



**Spelthorne**  
**Application for a minor variation to a premises or**  
**club certificate**  
**Licensing Act 2003**

For help contact  
[licensing@spelthorne.gov.uk](mailto:licensing@spelthorne.gov.uk)  
Telephone: 01784 444202

\* required information

## Section 1 of 9

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

|                                                               |                                                   |                                                                                                                        |
|---------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| System reference                                              | <input type="text" value="Not Currently In Use"/> | This is the unique reference for this application generated by the system.                                             |
| Your reference                                                | <input type="text"/>                              | You can put what you want here to help you track applications if you make lots of them. It is passed to the authority. |
| Are you an agent acting on behalf of the applicant?           |                                                   | Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.                        |
| <input checked="" type="radio"/> Yes <input type="radio"/> No |                                                   |                                                                                                                        |

### Applicant Details

|                                                                                                                  |                                            |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| * First name                                                                                                     | <input type="text"/>                       |
| * Family name                                                                                                    | <input type="text"/>                       |
| * E-mail                                                                                                         | <input type="text"/>                       |
| Main telephone number                                                                                            | <input type="text"/> Include country code. |
| Other telephone number                                                                                           | <input type="text"/>                       |
| <input checked="" type="checkbox"/> Indicate here if the applicant would prefer not to be contacted by telephone |                                            |

Is the applicant:

- ☐ Applying as a business or organisation, including as a sole trader
- ☒ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

*Continued from previous page...*

### Address

|                               |                                             |
|-------------------------------|---------------------------------------------|
| * Building number or name     | <input type="text"/>                        |
| * Street                      | <input type="text"/>                        |
| District                      | <input type="text"/>                        |
| * City or town                | <input type="text"/>                        |
| County or administrative area | <input type="text"/>                        |
| * Postcode                    | <input type="text"/>                        |
| * Country                     | <input type="text" value="United Kingdom"/> |

### Agent Details

|                        |                                                                  |
|------------------------|------------------------------------------------------------------|
| * First name           | <input type="text" value="Manpreet Singh"/>                      |
| * Family name          | <input type="text" value="Kapoor"/>                              |
| * E-mail               | <input type="text" value="m.kapoor@personallicencecourses.com"/> |
| Main telephone number  | <input type="text" value="020 8606 0558"/>                       |
| Other telephone number | <input type="text"/>                                             |

Include country code.

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

- ☐ An agent that is a business or organisation, including a sole trader
- ☒ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

### Your Address

Address official correspondence should be sent to.

|                               |                                                          |
|-------------------------------|----------------------------------------------------------|
| * Building number or name     | <input type="text" value="Personal Licence Courses UK"/> |
| * Street                      | <input type="text" value="145 Station Road"/>            |
| District                      | <input type="text"/>                                     |
| * City or town                | <input type="text" value="West Drayton"/>                |
| County or administrative area | <input type="text"/>                                     |
| * Postcode                    | <input type="text" value="UB7 7ND"/>                     |
| * Country                     | <input type="text" value="United Kingdom"/>              |

## Section 2 of 9

### PREMISES DETAILS

Refer to the [guidance notes](#) while completing this form.

**Continued from previous page...**

Premises licence number/club

premises certificate number 11/00867/LAPRE

\* Name of premises

ASHFORD LOCAL

**Premises Location**

\* Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

\* Building number or name

1 FIR TREE PLACE

\* Street

CHURCH ROAD

District

\* City or town

ASHFORD

County or administrative area

Postcode

TW15 2PH

\* Country

United Kingdom

**Premises Contact Details**

E-mail

Telephone number

Other telephone number

\* Brief description of premises [\(See Guidance Note 2\)](#)

OFF LICENCE AND CONVENIENCE STORE

**Section 3 of 9**

**APPLICANT DETAILS**

\* Are you the premises licence holder/club premises certificate holder?

☒ Yes ☐ No

Are the applicants address and contact details the same as the premises address and contact details given in section 2?

☐ Yes ☒ No

*Continued from previous page...*

### Applicant Address

Is the address the same as (or similar to) the address given in section one?

☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

|                               |                                             |
|-------------------------------|---------------------------------------------|
| Building number or name       | <input type="text"/>                        |
| Street                        | <input type="text"/>                        |
| District                      | <input type="text"/>                        |
| City or town                  | <input type="text"/>                        |
| County or administrative area | <input type="text"/>                        |
| Postcode                      | <input type="text"/>                        |
| Country                       | <input type="text" value="United Kingdom"/> |

### Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

|                        |                      |
|------------------------|----------------------|
| E-mail                 | <input type="text"/> |
| Telephone number       | <input type="text"/> |
| Other telephone number | <input type="text"/> |

## Section 4 of 9

### PROPOSED VARIATION

Would you like the variation to take effect from as soon as possible?

☒ Yes ☐ No

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

☐ Yes ☒ No

[See guidance note 3.](#)

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) ([See Guidance Note 4](#))

Premises floor plan has changed new plan attached.

Following condition to be amended:

1. CCTV and security systems shall be installed. Recordings of images shall be kept for at least 7 days. Recordings shall be readily available to police to view or take a copy of. All staff shall be trained to use the CCTV and download any images requested by any responsible authority.

Amended condition:

CCTV and security systems shall be installed. Recordings of images shall be kept for at least 31 days. Recordings shall be

**Continued from previous page...**

readily available to police to view or take a copy of. All staff shall be trained to use the CCTV and download any images requested by any responsible authority.

2. Any incidents of criminal or nuisance behaviour shall be reported to police.

Amended Condition:

An binded incident book available on premises, will be updated as and when required if any incidents happen at the premises.

3. There shall be staff training and refresher training every 3 months

Amended Conditon:

There shall be staff training and refresher training every 6 month

4. A "Challenge 21" age verification policy shall be adopted.

Amended Conditon:

A challenge 25 policy will be in force, where any person looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises. Challenge 25 posters displayed where alcohol is sold

Following condition to be removed:

Anti social behaviour shall be reported to police. Close contact shall be maintained with Police Officers, including Community Support Officers

## Section 5 of 9

### OPERATING SCHEDULE

[See guidance on regulated entertainment](#)

Select those parts of the Operating Schedule which would be subject to change if this application to vary were successful (check all that apply)

#### Provision of regulated entertainment

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

#### Provision of late night refreshment and alcohol

*Continued from previous page...*

- ☐ i. late night refreshment
- ☐ j. sale by retail of alcohol

This can only relate to reducing licensed hours, or moving them without any overall increase between 7am and 11pm.

## Section 6 of 9

### ADDITIONAL INFORMATION

Are you able to submit the premises licence/club premises certificate (or relevant part)?

- ☒ Yes ☐ No

Are you able to submit a copy of the plan?

- ☒ Yes ☐ No

This is necessary if the proposed variation will affect the layout.

Any further information to support your application. 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.

## Section 7 of 9

### NOTES FOR GUIDANCE

***Continued from previous page...***

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 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.

*Continued from previous page...*

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.

5. 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.

6. Signatures: The application form must be signed.

7. 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.

8. 2nd Applicant: Where there is more than one applicant, both applicants or their respective agents must sign the application form.

9. 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.

## Section 8 of 9

## NOTES ON REGULATED ENTERTAINMENT

*Continued from previous page...*

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:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o 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.
  - o 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.
  - o 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.
  - o 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:
  - o 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.
  - o 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.
  - o 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.

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

## Section 9 of 9

### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

This formality requires a fixed fee of £89

### DECLARATION

\* I/we understand it is an offence, liable on conviction to a fine up to 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.

☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

\* Capacity

\* Date  /  /   
dd mm yyyy

[Add another signatory](#)

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/spelthorne/change-8> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**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.**

OFFICE USE ONLY

|                            |                          |
|----------------------------|--------------------------|
| Applicant reference number | <input type="text"/>     |
| Fee paid                   | <input type="text"/>     |
| Payment provider reference | <input type="text"/>     |
| ELMS Payment Reference     | <input type="text"/>     |
| Payment status             | <input type="text"/>     |
| Payment authorisation code | <input type="text"/>     |
| Payment authorisation date | <input type="text"/>     |
| Date and time submitted    | <input type="text"/>     |
| Approval deadline          | <input type="text"/>     |
| Error message              | <input type="text"/>     |
| Is Digitally signed        | <input type="checkbox"/> |