

Herefordshire
Application to vary a premises licence
Licensing Act 2003

For help contact
licensing@herefordshire.gov.uk
 Telephone: 01432 261761

* required information

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You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

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Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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APPLICATION DETAILS

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.

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Premises Contact Details

Telephone number

Continued from previous page...

Non-domestic rateable value of premises (£)

45,500

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VARIATION

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

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

Yes No

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.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Describe Briefly The Nature Of The Proposed Variation

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.

WE WISH TO VARY THE LICENSE TO INCREASE THE HOURS OF THE RETAIL SALE OF ALCOHOL FOR CONSUMPTION OFF THE PREMISES AND TO SELL HOT FOOD TO GO AND COFFEE TO GO IN LINE WITH OUR STORE OPENING HOURS TO 24 HOURS A DAY, SEVEN DAYS A WEEK.

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will the schedule to provide plays be subject to change if this application to vary is successful?

Yes No

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PROVISION OF FILMS

See guidance on regulated entertainment

Will the schedule to provide films be subject to change if this application to vary is successful?

Yes No

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PROVISION OF INDOOR SPORTING EVENTS

<i>Continued from previous page...</i>	See guidance on regulated entertainment
<p>Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS	
<p>See guidance on regulated entertainment</p> <p>Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
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PROVISION OF LIVE MUSIC	
<p>See guidance on regulated entertainment</p> <p>Will the schedule to provide live music be subject to change if this application to vary is successful?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
Section 9 of 18	
PROVISION OF RECORDED MUSIC	
<p>See guidance on regulated entertainment</p> <p>Will the schedule to provide recorded music be subject to change if this application to vary is successful?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
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PROVISION OF PERFORMANCES OF DANCE	
<p>See guidance on regulated entertainment</p> <p>Will the schedule to provide performances of dance be subject to change if this application to vary is successful?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE	
<p>See guidance on regulated entertainment</p> <p>Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
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PROVISION OF LATE NIGHT REFRESHMENT	

Continued from previous page...

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

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.

THE SALE OF COFFEE AND HOT FOOD FROM INSIDE THE SHOP.

Continued from previous page...

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the provision of late night refreshment at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption?

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide 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 etc gambling machines etc.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

THE PREMISES LICENCE IS DISPLAYED ONSITE FOR TRADING STANDARDS COMPLIANCE.

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LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

SINCE GARDNER GARAGES LIMITED ACQUIRED THE SITE IN DECEMBER 2018 WE HAVE TAKEN STEPS TO BRING THE SITE IN LINE WITH THE OPERATING STANDARDS OF OUR EXISTING STORES IN GLOUCESTERSHIRE.
WE HAVE APPOINTED THE SITE MANAGER OF OVER 15 YEARS AS THE DESIGNATED PREMISES SUPERVISOR.
WE HAVE INVESTED IN THE REPLACEMENT OF CANOPY BULBS AND FLOODLIGHTS TO PROVIDE BETTER VISIBILITY AT NIGHT AND WILL CONTINUE TO INVEST IN THE LIGHTING
WE HAVE IMPROVED THE CCTV SYSTEM, INCREASED THE NUMBER OF CAMERAS AND HAVE 24 HOUR REMOTE ACCESS
WE PRIDE OURSELVES AT RETAINING EXPERIENCED STAFF AND INVESTING IN THEIR TRAINING
WE HAVE INVESTED IN TRAINING THE STAFF, NEW AND OLD, WITH AN ANNUAL SUBSCRIPTION TO CPL ONLINE TRAINING.
WE HAVE PAID FOR ALL EXISTING STAFF MEMBERS TO ATTEND THE BIAB LEVEL 2 NATIONAL AWARD FOR PERSONAL LICENSE HOLDERS COURSE.
WE HAVE ADOPTED THE '25 POLICY' AND OUR STAFF ARE FULLY TRAINED ON THIS POLICY AND WE HAVE SIGNS & NOTICES DISPLAYING THIS.
WE HAVE INVESTED IN KEY STAFF AND APPLIED FOR THEIR PERSONAL LICENSES TO SELL ALCOHOL FOR CONSUMPTION OFF THE PREMISES
WE WILL CONTINUE TO INVEST AND MANAGE THE PREMISES TO ENSURE THAT THE SITE TRADES WITHIN THE LAW.

b) The prevention of crime and disorder

WE HAVE INVESTED IN THE CCTV SYSTEM AND INCREASED THE NUMBER OF CAMERAS TO IMPROVE THE SECURITY OF THE GENERAL PUBLIC, STAFF AND THE SITE AND WE HAVE 24 HOUR REMOTE ACCESS TO THE CCTV AND CAMERA VIEWS. THE IMAGES OF THE CCTV ARE HELD ON HARD DRIVE AND WILL BE MADE AVAILABLE TO THE POLICE UPON REQUEST IF NEEDED.
WE HAVE INVESTED IN THE TRAINING OF OUR STAFF AND PROVIDE ONGOING AND REFRESHER TRAINING TO ENSURE THAT THEY CONTINUE TO STAY COMPETENT.
THE CANOPY BULBS HAVE BEEN REPLACED RESULTING IN BETTER LIGHTING DURING TWILIGHT HOURS.
WE WILL CONTINUE TO ENSURE THAT ALCOHOL IS NOT SOLD TO ANYONE WHO APPEARS TO BE UNDER THE INFLUENCE OF ALCOHOL AND IS NOT KNOWINGLY SOLD TO ANYONE UNDER AGE.
WE HOLD A REFUSAL LOG AND THE DPS REVIEWS THIS PERIODICALLY.

c) Public safety

Continued from previous page...

WE WILL CONTINUE TO ENSURE THAT OUR EVACUATION PROCEDURES STAY RELEVANT AND ARE UPDATED ACCORDINGLY. WE HOLD A VALID ANNUAL ELECTRICAL TEST CERTIFICATE AND WILL CONTINUE TO ENSURE THAT THE EQUIPMENT IS TESTED IN ACCORDANCE WITH THE LAW AND REGULATIONS. WE WILL ENSURE THAT OUR RISK ASSESSMENTS ARE DULY COMPLETED AND REVIEWED IN ACCORDANCE WITH THE LAW AND OUR COMPANY PROCEDURES.

WE WILL CONTINUE TO ENSURE THAT THE SITE FIRST AID KIT IS CHECKED PERIODICALLY AND REPLENISHED AND UPDATED AS REQUIRED AND THAT THE ACCIDENT BOOK IS KEPT AVAILABLE AND REVIEWED.

WE WILL CONTINUE TO ENSURE THAT ALL BREAKAGES AND SPILAGES ARE DEALT WITH IN ACCORDANCE WITH OUR COMPANY POLICY.

d) The prevention of public nuisance

WE WILL CONTINUE TO ENSURE THAT NOISE, LIGHTING AND ODOUR LEVELS ARE CONTROLLED SO AS TO REDUCE THE RISK OF CAUSING A PUBLIC NUISANCE.

WE WILL CONTINUE TO ENSURE THAT LITTER BINS ARE EMPTIED REGULARLY AND THE SITE AND PERIMETER OF THE SITE ARE LITTER PICKED AS FAR AS REASONABLY POSSIBLE

e) The protection of children from harm

WE HAVE ADOPTED THE '25 POLICY' AND WILL CONTINUE TO ENSURE IT'S IMPLEMENTATION. ALL OUR STAFF ARE FULLY TRAINED ON THIS POLICY AND WE HAVE SIGNS & NOTICES DISPLAYING THIS. THE TRAINING WE HAVE AND DO PROVIDE ENSURES THAT WE ARE VIGILANT IN ENSURING THAT OUR STAFF ARE COMPETENT IN PROTECTING CHILDREN FROM HARM AND REFUSE SALE OF AGE RESTRICTED PRODUCTS TO MINORS. WE HAVE TILL PROMPTS ON THE TILLS TO REMIND THE STAFF TO CHECK AGES. ALL OUR STAFF HAVE PASSED THE BIIAB LEVEL 2 AWARD FOR PERSONAL LICENSE HOLDERS AND WE WILL CONTINUE TO INVEST IN TRAINING.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o 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.
 - o 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.
 - o 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.
 - o 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:
 - o 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.
 - o 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.
 - o 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.

Continued from previous page...

- 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:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o 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;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o 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.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £87000	£315.00
Band D - £87001 to £125000	£450.00*
Band E - £125001 and over	£635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £125000	£900.00
Band E - £125001 and over	£1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39999	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

* Fee amount (£)

DECLARATION

1

I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the

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* licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/herefordshire/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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.

OFFICE USE ONLY

Applicant reference number

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) Next >

