

Chichester District Council

Application for a minor variation to a premises licence ~~or club premises certificate~~ under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the Guidance Notes at the end of the form, especially Note 1. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and in black ink. Use additional sheets if necessary. Once completed please send your application to the relevant licensing authority. You may wish to keep a copy of the completed form for your records.

Sussex Inns Ltd

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

Part 1 – Premises details

Postal address of premises (or, if none, ordnance survey map reference, or description) The Vestry 21-23 Southgate	
Post town Chichester	Post Code PO19 1ES

Telephone number at premises (if any)

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Premises licence number/~~club premises certificate~~ number

3815/15/00496/LAPRED

Brief description of premises (Please see Guidance Note 2)

A hotel and bar with trading area to the ground floor and bedrooms to first floor.

Part 2 – Applicant Details

Please tick

We are the premises licence holder/~~club premises certificate holder~~



Contact phone number in working hours (if any)

Applicant Postal address IF DIFFERENT FROM PREMISES ADDRESS

Sussex Inns Limited
The Richmond Stockbridge Road
West Sussex

Post town Chichester

Postcode PO19 8DT

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

Part 3 – Proposed variation(s)

Please tick ✓yes

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



Day Month Year

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

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

Details of proposed variations (Please see Guidance Note 3)

1. To add conditions agreed with Sussex Police.
2. To remove redundant conditions from the Premises Licence.

Details of proposed variations are as follows:

To add the following conditions:

1. The premises shall install a recognised electronic identification scanning system for customers entering the premises.
 - The system shall be operated at all times from 15 minutes after the time when door staff are required to be on duty (by condition number 3) at which time all persons entering the premises will be scanned.
 - The system shall have the ability to share alerts with other venues using similar ID scanning equipment, identified a hologram of an ID and read both passports and ID cards including pass cards.
 - The system should be able to conduct tests to determine if a document is genuine or counterfeit. The system must be complied with the Information Commissioner's Good Practice Guidance for ID scanning in clubs and bars.

- As an exception to the use of the recognised ID scanning system to scan ALL customers the name and date of birth of customers who appear to be over the age of 30, without ID shall be recorded and a photographic image obtained.
 - This information will be made available to the Police Licensing Officer or Local Authority Licensing Authority Officer upon reasonable request subject to the requirements of the Data Protection Act.
 - Any breakdown or system failure will be notified to the Police immediately and remedied as soon as is practicable.
2. The DPS or a Personal Licence Holder will be on the premises in a working capacity, from 20:00 hours each day until all non-resident members of the public have left the premises and its curtilage.
 3. A minimum of two Security Industry Authority (SIA) trained and Licensed Door Supervisors shall be deployed at the premises from 20:00 hours every Friday and Saturday evening with two additional SIA registered door staff being on duty from 21:00 hours, and a further additional two SIA registered door staff from 22:00 hours until 30 minutes after closing time; they shall be deployed to cover both the main entrance and the inside of the premises.
 4. Those performing the roles of door supervisor will not perform any other role when engaged for the purposes of door supervision duties.
 5. Body worn video shall be worn by at least one of the door supervisors deployed at the front of the premises and by the door supervisor deployed as a "floor walker" these cameras shall be used to record all incidents of disorder and ejection and any other recordable incidents.
 6. Door staff shall be fully briefed prior to commencing work, with clear written instructions regarding their specific duties. Door staff will be made aware of the individuals banned by ChiBAC Pubwatch at these briefings. These records will be made available to the Licensing Authority and/or the Police upon request.
 7. SIA door supervisors shall complete incident logs prior to the end of their shift. These shall include ejections, refusal, and assaults and any other occurrence which involves door supervisor intervention.
 8. All staff members engaged, or to be engaged in selling alcohol on the premises shall receive full training, prior to making the sale of alcohol. This shall be delivered by an external company and shall be pertinent to the Licensing Act 2003, specifically with regard to age restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs.
 9. Induction training must be completed by all staff involved in the sale of alcohol and refresher training thereafter at intervals of no more than eight (8) weeks. All restricted sales training undertaken by staff members shall be fully documented and signed by the employee and the Designated Premises Supervisor. All training records shall be retained for a minimum of 24 months and shall be made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or licensing staff.
 10. A written record of those authorised to make sales of alcohol shall be kept. This shall be endorsed by the DPS with the date such authorisation commences. This shall be made available immediately upon request to the Local Authority Licensing Officers

and Sussex Police Licensing Officers.

11. The premises shall at all times maintain and operate a sales refusals log and an incident log will be kept to record all refusals and incidents of crime or disorder. These shall be reviewed and signed by the Designated Premises Supervisor at intervals of no more than four (4) weeks. Feedback shall be given to staff to ensure these are used on each occasion that a refusal or incident occurs at the premises. These records shall be kept for a minimum of twenty four (24) months and made immediately available upon request to Local Authority Licensing Officers and Sussex Police Licensing Officers.
12. No off sales shall be permitted other than to hotel guests.
13. Staff must ensure that all empty glasses and bottles are promptly cleared away from the public areas within the premises. Regular patrols to facilitate this are to be conducted at least hourly throughout the premises.
14. Digital CCTV and appropriate recording equipment will be installed in accordance with Home Office Guidelines relating to the UK Police requirements for digital CCTV system (PSDB Publication number 09/05) operated and maintained throughout the premises internally and externally to cover all public areas including the entrance to the premises. The system shall be on and recording at all times the Premises Licence is in operation.
 - The CCTV cameras and recording equipment must be of sufficient quality to work in all lightening levels inside the premises at all times.
 - CCTV footage will be stored for a minimum of 28 days.
 - The management will give full and immediate co-operation and technical assistance to the Police in the event of CCTV footage is required for the prevention and detection of suspected or alleged crime.
 - The CCTV images will record and display dates and times and these times will be checked regularly to ensure their accuracy.
 - Subject to Data Protection guidance and legislation the management of the premises will ensure that key staff are fully trained in the operation of the CCTV and will be able to download selected footage on to a disk for the Police without difficulty or delay and without charge to Sussex Police.
 - Any breakdown or system failure will be notified to Sussex Police immediately and remedied as soon as is practicable.

In order to tidy up the current licence as agreed in principle between Sussex Police and the management of the Vestry the following conditions shall be removed from the Premises Licence.

Annex 2

Conditions 7, 8, 10, 11, 12, 14, 20.

Part 4 – Operating Schedule

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

Provision of regulated entertainment

Please tick ✓ yes

- a. plays ☐
- b. films ☐
- c. indoor sporting events ☐
- d. boxing or wrestling entertainment ☐
- e. live music ☐
- f. recorded music ☐
- g. performances of dance ☐
- h. anything of a similar description to that falling within (e), (f) or (g) ☐

Provision of late night refreshment

☐

Sale by retail of alcohol

☐

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

Enclosures

- I have enclosed the premises licence/~~club premises certificate~~ ☐
- I have enclosed the relevant part of the premises licence/~~club premises certificate~~ ☐
- I have included a copy of the plan ☐
- (necessary if the proposed variation will affect the layout)

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

Reasons why you have failed to enclose the premises licence/~~club premises certificate~~ or relevant parts.

We do not have the Premises Licence as it is currently with the Licensing Authority for amendments to the Designated Premises Supervisor and also the Premises Licence Holder.

Any further information to support your application. (See Guidance Note 4)

We have considered the proposed impact of the variation and consider that the additional conditions have the effect of promoting the four licensing objectives. No further steps will be necessary to promote the licensing objectives and the existing measures over and above the conditions as recommended in this application will continue.

CHECKLIST:

Please tick ✓ yes

- I have made or enclosed payment of the fee or ☒
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy. ☐
- I have enclosed the plan, if appropriate, of the premises in scale (1mm to 100mm), unless otherwise agreed with the licensing authority ☐
- I have enclosed the premises licence/~~club premises certificate~~ or relevant part of it or provided an explanation ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒
- I understand that I am required to advertise my application by posting a white notice at or on the premises for ten consecutive working days commencing on,

and including the day after the day when my application is given to the licensing authority. ☒

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 5 – Signatures and Contact Details

(See Guidance Note 5)

Premises Licence: Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent. (See Guidance Note 6) If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign:

Signature:

Poppleston Allen

Date:

17/05/2015

Capacity: We Poppleston Allen – Licensing Solicitors sign on behalf of and have authority to bind the 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 (See Guidance Note 7). If signing on behalf of the applicant please state in what capacity.~~

~~Signature:~~

~~Date:~~

~~Capacity: I / We (insert full name and capacity) sign on behalf of and have authority to bind the applicant.~~

~~Where the premises is a club~~

~~I (insert full name) make this application on behalf of the club and have authority to bind the club~~

~~Signature:~~

~~Date:~~

~~Capacity: I / We (insert full name and capacity) sign on behalf of and have authority to bind the applicant.~~

Contact name (where not previously given) and address for correspondence associated with this application. (See Guidance Note 8)

Poppleston Allen Solicitors
37 Stoney Street
The Lace Market
Nottingham
NG1 1LS

Telephone number (if any)
0115 9487410

If you would prefer us to correspond with you by email
your email address (optional)
n.walton@popall.co.uk

Notes for Guidance

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

It cannot be used to:

- extend the period for which the licence or certificate has effect;
- vary substantially the premises to which it relates;
- specify, in a premises licence, an individual as the designated premises supervisor
- add the sale by retail or supply of alcohol as an activity authorised by a licence or certificate;

- authorise the sale by retail or supply of alcohol at any time between 11pm and 7am;
- authorise an increase in the amount of time on any day during which alcohol may be sold by retail or supplied;
- include the alternative licence condition referred to in section 41D(3) of the Licensing Act 2003 in a premises licence.

2. Description of premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. This should include any activities in or associated with the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines, etc.

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

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

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

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

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

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

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

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

5. Signatures: The application form must be signed.

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

7. 2nd Applicant: Where there is more than one applicant both applicants or their respective agents must sign the application form.

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