

[Insert name and address of relevant licensing authority and its reference number (optional)]

Application for a minor variation to a premises licence or club premises certificate 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, especially Note 1.

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 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.



SUBRAMANIAM SIVAKUMAR (Insert name(s) of applicant)

being the premises licence holder(s)/club holding a club premises certificate, apply to vary a premises licence under section 41A/club premises certificate under section 86A of the Licensing Act 2003 for the premises described in Part 1 below.

| | |
|---|----------|
| Postal address of premises (or, if none, ordnance survey map reference, or description) | |
| 206 Parliament Road BOOZE4US | |
| Post town | Postcode |
| MIDDLESBROUGH | TS15PF |

Part 1 - Premises details

Telephone number at premises (if any)



Premises licence number/club premises certificate number



MBH01PH0003/017938

Brief description of premises (Please see Guidance Note 2)

Convenience store/off licence

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)

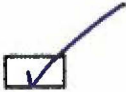


| | |
|--|----------|
| Applicant Postal address IF DIFFERENT FROM PREMISES ADDRESS | |
| 20 AYRESOME GREEN LANE | |
| Post town | Postcode |
| MIDDLESBROUGH | TS54DN |
| Please provide email address if you would prefer us to contact you by email (optional) | |

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):

Details of proposed variation(s) (Please see Guidance Note 4)

(attached at the back of the form.)
Council agreed terms.

Details of proposed variation(s) (Continued)

Part 4 – Operating Schedule

Please tick those parts of the Operating Schedule which would be subject to change if this application to vary were successful.

Provision of regulated entertainment (please read guidance note 5)

Please tick all that apply

a. plays

b. films

- c. indoor sporting events
- d. boxing or wrestling entertainment
- e. live music
- f. recorded music
- g. performances of dance
- h. anything of a similar description to that falling within (e), (f) or (g)

Provision of late night refreshment

Supply of alcohol

(Note that this can only relate to reducing licensed hours, or moving them without any overall increase between 7am and 11pm)

Please tick to indicate you have enclosed the following:

I have enclosed the premises licence/club premises certificate ✓

I have enclosed the relevant part of the premises licence/
club premises certificate ✓

I have included a copy of the plan
(this is necessary if the proposed variation will affect the
layout) ✓

If you have not ticked one of the previous three boxes, please explain why in the box below.

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 made or enclose payment of the fee.

- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy.
- I have enclosed the plan, if appropriate, of the premises in scale [1mm to 100mm], unless otherwise agreed with the licensing authority.
- I have enclosed the premises licence/club premises certificate or relevant part of it or 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 first working day after the day on which the application was given to the relevant licensing authority and ending at the expiry of the ninth consecutive working day after that day.

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.

Part 5 – Signatures and Contact Details
(See Guidance Note 7)

Premises Licence: Signature of applicant (the current premises licence holder) or applicant's 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 | <i>[Handwritten Signature]</i> |
| Date | <i>18/09/24</i> |
| Capacity | <i>License holder</i> |

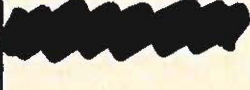
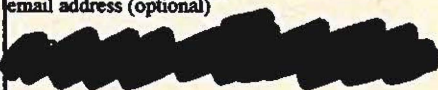
Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (See Guidance Note 9). If signing on behalf of the applicant, please state in what capacity.

| | |
|-----------|--|
| Signature | |
| Date | |
| Capacity | |

Where the premises are a club

I (insert full name) _____ make this application on behalf of the club and have authority to bind the club.

| | |
|-----------|--|
| Signature | |
| Date | |

| | |
|---|--|
| Contact name (where not previously given) and address for correspondence associated with this application. (See Guidance Note 10) | |
| Post town | Postcode |
| Telephone number (if any) | If you would prefer us to correspond with you by email your email address (optional) |
|  |  |

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 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.

b) **Variations to premises/club layout:** If you are applying for a variation to the layout of your premises,

CCTV

1. A digital Closed Circuit Television System (CCTV) will be installed and maintained in good working order and be correctly time and date stamped.
 - The system will incorporate sufficient built-in hard-drive capacity to suit the number of cameras installed.
 - CCTV will be capable of providing pictures of evidential quality in all lighting conditions, particularly facial recognition.
 - Cameras will encompass all ingress and egress to the premises, outside areas and all areas where the sale/supply of alcohol occurs.
 - The system will record and retain CCTV footage for a minimum of 28 days
 - The system will record for 24 hours a day.
 - The system will incorporate a means of transferring images from the hard-drive to a format that can be played back on any desktop computer.
 - The Digital recorder will be password protected to prevent unauthorised access, tampering, or deletion of images.
 - There will be at all times, when the premises is open, a member of staff on duty with access to the CCTV system who is trained in the use of the equipment.
 - Upon receipt of a request for a copy of CCTV footage from Police, Licensing Officers or any other Responsible Authority, the member of staff will produce the footage within 24 hours or less if urgently required for investigations of serious crime.
 - CCTV footage must be made available to be viewed by the Police, Licensing Officers or other Responsible Authorities on request during an inspection of or visit to the Premises.

The Licence holder /DPS/Manager shall inspect and test that the CCTV is operational and working correctly on a weekly basis. A signed and dated record of the CCTV examination and any findings shall be kept on the premises and made available

to the police and authorised officers of the Local Authority on request.

The premises will place and maintain CCTV signs on all exits from the premises both inside and out as a reminder to customers and staff that their behaviour is being monitored.

CHALLENGE 25

Staff must require ID in the form of a current ten-year passport, photo card driving licence or PASS logo identity card from any customer who appears to be under the age of 25 and verify the customer is over the age of 18 before any sale of alcohol is made.

Notices must be placed in a prominent position advising customers the Premises operates a challenge 25 policy and all customers who appear under the age of 25 will be challenged for ID.

STAFF TRAINING

All relevant staff shall be trained in relation to their responsibilities under the Licensing Act 2003 including but not limited to the companies Age Verification Policy, Underage Sales, Proxy Sales and Sales to Intoxicated Persons. In addition, relevant staff shall also be trained on specific Premises Licence conditions attached to this Premises Licence.

Such training will be provided upon company induction and at regular intervals of no longer than six months.

Documented training records must be completed in respect of every member of staff and must include the name of the member of staff trained, date, time and content of the training.

Documented training records must be kept at the Premises and made available to the police, trading standards or licensing officers on request and / or during an inspection.

INCIDENT BOOK

An incident book must be kept at the Premises and

always maintained up to date recording the time date and details of all incidents of crime and disorder or anti-social behaviour at the premises or directly outside of the premises. The incident book must be made available to the police, trading standards and / or licensing officers on request or during an inspection.

REFUSALS REGISTER

A refusals register must be kept at the Premise and maintained up to date at all times recording the date time and reasons for every refusal to sell alcohol to a customer. The Premises Licence Holder or Designated Premises Supervisor will review the refusals registers every month to ensure they are being completed and they must sign and date the book to confirm when this has been completed.

The refusals record must be made available to the police, trading standards and / or licensing officers on request or during an inspection.

TYPES / STRENGTH / DISPLAY OF ALCOHOL

No beer, larger or cider of 6.5 ABV (alcohol by volume) or above shall be displayed or sold at any time at the premises.

The premise will not sell or supply any single cans of beer, lager or cider.

The Premises Licence Holder/ Designated Premises Supervisor will participate in any 'Responsible Retailing' scheme and any relevant training / campaigns which the Police or Local Authority provide or recommend.

The Premises Licence Holder/Designated Premises Supervisor will participate in any local Off Licence forums held by the Local Authority.