



APPLICATION TO VARY A PREMISES LICENCE

Application to vary a premises licence
under The Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.
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.

I/We..... SUDBURY RETAIL LTD (MARK DANOREN & LYAN O'LEARY).....

..... *[insert name 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

1702304

Part 1 – Premises Details

Postal address of premises or, if none, Ordnance Survey map reference or description

BUDGENS OF SUDBURY
959-963 HARROW ROAD
WEMBLEY
MIDDX

Post Town

Post Code HAO 2SF

Telephone number at premises (if any)

0208 385 1246

Non-domestic rateable value of premises

£ 27500

Part 2 - Applicant details

Daytime contact telephone number		[REDACTED]	
E-mail address (optional)		MARKOAVOREN [REDACTED]	
Current postal address if different from premises address		[REDACTED] [REDACTED]	
Post Town		Post Code	[REDACTED]

Part 3 - Variation

Please tick Yes

Do you want the proposed variation to have effect as soon as possible?

Day Month Year

If not do you want the variation to take effect from

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Please describe briefly the nature of the proposed variation (Please see guidance note 1)

PART 2 UNDER EMBEDDED CONDITIONS
 ANNEXE 2 - CONDITIONS CONSISTENT WITH OPERATING SCHEDULE
 REFER TO 9 - PLEASE REMOVE REQUIREMENT TO HAVE
 A PERSONAL LICENCE HOLDER PRESENT ON
 THE PREMISES AT ALL TIMES DURING
 SALE OF ALCOHOL.

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

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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.

	<u>Please tick ✓ Yes</u>
<u>Provision of regulated entertainment</u>	
a) plays (if ticking yes, fill in box A)	<input type="checkbox"/>
b) films (if ticking yes, fill in box B)	<input type="checkbox"/>
c) indoor sporting events (if ticking yes, fill in box C)	<input type="checkbox"/>
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	<input type="checkbox"/>
e) live music (if ticking yes, fill in box E)	<input type="checkbox"/>
f) recorded music (if ticking yes, fill in box F)	<input type="checkbox"/>
g) performances of dance (if ticking yes, fill in box G)	<input type="checkbox"/>
h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	<input type="checkbox"/>
<u>Provision of entertainment facilities:</u>	
i) making music (if ticking yes, fill in box I)	<input type="checkbox"/>
j) dancing (if ticking yes, fill in box J)	<input type="checkbox"/>
k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)	<input type="checkbox"/>
<u>Provision of late night refreshment (if ticking yes, fill in box L)</u>	<input type="checkbox"/>
<u>Sale by retail of alcohol (if ticking yes, fill in box M)</u>	<input type="checkbox"/>

In all cases complete boxes N, O and P

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box ✓) (please read guidance note 7)	On the premises	
Day	Start	Finish		Off the premises	
Mon				Both	
Tue					
Wed			<u>State any seasonal variations for the supply of alcohol (please read guidance note 4)</u> <u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)</u>		
Thur					
Fri					
Sat					
Sun					

IN ALL CASES PLEASE COMPLETE N, O, & P BELOW

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

THERE WILL NOT BE ANY OF THESE SERVICES
OR ACTIVITIES

1) **General - all four licensing objectives (b, c, d, e) (please read guidance note 9)**

ALL STAFF ARE FULLY TRAINED & AWARE ON HOW TO SELL ALCOHOL RESPONSIBLY. WE MAINTAIN RECORDS & LOGS TO SHOW THIS. ONLINE TRAINING IS ALSO COMPLETED BY STAFF.

WE HOLD REGULAR STAFF MEETINGS & ALSO HAVE REGULAR REVIEWS WITH BUOGENS. WE FOLLOW ALL CONDITIONS OF OUR LICENCE & REVIEW ON REGULAR BASIS.

1) **The prevention of crime and disorder**

THE SHOP HAS CCTV INSTALLED THROUGHOUT & MONITORED ON REGULAR BASIS IN OFFICE & SHOP FLOOR BY TILL.

REFUSAL LOGS IN PLACE FOR UNDERAGE & DRUNK PERSONS.

SHOPLIFTERS WILL BE PROSECUTED SIGNAGE IN PLACE.

TRAINING FOR ROBBERY AWARENESS & CASH MINIMISATION IS ALSO GIVEN TO STAFF.

1) **Public safety**

STAFF ARE REGULARLY CHECKING SHOP FLOOR & CCTV. FIRE EXITS AT FRONT & BACK & CLEARLY SIGN POSTED. ANY POTENTIAL HAZARDS OR DANGERS ARE DEALT WITH IMMEDIATELY & ALL INCIDENTS LOGGED.

1) **The prevention of public nuisance**

THE MANAGER IS VERY EXPERIENCED & STAFF WELL TRAINED. WE HAVE A GOOD RELATIONSHIP WITH LOCAL POLICE WOULD ATTEND REGULARLY. WE ALSO HAVE A PANIC BUTTON UNDER TILL.

The protection of children from harm

CHALLENGE 25 IS IN PLACE (AGE VERIFICATION POLICY) & STAFF ARE AWARE OF LICENSING ACT 2003 & IN PARTICULAR SALE OF ALCOHOL TO UNDERAGE PERSONS, PROXY PURCHASES & SALE TO DRUNKEN PEOPLE.

Please tick ✓ Yes

- I have made or enclosed payment of the fee
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I understand that I must now advertise my application
- I have enclosed the premises licence or relevant part of it or explanation
- I understand that if I do not comply with the above requirements my application will be rejected

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

Part 5 – Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent. (Please read guidance note 11). If signing on behalf of the applicant please state in what capacity.

Signature *Mark Dawson*
Date *23/6/15*
Capacity *DIRECTOR*

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

Signature *R Steer*
Date *23/6/15*
Capacity *DIRECTOR*

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)	
Post town	Post code
Telephone number	
If you would prefer us to correspond with you by e-mail your e-mail 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. 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.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months..
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hours 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.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. 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, the presence of gaming machines
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

This document will provide reasons to support the proposed variations that we are making to our premises licence:

9. To have a personal licence holder onsite at all times makes things very difficult for us as staff are sick, take holidays and are away from site on lunch or going to bank or getting supplies etc.

We currently have to manage this very carefully and if people leave we have additional costs to get staff a licence which is approx £300 for training and obtaining a card per person.

To maintain this going forward is crippling for our business and means all staff members need to have an alcohol licence as the shop opening hours are 06.30-00.00 (Mon-Wed) and 06.30-01.00 (Thurs-Sun) therefore to avoid breaching this condition we need to make sure someone with a personal licence is always onsite.

Every new member of staff needs to attend the course and this takes time to get them a licence – they need to get on the course which can take up to 3 weeks, then study for exam and then, if they pass exam, it takes up to a month to get licence. Also there is the cost to the business each time.

Also this is not a standard requirement but something that has been embedded as an extra condition. Most premises just require licence holder and DPS to authorise the sales therefore we would like to have the same.

The shop has been opened since Oct 2014 and we have had no major issues at the site. The shop is run correctly and all staff are fully trained. There have been no reports of anti social behaviour at the premises and no complaints from local residents of which we are aware.

We do a lot of good work in the community and support local Churches and Schools supplying food and drinks for fares and sports days as well as sponsoring them.

Just on a final note, we are a fairly new business who is working extremely hard to be successful and follow all the correct rules and regulations required. We are not achieving our expected profit margins and things are being made more difficult for us with this additional condition that doesn't appear to be in place with other similar business premises in the area. They also require additional costs and labour to carry out which is again affecting our profit margin.

Data Protection: The London Borough of Brent will use this information for the purposes of The Licensing Act 2003 and related purposes. Any member of the public may examine the application form on request. In addition, this information may be disclosed to the Police, The London Fire and Emergency Planning Authority, relevant ward Councillors and other Council departments.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with law enforcement agencies and other bodies responsible for auditing or administering public funds for these purposes.

Please return the completed form and accompanying documents to:-

Regulatory Services (Licensing)
Brent Council
Fifth Floor
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

☎ 020 8937 5359

Email: environmentandprotection@brent.gov.uk

Cheques should be crossed and made payable to: London Borough of Brent.

Follow the instructions in the checklist, to submit the relevant copies to the Chief Office of Police and/or the Responsible Authorities. Contact details shown below:

Chief Officer of Police
Brent Licensing Department
Fifth Floor
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Tel: 020 8733 3206

North West Area 1
London Fire Brigade
169 Union Street
London
SE1 0LL

Tel: 020 8555 1200 x38778

Trading Standards
Fifth Floor
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Tel: 020 8937 5555

Environmental Health
Fifth Floor
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Tel: 020 8937 5252

Children's Services
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Licensing Authority
Fifth Floor
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Tel: 020 8937 5359

Planning Department
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Tel: 020 8937 5210

Public Safety Team
Fifth Floor
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Tel: 020 8937 5359

DAAT
Public Health Directorate
Wembley Centre for Health
and Care
116 Chaplin Road
Wembley
HA0 4UZ

Official Use Only.	Existing Premises Licence (or explanation) <input type="checkbox"/>	Plan x 2 (if applicable) <input type="checkbox"/>
	Advertising <input type="checkbox"/>	Fee <input type="checkbox"/>