

wld/201410301
9/3/15

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 KEVIN HALSTEAD

(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

WAV2005PREM/0345

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description
FRENHAM POND HOTEL
BACON LANE
CHURT

Post town

FARNHAM

Postcode

GU10 2QD

Telephone number at premises (if any)

01252795161

Non-domestic rateable value of premises

£117,500

Part 2 – Applicant details

Daytime contact
telephone number

01252 795161

E-mail address (optional)

kevin@frenshampondhotel.co.uk

Current postal address if different
from premises address

Post town

Postcode

Part 3 - Variation

Please tick as appropriate

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

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

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please describe briefly the nature of the proposed variation (Please see guidance note 1)

Frensham Pond Hotel is a 53 bedroom hotel with extensive function facilities and for marketing purposes is part of Best Western Hotels.

It has been in our company ownership since 1987. For further details of the hotel facilities please visit www.bw-frenshampondhotel.co.uk

At present the hotel is having a major refurbishment to bring the hotel and facilities up to a 4 star standard and this is the ideal opportunity for us to review and vary our licence which has not been changed since issue in 2005.

Frensham Pond Hotel continues to run as a hotel business but with the facilities available and with the refurbishment taking place the company is now looking to maximise all aspects of the licensing act. Procedures and policies will be amended to reflect the responsible control of any event.

We are looking to retain embedded restrictions of the 1964 act, this should include deregulation from end of licensed hours on New Year's Eve through to commencement of permitted hours on New Year's Day (regardless of day of the week)

Alcohol sales to hotel residents and their bona fide guests 24 hrs (although included within embedded restrictions we would ask that it be shown on the front of the Premises Licence under authorised hours).

Vary supply of alcohol to the public to purchase alcohol in licensed bar/s and other function suites and also for all pre-booked events Monday to Sunday 10.00hrs to 01.30hrs.

LIVE MUSIC

Although live music act exemption applies 08.00 – 23.00 hrs to extend the existing terminal hour to 01.30hrs Monday to Sunday.

RECORDED MUSIC

To extend recorded music 00.00hrs to 01.30hrs Monday to Sunday

All other currently authorised regulated entertainment to extend Monday to Sunday from 00.00 hrs (midnight to 01.30hrs).

Licence Conditions

Remove reference to PEL Embedded restrictions as these are now covered by new policies and procedures.

Remove capacity limit as now subject of Fire Risk assessment.

Remove reference to candles and naked flames as now covered in Fire Safety Risk Assessment.

Remove current restrictions on hours for authorised regulated entertainment and supply of alcohol on Christmas Day, Good Friday to standard basis for these days regardless of day of the week to hours requested within this variation.

The restrictions above were subject to the previous justices' licence and the conversion into the premises licence were not varied at that time.

The restrictions of the embedded restrictions to be amended accordingly to remove those now changed on grant on the varied hours.

The hotel has a large lawn area which is currently under refurbishment. Once completed it will be available for marquee weddings and pre booked events to extend authorised regulated entertainment and licensable activities to the marquee to 23.00 hrs (May to September weather dependent) and probably not likely to exceed two a month.

No regulated entertainment ie live music, recorded music and performances of dance in any outside area after 23.00 hrs

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)	No
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	No
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

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Role play events such as Murder Mystery's etc and small theatrical productions		
Mon	10.00	00.00			
Tue	10.00	00.00	<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Wed	10.00	00.00			
Thur	10.00	00.00	<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</u> (please read guidance note 5)		
Fri	10.00	00.00			
Sat	10.00	00.00			
Sun	10.00	00.00			

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)</u>	Indoors	<input checked="" type="checkbox"/>						
				Outdoors	<input type="checkbox"/>						
				Both	<input type="checkbox"/>						
Day	Start	Finish	<u>Please give further details here (please read guidance note 3)</u> Small film showings that would be for a pre-organised event and includes horse racing type charity events etc								
Mon	10.00	00.00									
Tue	10.00	00.00	<u>State any seasonal variations for the exhibition of films (please read guidance note 4)</u>								
Wed	10.00	00.00									
Thur	10.00	00.00	<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 (please read guidance note 5)</u>								
Fri	10.00	00.00									
Sat	10.00	00.00									
Sun	10.00	00.00									

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue			
Wed			
Thur			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 (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)</u>	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here (please read guidance note 3)</u>					
Mon								
Tue								
Wed						<u>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)</u>		
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 (please read guidance note 5)</u>		
Sat								
Sun								

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Live music exemption		
Mon	23.00	01.30			
Tue	23.00	01.30	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Wed	23.00	01.30			
Thur	23.00	01.30	<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) From terminal hour on New Year's eve to opening hours on New Year's day Terminal hours indoors 01.30 and outdoors 23.00		
Fri	23.00	01.30			
Sat	23.00	01.30			
Sun	23.00	01.30			

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)</u>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	00.00	01.30	<u>Please give further details here (please read guidance note 3)</u> Generally piped music for public areas of the hotel. Recorded music or disco etc played for functions		
Tue	00.00	01.30			
Wed	00.00	01.30	<u>State any seasonal variations for the playing of recorded music (please read guidance note 4)</u>		
Thur	00.00	01.30			
Fri	00.00	01.30	<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 (please read guidance note 5)</u>		
Sat	00.00	01.30			
Sun	00.00	01.30	From terminal hour on New Year's eve to opening hours on New Year's day Terminal hours indoors 01.30 and outdoors 23.00		

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	00.00	01.30	<u>Please give further details here</u> (please read guidance note 3) As in conjunction with F page. This is for entertainers coming into the hotel for the entertainment of patrons, for example Strictly Ballroom/celebrities performing their dances.		
Tue	00.00	01.30			
Wed	00.00	01.30	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur	00.00	01.30			
Fri	00.00	01.30	<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) From terminal hour on New Year's eve to opening hours on New Year's day Terminal hours indoors 01.30 and outdoors 23.00		
Sat	00.00	01.30			
Sun	00.00	01.30			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing Live entertainers which may be magician, fun casino and comedy event.		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon	00.00	01.30		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue	00.00	01.30	<u>Please give further details here</u> (please read guidance note 3) As in conjunction with F & G		
Wed	00.00	01.30			
Thur	00.00	01.30	<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	00.00	01.30			
Sat	00.00	01.30	<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	00.00	01.30	From terminal hour on New Year's eve to opening hours on New Year's day Terminal hours indoors 01.30 and outdoors 23.00		

I

Late night refreshment Standard days and timings (please read guidance note 6)			<u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	23.00	01.30	<u>Please give further details here</u> (please read guidance note 3) No take away will be offered. This would be in the main tea/coffee served to guests, residents and pre-booked functions		
Tue	23.00	01.30			
Wed	23.00	01.30	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Thur	23.00	01.30			
Fri	23.00	01.30	<u>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</u> (please read guidance note 5) From terminal hour on New Year's eve to opening hours on New Year's day		
Sat	23.00	01.30			
Sun	23.00	01.30			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	10.00	01.30	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Tue	10.00	01.30			
Wed	10.00	01.30			
Thur	10.00	01.30	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 (please read guidance note 5)		
Fri	10.00	01.30			
Sat	10.00	01.30			
Sun	10.00	01.30			

K

<p>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).</p> <p>We do not propose to offer any adult entertainment</p>

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	
Mon	00.00	00.00	<p><u>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</u> (please read guidance note 5)</p> <p>New Year's Eve deregulation Open 24 hours as a hotel to residents and bona fide guests only. Public in licensed bar and pre-booked events from 10.00hrs to 01.30 hrs</p>
Tue	00.00	00.00	
Wed	00.00	00.00	
Thur	00.00	00.00	
Fri	00.00	00.00	
Sat	00.00	00.00	
Sun	00.00	00.00	

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.

Remove restrictions re operation on Good Friday and Christmas day for all licensable activities.
Remove PEL conditions and restrictions as stated previously

Remove restrictions of Embedded Restrictions that are not relevant to the varied / extended hours as appropriate.

		Please tick as appropriate
<input checked="" type="checkbox"/>	I have enclosed the premises licence	√
<input type="checkbox"/>	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)

SEE BELOW, ALL COVERED IN B / C / D / E

b) The prevention of crime and disorder

The hotel has CCTV throughout the majority of the hotel including reception, lounges, bar, all entrances and car parks. This will be updated further with the current refurbishment. CCTV is recorded to a hard drive and available for 28 days.

At all times a member of management will be on duty and that person will be a Personal Licence Holder.

c) Public safety

We have a Fire Risk assessment that is reviewed as required.

The hotel has regular service on boilers.

The hotel grounds are regularly inspected by the hotel duty manager, details recorded on the Duty manager's report.

Health & Safety. Risk Assessments are revisited as and when required.

We will comply with all statutory requirements

d) The prevention of public nuisance

Management/staff are always at the exits at the end of an event asking guests to leave quietly. Where appropriate prominent, clear and legible signs shall be displayed encouraging guests to leave in an orderly and quiet manner. Further there will be an announcement at the end of every function/event stressing the importance of leaving the hotel and car park's quietly.

The Duty Manager has the authority to stop the music if it deemed to be excessive. All pre booked events receive notification of the importance of maintaining noise levels.

All external doors and windows will be kept closed other than for access and egress, in all rooms where amplified music is taking place.

e) The protection of children from harm

The hotel operates a Challenge 25 policy and all staff who are expected to serve drinks will have received training in this matter and sign to confirm this.
 Suitable id required will be passport, driving licence or PASS ID cards.
 All refusals will be noted in a refusal log and this will be made available to the licensing office and police.
 Any children attending the bar/pre booked event or private function must be under parental supervision.


Checklist:

		Please tick to indicate agreement
<input type="checkbox"/>	I have made or enclosed payment of the fee.	<input checked="" type="checkbox"/>
<input type="checkbox"/>	I have sent copies of this application and the plan to responsible authorities and others where applicable.	<input checked="" type="checkbox"/>
<input type="checkbox"/>	I understand that I must now advertise my application.	<input checked="" type="checkbox"/>
<input type="checkbox"/>	I have enclosed the premises licence or relevant part of it or explanation.	<input checked="" type="checkbox"/>
<input type="checkbox"/>	I understand that if I do not comply with the above requirements my application will be rejected.	<input checked="" type="checkbox"/>

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 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	
Date	9/2/2015
Capacity	APPLICANT & AUTHORISED SIGNATORY.

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	
Date	
Capacity	

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.