



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.

Joy Halliday

(Insert name(s) of applicant)

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

Telephone number at premises (if any)

Postal address of premises (or, if none, ordnance survey map reference, or description)	
The Coffee Bean 77 Clifton Street	
Post town Lytham	Postcode FY8 5ER

Premises licence number/club premises certificate number

FY PL0264

Brief description of premises (Please see Guidance Note 2)

Licensed cafe and coffee shop

Part 2 – Applicant Details

I am/~~we are~~ the premises licence holder/~~club premises certificate holder~~. (Please delete as appropriate)

Contact phone number in working hours (if any)

07854952899

Applicant Postal address IF DIFFERENT FROM PREMISES ADDRESS

The Nook
56 Rear Woodlands Road

Post town

Postcode

Ansdell

FY8 4SE

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

joy1halliday@hotmail.com

Part 3 – Proposed variation(s)

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

Please tick

DDMMYYYY

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

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see Guidance Note 3) Yes No

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 variation(s) (Please see Guidance Note 4)

The proposed variation is to remove the need for a substantial meal to be served with the purchase of an alcoholic drink. i.e. The proposal is to allow the sale of alcohol on the premises with or without a snack or meal.

To ensure the licensing objectives are met I have included extra conditions in addition to the current license conditions:

1

No supply of alcohol may be made under this licence

- a. at a time when there is no designated premises supervisor in respect of it or,
- b. at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended

1.2

Every retail sale or supply of alcohol made under this licence must be made or authorised by a person who holds a personal licence.

2.

(1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises-

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to-

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

3.

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

4.

- (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either-
 - (a) a holographic mark, or
 - (b) an ultraviolet feature.

5.

The responsible person must ensure that-

- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

6.

A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

7.

Upon commencement of their employment, all staff who are involved in the sale of alcohol shall be trained in relation to the licensing objectives so as to reduce crime and disorder, promote public safety, prevent public nuisance and promote the protection of children from harm. Refresher training shall be provided at least once every twelve months and all training shall be documented and made available to an authorised officer upon request.

8.

The premises shall have a written zero tolerance drugs policy which is enforced at all times.

9.

The management of the premises shall ensure that the area immediately outside the entrance to the premises is kept clean, tidy and free from litter.

10.

A Challenge 25 proof of age policy shall be implemented and adhered to. Any person who looks or appears to be under the age of 25 shall be asked to provide identification that they are over the age of 18. The following are the only forms of identification acceptable:

- A recognised proof of age scheme accredited under the British Retail Consortiums Proof of Age Standards Scheme (PASS).
- Photo driving licence.
- Passport.
- Official ID card issued by HM Forces or European Union bearing a photograph and date of birth of the holder.

If no suitable identification is provided the sale of alcohol to them will be refused. Suitable signage will be displayed to specify the Challenge 25 policy is in place

11.

Functions which specifically target young people aged 17-18 years (for example birthday parties) will not be allowed to take place on the premises.

12.

CCTV must be installed internally and externally at the premises and must comply with the following:

- i. Appropriate signage alerting customers to CCTV recording must be displayed in conspicuous positions on the premises.
- ii. The CCTV system must be installed, maintained and operated to the reasonable satisfaction of Lancashire Constabulary. All public areas of the premises must be covered by the system. The system will incorporate a camera covering the main entrance doors and must be capable of providing an image which is regarded as identification standard in all lighting conditions.
- iii. The system must record all hours the premises are open to the public.
- iv. Recordings must display the correct date and time.
- v. Digital recordings must be held for a minimum period of 21 days. The system must as a minimum record images of the head and shoulders of all persons entering the premises.
- vi. A staff member who is conversant with the operation of the CCTV system will be able to attend the premises within an hour at all times the premises are open to the public. This staff member will be able to show police recent data or footage with the absolute minimum of delay when requested

13.

Appropriate measures will be taken to ensure no drink is to be removed from the grounds or curtilage of the licensed premises in an unsealed container.

14.

Security/staff arrangements will be sufficient to discourage the sale and consumption of drugs and shall ensure such arrangements include regular documented checks of toilets.

15.

An adequate number of licensed door supervisors shall be on duty as appropriate to any risk assessment determined by the premises licence holder.

16.

Any outside area of the venue will be regularly checked by a competent person. In this area all customers consuming alcohol shall be seated.

17.

Refuse such as bottles shall be disposed of in any external area of the premises at a time when it is not likely to cause a disturbance to sensitive premises/shall not be disposed of between the hours of 20.00- 08.00.

18.

Emergency exit, and route to, clearly signed and fully operational at all times. A clear notice to explain the actions and directions to an external assembly point for staff and customers in the event of a relevant evacuation of the premises.

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 read guidance note 5)

Please tick all that apply

- 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

Supply of alcohol

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

Please tick to indicate you have enclosed the following:

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
(this is 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 not enclosed the premises licence/club premises certificate or relevant parts.

I have not enclosed the building plan as the variation does not affect the layout.

Any further information to support your application. (See Guidance Note 6)

I have held an alcohol license since 2008 without any issues arising. This I feel reflects that I am a responsible license holder and that I will maintain this due diligence and professionalism going forward.

CHECKLIST:

Please tick to indicate agreement .

- I have made or enclosed payment of the fee. *I will be paying over the phone.*
- 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 must now advertise my application for a continuous period beginning on the first working day after the day on which the application was given to the relevant licensing authority and ending at the expiry of the ninth consecutive working day after that day.

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.

Part 5 – Signatures and Contact Details
(See Guidance Note 7)

Premises Licence: Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (see Guidance Note 8). If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign:

Signature	<i>J. Wallbridge</i>
Date	<i>16.11.2022.</i>
Capacity	<i>DIRECTOR</i>

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 9). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Where the premises are a club

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

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application. (See Guidance Note 10)

Post town	Postcode
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Telephone number (if any)	If you would prefer us to correspond with you by email your email address (optional)
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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 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.