

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

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.

Spirit Pub Company (Leased) Limited

(Insert name(s) of applicant)

being the premises licence holder(s)/club holding a club premises certificate, apply  
described in Part 1 below.

**Part 1 Premises details**

Postal address of premises (or, if none, ordnance survey map reference, or description) Downsman Wakehurst Drive Southgate	
Post town Crawley	Postcode RH10 6DH

Telephone number at premises (if any)

Premises licence number/club premises certificate number

05/00143/LAPRE

**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)

Applicant Postal address IF DIFFERENT FROM PREMISES ADDRESS Westgate Brewery	
Post town Bury St Edmunds	Postcode IP33 1QT

**Part 3 Proposed variation(s)**

Please tick

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

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):**

<p><b>Details of proposed variation(s)</b> (Please see Guidance Note 4)</p> <p>This is an application to change the layout and design of the premises in accordance with the submitted plan, drawing number 23-63/12. The changes include reconfiguration of the fixed seating and installation of a covered pergola.</p> <p>The opening hours and licensable activities authorised by the premises licence are to remain unaltered.</p> <p>Any part of the variation application that changes the plan/layout at the premises to be of no effect until the work has been completed.</p> <p>Locations of fire safety equipment subject to change in accordance with the requirements of the responsible authorities or following a risk assessment.</p> <p>Any detail shown on the plan that is not required by the licensing plan regulations is indicative only and subject to change.</p>
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**Details of proposed variation(s) (Continued)**

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**Part 4 Operating Schedule**

Please tick those parts of the Operating

**Reasons why you have not enclosed the premises licence/club premises certificate or relevant parts.**

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

**CHECKLIST:**

Please tick to indicate agreement

I have not made or enclosed payment of the fee for my application has been made in full in relation to the introduction of the late night exemption.

I have enclosed the plan, if appropriate, of the premises to which the application relates [1mm to 100mm scale] or otherwise agreed with the licensing authority.

I have enclosed the premises licence/club premises certificate or relevant parts of the licence/certificate 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 date of publication of this notice in the London Gazette. (See Guidance Note 6) [ET Q q 0 0 595.32]

**Part 5 Signatures and Contact Details**

(See Guidance Note 7)

**Premises Licence:** Signature of applicant (the current premises licence holder) or D S S O L F D Q W ¶ V 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	
Date	13 March 2024
Capacity	Solicitor for Applicant

**Where the premises licence is jointly held, signature of 2<sup>nd</sup> applicant (the current premises licence holder) or 2<sup>nd</sup> solicitor or other authorised agent** (See Guidance Note 9). If signing on behalf of the applicant, please state in what capacity.

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Signature

## 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.

3. 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.

4. Give full details of all the proposed variation(s). Failure to provide sufficient information may lead to refusal of your application. Details ~~should~~

**to licensable activities/licen**  
ive details for the days of the

timings should be given in 24 hour clock e.g.  
intend the premises to be used for the activity),

her new or increased levels of  
ors may include a tent);  
want further details, for exam  
ard days and timing when the  
seasonal variations in timings  
standard timings, e.g. where  
tmass Eve.

ities will be taking place indoors or outdoors  
t will be amplified or unamplified;  
e place, including start and finish times;  
ays during the summer; and  
vity to go on longer on a particular day such as

**to premises/club layout:** If  
ude a revised plan. You should  
ation could:

for a variation to the layout of your premises,  
likely to be refused if the



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, when the premises are licensed for the sale of alcohol, a licence is required for the performance of dance. [W\\*in ff 345.91 44004 \(en-GB\)BD q 0 0 595.3](#)



