

**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.

We Spirit Pub Company (Leased) Ltd  
(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 LN/000002255
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**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description			
The Red Lion 1 Mill Lane Godalming			
Post town	Surrey	Postcode	GU7 1HF
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£40,750	

**Part 2 – Applicant details**

Daytime contact telephone number			
E-mail address (optional)			
Current postal address if different from premises address	Westgate Brewery Bury St Edmunds		
Post town	Suffolk	Postcode	IP33 1QT

### Part 3 - Variation

Please tick as appropriate

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

Yes

No

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

DD		MM		YYYY			
┆	┆	┆	┆	┆	┆	┆	┆

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?  
(Please see guidance note 1)  Yes  No

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

This is an application to change the layout of the premises in accordance with the submitted plan.

The main changes are as follows:

1. Removal of the ladies toilets to open up the trading area of the premises.
2. Amendments to the fixed seating
3. Removal of the step in the main bar area
4. Reconfiguration of the bar servery
5. Removal of partition wall
6. Reconfiguration of the main entrance lobby
7. Addition of a disabled toilet and reconfiguration of the toilets.
8. Reconfiguration of the external drinking area to accommodate a new back of house area
9. Addition of fixed furniture to the external area

Furthermore, the licensable area has been extended to include the courtyard and rear garden.

In addition to the above, this application also seeks to make the following changes to the premises licence:

#### Hours

1. Extension to recorded and live music hours until 01:00h on a Friday and Saturday (currently permitted until 00:00h)
2. Extension to recorded and live music hours until 00:00h Monday to Thursday (currently permitted until 23:00h)
3. Late night refreshment to be permitted as follows:  
- Monday to Thursday from 23:00h until 00:00h
4. Extension to the sale of alcohol hours until 00:00h Monday to Thursday (currently permitted until 23:00 Monday to Wednesday and 23:30h on a Thursday)
5. Non-standard timings to be permitted on the following days: Christmas Eve; Christmas Day; Boxing Day; New Year's Day; Spring and August Bank Holidays; Good Friday; Easter Saturday, Sunday and Monday and any other Bank Holidays 10:30h to 01:00h.
6. Opening hours are as follows:

Monday to Thursday from 10:00h until 00:30h  
Friday and Saturday from 10:00h until 01:30h  
Sunday from 10:00h until 23:30

## Conditions

6. Remove condition all 'Embedded Restrictions: On Licence – No Children's Certificate', save for the New Year's Eve extension under condition g) of '1. Permitted hours'.
7. Remove the following live music restrictions from the premises licence "small band or single or duo entertainment. Either amplified or unamplified once a month".
8. Remove the following recorded music restriction from the premises licence "juke box only".
9. Remove condition 1 under Annex 3 of the premises licence.
10. Add the following conditions:

### *Noise management*

- No regulated entertainment will be provided in the external areas.
- The volume of music from the external speakers will be monitored and controlled to ensure that it is unlikely to cause nuisance to neighbours in the immediate vicinity.
- Signage will be displayed at the premises reminding customers to leave quietly and respect the neighbours.
- The manager, licence holder or other competent person shall carry out observations outside in the premises periodically from 22:00h in order to establish whether there is a noise breakout from the premises. If the observation reveals noise breakout at a level likely to cause disturbance to the occupants of properties in the vicinity then noise levels will be turned down and/or customers will be asked to go indoors. A record of such observations shall be kept in a book for that purpose, such a book shall be completed immediately after the observation detailing the time, location and duration of the observation, the level of noise breakout and any action taken to reduce noise breakout. Such book to be kept at the premises.

### *Children*

- Children must be accompanied by an adult at all times
- 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 licences with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram. The list of approved forms of ID may be amended or revised with the prior written agreement of Sussex Police and the Licensing Authority without the need to amend the licence or conditions attaching to it.
- After 21:00 hours, children may only remain on the premises if partaking in a sit down meal or a private function.

All other hours and licensable activities authorised by the premises licence are to remain unaltered.

Any part of the variation application that changes the plan/layout at the premises to be of no effect until the work has been completed.

Locations of any fire safety and other safety equipment subject to change in accordance with the requirements of the responsible authorities or following a risk assessment.

Any detail shown on the plan that is not required by the licensing plan regulations is indicative only and subject to change.

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:

#### 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)

**Supply of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 4)	Both	<input type="checkbox"/>
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 5)		
Thur					
Fri			<b>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</b> (please read guidance note 6)		
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue					
Wed			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)		
Thur					
Fri			<b>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</b> (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<b>Please give further details</b> (please read guidance note 4)
Day	Start	Finish	
Mon			<b>State any seasonal variations for indoor sporting events</b> (please read guidance note 5)
Tue			
Wed			
Thur			<b>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</b> (please read guidance note 6)
Fri			
Sat			
Sun			



D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Wed					
Thur			<b><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></b> (please read guidance note 6)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	11:00	00:00	<b>Please give further details here</b> (please read guidance note 4) Provision of live amplified and unamplified live music.		
Tue	11:00	00:00			
Wed	11:00	00:00	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 5)		
Thur	11:00	00:00			
Fri	11:00		<b>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</b> (please read guidance note 6)  As per the existing permissions save for the amendments below: <ul style="list-style-type: none"> <li>Christmas Eve; Christmas Day; Boxing Day; New Year's Day; Spring and August Bank Holidays; Good Friday; Easter Saturday, Sunday and Monday and any other Bank Holidays 10:30h to 01:00h.</li> </ul>		
Sat	11:00	01:00			
Sun		01:00			

F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 4) Provision of live amplified and unamplified recorded music.		
Mon	11:00	00:00			
Tue	11:00	00:00	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Wed	11:00	00:00			
Thur	11:00	00:00	<b><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></b> (please read guidance note 6)		
Fri	11:00				
Sat	11:00	01:00	As per the existing permissions save for the amendments below:  Christmas Eve; Christmas Day; Boxing Day; New Year's Day; Spring and August Bank Holidays; Good Friday; Easter Saturday, Sunday and Monday and any other Bank Holidays 10:30h to 01:00h.		
Sun		01:00			

**G**

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 4)	Both	<input type="checkbox"/>
Tue					
Wed			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 5)		
Thur					
Fri			<b>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</b> (please read guidance note 6)		
Sat					
Sun					

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><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></b> (please read guidance note 6)		
Sun					

Late night refreshment Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	23:00	00:00	<b>Please give further details here</b> (please read guidance note 4) Provision of hot food and drink.		
Tue	23:00	00:00			
Wed	23:00	00:00	<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 5)		
Thur	23:00	00:00			
Fri			<b>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</b> (please read guidance note 6)  As per the existing permissions save for the amendments below:  Christmas Eve; Christmas Day; Boxing Day; New Year's Day; Spring and August Bank Holidays; Good Friday; Easter Saturday, Sunday and Monday and any other Bank Holidays 10:30h to 01:00h.		
Sat					
Sun					

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
Mon	11:00		<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
		00:00			
Tue	11:00				
		00:00			
Wed	11:00				
		00:00			
Thur	11:00				
		00:00			
Fri					
Sat					
Sun					

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 9).

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	10:00		<p><b>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</b> (please read guidance note 6)</p> <p>As per the existing permissions save for the amendments below:</p> <p>Christmas Eve; Christmas Day; Boxing Day; New Year's Day; Spring and August Bank Holidays; Good Friday; Easter Saturday, Sunday and Monday and any other Bank Holidays 10:30h to 01:30h.</p>
Tue		00:30	
	10:00		
Wed		00:30	
	10:00		
Thur		00:30	
	10:00		
Fri		00:30	
	10:00		
Sat		01:30	
	10:00		
Sun		01:30	
	10:00	23:30	

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.

1. Remove condition all 'Embedded Restrictions: On Licence – No Children's Certificate', save for the New Year's Eve extension under condition g) of '1. Permitted hours'.
2. Remove the following live music restrictions from the premises licence "small band or single or duo entertainment. Either amplified or unamplified once a month".
3. Remove the following recorded music restriction from the premises licence "juke box only".
4. Remove condition 1 under Annex 3 of the premises licence.



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 10)**

As per the current premises licence permissions save for the amendments made in this application.

**b) The prevention of crime and disorder**

As per the current premises licence permissions save for the amendments made in this application.

**c) Public safety**

As per the current premises licence permissions save for the amendments made in this application.

**d) The prevention of public nuisance**

As per the current premises licence permissions save for the amendments below:

- No regulated entertainment will be provided in the external areas.
- The volume of music from the external speakers will be monitored and controlled to ensure that it is unlikely to cause nuisance to neighbours in the immediate vicinity.
- Signage will be displayed at the premises reminding customers to leave quietly and respect the neighbours.
- The manager, licence holder or other competent person shall carry out observations outside in the premises periodically from 22:00h in order to establish whether there is a noise breakout from the premises. If the observation reveals noise breakout at a level likely to cause disturbance to the occupants of properties in the vicinity then noise levels will be turned down and/or customers will be asked to go indoors. A record of such observations shall be kept in a book for that purpose, such a book shall be completed immediately after the observation detailing the time, location and duration of the observation, the level of noise breakout and any action taken to reduce noise breakout. Such book to be kept at the premises.

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**e) The protection of children from harm**

As per the current premises licence permissions save for the amendments below:

- Children must be accompanied by an adult at all times
- 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 licences with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram. The list of approved forms of ID may be amended or revised with the prior written agreement of Sussex Police and the Licensing Authority without the need to amend the licence or conditions attaching to it.
- After 21:00 hours, children may only remain on the premises if partaking in a sit down meal or a private function.

**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, 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 11)

**Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent** (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	Solicitor to 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 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

<b>Contact name (where not previously given) and address for correspondence associated with this application</b> (please read guidance note 14) Rachel Kelly TLT Solicitors One Redcliff Street			
<b>Post town</b>	Bristol	<b>Post code</b>	BS1 6TP
<b>Telephone number (if any)</b>	0333 00 60283		
<b>If you would prefer us to correspond with you by e-mail, your e-mail address (optional)</b> Rachel.kelly@tltsolicitors.com			

#### 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. 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.
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. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. 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.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. 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.
8. 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'.
9. 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.
10. Please list here steps you will take to promote all four licensing objectives together.

11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

