

**ARUN DISTRICT COUNCIL**

**Application for a minor variation to a premises licence or club premises certificate  
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, especially Note 1.

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 in black ink. Use additional sheets if necessary.

Once completed please send your application to the relevant licensing authority. You may wish to keep a copy of the completed form for your records.

CHAMBERS PROPERTIES UK LIMITED

**(Insert name(s) of applicant)**

being the premises licence holder(s)/club holding a club premises certificate, apply to vary a premises licence under section 41A/club premises certificate under section 86A of the Licensing Act 2003 for the premises described in Part 1 below.

**Part 1 – Premises details**

Postal address of premises (or, if none, ordnance survey map reference, or description)	
THE UNICORN HOTEL 78 HIGH STREET	
Post town BOGNOR REGIS	Postcode PO21 1RZ

**Telephone number at premises (if any)**

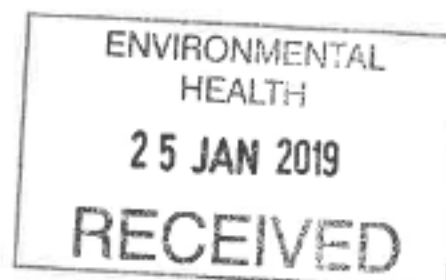
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**Premises licence number/club premises certificate number**

6513

**Brief description of premises (Please see Guidance Note 2)**  
LICENSED PUB/BAR.

**Part 2 – Applicant Details**



I am the premises licence holder.

Contact phone number in working hours (if any)

0758 555 1147

Applicant Postal address IF DIFFERENT FROM PREMISES ADDRESS  
CHAMBERS PROPERTIES UK LIMITED, THE BARN, TEDNAMBURY  
FARM, TEDNAMBURY, SPELLBROOK, HERTS, CM23 4BD.

Post town  
SPELLBROOK, HERTS

Postcode  
CM23 4BD

Please provide email address if you would prefer us to contact you by email (optional)

[REDACTED]

### Part 3 – Proposed variation(s)

Please tick

Do you want the proposed variation to have effect as soon as possible? ☒ Yes ☐ No

DDMMYYYY

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

[REDACTED]

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see Guidance Note 3) ☐

Yes ☐ No

**Please describe the proposed variation(s) in detail in the box below and explain why you consider that they could not have an adverse effect on the promotion of any of the licensing objectives (See Guidance Note 1). This should include whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent):**

**Details of proposed variation(s)** (Please see Guidance Note 4)

Following consultation with Sussex Police Licensing I now wish to add the following new conditions to my premises licence to promote the licensing objectives:

#### **The Prevention of Crime & Disorder**

Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements

for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises internally and externally to cover all public areas, including the entrance to the premises. The system shall be on and recording at all times the premises licence is in operation.

- The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.
- CCTV footage will be stored for a minimum of 31 days.
- The management will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime. A member of staff must be present at all times who can operate the system and supply copies of these images on request to either Sussex Police or officers of the local authority.
- The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.
- Subject to Data Protection guidance and legislation, the management of the premises will ensure that key staff are fully trained in the operation of the CCTV, and will be able to download selected footage onto a disk for the police without difficulty or delay and without charge to Sussex Police.
- Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.
- In the event of the CCTV system hard drive being seized as evidence as part of a criminal investigation by Sussex Police or for any other reason, the premises will be expected to install a replacement hard drive or a temporary replacement drive as soon as practicable.

Two door staff are required every Friday and Saturday if the venue is planning to stay open past 11.00pm. Two door staff are required for all special events, including Christmas Eve, New Years Eve, bank holidays weekends (Sunday and Monday nights), Halloween. A minimum of two door staff (and one door staff for 100 persons or part thereof) must be on the premises from 9.00pm until the pub has closed its doors and is completely clear of all patrons inside and immediately outside. All door staff on duty will wear body worn cameras.

A documented risk assessment must be produced by the premises. The assessment will identify all licensable activities undertaken at the premises and the controls necessary to promote the licensing objectives. The written risk assessment will include:

1. When SIA trained and licensed door staff shall be employed [over and above Friday and Saturday nights as per the condition above] on occasions when a requirement is identified by the licence holder's

written risk assessment or requested by Sussex Police. When door staff are employed at the premises the will be at a ratio of one per one hundred persons, starting with a minimum of two door staff.

2. What considerations have been made by the licence holder regarding any additional special events which may arise in the City during the year. These special events will include Christmas Eve, New Year's Eve, bank holiday weekends, Halloween, significant sporting events including football matches.
3. The use of glassware versus shatterproof or polycarbonate drinking vessels and the supply of glass bottles to customers.

This written risk assessment will be reviewed every 12 months or sooner should the need arise and a copy shall be retained at the premises.

The premises will join and be an active participating member in the local pub watch or business crime reduction partnership as appropriate.

The premises licence holder will implement and operate a zero tolerance policy towards drugs and drug misuse at the premises. In the event that a person is found on the premises actively dealing in drugs, reasonable steps shall be taken to detain that person and the police called to the premises.

A lockable drugs storage box will be kept on the premises at all times. All illegal or unidentified drugs found or seized at the premises will be locked in the box

#### **For the Protection of Children from Harm:**

The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, driving licenses with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram.

Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.

The Premises Licence Holder shall ensure that all staff members engaged or to be engaged, in selling alcohol at the premises shall receive the following induction training. This training will take place prior to the selling of such products:

- The lawful selling of age restricted products
- Refusing the sale of alcohol to a person who is drunk

Further verbal reinforcement/refreshers training covering the above will be carried out thereafter at intervals not to exceed eight weeks, with the date and time of the verbal reinforcement/refreshers training documented.

All such training undertaken by staff members shall be fully documented and

recorded. All training records shall be made available to officers of any responsible authority.

An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises and immediately outside, and any refusals of alcohol. The incident log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a month. The log book will be kept on the premises and be available for inspection at all times the premises are open by officers of any responsible authority. An incident will be defined as being one which involves an allegation of a criminal offence.

#### **Part 4 – Operating Schedule**

Please tick those parts of the Operating Schedule which would be subject to change if this application to vary was successful.

##### **Provision of regulated entertainment**

Please tick all that apply

a. plays

☐

b. films

☐

c. indoor sporting events

☐

d. boxing or wrestling entertainment

☐

e. live music

☐

f. recorded music

☐

g. performances of dance

☐

h. anything of a similar description to that falling within (e), (f) or (g)

☐

##### **Provision of late night refreshment**

☐

##### **Supply of alcohol**

☐

(Note that this can only relate to reducing licensed hours, or moving them without any overall increase between 7am and 11pm)

Please tick to indicate you have enclosed the following:

I have enclosed the premises licence/club premises certificate

☒

I have enclosed the relevant part of the premises licence/  
club premises certificate

☐

I have included a copy of the plan  
(this is necessary if the proposed variation will affect the layout)

☐

If you have not ticked one of the previous three boxes, please explain why in the box below.

**Reasons why you have not enclosed the premises licence/club premises certificate or relevant parts.**

**Any further information to support your application. (See Guidance Note 5)**

**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 enclosed the plan, if appropriate, of the premises in scale [1mm to 100mm], unless otherwise agreed with the licensing authority.  
☐
- I have enclosed the premises licence/club premises certificate or relevant part of it or provided an explanation.  
☒
- I understand that if I do not comply with the above requirements my application will be rejected.  
☒
- I understand that I must now advertise my application for a continuous period beginning on the first working day after the day on which the application was given to the relevant licensing authority and ending at the expiry of the ninth consecutive working day after that day.  
☒

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 and Contact Details**

(See Guidance Note 6)

**Premises Licence:** Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (see Guidance Note 7). If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign:

Signature	
Date	23.1.19
Capacity	Premises Licence Holder

Where the premises licence is jointly held, signature of 2<sup>nd</sup> applicant (the current premises licence holder) or 2<sup>nd</sup> applicant's solicitor or other authorised agent (See Guidance Note 8). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

**Where the premises are a club**

I (insert full name)  
authority to bind the club.

make this application on behalf of the club and have

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application. (See Guidance Note 9)

[REDACTED]

Post town

Postcode

Telephone number (if any)

If you would prefer us to correspond with you by email your email address (optional)

[REDACTED]

[REDACTED]



## Notes for Guidance

1. General Note: The minor variations process can only be used for variations that could have no adverse impact on the promotion of any of the four licensing objectives. (These are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.)

It cannot be used to:

- extend the period for which the licence has effect;
- vary substantially the premises to which it relates;
- specify, in a premises licence, an individual as the designated premises supervisor;
- add the sale by retail or supply of alcohol as an activity authorised by a licence or certificate;
- authorise the sale by retail or supply of alcohol at any time between 11pm and 7am;
- authorise an increase in the amount of time on any day during which alcohol may be sold by retail or supplied;
- include the alternative licence condition referred to in section 41D(3) of the Licensing Act 2003 in a premises licence.

2. Description of premises: For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. This should include any activities in or associated with 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, the presence of gaming machines etc.

3. 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 to the late night levy.

4. Give full details of all the proposed variation(s). Failure to provide sufficient information may lead to the refusal of your application. Details should include a description of the proposed variation(s) in terms as precise as possible. If you are not precise, the licensing authority may decide that the changes you propose would be potentially broader in scope than you intend and reject your application as not being a 'minor' variation. You should also include a statement about why you consider the variations proposed could not have an impact on the licensing objectives listed in section 4(2) of the Act. You should cover each of the objectives that could possibly apply to your proposal (or if more than one, to each proposal) and say why you think there could be no adverse impact on that objective. Your application will be assisted by including as much information as you can about this. **(However, there is a box at the end of the form for 'further information', and this should be used for any relevant background information not directly related to the variation.)** Relevant information includes:

a) **Variations to licensable activities/licensing hours** (all timings should be given in 24 hour clock e.g. 16.00. Only give details for the days of the week when you intend the premises to be used for the activity), such as:

- Whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent);
- Relevant further details, for example whether music will be amplified or unamplified;
- Standard days and timing when the activity will take place, including start and finish times;
- Any seasonal variations in timings, e.g. additional days during the summer; and
- Non-standard timings, e.g. where you wish the activity to go on longer on a particular day such as Christmas Eve.

b) **Variations to premises/club layout:** If you are applying for a variation to the layout of your premises, you must include a revised plan. You should be aware that your application is likely to be refused if the proposed variation could:

- increase capacity for drinking on the premises;
- affect access between the public part of the premises and the rest of the premises or the street or public way, e.g. block emergency exits or routes to emergency exits; or
- impede the effective operation of a noise reduction measure.

c) **Revisions, removals and additions of conditions:** The minor variation process may be used to remove conditions which are out of date or invalid and to revise conditions which are unclear (as long as the intention and effect remains the same). It can also be used to add a new condition volunteered by the applicant or mutually agreed between the applicant and a responsible authority, such as the police or the environmental health authority (subject to impact on the licensing objectives).

d) **Variations to opening hours:** Details of any changes to hours when the premises or club is open to the public.

5. Further information: You should use this box to provide any additional evidence to support your claim that the proposed variation is 'minor' and could not have an adverse impact on the promotion of the licensing objectives.

6. Signatures: The application form must be signed.

7. Authorised agent: An applicant's agent (e.g. solicitor) may sign the form on their behalf and, in so doing, will be confirming that they have actual authority to do so.

8. 2nd Applicant: Where there is more than one applicant, both applicants or their respective agents must sign the application form.

9. This is the address which we shall use to correspond with you about this application. This might not be the same as the address of the premises or applicant, but these addresses must also be provided.