

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/We Greene King Retailing Limited

(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 PRECAM 000266
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Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description The Castle 37 St Andrews Street			
Post town	Cambridge	Postcode	CB2 3AR
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£23500.00	

Part 2 – Applicant details

Daytime contact telephone number			
E-mail address (optional)			
Current postal address if different from premises address	Westgate Brewery Abbot House		
Post town	Bury St Edmunds	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)

To extend the opening hours of the premises until 03.30 hours Sunday to Thursday (currently permitted until 00.30 hours Sunday to Wednesday and until 02.30 hours Thursday).

To extend the supply of alcohol until 03:00 hours Sunday to Thursday (currently permitted until Midnight Sunday to Wednesday and 02:00 hours Thursday).

To extend recorded music from 12:00 hours until 03:00 Monday to Sunday (currently permitted from 20:00 hours until 23:00 hours Sunday to Wednesday; 20:00 hours until 01:00 hours Thursday; 20:00 hours until 03:00 hours Friday and Saturday).

To remove the following conditions from Annex 2 of the premises licence:

2. This licence is granted on the condition that any other restrictions contained within the enactments specified under the Licensing Act 2003 (Schedule 8(6)) are adhered to.
5. Karaoke and / or the use of percussion instruments shall not be permitted.
6. When regulated entertainment is held, all external doors and external windows shall be kept shut at all times, apart from the main entrance door/s from St Andrews Street (that allows general ingress and egress) which shall be stewarded and kept closed so far as reasonably practicable.
7. On all days when the premises are open to after 2330hrs for any licensable activity all external doors and windows shall be kept shut at all times, apart from the main entrance door/s from St Andrews Street (that allow general ingress and egress) which shall be kept closed so far as reasonably practicable.

To add the following conditions to the premises licence:

1. No new entry to the premises after 02.30 hours on any day of the week except for bona fide guests staying overnight at the premises.
2. The manager/ DPS will ensure that the premises operates any night time radio link scheme used for late night premises in Cambridge City Centre at the premises during the hours of operation.
3. A dispersal policy will be drawn up and implemented to ensure that customers leaving the premises do so as far as practicable without causing nuisance to residents in the immediate vicinity of the premises.
4. An incident log ('the log') will be maintained and used at the premises, recording all incidents of crime and disorder or public nuisance witnessed at the premises. The Log will include the date, time and name of member of staff making the record, along with details of the incident and any action taken. The Log will be made available to police officer on request.
5. A CCTV system will be installed and maintained at the premises. The CCTV system will include cameras capable of recording head shots of customers entering the premises as well as covering the bar servery. The CCTV system will be capable of storing recorded footage from all cameras for a minimum of 31 days and will be capable of burning footage onto portable storage devices, such as memory stick and/or DVD. Such recordings will be made available to the Police upon request and provided on a portable device to the Police within 24 hours of the request.
6. A complaints log ('the log') will be maintained and used at the premises for any complaints received in relation to noise nuisance caused by the premises. The Log will include details of the time, date and person making the entry, along with details of the complaint and any action taken. The Log will be made available to Police officers on request.
7. During regulated entertainment or after 23:30 in any event, all doors and windows in the licensed

premises will be closed, except for access and egress via the main entrance on St Andrew's Street.
8. Door supervisors will be provided every Friday and Saturday from 22.30 hours. On all other evenings where licensable activities are intended to be provided past midnight, the DPS/ Manager will risk assess the need for door supervisors. The assessment will consider the nature and times of the proposed entertainment, the expected audience/ customer numbers and whether door supervisors will be required. The number of supervisors, their start and finish times and the company providing the Door supervisors will be noted in the risk assessment which will be in writing and kept for at least one month. The risk assessments will be made available to police or licensing officers on request.
9. Cloakroom facilities will be provided on a Friday and Saturday from 23:00 hours and on all other evenings when the premises are open past Midnight.

All other hours, activities and conditions to remain unaltered.

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

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

B

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

C

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

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment 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			Please give further details here (please read guidance note 4)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Thur					
Fri			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 6)		
Sat					
Sun					

E

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

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>		
Day	Start	Finish		Outdoors	<input type="checkbox"/>		
				Both	<input type="checkbox"/>		
Mon		03:00	Please give further details here (please read guidance note 4) As existing				
		12:00					
Tue		03:00					
		12:00					
Wed		03:00		State any seasonal variations for the playing of recorded music (please read guidance note 5)			
		12:00					
Thur		03:00					
		12:00					
Fri		03:00			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 6) As existing		
		12:00					
Sat		03:00					
		12:00					
Sun		03:00					
		12:00					

G

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

H

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

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) To provide hot beverages and food to reduce pressure on local takeaway facilities.		
Mon					
Tue			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Wed					
Thur			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 (please read guidance note 6)		
Fri					
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon		03:00			
	08:00				
Tue		03:00			
	08:00				
Wed		03:00			
	08:00				
Thur		03:00			
	08:00				
Fri		03:00			
Sat					
Sun					
	08:00				

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

- 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)

Cloakroom facilities will be provided on a Friday and Saturday from 23:00 hours and on all other evenings when the premises are open past Midnight.

b) The prevention of crime and disorder

The manager/ DPS will ensure that the premises operates any night time radio link scheme used for late night premises in Cambridge City Centre at the premises during the hours of operation.

An incident log ('the log') will be maintained and used at the premises, recording all incidents of crime and disorder or public nuisance witnessed at the premises. The Log will include the date, time and name of member of staff making the record, along with details of the incident and any action taken. The Log will be made available to police officer on request.

A CCTV system will be installed and maintained at the premises. The CCTV system will include cameras capable of recording head shots of customers entering the premises as well as covering the bar servery. The CCTV system will be capable of storing recorded footage from all cameras for a minimum of 31 days and will be capable of burning footage onto portable storage devices, such as memory stick and/or DVD. Such recordings will be made available to the Police upon request and provided on a portable device to the Police within 24 hours of the request.

Door supervisors will be provided every Friday and Saturday from 22.30 hours. On all other evenings where licensable activities are intended to be provided past midnight, the DPS/ Manager will risk assess the need for door supervisors. The assessment will consider the nature and times of the proposed entertainment, the expected audience/ customer numbers and whether door supervisors will be required. The number of supervisors, their start and finish times and the company providing the Door supervisors will be noted in the risk assessment which will be in writing and kept for at least one month. The risk assessments will be made available to police or licensing officers on request.

c) Public safety

d) The prevention of public nuisance

A dispersal policy will be drawn up and implemented to ensure that customers leaving the premises do so as far as practicable without causing nuisance to residents in the immediate vicinity of the premises.

No new entry to the premises after 02.30 hours on any day of the week except for bona fide guests staying overnight at the premises.

A complaints log ('the log') will be maintained and used at the premises for any complaints received in relation to noise nuisance caused by the premises. The Log will include details of the time, date and person making the entry, along with details of the complaint and any action taken. The Log will be made available to Police officers on request.

During regulated entertainment or after 23:30 in any event, all doors and windows in the licensed premises will be closed, except for access and egress via the main entrance on St Andrew's Street.

e) The protection of children from harm

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 to responsible authorities and others where applicable. – submitted online – to be provide by the Local Authority
- 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.**

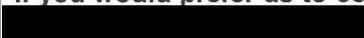
Signature	
Date	13 March 2015
Capacity	Solicitor to applicant

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	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 14)

Amy King
TLT Solicitors
One Redcliff Street

Post town	Bristol	Post code	BS1 6TP
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. 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.