



**Application to vary a premises licence
under the Licensing Act 2003**

Please read the accompanying notes (at the end of this form) as you complete it.

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 of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises named in Part 1 below

Premises licence number:	32UHB...
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Part 1 - premises details			
Name of premises			
Postal address of premises or, if none, ordnance survey map reference or 'what3words' reference or description			
Post town		Postcode	
Phone number at premises (if any)			
Email address of premises (if any)			

Non-domestic rateable value of premises	£
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Part 2 - applicant details

Phone number:			
Email address:			
Current postal address if different from premises address			
Post town		Postcode	

Part 3 - variation

Do you want the proposed variation to have effect as soon as possible?

Yes No

If not, when do you want the variation to take effect from?

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? (*see note 1*)

Yes No

Please describe briefly the nature of the proposed variation (*see note 2*)

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If the 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 **which would be subject to change** if this application to vary is successful.

What activities do you intend to conduct on the premises **which will be affected by your application?**

Provision of regulated entertainment (see note 3)

Please tick all that apply

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

Provision of late night refreshment (if selected, complete box I)

Supply of alcohol (if selected, complete box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (see note 8)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (see note 4)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<u>Please give further details here</u> (see note 5)	Both	
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (see note 6)		
Thur					
Fri			<u>Non-standard timings. Where you intend to use the premises for the performance of a play at different times from those listed in the column on the left, please list</u> (see note 7)		
Sat					
Sun					

B

Films Standard days and timings (see note 8)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (see note 4)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<u>Please give further details here</u> (see note 5)	Both	
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (see note 6)		
Thur					
Fri			<u>Non-standard timings. Where you intend to use the premises for the exhibition of films at different times from those listed in the column on the left, please list</u> (see note 7)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (see note 8)			<u>Please give further details here</u> (see note 5)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (see note 6)
Tue			
Wed			<u>Non-standard timings. Where you intend to use the premises for indoor sporting events at different times from those listed in the column on the left, please list</u> (see note 7)
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainment Standard days and timings (see note 8)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (see note 4)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<u>Please give further details here</u> (see note 5)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (see note 6)		
Thur					
Fri			<u>Non-standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times from those listed in the column on the left, please list</u> (see note 7)		
Sat					
Sun					

E

Live music Standard days and timings (see note 8)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (see note 4)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (see note 5)		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (see note 6)		
Thur					
Fri			<u>Non-standard timings. Where you intend to use the premises for the performance of live music at different times from those listed in the column on the left, please list</u> (see note 7)		
Sat					
Sun					

F

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

G

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

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings <i>(see note 8)</i>			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> <i>(see note 4)</i>	Indoors	
Mon				Outdoors	
				Both	
Tue			<u>Please give further details here</u> <i>(see note 5)</i>		
Wed					
Thur					
Fri			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> <i>(see note 6)</i>		
Sat					
Sun					
			<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 from those listed in the column on the left, please list</u> <i>(see note 7)</i>		

I

Late night refreshment Standard days and timings (see note 8)			<u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u> (see note 4)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<u>Please give further details here</u> (see note 5)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (see note 6)		
Thur					
Fri			<u>Non-standard timings. Where you intend to use the premises for the provision of late night refreshment at different times from those listed in the column on the left, please list</u> (see note 7)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (see note 8)			<u>Will the supply of alcohol be for consumption – please tick</u> (see note 9)	On the premises		
Day	Start	Finish		Off the premises		
				Both		
Mon			<u>State any seasonal variations for the supply of alcohol</u> (see note 6)			
Tue						
Wed						
Thur				<u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list</u> (see note 7)		
Fri						
Sat						
Sun						

K

Hours premises is open to the public Standard days and timings <i>(see note 8)</i>			<u>State any seasonal variations</u> <i>(see note 6)</i>
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			<u>Non-standard timings. When 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> <i>(see note 7)</i>

L

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. (See note 10)

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

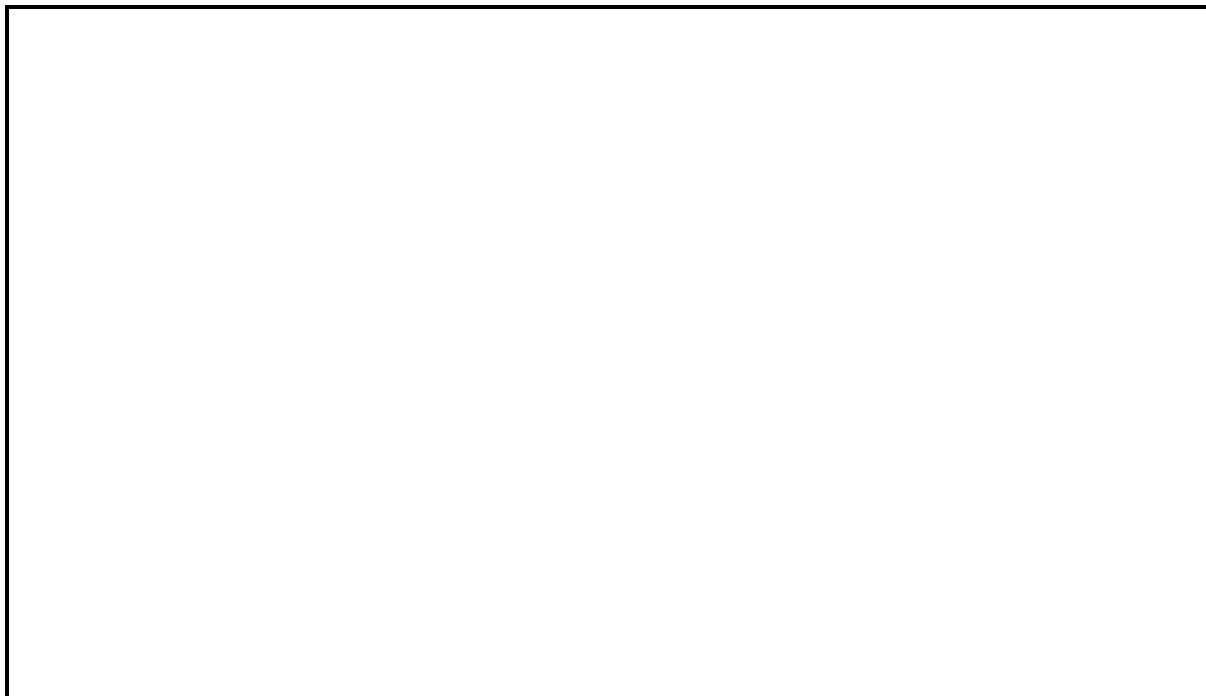
If you have not ticked one of the above boxes, please complete the below box.

Reasons why I have not enclosed the premises licence or relevant part of it:

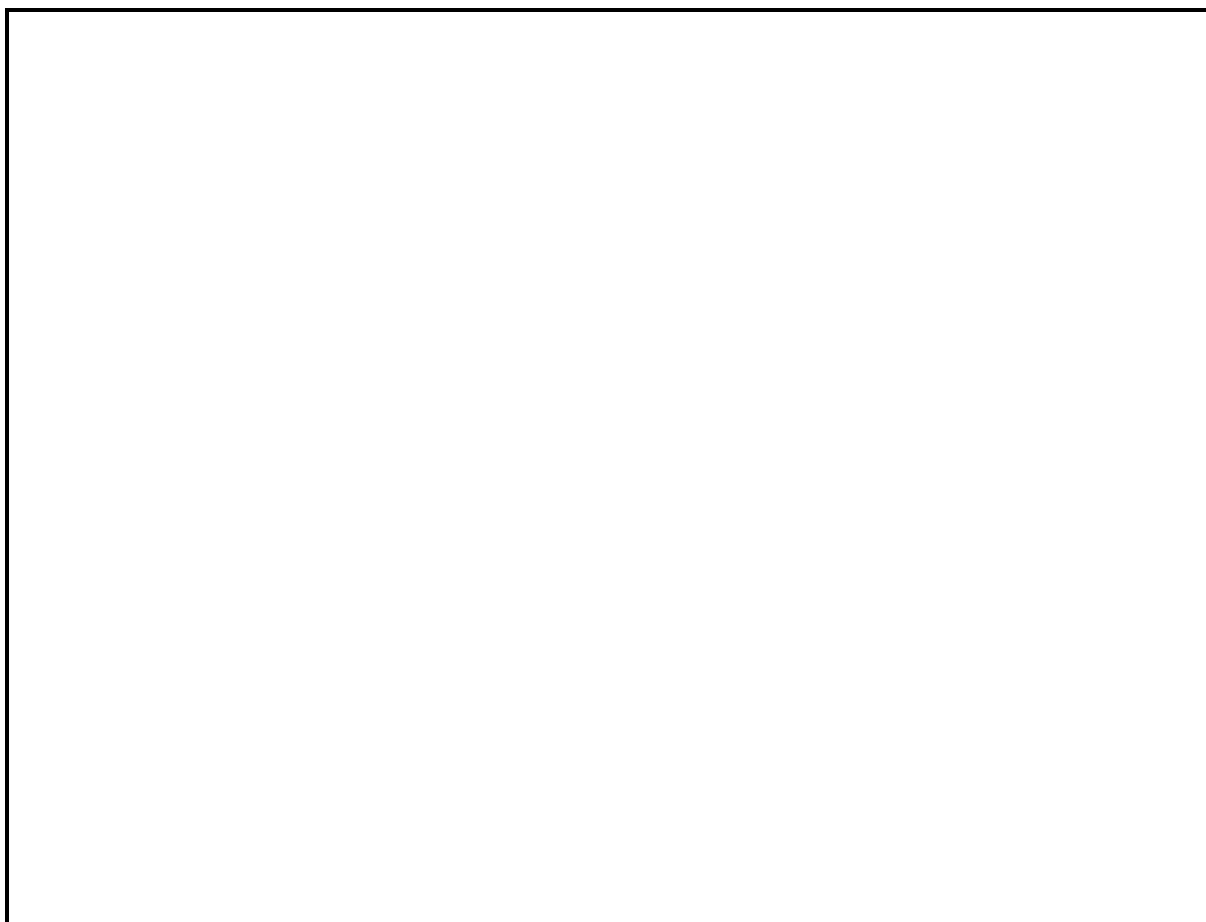
M

Describe the steps you intend to take to promote the four licensing objectives:

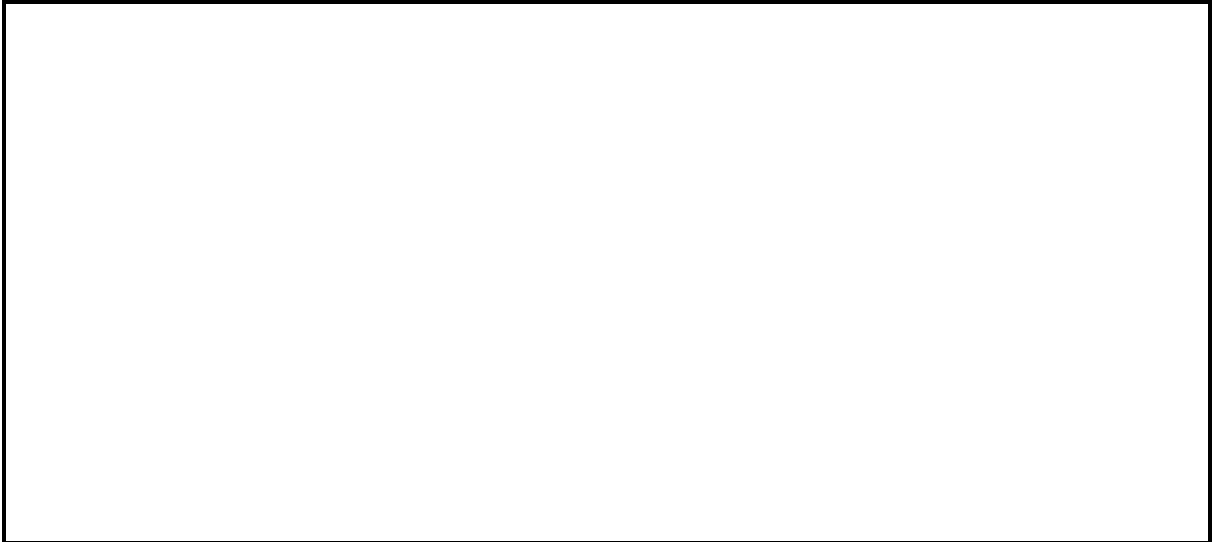
a) General – all four licensing objectives (b, c, d and e) *(see note 11)*



b) The prevention of crime and disorder



c) Public safety



d) The prevention of public nuisance



e) The protection of children from harm



Checklist:

Please tick to confirm

- I have made or enclose payment of the fee *(see page 20)*
- 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 am sending copies of this application and the plan to responsible authorities today - **only applicable if submitting a paper form**
 - 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 *(see note 12)*

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent *(see note 13)*. If signing on behalf of the applicant please state in what capacity.

Signature		If unable to provide a digital signature please type name to the right:	
Date			
Capacity			

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

Signature		If unable to provide a digital signature please type name to the right:	
Date			
Capacity			

Contact name and address for **correspondence** associated with this application
(see note 15)

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Post town		Postcode	
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Phone number:	
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Mobile number:	
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Email address:	
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Information on the Licensing Act 2003 is available on www.legislation.gov.uk or from West Lindsey District Council via licensing@west-lindsey.gov.uk or 01427 676676

Please return this form with the plan and appropriate fee* (see table) to:

licensing@west-lindsey.gov.uk

*Payment can be made by credit/debit card over the phone with customer services (01427 676676, option 6) or in person at our Gainsborough office. If paying by cheque please make it payable to 'WLDC'. To pay by bank transfer please use the below details:

Account name: West Lindsey District Council

Sort code: 30-00-02

Account number: 04066818

Ref: (your premises licence number starting 32UHB...)

Amount: see table

For office use: payment code 6007-40098-41162

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

If submitting your application by post, copies of this form and accompanying plan must be sent to all Responsible Authorities listed in section 8 of our guidance document - see <https://www.west-lindsey.gov.uk/my-business/licensing/business-licences/premises-licence/>

Privacy Notice: We will use the information you give us to (a) do the tasks we need to do for the job shown in the title of this form (b) carry out any of our official business (c) stop fraud or crime. To find out more about why we need your information, what we do with it and how to contact us if you have any concerns or questions please read our privacy notice. This can be viewed using the following link: www.west-lindsey.gov.uk/licensing-privacy/

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.west-lindsey.gov.uk/fairprocessingnotice or contact the finance department on, 01427 676560 or email FinanceTeam@west-lindsey.gov.uk

Notes

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 for consumption of these off-supplies, 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 gets consent for the performance 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.
4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
5. Please 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.

- 6.** For example (but not exclusively) where the activity will occur on additional days during summer months.
- 7.** For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 8.** 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.
- 9.** 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'.
- 10.** 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.
- 11.** Please list here steps you will take to promote all four licensing objectives together.
- 12.** The application form must be signed.
- 13.** An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- 14.** Where there is more than one applicant, each of the applicants, or their respective agents, must sign the application form.
- 15.** This is the address which we will use to correspond with you about this application.