

**Cyngor Sir Powys County Council**

FORM 11

**ANNEX B**



**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 or typed in black ink. Use additional sheets if necessary.

Once completed please send your application to: -

**CYNGOR SIR POWYS COUNTY COUNCIL**  
The Licensing Officer

Council Offices Neuadd Brycheiniog Cambrian Way Brecon Powys LD3 7HR	Council Offices Y Gwalia Ithon Road Llandrindod Wells Powys LD1 6AA	Council Offices Ty Maldwyn Brook Street Welshpool Powys SY21 7PH
<b>Contact: 0345 602 7037 and ask to speak to an Officer</b>		

You may wish to keep a copy of the completed form for your records

I/We The Church Council of St. Mary's Church, Hay-on-Wye.....  
(Insert name of applicant / applicants)

being the premises licence holder, apply to vary a premises licence under Schedule 34 of the Licensing Act 2003 for the premises described in Part A1 below

<b>Premises Licence Number</b>	<b>OONN/PREM/B/000264</b>
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<b>Part A1 – Premises Details</b>			
Postal address of premises if any or if none ordnance survey map reference or description.			
The Parish Hall, Lion Street, Hay-on-Wye			
<b>Post town</b>	<b>Hereford</b>	<b>Post code</b>	<b>HR3 5AD</b>

Telephone number of premises (if any)	None.
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£ Non-domestic rateable value of premises	£N/A
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<b>Part 2 – APPLICANT DETAILS</b>	
Daytime contact telephone number	
E-mail address if any (optional)	
CURRENT POSTAL ADDRESS if different from premises address	
Post town	Post code

<b>Part 3 – Variation</b>		Please tick <input checked="" type="checkbox"/>	
Do you want the proposed variation to have effect as soon as possible?		YES X	NO
If <u>not</u> ? When do you want the variation to take effect? DD/MM/YYYY		Day	Month Year
Do you want the proposed variation to have effect in relation to the introduction of the Late Night Levy?  (Please see guidance note 1)		Please tick <input checked="" type="checkbox"/>	
		YES	NO X
<b><u>Please describe briefly the nature of the proposed variation</u></b> <b><u>( please read guidance note 2)</u></b>			
To be permitted to sell and/or supply alcohol for consumption both on and off the premises. To be permitted to use the forecourt for all licensed activities.			

<b>If your proposed variation would mean that 5000 or more people are expected to attend the premises at any one time, please state the number expected to attend</b>	<b>N/A</b>

<b>Part 4 - Operating Schedule</b>		
<b>Please complete those parts of the operating schedule which would be subject to change if this application to vary were successful</b>		
<b>Provision of regulated entertainment</b>	<b>Please tick <input checked="" type="checkbox"/></b>	
a) plays (if ticking yes, fill in box A)	YES <input checked="" type="checkbox"/>	NO
b) films (if ticking yes, fill in box B)	YES	NO <input checked="" type="checkbox"/>
c) indoor sporting events (if ticking yes, fill in box C)	YES	NO <input checked="" type="checkbox"/>
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	YES	NO <input checked="" type="checkbox"/>
e) live music (if ticking yes, fill in box E)	YES <input checked="" type="checkbox"/>	NO
f) recorded music (if ticking yes, fill in box F)	YES <input checked="" type="checkbox"/>	NO
g) performances of dance (if ticking yes, fill in box G)	YES <input checked="" type="checkbox"/>	NO
h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	YES	NO <input checked="" type="checkbox"/>
	<b>Please tick <input checked="" type="checkbox"/></b>	
Provision of late night refreshment (if ticking yes, fill in box I)	YES	NO <input checked="" type="checkbox"/>
Sale by retail of alcohol (if ticking yes, fill in box J)	YES <input checked="" type="checkbox"/>	NO

**IN ALL CASES PLEASE COMPLETE BOXES K, L, AND M BELOW**

<b>[BOX A] PLAYS</b> Standard days and timings (please read guidance note 8)			Will the performance of a play take place indoors or outdoors or both - Please Tick or insert "YES" in the relevant box. (please read guidance note 4)	Indoors		
Day	Start	Finish		Outdoors		
				Both	X	
Mon	09.00	23.30	<b><u>Please give further details here (please read guidance note 5)</u></b>			
Tue	09.00	23.30				
Wed	09.00	23.30		<b><u>State any seasonal variations for performing plays (please read guidance note 6)</u></b>		
Thur	09.00	23.30				
Fri	09.00	23.30		<b><u>Non-standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list. (please read guidance note 7)</u></b>		
Sat	09.00	23.30				
Sun	09.00	23.30				

<b>[BOX B] FILMS</b> Standard days and timings (please read guidance note 8)			Will the exhibition of films take place indoors or outdoors or both - Please Tick or insert "YES" in the relevant box. (please read guidance note 4)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<b><u>Please give further details here (please read guidance note 5)</u></b>		
Tue					
Wed			<b><u>State any seasonal variations for the exhibition of films (please read guidance note 6)</u></b>		
Thur					
Fri			<b><u>Non-standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list. (please read guidance note 7)</u></b>		
Sat					
Sun					

<b>[BOX C]</b> <b>INDOOR SPORTING EVENTS</b> Standard days and timings (please read guidance note 8)			<u>Please give further details here (please read guidance note 5)</u>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events (please read guidance note 6)</u>
Wed			
Thu			<u>Non-standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list. (please read guidance note 7)</u>
Fri			
Sat			
Sun			

<b>[BOX D] BOXING OR WRESTLING ENTERTAINMENT</b> Standard days and timings (please read guidance note 8)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – Please Tick or insert “YES” in the relevant box (please read guidance note 4)	Indoors	
<b>Day</b>				Outdoors	
	<b>Start</b>	<b>Finish</b>		Both	
Mon			<u>Please give further details here (please read guidance note 5)</u>		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 6)</u>		
Thur					
Fri			<u>Non-standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list. (please read guidance note 7)</u>		
Sat					
Sun					

<b>[BOX E] LIVE MUSIC</b> Standard days and timings (please read guidance note 8)			<b>Will the performance of live music take place indoors or outdoors or both –</b> Please Tick or insert “YES” in the relevant box (please read guidance note 4)	Indoors	
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors	
				Both	X
Mon	09.00	23.30	<b><u>Please give further details here (please read guidance note 5)</u></b> Performance of live music both indoors and on the forecourt		
Tue	09.00	23.30			
Wed	09.00	23.30	<b><u>State any seasonal variations for the performance of live music (please read guidance note 6)</u></b> <b><u>New Year’s Eve</u></b>		
Thur	09.00	23.30			
Fri	09.00	23.30	<b><u>Non-standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (please read guidance note 7)</u></b> 09.00 31 <sup>st</sup> DECEMBER Through to 00.30 1 <sup>st</sup> . JANUARY		
Sat	09.00	23.30			
Sun	09.00	23.30			

<b>[BOX F] RECORDED MUSIC</b> Standard days and timings (please read guidance note 8)			<b>Will the playing of recorded music take place indoors or outdoors or both -</b> Please Tick or insert “YES” in the relevant box (please read guidance note 4)	Indoors	
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors	
				Both	X
Mon	09.00	23.30	<b><u>Please give further details here (please read guidance note 5)</u></b> Performance of recorded music both indoors and on the forecourt.		
Tue	09.00	23.30			
Wed	09.00	23.30	<b><u>State any seasonal variations for playing recorded music (please read guidance note 6)</u></b> <b><u>New Year’s Eve</u></b>		
Thur	09.00	23.30			
Fri	09.00	23.30	<b><u>Non-standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 7)</u></b> 09.00 31 <sup>st</sup> DECEMBER through to 00.30 1 <sup>st</sup> JANUARY		
Sat	09.00	23.30			
Sun	09.00	23.30			

<b>[BOX G] PERFORMANCE OF</b>	<b>Will the performance of dance take place</b>	<b>Indoors</b>	
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<b>[BOX I] LATE NIGHT REFRESHMENT</b> Standard days and timings (please read guidance note 8)			Will the provision of late night refreshment take place indoors or outdoors or both – Please Tick or insert “YES” in the relevant box (please read guidance note 4)	Indoors	
Day				Outdoors	
Start	Finish			Both	
Mon			<b>Please give further details here (please read guidance note 5)</b>		
Tue					
Wed			<b>State any seasonal variations for the provision of late night refreshment (please read guidance note 6)</b>		
Thur					
Fri			<b>Non-standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list. (please read guidance note 7)</b>		
Sat					
Sun					

<b>[BOX J] SUPPLY OF ALCOHOL</b> Standard days and timings (please read guidance note 8)			Will the sale of alcohol be for consumption on or off the premises or both – Please Tick or insert “YES” in the relevant box (please read guidance note 9)	On	
Day				Off	
Start	Finish			Both	X
Mon	10.00	23.00	<b>State any seasonal variations for the supply of alcohol (please read guidance note 6)</b>		
Tue	10.00	23.00			
Wed	10.00	23.00	<b>New Years Celebrations.</b>		
Thur	10.00	23.00			
Fri	10.00	23.00	<b>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 7)</b>  09.00 31 <sup>st</sup> DECEMBER Through to Midnight 31 <sup>st</sup> . DECEMBER		
Sat	10.00	23.00			
Sun	10.00	23.00			

**[BOX K] 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 10)**



It is not intended to permit any adult entertainment or services on the premises.

**[BOX L] HOURS PREMISES ARE OPEN TO THE PUBLIC Standard days and timings (please read guidance note 8)**

Day	Start	Finish
Mon	09.00	23.30
Tue	09.00	23.30
Wed	09.00	23.30
Thu	09.00	23.30
Fri	09.00	23.30
Sat	09.00	23.30
Sun	09.00	23.30

**State any seasonal variation (please read guidance note 6)**

New Year's Eve Celebrations.

**Non-standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list. (please read guidance note 7)**

09.00 31<sup>st</sup> DECEMBER Through to 01.00 1<sup>st</sup> JANUARY

**Please identify those conditions currently imposed which you believe could be removed as a consequence of the proposed variation you are seeking**

None.

**Please tick**

**I have enclosed the premises licence**

**Yes**

**I have enclosed the relevant part of the premises licence**

**Yes**

**If you have not ticked one of the boxes please fill in reasons for not including the licence, or part of it, below**

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

[Box M] Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

**a) General – all four licensing objectives (b,c,d,e) (please read guidance note 11)**

The sale and/or supply of alcohol will be carried out by hirers of the premises and their attention will be drawn to the four licensing objectives. They will be required to name a responsible person to supervise all aspects of the sale and/or supply of alcohol. Hirers will still have to pay due regard to these rules even when alcohol is being supplied free of charge such as a private event or wine tastings.

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

**Bookings** will only be accepted from respectable and responsible bodies from whom a deposit will be required. The nominated person will be responsible for preventing drunkenness and disorder. In the case of crime or disorder occurring, unless it can be shown that all reasonable steps were taken, future bookings will not be accepted. Alcohol will not be left on the premises unattended without permission and then only whilst preparing for an event or tidying up afterwards. Longer term storage of alcohol will not be permitted.

**c) Public safety**

The premises are fitted with emergency exit signs. The gas and electricity installations are checked at the recommended intervals. The heating system is a new hot water and radiator system with a gas fired boiler. There are three doors into the building, two of them having a step and the third being level with the path and suitable for wheelchairs. There is a wall and railing along the front of the forecourt with a single gateway onto the pavement.

**d) The prevention of public nuisance**

The premises lie in a residential area so any use of the forecourt will be supervised to prevent excessive noise. The use of the forecourt may, in the future, be required if another pandemic (or epidemic) occurs.

**e) The protection of children from harm**

When alcohol is being sold or supplied on the premises any children must be accompanied by a responsible adult. There will be no gaming or cigarette vending machines allowed on the premises. When hired to young people's groups such as the Scout Movement a suitably responsible and qualified person will be nominated by the hirer as Safeguarding Officer

**CHECKLIST:** Please Tick or insert "YES" in the boxes below to indicate agreement

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

**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 (please read guidance note 12)**

**Signature of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 13) If signing on behalf of the applicant please state in what capacity.**

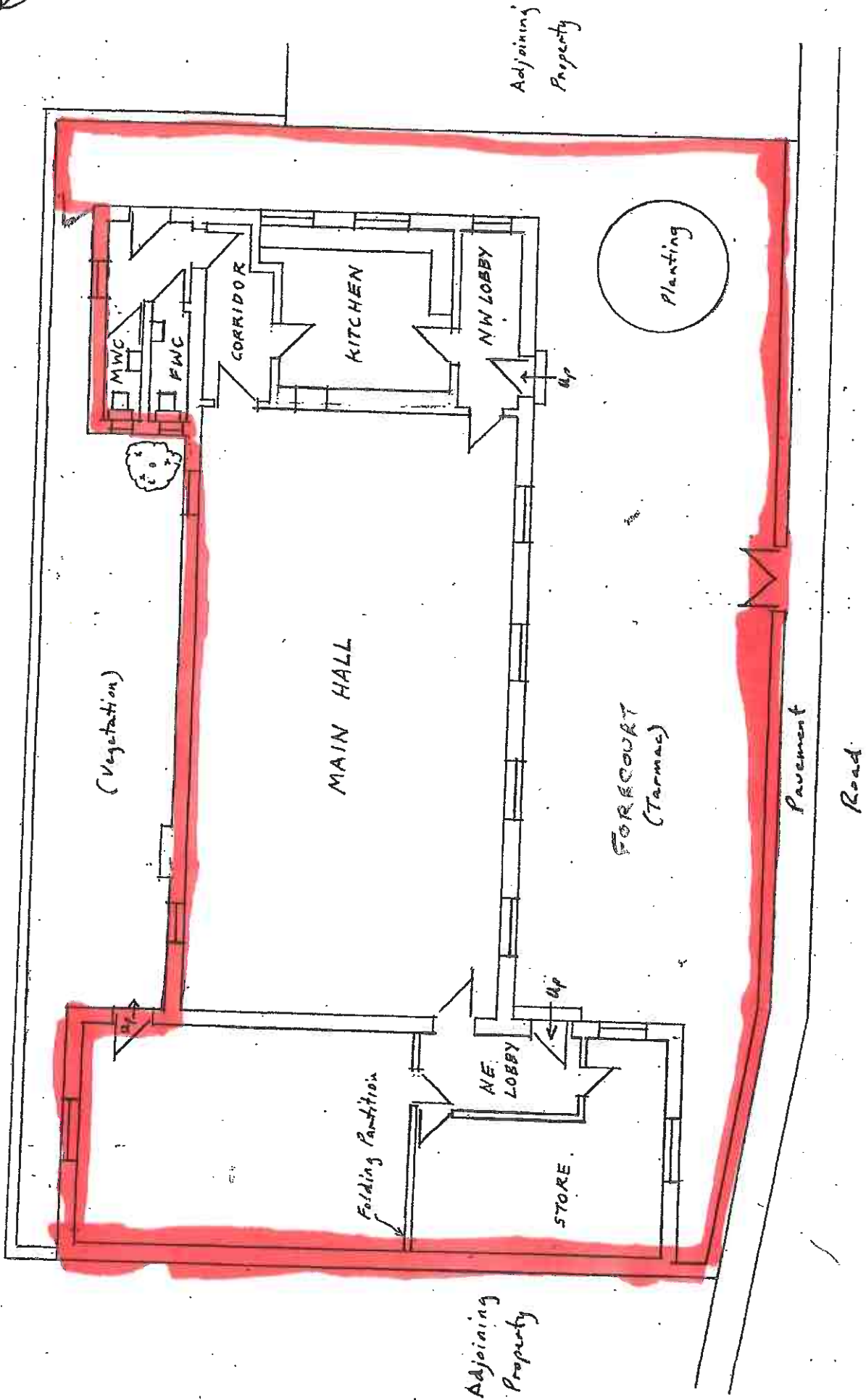
<b>Signature</b>	
<b>Date</b>	
<b>Capacity</b>	
<b>For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 14) If signing on behalf of the applicant please state in what capacity.</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Capacity</b>	

<b>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 15)</b>	
<b>Post Town</b>	<b>Postcode</b>
<b>Telephone number (if any)</b>	
<b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b>	

### 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. 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 for the late night levy
2. 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 of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. In terms of specific regulated entertainments please note that:



PARISH HALL  
 HAY ON WYE  
 FLOOR PLAN

OCT. 07  
 Not to Scale  
 SITE NO. 5559.1.2

11 CASTLE STREET  
 HEREFORD HR1 2HL  
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 E-MAIL arch@hwyman.co.uk

