

Appendix C

- 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 failed to enclose the premises licence or relevant part of premises licence

N/A

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,e) (please read guidance note 11)

[The information provided in this box is solely for information only and not intended to be converted into conditions on the Premises Licence]

The application may be amended during the consultation period to reflect any agreements that may be reached with the responsible authorities and interested parties

The application proposes to amend the licensing plan in accordance with drawing number 7779-LS dated 11th January 2018 which accompanies this application. The proposed changes to the layout consist of the addition of fixed seating on the ground floor; the kitchen moving from the ground floor to the first floor to create a glass wash and lobby area on the ground floor, new side entrance on the ground floor and refurbishment of the rear external area including existing outbuilding to become additional trade area and form part of the licensed area. Please note that the amendments to the licensing plan should not take effect until such times as the works proposed have been completed.

The application also seeks to extend opening hours to 08 00 seven days a week to allow for breakfast opening and coffees & teas etc. It has also been submitted to update the Premises Licence conditions to ensure that they are suitable for the style of operation at the premises. We have taken the opportunity to replace the existing operating schedule, which is outdated in parts, and offer updated and proportionate conditions.

We seek to permit late night refreshment daily from 23 00 until the permitted closing time to allow the premises to sell hot drinks to their customers during these times. The amendments to the non-standard timings have been made to clarify the additional hours permitted on these notable days and no further hours are being requested than what is already permitted under the Premises Licence.

b) The prevention of crime and disorder

- 1 The premises shall install and maintain a comprehensive CCTV system which shall cover all entry and exit points to and from the premises enabling frontal identification of every person entering and the areas of the premises to which the public have access (excluding toilets) The CCTV system shall continually record whilst the premises are open for licensable activities and during all times when customers remain on the premises All recordings shall be stored for a minimum of 31 days with date and time stamping Viewing of recordings shall be made available upon the request of Police or authorised council officer through the entire 31 day period
- 2 A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested
- 3 A record shall be kept detailing all refused sales of alcohol The record should include the date and time of the refused sale and the name of the member of staff who refused the sale The record shall be made available for inspection at the premises by the Police and other officers of Responsible Authorities at all times whilst the premises are open
- 4 An incident log shall be kept for the premises and made available on request to an authorised officer of the Council or the Police which will record the following -
 - a) All crimes reported to the venue,
 - b) Any complaints received regarding crime and disorder,
 - c) Any incidents of disorder or antisocial behaviour,
 - d) Any faults in the CCTV system,
 - e) Any visits by a relevant authority or emergency service

c) Public safety

Please see box a) above We understand our obligations under existing legislation and take our responsibilities seriously

d) The prevention of public nuisance

- 5 Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers to leave the premises and area quietly
- 6 All external windows and doors shall be kept shut when regulated entertainment is taking place inside the premises after 22 00, except in the event of an emergency and to permit access and egress to and from the premises
- 7 No waste or recyclable materials, including bottles, shall be placed into receptacles outside the premises between 23 00 and 08 00 the next day, in order to minimise the disturbance to nearby properties
- 8 Staff shall monitor customers in the external areas of the premises on a regular basis and ensure customers do not cause a public nuisance
- 9 Customers shall not be permitted to remove from the premises any drinks supplied by the premises in open containers unless to an external drinking area set aside for consumption

e) The protection of children from harm

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| 10 A Challenge 21 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram |
| 11 Clear, prominent and unobstructed signage informing customers of the proof of age scheme in operation shall be displayed at all entry points to the premises |
| 12 No unaccompanied children shall be permitted on the premises |

Checklist

Please tick to indicate agreement

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

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT

Part 5 – Signatures (please read guidance note 12)

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

Signature	
Date	29/01/2019
Capacity	Flint Bishop LLP – Solicitors for and on behalf of applicant

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