

* required information

Section 1 of 18

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 This is the unique reference for this application generated by the system.

Your reference 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?

- Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

You must enter a valid e-mail address

* E-mail

Main telephone number Include country code.

Other telephone number

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

Are you:

- 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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Is your business registered outside the UK? Yes No

Business name If your business is registered, use its registered name.

VAT number Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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APPLICATION DETAILS

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.

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

* Premises Licence Number

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

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Premises Contact Details

Telephone number

Continued from previous page...

Non-domestic rateable value of premises (£)

Section 3 of 18

VARIATION

Do you want the proposed variation to have effect 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

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.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Describe Briefly The Nature Of The Proposed Variation

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.

We would like to make our campus' licensed areas a 24 hour service for students. This will mainly be required for Wates House, but also Hillside Food Court, Main hall within Oak House Complex, Amphitheater, Corbett's Lea, Pats Field and the Piazza, Library and learning Centre. This is to accommodate student elections, will help support our student community with a wider study space for them to go to at anytime and support any other events we would like to take place throughout the year. It is not our intention to make use of the 24hrs a day in the other areas, however I see this is beneficial to simplify the license for all areas as indicated on the plan of the premises license. This gives us the ability to trade on a more flexible time frame, and all areas will be under one umbrella covering all premises under the same guidelines.

In addition to the above we would also like to also add a new venue to the premises licence called the Library and Learning Centre. A coop Franchise will be going into this building and the contract will be managed by the University of Surrey. Therefore it is important that this building is added so it sits under one licensing umbrella at the University.

Section 4 of 18

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to vary is successful?

Yes No

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

Start

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Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Will the performance of a play take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

Provide further details here.

State 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.

We would like to make our campus' licensed areas a 24 hour service for students. This will mainly be required for Wates House, but also Hillside Food Court, Main hall within Oak House Complex, Amphitheater, Corbett's Lea, Pats Field and the Piazza and the learning and Library centre. This is to accommodate student elections, will help support our student community with a wider study space for them to go to at anytime and support any other events we would like to take place throughout the year. It is not our intention to make use of the 24hrs a day in the other areas, however I see this is beneficial to simplify the license for all areas as indicated on the plan of the premises license. This gives us the ability to trade on a more flexible time frame, and all areas will be under one umbrella covering all premises under the same guidelines.

In addition to the above we would also like to also add a new venue to the premises licence called the Library and Learning

Continued from previous page...

Centre. A coop Franchise will be going into this building and the contract will be managed by the University of Surrey. Therefore it is important that this building is added so it sits under one licensing umbrella at the University.

State any seasonal variations for performing plays.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

We would like to make our campus' licensed areas a 24 hour service for students. This will mainly be required for Wates House, but also Hillside Food Court, Main hall within Oak House Complex, Amphitheater, Corbett's Lea, Pats Field and the Piazza and the learning and Library centre. This is to accommodate student elections, will help support our student community with a wider study space for them to go to at anytime and support any other events we would like to take place throughout the year. It is not our intention to make use of the 24hrs a day in the other areas, however I see this is beneficial to simplify the license for all areas as indicated on the plan of the premises license. This gives us the ability to trade on a more flexible time frame, and all areas will be under one umbrella covering all premises under the same guidelines.

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will the schedule to provide films be subject to change if this application to vary is successful?

- Yes No

Standard Days And Timings

MONDAY

Start

End

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End

Provide 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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Will the exhibition of films take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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.

We would like to make our campus' licensed areas a 24 hour service for students. This will mainly be required for Wates House, but also Hillside Food Court, Main hall within Oak House Complex, Amphitheater, Corbett's Lea, Pats Field and the Piazza and the learning and Library centre. This is to accommodate student elections, will help support our student community with a wider study space for them to go to at anytime and support any other events we would like to take place throughout the year. It is not our intention to make use of the 24hrs a day in the other areas, however I see this is beneficial to simplify the license for all areas as indicated on the plan of the premises license. This gives us the ability to trade on a more flexible time frame, and all areas will be under one umbrella covering all premises under the same guidelines.

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State any seasonal variations for the exhibition of film.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

Continued from previous page...

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

- Yes
- No

Standard Days And Timings

MONDAY

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End

Provide 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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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State 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.

Continued from previous page...

State any seasonal variations for indoor sporting events.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for indoor sporting events at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 7 of 18

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

- Yes No

Standard Days And Timings

MONDAY

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End

Start

End

Provide 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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Will the boxing or wrestling entertainment take place indoors or outdoors or both?

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

- Indoors Outdoors Both

State 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.

We would like to make our campus' licensed areas a 24 hour service for students. This will mainly be required for Wates House, but also Hillside Food Court, Main hall within Oak House Complex, Amphitheater, Corbett's Lea, Pats Field and the Piazza and the learning and Library Centre. This is to accommodate student elections, will help support our student community with a wider study space for them to go to at anytime and support any other events we would like to take place throughout the year. It is not our intention to make use of the 24hrs a day in the other areas, however I see this is beneficial to simplify the license for all areas as indicated on the plan of the premises license. This gives us the ability to trade on a more flexible time frame, and all areas will be under one umbrella covering all premises under the same guidelines.

In addition to the above we would also like to also add a new venue to the premises licence called the Library and Learning Centre. A coop Franchise will be going into this building and the contract will be managed by the University of Surrey. Therefore it is important that this building is added so it sits under one licensing umbrella at the University.

State any seasonal variations for boxing and wrestling entertainment.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the boxing or wrestling entertainment at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide live music be subject to change if this application to vary is successful?

- Yes No

Standard Days And Timings

MONDAY

Start

End

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End

Provide 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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Will the performance of live music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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.

We would like to make our campus' licensed areas a 24 hour service for students. This will mainly be required for Wates House, but also Hillside Food Court, Main hall within Oak House Complex, Amphitheater, Corbett's Lea, Pats Field and the

Continued from previous page...

Piazza and the learning and Library Centre. This is to accommodate student elections, will help support our student community with a wider study space for them to go to at anytime and support any other events we would like to take place throughout the year. It is not our intention to make use of the 24hrs a day in the other areas, however I see this is beneficial to simplify the license for all areas as indicated on the plan of the premises license. This gives us the ability to trade on a more flexible time frame, and all areas will be under one umbrella covering all premises under the same guidelines.

In addition to the above we would also like to also add a new venue to the premises licence called the Library and Learning Centre. A coop Franchise will be going into this building and the contract will be managed by the University of Surrey. Therefore it is important that this building is added so it sits under one licensing umbrella at the University.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed, above below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

Section 9 of 18

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

- Yes No

Standard Days And Timings

MONDAY

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Provide 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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Will the playing of recorded music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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.

We would like to make our campus' licensed areas a 24 hour service for students. This will mainly be required for Wates House, but also Hillside Food Court, Main hall within Oak House Complex, Amphitheater, Corbett's Lea, Pats Field and the Piazza and the Learning and Library Centre. This is to accommodate student elections, will help support our student community with a wider study space for them to go to at anytime and support any other events we would like to take place throughout the year. It is not our intention to make use of the 24hrs a day in the other areas, however I see this is beneficial to simplify the license for all areas as indicated on the plan of the premises license. This gives us the ability to trade on a more flexible time frame, and all areas will be under one umbrella covering all premises under the same guidelines.

In addition to the above we would also like to also add a new venue to the premises licence called the Library and Learning Centre. A coop Franchise will be going into this building and the contract will be managed by the University of Surrey. Therefore it is important that this building is added so it sits under one licensing umbrella at the University.

State any seasonal variations for playing recorded music.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

Continued from previous page...

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Will the performance of dance take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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.

Continued from previous page...

We would like to make our campus' licensed areas a 24 hour service for students. This will mainly be required for Wates House, but also Hillside Food Court, Main hall within Oak House Complex, Amphitheater, Corbett's Lea, Pats Field and the Piazza and the Learning and Library Centre. This is to accommodate student elections, will help support our student community with a wider study space for them to go to at anytime and support any other events we would like to take place throughout the year. It is not our intention to make use of the 24hrs a day in the other areas, however I see this is beneficial to simplify the license for all areas as indicated on the plan of the premises license. This gives us the ability to trade on a more flexible time frame, and all areas will be under one umbrella covering all premises under the same guidelines.

In addition to the above we would also like to also add a new venue to the premises licence called the Library and Learning Centre. A coop Franchise will be going into this building and the contract will be managed by the University of Surrey. Therefore it is important that this building is added so it sits under one licensing umbrella at the University.

State any seasonal variations for the performance of dance.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

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Continued from previous page...

WEDNESDAY

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THURSDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>

FRIDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>

SATURDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>

SUNDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>

Provide a description of the type of entertainment that will be provided.

We would like to make our campus' licensed areas a 24 hour service for students. This will mainly be required for Wates House, but also Hillside Food Court, Main hall within Oak House Complex, Amphitheater, Corbett's Lea, Pats Field and the Piazza and the Learning and Library Centre. This is to accommodate student elections, will help support our student community with a wider study space for them to go to at anytime and support any other events we would like to take place throughout the year. It is not our intention to make use of the 24hrs a day in the other areas, however I see this is beneficial to simplify the license for all areas as indicated on the plan of the premises license. This gives us the ability to trade on a more flexible time frame, and all areas will be under one umbrella covering all premises under the same guidelines.

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Will this entertainment take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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.

N/A

State any seasonal variations for entertainment.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

N/A

Non-standard timings. Where the premises will be used for entertainment at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

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PROVISION OF LATE NIGHT REFRESHMENT

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

Yes No

Standard Days And Timings

MONDAY

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Provide 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.

TUESDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="05:00"/>
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WEDNESDAY

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THURSDAY

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Start	<input type="text" value="23:00"/>	End	<input type="text" value="05:00"/>

FRIDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="05:00"/>
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SATURDAY

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SUNDAY

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Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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.

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State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non standard timings. Where the premises will be used for the provision of late night refreshment at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

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SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

- Yes No

Standard Days And Timings

Continued from previous page...

MONDAY

Start

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Provide 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.

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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Will the sale of alcohol be for consumption?

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

We would like to make our campus' licensed areas a 24 hour service for students. This will mainly be required for Wates House, but also Hillside Food Court, Main hall within Oak House Complex, Amphitheater, Corbett's Lea, Pats Field and the Piazza and the Learning and Library Centre. This is to accommodate student elections, will help support our student community with a wider study space for them to go to at anytime and support any other events we would like to take place throughout the year. It is not our intention to make use of the 24hrs a day in the other areas, however I see this is beneficial to simplify the license for all areas as indicated on the plan of the premises license. This gives us the ability to trade on a more flexible time frame, and all areas will be under one umbrella covering all premises under the same

Continued from previous page...

guidelines.

In addition to the above we would also like to also add a new venue to the premises licence called the Library and Learning Centre. A coop Franchise will be going into this building and the contract will be managed by the University of Surrey. Therefore it is important that this building is added so it sits under one licensing umbrella at the University.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

Section 14 of 18

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide 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 etc gambling machines etc.

N/A

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

We would like to make our campus' licensed areas a 24 hour service for students. This will mainly be required for Wates House, but also Hillside Food Court, Main hall within Oak House Complex, Amphitheater, Corbett's Lea, Pats Field and the Piazza and the Learning and Library Centre. This is to accommodate student elections, will help support our student community with a wider study space for them to go to at anytime and support any other events we would like to take place throughout the year. It is not our intention to make use of the 24hrs a day in the other areas, however I see this is beneficial to simplify the license for all areas as indicated on the plan of the premises license. This gives us the ability to trade on a more flexible time frame, and all areas will be under one umbrella covering all premises under the same guidelines.

In addition to the above we would also like to also add a new venue to the premises licence called the Library and Learning Centre. A coop Franchise will be going into this building and the contract will be managed by the University of Surrey. Therefore it is important that this building is added so it sits under one licensing umbrella at the University.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

I have enclosed the premises licence

I have enclosed the relevant part of the premises licence

Continued from previous page...

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

Section 16 of 18

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

A minimum of one Personal license holder on the premises at all times, working with a sufficient number of staff to cover longer hours and busy times. All staff on duty to have basic training (of an alcohol and licensing overview, ID checking and dealing with difficult customers) as part of their probation. Refresher training is done annually and a list of personal license holders and staff who have completed the alcohol and license overview training are recorded and filed. Additional personal license holder maybe required to be on site if there is more than one event taking place, this will be at the Managers discretion to decide if the event requires the additional support. The Premises License is displayed in Wates House, Oak House & Hillside Food Court. The nominated Designated Premises supervisor is included and displayed on the License.

b) The prevention of crime and disorder

Ensure door Supervisors are present if required depending on the nature of the event and the numbers attending. Plastic cups and bottles will be considered for all events but for external events it will be compulsory. Ensure staff do regular glass collections. Be part of Pub Watch and Challenge 25, request Photo ID to control underage drinks. Acceptable forms of ID are a photo driving license, a valid passport, proof of age card. CCTV must be in place and video footage will be stored for a minimum of 28 days.

c) Public safety

Ensure all checks are in place and signed off on a monthly checklist via our 'Food Alert & Health & Safety' system. See list below.
Annual gas safety checks and electrical checks. Manual handling checks and training. Heath and safety policy and ensure all Risk assessments are up to date and reviewed annually. Asbestos survey of the premises. Employers and public liability insurance in place. Fire extinguishers and emergency procedures in place. Designated non smoking and smoking areas in place and clear signage displayed. Rules in place to provide excellent house keeping and high standards. All heath and safety documents and insurances are available to view at the premises.

d) The prevention of public nuisance

Noise is likely to be the main public nuisance. Owing to the nature of certain events there is a required element of 'noise' expected within the site premises, in conjunction to ongoing off-site levels, which must be recognised. Measures have been put in place to control environmental sound levels and therefore reduce overall 'noise'. This applies especially to off-site and amplified sounds. Advanced speaker technology has been shown to increase the efficiency of sound reinforcement, so sound can be focused and controlled to a much higher degree. Effective management by using modern sound systems will allow the teams to reduce the size of the sound system for the same audience area.

Here are some examples of measures that can be taken to control nuisance noise:

Where appropriate, keep doors & windows closed in respective buildings during live or recorded music events to minimise noise disturbance.

The normal volume restriction (65 decibel) will be kept. Any events exceeding levels outside of this, will be in agreement with environmental health prior to an event taking place where specific permission is granted.

Have noise restriction's on equipment, speakers facing away from residential areas, restrict the hours of outside

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entertainment, have signage in place asking people to leave quietly, make regular sound checks inside & outside of the premises, and position speakers away from external walls. This will be agreed prior to the event by line management. Ensure the entertainers are aware of any noise restrictions placed on them prior to commencement, e.g. Music must be turned down or switched off by 11pm

e) The protection of children from harm

Restrict areas where children (under 16) are allowed on the premises. Specifically, no children to go into the bar area of Wates House after 7pm, and provide alternative designated areas with entertainment if necessary. All children under 16 must be accompanied by an adult at all times. Similar restrictions apply to all licensed areas where alcohol is being sold. Unless previously agreed by management prior to the event taking place and a risk assessment is considered.

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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.

Continued from previous page...

- 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.

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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.

Variation Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

635.00

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?"

Continued from previous page...

* 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/guildford/change-1> 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

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed