Legal Services and Licensing
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn, PE30 1EX
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Borough Council of
King's Lynn &
West Norfolk

Licensing Act 2003

Application to Vary a Premises Licence

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.

Once completed, send your original applications back to us at:

- **Licensing**, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX.

and copies to the following:-

- **Norfolk Constabulary Licensing Team,** Bethel Street Police Station, Bethel Street, Norwich, Norfolk, NR2 1NN.
- **Fire Safety Office**, Norfolk Fire Service Western Area, Kilhams Way, King's Lynn, PE30 2HY
- **Norfolk Children's Safeguarding Board**, Room 60, Lower Ground, County Hall, Martineau Lane, Norwich, NR1 2DH
- **Norfolk Trading Standards**, Consumer Operations Manager, Norfolk County Council Trading Standards, County Hall, Martineau Lane, Norwich, NR1 2UD
- **Planning,** Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
- **Health & Safety**, Health, Wellbeing and Public Protection , Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
- **Community Safety & Neighbourhood Nuisance**, Health, Wellbeing and Public Protection , Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
- **Public Health Director,** Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH
- **Alcohol Licensing Team**, Home Office, Immigration Enforcement, Licensing Compliance Team (LCT), 2 Ruskin Square, Dingwall Road, Croydon, CR0 2WF

I / We ……..

*(insert name(s) of applicant(s)***)**

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:	

Part 1 – Premises Details

Name, postal address of premises or, if none, ordnance survey map reference, or description	
Post town:	Postcode:
Telephone number at premises (if any):	
Non-domestic rateable value of premises:	£

Part 2 – Applicant Details

Daytime Contact Telephone Number:			
Email Address (optional):			
Current Postal Address if different from premises			
Post Town:		Postcode:	

Part 3 – Variation

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

If not, when do you want the variation to have effect? **……. / ……. / ……..**

	Yes	No
Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1)	☐	☐

Please describe briefly the nature of the proposed variation (please read guidance note 2)

If 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 read guidance note 2)

		please tick √ yes	
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)	Performance of Dance	☐	(if ticking yes, fill in box G)
h)	Anything or 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' & 'M'

A

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

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of film take place indoors or outdoors or both – please tick ✓ (please read guidance note 3)		
				Indoors	
				Outdoors	
Day	**Start**	**Finish**		Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur					
Fri			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 6)		
Sat					
Sun					

C

Indoor sporting events Standard timings (please read guidance note 7)			Please give further details here (please read guidance note 4)
Day	**Start**	**Finish**	
Mon			
Tue			State any seasonal variation (please read guidance note 5)
Wed			
Thur			Non-standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 6)
Fri			
Sat			
Sun			

D

A boxing or wrestling entertainment Standard timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors, outdoors or both – please tick ✓ (please read guidance note 3)		
				Indoors	
				Outdoors	
Day	**Start**	**Finish**		Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variation (please read guidance note 5)		
Thur					
Fri			Non-standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

E

Performance of live music Standard timings (please read guidance note 7)			Will the performance of live music take place indoors, outdoors or both – please tick ✓ (please read guidance note 3)	Indoors	
				Outdoors	
Day	**Start**	**Finish**		Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variation (please read guidance note 5)		
Thur					
Fri			Non-standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

F

Playing of recorded music Standard timings (please read guidance note 7)			Will the playing of recorded music take place indoors, outdoors or both – please tick ✓ (please read guidance note 3)	Indoors	
				Outdoors	
Day	**Start**	**Finish**		Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variation (please read guidance note 5)		
Thur					
Fri			Non-standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

G

Performance of dance Standard timings (please read guidance note 7)			Will the performance of dance take place indoors, outdoors or both – please tick ✓ (please read guidance note 3)		
Day	**Start**	**Finish**		Indoors	
Mon				Outdoors	
				Both	
Tue			Please give further details here (please read guidance note 4)		
Wed			State any seasonal variation (please read guidance note 5)		
Thur					
Fri			Non-standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

H

Entertainment of a similar description to that falling within (e), (f) or (g) Standard timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing:		
Day	**Start**	**Finish**	Will the entertainment take place indoors, outdoors or both – please tick ✓ (please read guidance note 3)	Indoor	
Mon				Outdoor	
				Both	
Tue			Please give further details here (please read guidance note 4)		
Wed					
Thur			State any seasonal variation (please read guidance note 5)		
Fri					
Sat			Non-standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun					

I

Late night refreshment Standard timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors, outdoors or both – please tick ✓ (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	**Start**	**Finish**	Please give further details here (please read guidance note 4)		
Mon					
Tue					
Wed			State any seasonal variation (please read guidance note 5)		
Thur					
Fri			Non-standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

***Note: 'Late Night Refreshment' is only licensable between the hours of 11pm & 5am.**

J

Supply of alcohol Standard timings (please read guidance note 7)			Will the sale of alcohol be for consumption – please tick ✓ (please read guidance note 8)	On the premises	
				Off the premises	
				Both	
Day	**Start**	**Finish**	State any seasonal variation (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur			Non-standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri					
Sat					
Sun					

K

Please highlight any services, activities, entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 10)

L

Hours premises are open to the public Standard timings (please read guidance note 7)			State any seasonal variation (please read guidance note 5)
Day	**Start**	**Finish**	
Mon			
Tue			
Wed			
			Non-standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 6)
Thur			
Fri			
Sat			
Sun			

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.

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

a) **General**– all four licensing objectives (b, c, d, e) (please read guidance note 10)

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

Please tick√ yes

- I have enclosed the premises licence: ☐

If you have not ticked this box, please fill in reasons for not including the licence below

Reasons why I have not enclosed the premises licence.

Checklist **Please tick√ yes**

- I have made or enclosed payment of the fee. Cheques should be made payable to 'BCKLWN': ☐
- I have enclosed two sets of plans of the premises (if variation relates to change of layout): ☐
- I have sent you the original application and copies including the plan (if applicable) to the 'responsible authorities' (details on front page): ☐
- I will send / I enclose my Certificate of Service: ☐
- I understand that I must now advertise the application both in a newspaper and on the premises: ☐
- I will send / I enclose the Certificate of Display: ☐
- I will send a copy of the advert once it has appeared in the newspaper ☐
- I understand that if I do not comply with the above requirements my application may be rejected: ☐

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.

It is an offence under Section 24B of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under Section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same Act, will be committing an offence where they do so in the knowledge, or with reasonable cause believe, that the employee is disqualified.

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Licensing Act 2003.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the privacy notice page which can be found at the following link https://www.west-norfolk.gov.uk/privacy. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our Data Protection page which can be found at the following link https://www.west-norfolk.gov.uk/dataprotection

If you are unhappy with the way your personal information is being handled you can contact the Independent Information Commissioner, website: https://ico.org.uk/ .

Part 5 – Signatures (please read guidance note 12)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent. (See guidance note 12) If signing on behalf of the applicant please state in what capacity.

[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships]. I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work related to the carrying on of a licensable activity) and that that my licence will become invalid if I cease to be entitled to live and work in the UK.

Signature: ……. Date: ……

Capacity: ……

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)	
Name:	**Address:**
If you prefer us to correspond with you by e-mail your email 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 for 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. 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:
        - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
        - 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.
        - 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.
        - 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.

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

4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
5. For example the 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.
6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
8. 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.
9. 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’.
10. 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.
11. Please list here steps you will take to promote all four licensing objectives together.
12. The application form must be signed.
13. An applicant’s agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
14. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
15. This is the address which we shall use to correspond with you about this application.