



* 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

* E-mail

Main telephone number Include country code.

Other telephone number

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.

Applicant Business

Is the applicant's business registered in the UK with Companies House? Yes No

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

Registration number

Business name

If the applicant's business is registered, use its registered name.

VAT number

Put "none" if the applicant is not registered for VAT.

Legal status

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* 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:

An agent that is a business or organisation, including a sole trader

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

A private individual acting as an agent

Agent Business

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

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

Registration number

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.

Agent Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 18

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 (£)

90,300

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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.

To add additional outside areas to the licence for licensable activities as indicated on the plan submitted with the application and to allow on and off sales of alcohol. To amend condition 13 to read: (i)...the performance of live or recorded entertainment will be subject to a maximum non-continuous duration of 6 hours between the hours of 11:30-21:00 (ii) other than in accordance with Condition (i), the performance of recorded music will only be played on the terrace between the hours of 12:00-21:30. To amend condition 17 to read: That, save for the north facing bifold doors which shall remain locked after 22:00 all other external doors and windows shall be kept shut from 22:00 when regulated entertainment is being provided in the premises except for people entering and exiting the premises. To add to condition 3: (viii) any noise complaints received by the hotel, detailing date and time of complaint, nature of the complaint, who the complaint was made by, and to, and any remedial action taken to address the issue.

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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

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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?

Continued from previous page...

Yes

No

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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

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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

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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

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

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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.

Full details are set out in the operating schedule attached.

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.

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.

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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

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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?

Continued from previous page...

Yes

No

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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

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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

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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

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

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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.

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.

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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.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

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

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

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.

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.

Continued from previous page...

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

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

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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.

- 1 All staff engaged in licensable activity at the premises will receive training and information in relation to the following:
 - (i) The Challenge 21 scheme in operation at the premises, including the forms of identification that are acceptable;
 - (ii) The hours and activities permitted by the premises licence issued under the Licensing Act 2003 and conditions attached to the licence;
 - (iii) How to complete and maintain the refusal register in operation at the premises (in relation to the sale of alcohol);
 - (iv) Recognising the signs of drunkenness;
 - (v) The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase;
 - (vi) Action to be taken in the event of an emergency, including reporting an incident to the emergency services.
- 2 Training shall be recorded in documentary form and shall be regularly refreshed at no greater than 12 month intervals. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority. Training records will be retained for at least 12 months.
- 3 An incident log shall be kept and maintained at the premises which will include a log of the following, including pertinent details:
 - (i) Any incidents of disorder or of a violent or anti social nature;
 - (ii) All crimes reported to the venue, or by the venue to the police;
 - (iii) All ejections of patrons;
 - (iv) Any complaints received;
 - (v) Seizures of drugs or offensive weapons;
 - (vi) Any faults in the CCTV system;
 - (vii) Any visits by a responsible authority (under the Licensing Act 2003) or emergency service;
 - (viii) Any noise complaints received by the hotel, detailing date and time of complaint, nature of the complaint, who the complaint was made by, and to, and any remedial action taken to address the issue.
- 4 Records must be completed within 24 hours of any incident, and will contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises

Continued from previous page...

at the time of the incident.

5 The logs shall be kept for at least 12 months following the date of entry and be made available for inspection and copying upon request of an authorised officer of a responsible authority.

6 Clear and legible notices shall be prominently displayed at all exits and external areas of the property requesting patrons to respect the needs of local residents and businesses and, when leaving, to do so leave the vicinity as quickly and quietly as possible.

7 Staff will ensure that customers leave the premises and immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours.

8 There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 21 proof of age requirement. This means that staff working at the premises must ask individuals who appear to be under 21 years of age,

attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:

(i) A photo driving licence;

(ii) A passport;

(iii) An identification card carrying the PASS hologram.

Unless such identification is produced the sale of alcohol must be refused.

9 This policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18.

10 An alcohol sales refusal register shall be kept at the premises and be maintained to include details of all alcohol sales refused. The register will include:

(i) the date and time of refusal;

(ii) the reason for refusal;

(iii) details of the person refusing the sale;

(iv) description of the customer;

(v) any other relevant observations.

11 The refusals register will be made available for inspection and copying on request of an authorised officer of a responsible authority. All entries must be made within 24 hours of the refusal.

12 No alcohol with the exception of residents and their bona fide guests shall be consumed more than 30 minutes after the permitted terminal hour for the supply of alcohol.

13 With regard to the performance of outdoor entertainment:

(i) When providing hospitality for weddings or similar events, the performance of live or recorded entertainment outdoors will be subject to a maximum non-continuous duration of 6 hours between the hours of 11:30 – 21:00.

(ii) Other than in accordance with Condition 13(i), the performance of recorded music will only be played on the terrace between the hours of 12:00 – 21:30.

14 The handling of kegs, bottles, cleaning equipment and similar items shall not take place before 9.00am or after 10.00pm.

15 No deliveries in relation to licensable activities to the premises shall take place between 6.00pm and 9.00am.

16 A suitable and sufficient air circulation and management system within the premises will be used during regulated entertainment to maintain a reasonable internal air temperature to avoid opening windows & doors to ventilate the premises.

17 That, save for the north facing bifold doors which shall remain locked after 22:00, all other external doors and windows shall be kept shut from 22:00 when regulated entertainment is being provided in the premises except for people entering

Continued from previous page...

and exiting the premises.

18 The performance of live entertainment will be limited to the confinements of the Live Music Act 2012.

19 The premises will not be used for music festivals or other similar amplified.

20 Unaccompanied children will not be allowed on the premises at any time.

21 The supply of alcohol and late night refreshment shall be confined to the area (s) as outlined in RED on the attached plan (s).

22 All alcohol supplied shall be for consumption on the premises only.

23 Regulated entertainment shall be confined to the area (s) as outlined in RED and hatched RED on the attached plans.

24 While live or recorded music takes place regular monitoring of noise levels using a sound level meter at the noise source and property boundary shall take place. A record shall be kept of any monitoring, including:

- (i) the date, time and location of the monitoring;
- (ii) the name of the person monitoring;
- (iii) the type of music played; and
- (iv) any further comments of the person monitoring.

25 The premises will not be used for music festivals.

26 No alcohol sales or regulated entertainment may take place in the external licensed areas after 10.30pm.

27 The use of lighting in the external areas shall cease at 10.00pm except for health and safety or security reasons.

28 A contact number of the premises shall be made available to local residents, on request, with somebody available at all times while the premises are open, to respond to complaints.

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

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NOTES ON REGULATED ENTERTAINMENT

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.

The fee is based on the Premises Rateable Value - please see the Council's website for further information - http://www.northdevon.gov.uk/index/lgcl_council_government_and_democracy/nonlgcl_charges_for_council_facilities_and_services/nonlgcl_environmental_health_charges.htm#premises_licences. In the case of further query, please telephone the Customer Service Centre for further help and guidance.

* Fee amount (£)

450.00

DECLARATION

I/WE UNDERSTAND THAT 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.

* I understand that I must now advertise my application. I understand that if I do not comply with the requirements my application will be rejected.

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

Wollens

* Capacity

Agent

* Date

10 / 10 / 2024
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/north-devon/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.

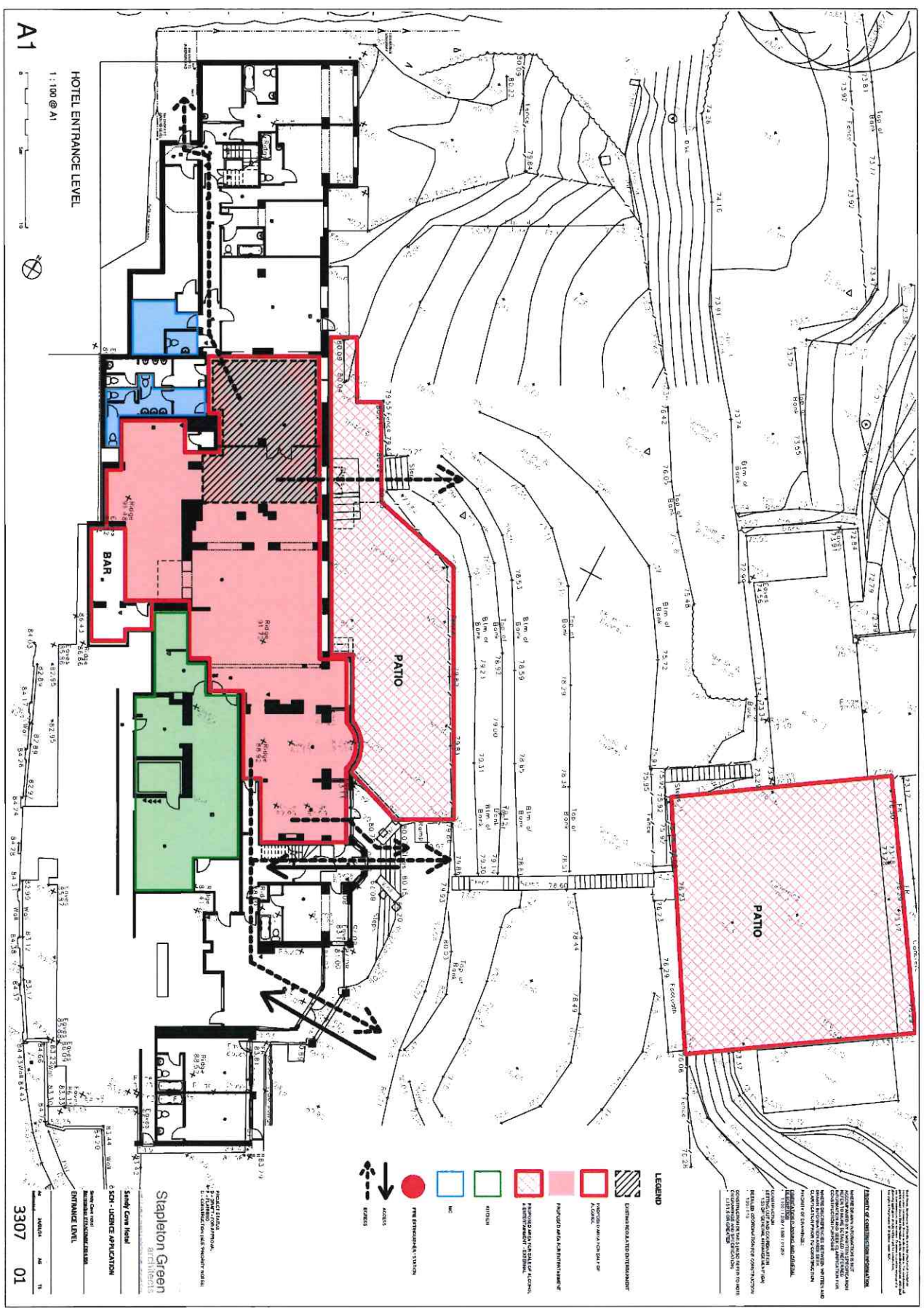
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IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

OFFICE USE ONLY

| | |
|----------------------------|--|
| Applicant reference number | <input type="text" value="JD/DUN3461/0012"/> |
| 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"/> |
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A1

HOTEL ENTRANCE LEVEL
1:100 @ A1



3307 01

Stapleton Green
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LEGEND

- EXTERNAL BALCONY OVERHANG
- PROPOSED AREA FOR SALE OR RENT
- PROPOSED AREA FOR RENT/LEASE
- EXISTING CONSTRUCTION
- EXISTING
- NEW
- FIRE EXTINGUISHER STATION
- ACCESS
- EGRESS

NOTES:

1. ALL DIMENSIONS ARE IN METERS.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
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10. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.

GENERAL NOTES:

1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
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Particulars of the proposed works and the location of the proposed works shall be shown on the plans. The proposed works shall be shown on the plans. The proposed works shall be shown on the plans. The proposed works shall be shown on the plans.

PRIORITY OF CONSTRUCTION INFORMATION

WHERE SHOWN INFORMATION IS NOT REFERRED TO ABOVE, IT SHALL BE REFERRED TO THE DRAWING SHEET NUMBER ON WHICH THE INFORMATION IS SHOWN. WHERE DISCREPANCIES EXIST BETWEEN THE DRAWING INFORMATION AND THE INFORMATION ON THE DRAWING SHEET NUMBER, THE INFORMATION ON THE DRAWING SHEET NUMBER SHALL PREVAIL.

CONTRACT DOCUMENTS

CONTRACT DOCUMENTS: 1. SPECIFICATIONS 2. CONTRACT AGREEMENT 3. GENERAL CONDITIONS OF CONTRACT 4. PARTICULARS OF CONTRACT

CONTRACT NUMBER

CONTRACT NUMBER: 1. 100/11/2018

CONTRACT VALUE

CONTRACT VALUE: 1. 100/11/2018

CONTRACT DATE

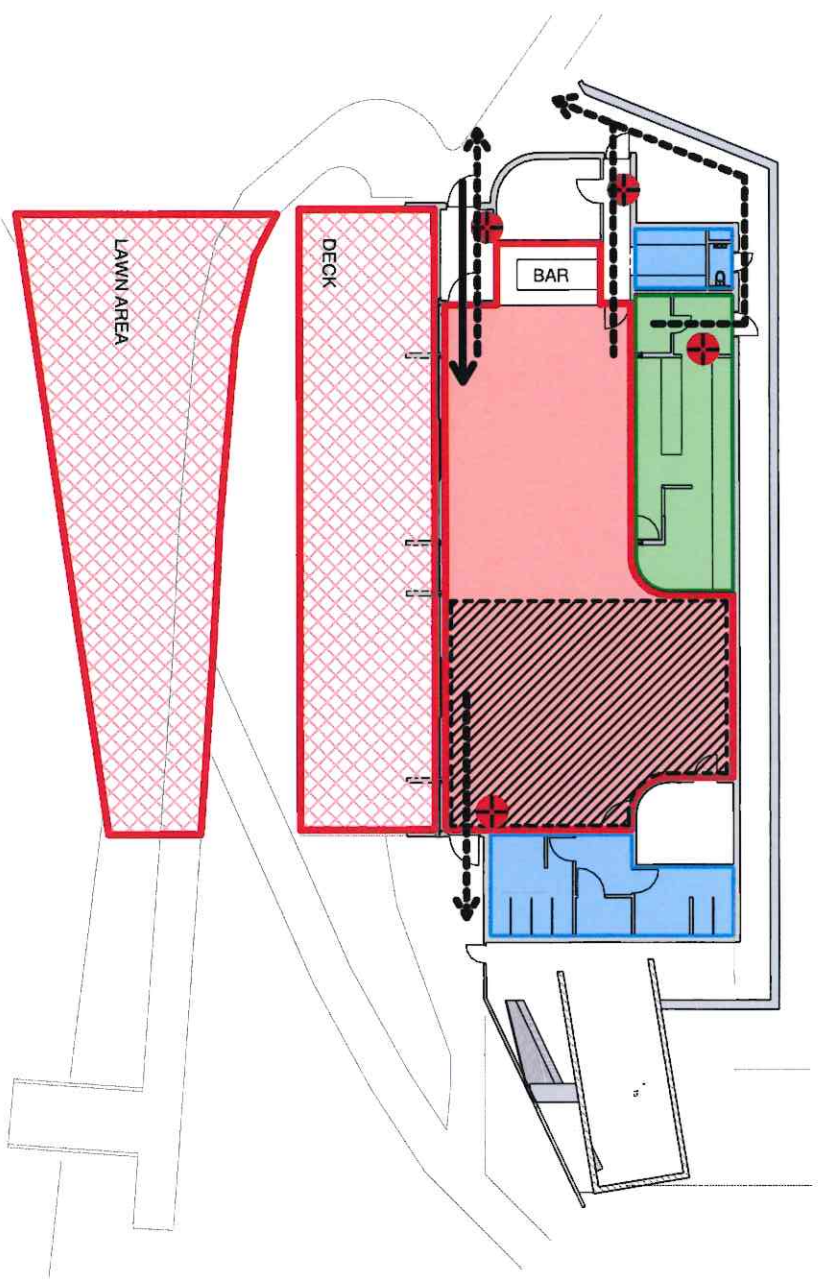
CONTRACT DATE: 1. 100/11/2018

CONTRACT LOCATION

CONTRACT LOCATION: 1. 100/11/2018

CONTRACT OWNER

CONTRACT OWNER: 1. 100/11/2018



LEGEND

- EXISTING RESURFACE REINFORCEMENT
- PROPOSED AREA FOR SALE OF ALCOHOL, PACKAGED AREAS FOR THE PROVISION OF LA-TIE FROM THE STATION (AS SHOWN)
- PROPOSED AREA FOR ENTERTAINMENT
- PROPOSED AREA FOR SALE OF ALCOHOL & ENTERTAINMENT - INTERNAL
- KITCHEN
- W.C.
- FIRE EXTINGUISHER STATION
- ACCESS
- LOADING

VENUE LEVEL
1 : 100 @ A1

0 5 10 m

1 All staff engaged in licensable activity at the premises will receive training and information in relation to the following:

- (i) The Challenge 21 scheme in operation at the premises, including the forms of identification that are acceptable;
- (ii) The hours and activities permitted by the premises licence issued under the Licensing Act 2003 and conditions attached to the licence;
- (iii) How to complete and maintain the refusal register in operation at the premises (in relation to the sale of alcohol);
- (iv) Recognising the signs of drunkenness;
- (v) The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase;
- (vi) Action to be taken in the event of an emergency, including reporting an incident to the emergency services.

2 Training shall be recorded in documentary form and shall be regularly refreshed at no greater than 12 month intervals. Training records shall be made available for inspection and copying at reasonable times upon request of an authorised officer of a responsible authority. Training records will be retained for at least 12 months.

3 An incident log shall be kept and maintained at the premises which will include a log of the following, including pertinent details:

- (i) Any incidents of disorder or of a violent or anti social nature;
- (ii) All crimes reported to the venue, or by the venue to the police;
- (iii) All ejections of patrons;
- (iv) Any complaints received;
- (v) Seizures of drugs or offensive weapons;
- (vi) Any faults in the CCTV system;
- (vii) Any visits by a responsible authority (under the Licensing Act 2003) or emergency service;
- (viii) Any noise complaints received by the hotel, detailing date and time of complaint, nature of the complaint, who the complaint was made by, and to, and any remedial action taken to address the issue.

4 Records must be completed within 24 hours of any incident, and will contain the time and date, the nature of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident.

5 The logs shall be kept for at least 12 months following the date of entry and be made available for inspection and copying upon request of an authorised officer of a responsible authority.

6 Clear and legible notices shall be prominently displayed at all exits and external areas of the property requesting patrons to respect the needs of local residents and businesses and, when leaving, to do so leave the vicinity as quickly and quietly as possible.

7 Staff will ensure that customers leave the premises and immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours.

8 There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 21 proof of age requirement. This means that staff working at the premises must ask individuals who appear to be under 21 years of age,

attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:

- (i) A photo driving licence;
- (ii) A passport;
- (iii) An identification card carrying the PASS hologram.

Unless such identification is produced the sale of alcohol must be refused.

9 This policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18.

10 An alcohol sales refusal register shall be kept at the premises and be maintained to include details of all alcohol sales refused. The register will include:

- (i) the date and time of refusal;
- (ii) the reason for refusal;
- (iii) details of the person refusing the sale;
- (iv) description of the customer;
- (v) any other relevant observations.

11 The refusals register will be made available for inspection and copying on request of an authorised officer of a responsible authority. All entries must be made with 24 hours of the refusal.

12 No alcohol with the exception of residents and their bona fide guests shall be consumed more than 30 minutes after the permitted terminal hour for the supply of alcohol.

13 With regard to the performance of outdoor entertainment:

- (i) When providing hospitality for weddings or similar events, the performance of live or recorded entertainment outdoors will be subject to a maximum non-continuous duration of 6 hours between the hours of 11:30 – 21:00.
- (ii) Other than in accordance with Condition 13(i), the performance of recorded music will only be played on the terrace between the hours of 12:00 – 21:30.

14 The handling of kegs, bottles, cleaning equipment and similar items shall not take place before 9.00am or after 10.00pm.

15 No deliveries in relation to licensable activities to the premises shall take place between 6.00pm and 9.00am.

16 A suitable and sufficient air circulation and management system within the premises will be used during regulated entertainment to maintain a reasonable internal air temperature to avoid opening windows & doors to ventilate the premises.

17 That, save for the north facing bifold doors which shall remain locked after 22:00, all other external doors and windows shall be kept shut from 22:00 when regulated entertainment is being provided in the premises except for people entering and exiting the premises.

18 The performance of live entertainment will be limited to the confinements of the Live Music Act 2012.

19 The premises will not be used for music festivals or other similar amplified.

20 Unaccompanied children will not be allowed on the premises at any time.

21 The supply of alcohol and late night refreshment shall be confined to the area (s) as outlined in RED on the attached plan (s).

22 All alcohol supplied shall be for consumption on the premises only.

23 Regulated entertainment shall be confined to the area (s) as outlined in RED and hatched RED on the attached plans.

24 While live or recorded music takes place regular monitoring of noise levels using a sound level meter at the noise source and property boundary shall take place. A record shall be kept of any monitoring, including:

- (i) the date, time and location of the monitoring;
- (ii) the name of the person monitoring;
- (iii) the type of music played; and
- (iv) any further comments of the person monitoring.

25 The premises will not be used for music festivals.

26 No alcohol sales or regulated entertainment may take place in the external licensed areas after 10.30pm.

27 The use of lighting in the external areas shall cease at 10.00pm except for health and safety or security reasons.

28 A contact number of the premises shall be made available to local residents, on request, with somebody available at all times while the premises are open, to respond to complaints.