

PORTSMOUTH CITY COUNCIL LICENSING DEPARTMENT
Civic Offices, Guildhall Square, Portsmouth, PO1 2AL



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.

MANNING HOTELS LIMITED

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	LAPREM/6059
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Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
QUEENS HOTEL CLARENCE PARADE			
Post town	PORTSMOUTH	Postcode	PO5 3LJ

Telephone number at premises (if any)	023 92 822466
Non-domestic rateable value of premises	

Part 2 – Applicant details

Daytime contact telephone number	
E-mail address (optional)	john@queenshotelportsmouth.com
Current postal address if different from premises address	As premises address above.
Post town	
Postcode	

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 mark with an 'x' all that apply

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

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

Sale by retail of alcohol (if yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
Day	Start	Finish		Both	<input checked="" type="checkbox"/>			
Mon	10 am	02.00 am	<u>Please give further details here</u> (please read guidance note 3) May host a play or performance inside the hotel or in the garden area during the summer months					
	10 am	02.00 am						
Tue	10 am	02.00 am						
	10 am	02.00 am						
Wed	10 am	02.00 am				<u>State any seasonal variations for performing plays</u> (please read guidance note 4) Not applicable		
	10 am	02.00 am						
Thur	10 am	02.00 am						
	10 am	02.00 am						
Fri	10 am	02.00 am	<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 5) Not applicable					
	10 am	02.00 am						
Sat	10 am	02.00 am						
	10 am	02.00 am						
Sun	10 am	02.00 am						
	10 am	02.00 am						

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	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 3)		
Mon					
Tue			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
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 5)		
Fri					
Sat					
Sun					

C

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

D

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

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)</u>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here (please read guidance note 3)</u> A combination varying acts from live and acoustic bands, opera, classical, and popular and vintage music monitored in line with noise control regulations.		
Mon	10 am	02.00 am			
	10 am	02.00 am			
Tue	10 am	02.00 am			
	10 am	02.00 am			
Wed	10 am	02.00 am			
	10 am	02.00 am			
Thur	10 am	02.00 am			
	10 am	02.00 am			
Fri	10 am	02.00 am			
	10 am	02.00 am			
Sat	10 am	02.00 am			
	10 am	02.00 am			
Sun	10 am	02.00 am			
	10 am	02.00 am			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish	Please give further details here (please read guidance note 3)					
Mon	10 am	02.00 am				Recorded music for hotel functions, weddings and events. Music will normally be amplified and monitored in line with noise control regulations.		
	10 am	02.00 am						
Tue	10 am	02.00 am						
	10 am	02.00 am						
Wed	10 am	02.00 am	State any seasonal variations for the playing of recorded music (please read guidance note 4)					
	10 am	02.00 am						
Thur	10 am	02.00 am	NONE					
	10 am	02.00 am						
Fri	10 am	02.00 am	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 5)					
	10 am	02.00 am						
Sat	10 am	02.00 am				NONE		
	10 am	02.00 am						
Sun	10 am	02.00 am						
	10 am	02.00 am						

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	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 3) Dance performances accompanied by either recorded or live music		
Mon	10 am	02.00 am			
	10 am	02.00 am			
Tue	10 am	02.00 am			
	10 am	02.00 am			
Wed	10 am	02.00 am			
	10 am	02.00 am	NONE		
Thur	10 am	02.00 am			
	10 am	02.00 am			
Fri	10 am	02.00 am			
	10 am	02.00 am			
Sat	10 am	02.00 am			
	10 am	02.00 am			
Sun	10 am	02.00 am			
	10 am	02.00 am			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing Any form of act or performance that can be described and accepted as a form of entertainment for the general public		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon	10 am	02.00 am		Outdoors	<input type="checkbox"/>
	10 am	02.00 am		Both	<input checked="" type="checkbox"/>
Tue	10 am	02.00 am	<u>Please give further details here</u> (please read guidance note 3) Performances and acts accompanied by either recorded or live music.		
	10 am	02.00 am			
Wed	10 am	02.00 am			
	10 am	02.00 am			
Thur	10 am	02.00 am	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4) NONE		
	10 am	02.00 am			
Fri	10 am	02.00 am			
	10 am	02.00 am			
Sat	10 am	02.00 am	<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 5) NONE		
	10 am	02.00 am			
Sun	10 am	02.00 am			
	10 am	02.00 am			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	23.00	02.00	Please give further details here (please read guidance note 3)		
Tue	23.00	02.00	Normal Hotel Operation		
Wed	23.00	02.00	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur	23.00	02.00	NONE		
Fri	23.00	02.00	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 5)		
Sat	23.00	02.00			
Sun	23.00	02.00	NONE		

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input checked="" 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 4) NONE		
Mon	07.30 am	02.00 am			
Tue	07.30 am	02.00 am			
Wed	07.30 am	02.00 am			
Thur	07.30 am	02.00 am			
Fri	07.30 am	02.00 am			
Sat	07.30 am	02.00 am			
			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 5) Hotel residents have 24 hour facilities for the purchase and consumption of alcohol		
Sun	07.30 am	02.00 am			

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 8).</p> <p>In the event that entertainment on the premises were to be of an adult nature, children would be excluded.</p>

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	
Mon	07.00 am	02.30 am	NONE
Tue	07.00 am	02.30 am	
Wed	07.00 am	02.30 am	
Thur	07.00 am	02.30 am	<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 5)
Fri	07.00 am	02.30 am	
Sat	07.00 am	02.30 am	
Sun	07.00 am	02.30 am	

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.

NONE

Please mark 'x' 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.

Not Applicable

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 9)

The variation in Licensing activity mainly affects the garden area of the premises. We have had functions in the garden for the past couple of years after successful applications for temporary events licences. The events have been managed well and successfully, always upholding the four licensing objectives. As an existing licensed establishment we already have these measures in place, and illustrated below are the further measures that are taken for existing garden events, and those in the future, should the proposed variation be approved.

b) The prevention of crime and disorder

Staff are trained to be vigilant, and in any case of suspicion of misuse of alcohol, or the possibility of drug abuse to inform the Duty Manager to take the appropriate action or call the police. For garden events we employ extra hotel staff and/or SIA door stewards to carry out a 'search and entry' policy, and also to restrict numbers, and refuse entry to any person to be intoxicated or under suspicion of being under the influence of drugs. For garden events we also use plastic drinking vessels replacing glass, and employ a strict collection policy on empty glass bottles.

c) Public safety

Risk assessment in place for garden functions including fire and emergency evacuation plan. First aid boxes located in temporary bar, and trained first aider on site at all times. Capacity restricted by door stewards or hotel staff. Garden furniture and equipment regularly inspected to ensure fit for purpose. Glass items and plastic rubbish collected regularly. All spillages, breakages, and broken glass cleared immediately to avoid slips, trips, and personal injury to staff and customers. Rubbish bins emptied regularly. Record of accidents and near misses recorded in accident book. Suitable exterior lighting in place for public safety.

d) The prevention of public nuisance

Both the entrance to the main hotel building, and the entrance to the garden face Southsea Common, so customers leaving by both these means of egress are not exiting directly on to a residential area, although there is housing adjacent approximately 100 metres away. We also have a Freephone Taxi service in reception for guests to use as an alternative to walking. For events in the hotel, in the function rooms we use sound monitors to check the level of noise, and carry out perimeter checks of the premises to ensure that the levels are acceptable. Also both window and doors in each function room are kept closed to minimise the sound travelling. Bands and DJ's are also made aware of the noise restrictions and the policies we have in place. For garden events, we again monitor the noise levels, and we are very much aware of the location of the adjacent residences, and the possibility of upsetting the neighbours, with whom, we have a very good relationship.

e) The protection of children from harm

Children are only admitted if accompanied by an adult to the hotel licensed premises. Obviously we do have families staying occasionally. We operate a 'NO ID – NO SALE' policy, should the staff think that the customer may be under age. Very few children/minors visit the hotel as it is really not in our demographic, however we are very much aware of this very important licensing objective.

Checklist:

Please mark 'x' to indicate agreement

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

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

Part 5 – Signatures (please read guidance note 10)

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

Signature	Kim Thurston
Date	14th October 2015
Capacity	Managing Director

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

Signature	
Date	14/10/15
Capacity	Managing Director

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

Manning Hotels Limited
Queens Hotel
Clarence Parade

Post town	Portsmouth	Post code	PO5 3LJ
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Telephone number (if any)

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

john@queenshotelportsmouth.com johnthurston1@live.co.uk