/licensing/alcohol-entertainment-and-late-night-refreshment-licensing/licensing-act-2003-responsible-authorities-contact-list/>

**Advertising an application**

You must advertise your application in the local newspaper and with a site notice.

**Local newspaper**

The newspaper notice must be published in a local newspaper on at least one occasion during the period of **ten working days** starting on the day after the day on which the application was given. A copy of the newspaper advertisement should be forwarded to this office. A template for the newspaper advert can be found below. Contact details for the newspaper suitable for the advertisements are as follows, **you only need to advertise in one of them**:

|  |  |
| --- | --- |
| **Wimbledon & Wandsworth Times** [https://www.wandsworthguardian.co.uk/contact**/**](https://www.wandsworthguardian.co.uk/contact/) | **Wandsworth and South London Press**[http://www.southlondonpress.co.uk/](https://protect-eu.mimecast.com/s/V6lcBK7rO1F9?domain=southlondonpress.co.uk)  |

Example of newspaper advertisement:

|  |
| --- |
| **Notice of application for a Premises Licence.**Notice is hereby given that **<INSERT NAME OF APPLICANT (1)>** has applied to Wandsworth Council for a new premises licence at **<INSERT NAME AND ADDRESS OF PREMISES (2)>** for **<INSERT DETAILS OF LICENSABLE ACTIVITIES (3)>**Any person who wishes to make a representation in relation to this application must give notice in writing by **<INSERT END OF CONSULTATION DATE (4)>** stating the grounds for making said representation to: Licensing, Wandsworth Council, Environmental Health Authority Regulatory Services Partnership (serving Merton, Richmond and Wandsworth Councils) Merton Civic Centre London Road, Morden SM4.5DX or by email: licensing@merton.gov.uk The record of this application may be inspected Monday to Friday (except Bank Holidays) by prior appointment Environmental Health Authority Regulatory Services Partnership (serving Merton, Richmond and Wandsworth Councils) Merton Civic Centre, London Road Morden SM4.5DX between the hours of 10.00 a.m. and 4.00 p.m. Information on all new and variation applications received by the Licensing Authority can be viewed on the Council’s website [www.wandsworth.gov.uk](http://www.wandsworth.gov.uk) 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. |

**Key**

1. Insert the full name of the applicant (for example individual or limited company)
2. Insert the name and full postal address of the premises
3. Insert the licensable activities you are applying for (for example the sale of alcohol (off sales))
4. Insert the date the by which all relevant representations must be received by the Licensing Authority (28 consecutive days after the application is give to the Licensing Authority)

**Site Notice**

You must advertise your application at the premises. This notice must be displayed prominently at or on the premises to which the application relates detailing the application. **The poster must be displayed where it can be conveniently read by the public.**

The poster must be displayed for a minimum of 28 days starting on the day after the day on which the application was given to the licensing authority. It should be equal or larger than A4, of pale blue colour, printed legibly in black ink or typed in black in a font of a size equal to or larger than 16. A template for the site notice is given on the next page. **If you wish to use this template you will need to copy it onto pale blue paper before completing it**

|  |  |  |
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|  | **NOTICE OF APPLICATION TO VARY A PREMISES LICENCE** |  |

(NAME OF APPLICANT)

Has applied to Wandsworth Council to vary the premises licence at:

(NAME AND ADDRESS OF PREMISES)

As follows:

(BRIEFLY DESCRIBE VARIATION)

Any person who wishes to make a representation in relation to this application must give notice in writing to:

Licensing, Regulatory Services Partnership, Environment & Regeneration, Merton Civic Centre, 100 London Road, Surrey, SM4 5DX or by email: licensing@merton.gov.uk

By

(ENTER DATE 28 DAYS FROM DAY AFTER APPLICATION)

The record of this application may be inspected Monday to Friday (except Bank Holidays) by prior appointment at the offices of Licensing, Regulatory Services Partnership, Environment & Regeneration, Merton Civic Centre, 100 London Road, Surrey, SM4 5DX between the hours of 10.00am and 4.00pm. Information on all new and variation applications received by the Licensing Authority can be viewed on the Council’s website [www.wandsworth.gov.uk](http://www.wandsworth.gov.uk)

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.

**What happens next**

We will check that:

* The application is correctly completed
* The responsible authorities have a copy
* If has been advertised correctly

**If there is a problem**

If there is a problem with the application, we may contact you for further information or return the application (or part of it) for your attention.

**Until these problems are solved your application is not valid and the consultation period will not start.**

**How long does it take to decide on an application?**

There is a statutory 28 day consultation period during which representations can be made both in favour, or against an application. Further information about representations can be found on our website <http://www.wandsworth.gov.uk/info/200063/licences_and_street_trading>.

If we receive no representations within the 28 days, we will grant your application as applied for, subject to the conditions offered in your operating schedule.

**What happens if representations are received?**

Where we receive relevant representations, we will hold a hearing of the councils licensing committee to decide on the application (unless all parties agree that a hearing is not necessary). We will tell you about the arrangements for the hearing.

**The decision**

After the committee has heard all parties it will make its decision. The Licensing Committee may:

* Grant the variation as applied for
* Grant the variation but modify the conditions of the licence, or reduce the hours of licensable activity
* Reject the whole or part of the application

This decision is usually made at the time of the hearing. This will be confirmed in writing with the reasons for the decision along with information on what you need to do if you want to appeal.

**Appeals**

Both the applicant and anyone making representations can appeal to the local magistrates' court if they are dissatisfied with the decision. See the website

<http://www.wandsworth.gov.uk/info/200293/alcohol_entertainment_and_late_night_refreshment/1616/representations_reviews_complaints_and_appeals/5> for more information.

**Licence granted**

The premises licence summary must be prominently displayed on the premises and a copy of the full licence kept on the premises available for inspection.

Plan template:

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| **Use this sheet to draw a plan of your premises**-10mm on this plans shows 1metre of the premises  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Name: | Scale: 1/100 |  |  |  |  |  | **The Plan Should Include**-Walls/stairs-Doors / windows-Fire exits/escape routes-Fire fighting equipment | -Emergency lighting-Display units/ shop features/till-Tables & chairs-Toilets/kitchen |
| Address: | Date |  |  |  |  |  |