

APPENDIX A

[Insert name and address of relevant licensing authority and its reference number (optional).]

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	Belinda Delaney Philip Melville
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(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 20/02874/LAPREM
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Part 1 – Premises Details

Delanays 77 B Castle Road			
Post town	Southsea	Postcode	PO5 3AY

Telephone number at premises (if any)	██████████
Non-domestic rateable value of premises	██████

Part 2 – Applicant details

Daytime contact telephone number ██████████			
E-mail address (optional)	██████████		
Current postal address if different from premises address	██████████		
Post town	Southsea	Postcode	██████████

Part 3 - Variation

Please tick as appropriate	
Do you want the proposed variation to have effect as soon as possible? Yes	<input type="checkbox"/>

If not, from what date do you want the variation to take effect?	<u>DD MM YYYY</u>
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<p>Please describe briefly the nature of the proposed variation (Please see guidance note 1)</p> <p>To extend our licensing hours on a Friday and Saturday from 10.00 to 21.00 to 10.00 to 22.30</p>

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:	
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Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment		Please tick 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)		
Sale by retail of alcohol (if ticking yes, fill in box J)		

In all cases complete boxes K, L and M

A

read guidance note 2)

Plays
Standard days and timings
(please read guidance note

Will the performance of a play
take place indoors or outdoors
or both – please tick (please Indoors

6)				Outdoors	
Day Start Finish				Both	
Mon			<u>Please give further details here (please read guidance note 3)</u>		
Tue					
Wed			<u>State any seasonal variations for performing plays (please read guidance note 4)</u>		
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 (please read guidance note 5)</u>		
Sat					
Sun					

B

read guidance note 2)

Films
Standard days and timings
(please read guidance note

Will the exhibition of films
take place indoors or outdoors
or both – please tick (please
Indoors

6)				Outdoors	
Day Start Finish				Both	
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)		
Thur					
Fri			<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)		
Sat					
Sun					

C

timings (please read guidance note 6)
Please give further details (please read
 guidance note 3)

Indoor sporting events Standard days and

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

guidance note 2)

Boxing or wrestling entertainments
Standard days and timings

Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read

Indoors

6)	(please read guidance note			Outdoors	
Day Start Finish				Both	
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
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 5)		
Sat					
Sun					

E

(please read guidance note 2)

Live music
Standard days and timings
(please read guidance note

Will the performance of live music take place indoors or outdoors or both – please tick Indoors

6)				Outdoors	
Day Start Finish				Both	
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Thur					
Fri			<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 5)		
Sat					
Sun					

F

(please read guidance note 2)

Recorded music
Standard days and timings
(please read guidance note

Will the playing of recorded
music take place indoors or
outdoors or both – please tick Indoors

6)				Outdoors	
Day Start Finish				Both	
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
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 5)		
Sat					
Sun					

G

(please read guidance note 2)

Performances of dance
Standard days and timings
(please read guidance note

Will the performance of dance take place indoors or outdoors or both – please tick ^{Indoors}

6)				Outdoors	
Day Start Finish				Both	
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
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 5)		
Sat					
Sun					

H

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

I

guidance note 2)

Late night refreshment
Standard days and timings
(please read guidance note

**Will the provision of late
night refreshment take place
indoors or outdoors or both** Indoors
= please tick (please read

6)				Outdoors	
Day Start Finish				Both	
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
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 5)		
Sat					
Sun					

J

Supply of alcohol

Standard days and timings (please read guidance note

the supply of alcohol be for consumption – please

tick (please read guidance note 7) On the premises

Will

6)				Off the premises	
Day Start Finish				Both	/
Mon	10.00	17.00	<p><u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4)</p> <p>New Years Eve 10.00 - 01.00</p>		
Tue	10.00	17.00			
Wed	10.00	17.00			
Thur	10.00	21.00	<p><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 5)</p>		
Fri	10.00	22.30			
Sat	10.00	22.30			
Sun	10.00	17.00			

K

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).

L
Hours premises are open to the public
 Standard days and timings (please read

guidance note 6)
State any seasonal variations (please read
 guidance note 4)

Day Start Finish		
Mon	07.00	17.00
Tue	07.00	17.00
Wed	07.00	17.00
Thur	07.00	21.00
Fri	07.00	22.30
Sat	07.00	22.30
Sun	07.00	17.00

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 5)

New Years Eve 07.00-01.00

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 9)

N/A

b) The prevention of crime and disorder

The CCTV system must be fully operational whilst the venue is open to the public.
The recording equipment shall be stored and operated in a secure environment with limited access.
The system shall be regularly maintained and serviced.
The system clock shall be checked regularly for accuracy taking account of GMT and BST.
Digital systems shall have sufficient storage capacity for 31 days good quality pictures.
The images produced will be date and time stamped.

Access

It is important that the Police are able to access data from the systems quickly and easily and therefore provision shall be made for someone to have access to the secure area and also be able to operate the equipment.

Ensure all operators receive training from the installer when equipment is installed and that this is cascaded down to new members of staff.

Have a simple operator's manual available to assist in replaying and exporting data (particularly important with digital systems).

CCTV shall cover the full licensable area.

No Drugs Policy

Crime and disorder reduction partnership

Staff Training

c) Public safety

All staff must receive comprehensive training in relation to the sale of alcohol. No member of staff shall be permitted to sell alcohol until such time as they have successfully completed this training. Training shall cover:

Sale of alcohol to persons under 18

Challenge 25 and acceptable forms of identification

Signs of Drunkenness

Refusal register and when/how to use

Evaluation Procedures

External lighting to property.

d) The prevention of public nuisance

Join Pub watch.

Music to be kept to an acceptable level.

e) The protection of children from harm

All training relating to the sale of alcohol shall be documented and records kept either in hard copy at the premises or electronically via head office. Police and the Licensing Authority shall have access to an individual's training records upon reasonable request. Training shall be refreshed every six months.

Any person appearing to those engaged in selling or supplying alcohol to be under the age of 25 and who is attempting to buy alcohol will be required to produce satisfactory photographic identification as proof of age. Acceptable ID shall be as per the latest Home Office guidance.

A refusals register in paper or digital format shall be kept and maintained at the premises. The register shall be made available for inspection upon request by an authorised officer of the Police or Local authority.

The premises shall operate a challenge 25 policy.

Checklist:

Please tick to indicate agreement

I have made or enclosed payment of the fee.

I have sent copies of this application and the plan to responsible authorities and others where applicable.

I understand that I must now advertise my application.

I have enclosed the premises licence or relevant part of it or explanation.

I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT, 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	Belinda Delaney
Date	24/02/2022
Capacity	Owner

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	Philip Melville
Date	24/02/2022
Capacity	Owner/Licencee

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