

[Insert name and address of relevant licensing authority and its reference number (optional)]  
LICENSING DEPT  
SOUTH LAKELAND DISTRICT COUNCIL

**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.

SAMUEL MOORE (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 66A of the Licensing Act 2003 for the premises described in Part 1 below.

**Part 1 - Premises details**

Postal address of premises (or, if none, ordnance survey map reference or description) SUN HOTEL TROUTBECK BRIDGE WINDERMERE	
Post town CUMBRIA	Postcode LA23 1HH

Telephone number at premises (if any)

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[Premises licence number]/[club premises certificate number]

PL(A) 0650
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Brief description of premises (Please see Guidance Note 2) PUBLIC HOUSE	South Lakeland District Council Public Protection 21 NOV 2016
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**Part 2 - Applicant Details**

[I am] ~~XXXX~~ the [premises licence holder]/[club premises certificate holder]. (Please delete as appropriate)

Contact phone number in working hours (if any)

Receipt No .....  
Initials .....  
Date .....

Applicant Postal address IF DIFFERENT FROM PREMISES ADDRESS	
Post town	Postcode
Please provide email address if you would prefer us to contact you by email (optional) mandy_mighty@gosschalks.co.uk	

### 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)

TO AMEND THE PLAN THAT ATTACHES TO THE PREMISES LICENCE IN ACCORDANCE WITH THE PLAN DEPOSITED WITH THE LICENSING AUTHORITY.

DRAWING NUMBER 2610.0701 DATED NOVEMBER 2016 ATTACHED

IN VIEW OF THE NATURE OF THE VARIATION IT WILL NOT HAVE ANY ADVERSE EFFECT ON THE PROMOTION OF ANY OF THE LICENSING OBJECTIVES.

**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 was successful.

**Provision of regulated entertainment**

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 5)**

SCOPE OF WORKS;

1. THREE SECTIONS OF FIXED SEATING REMOVED FROM THE DINING AREA TO THE LEFT HAND SIDE OF THE MAIN ENTRANCE.
2. RECEPTION DESK AREA LAYOUT REVISED TO MAKE THE DESK SMALLER AND TO WIDEN THE ACCESS TOWARDS THE LADIES TOILETS
3. A NEW SECTION OF FIXED SEATING TO BE INSTALLED IN THE CENTRAL DINING AREA TO THE RIGHT HAND SIDE OF THE BAR.
4. THREE NEW U SHAPED DINING FIXED SEATING BOOTHS, A NEW AREA OF FIXED SEATING AND TWO CIRCULAR FIXED SEATING BOOTHS ALL LOCATED IN THE FAR RIGHT HAND SIDE DINING AREA.

**CHECKLIST:**

Please tick to indicate agreement

- I have made or enclosed payment of the fee; or ☒
- 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, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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 and Contact Details

(See Guidance Note 6)

**Premises Licence:** Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (see Guidance Note 7). If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign:

Signature	[REDACTED]
Date	18TH NOVEMBER 2016
Capacity	SOLICITORS FOR AND ON BEHALF OF THE APPLICANTS

**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 8). 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	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (see Guidance Note 9) Gosschalks Solicitors Queens Gardens  DX 11902 Hull	
Post town HULL	Postcode HU1 3DZ
Telephone number (if any) 01482 324252	If you would prefer us to correspond with you by email your email address (optional) mandy_mighty@gosschalks.co.uk

## 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 variation 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, you must include a revised plan. You should be aware that your application is likely to be refused if the proposed variation could:

- increase capacity for drinking on the premises;
- affect access between the public part of the premises and the rest of the premises or the street or public way, e.g. block emergency exits or routes to emergency exits; or
- impede the effective operation of a noise reduction measure.

c) **Revisions, removals and additions of conditions:** The minor variation process may be used to remove conditions which are out of date or invalid and to revise conditions which are unclear (as long as the intention and effect remains the same). It can also be used to add a new condition volunteered by the applicant or mutually agreed between the applicant and a responsible authority, such as the police or the environmental health authority (subject to impact on the licensing objectives).

d) **Variations to opening hours:** Details of any changes to hours when the premises or club is open to the public.

5. **Further information:** You should use this box to provide any additional evidence to support your claim that the proposed variation is 'minor' and could not have an adverse impact on the promotion of the licensing objectives.

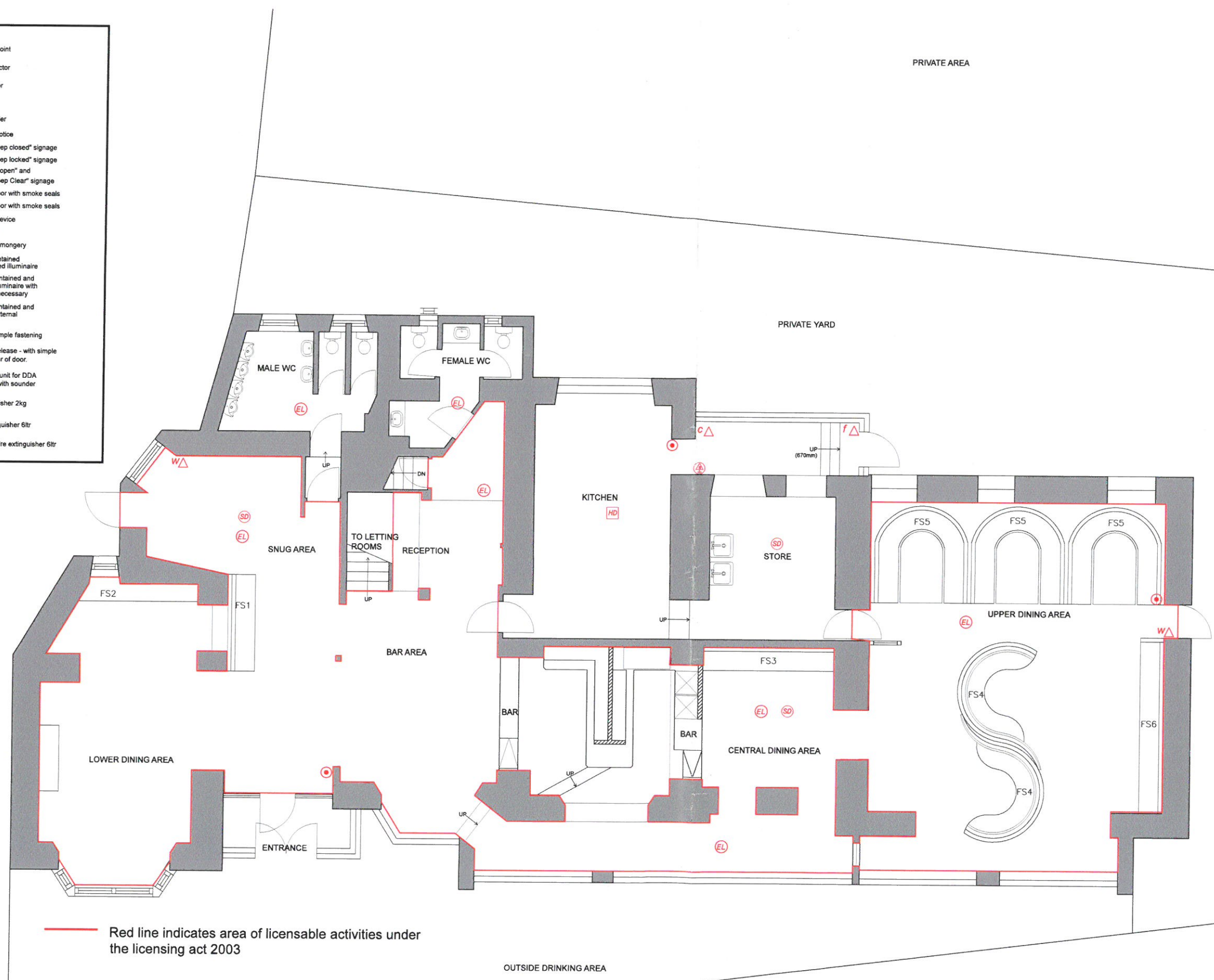
6. **Signatures:** The application form must be signed.

7. **Authorised agent:** An applicant's agent (e.g. solicitor) may sign the form on their behalf and, in so doing, will be confirming that they have actual authority to do so.

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

9. This is the address which we shall use to correspond with you about this application. This might not be the same as the address of the premises or applicant, but these addresses must also be provided.

- Fire Symbols:**
- Alarm Call Point
  - SD Smoke Detector
  - HD Heat Detector
  - Fire Blanket
  - Alarm Sounder
  - S12 Fire Action Notice
  - S13 "Fire door Keep closed" signage
  - S14 "Fire door Keep locked" signage
  - S25 "Push Bar to open" and "Fire Door Keep Clear" signage
  - FD30S 30 min fire door with smoke seals
  - FD60S 60 min fire door with smoke seals
  - SC Self closing device
  - VP Vision Panel
  - PB Push Bar ironmongery
  - EL 3hour self contained non-maintained luminaire
  - EXIT 3 hour self contained and maintained luminaire with arrow where necessary
  - E 3 hour self contained and maintained external luminaire
  - Thumb turn - simple fastening
  - Digilock door release - with simple fastening to rear of door.
  - Xenon Flasher unit for DDA requirements, with sounder
  - C Δ co2 fire extinguisher 2kg
  - f Δ Foam fire extinguisher 6ltr
  - W Δ Wet Chemical fire extinguisher 6ltr



Red line indicates area of licensable activities under the licensing act 2003

BUILDING SURVEYED AREA = 314.5 SQ. M

TOTAL EDA = 212 SQ. M

- BLR LOCATED IN CELLAR
- LOCATED IN CELLAR

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NOTES:

- Do not scale from this drawing, all dimensions must be checked on site. The contractor must verify all site dimensions, drawings, details & specifications. Any discrepancies must be reported to BGW DESIGN STUDIO prior to any commencement of work.
- Figured dimensions to take preference over those scaled.
- All specified items are to be installed in accordance with the manufacturers recommendations & instructions.

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Stage: **CONSTRUCTION**

Client: **ENTERPRISE INNS**

Project: **The Sun,  
Troutbeck Bridge,  
Windermere, Cumbria,  
LA23 1HH**

Title: **Licensing Plan**

Scale: 1:50	Dwg size: A1
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Drawn: LW	Date: Nov 16
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Drawing No. 2610-0701	Revision:
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**BGW DESIGN STUDIO**

South Yorkshire  
Palmer Street  
Hyde Park  
Doncaster  
DN4 6DD

Studio: 01302 381 024  
Fax: 01302 321 343  
www.bgwdesignstudio.com

CONCORDE BGW

London  
Unit 6a  
11 Plough Yard  
London  
EC2A 3LP

Studio: 020 3 35502297