



West Lancashire Borough Council Licensing Service

Application to vary a premises licence under the Licensing Act
2003

Robert Hodge Centre
Stanley Way
Skelmersdale
Lancashire
WN8 8EE
Tel: 01695 577177
Fax: 01695 585126
Email: licensing.enquiries@westlancls.gov.uk
Website: www.westlancls.gov.uk/licensing

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.

~~IAN~~ Ian Gill] 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

LN/00002259

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description	
Chapel Gallery / Ormskirk Community Centre 6 St Helens Road Ormskirk Lancashire	
Post town	Ormskirk
Post code	L39 4QR

Telephone number at premises (if any)

01695 571328

Non-domestic rateable value of premises

£ 5300

Part 2 – Applicant details

Daytime contact telephone number

01695 585094

E-mail address (optional)

ian.gill@westlancs.gov.uk

Current postal address if different from premises address

West Lancashire Borough Council
52 Derby Street
Ormskirk Lancashire

Post Town

Ormskirk

Postcode

L39 2DF

Part 3 - Variation

Do you want the proposed variation to have effect from the second appointed day?

Please tick ✓ (yes)

If not when do you want the variation to take effect from

Day		Month		Year	

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

To be able to show films and serve 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

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

In all cases complete boxes N, O and P

This section is intentionally blank

A

Plays Standard days & timings (Please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick ./ (yes) (Please read guidance note 2)	Indoors <input checked="" type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon	9.00	23.30		
Tue	9.00	23.30		
Wed	9.00	23.30	State any seasonal variations for performing plays (please read guidance note 4)	
Thurs	9.00	23.30		
Fri	9.00	23.30		
			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 5)	
Sat	9.00	23.30		
Sun	9.00	23.30		

B

Films Standard days & timings (Please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick ./ (yes) (Please read guidance note 2)	Indoors <input checked="" type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon	9.00	23.30		
Tue	9.00	23.30		
Wed	9.00	23.30	State any seasonal variations for the exhibition of films (please read guidance note 4)	
Thurs	9.00	23.30		
Fri	9.00	23.30		
			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 5)	
Sat	9.00	23.30		
Sun	9.00	23.30		

C

Indoor sporting events Standard days & timings (Please read guidance note 6)			Please give further details here (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed			
Thurs			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 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainment Standard days & timings (Please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick ./ (yes) (Please read guidance note 2)		Indoors	
					Outdoors	
					Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)			
Mon						
Tue			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)			
Wed						
Thurs			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 5)			
Fri						
Sat						
Sun						

E

Live music Standard days & timings (Please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick ./ (yes) (Please read guidance note 2)	Indoors <input checked="" type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon	9.00	23.30		
Tue	9.00	23.30		
Wed	9.00	23.30	State any seasonal variations for performing of live music (please read guidance note 4)	
Thurs	9.00	23.30		
Fri	9.00	23.30	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 5)	
Sat	9.00	23.30		
Sun	9.00	23.30		

F

Recorded music Standard days & timings (Please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick ./ (yes) (Please read guidance note 2)	Indoors <input checked="" type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon	9.00	23.30		
Tue	9.00	23.30		
Wed	9.00	23.30	State any seasonal variations for playing of recorded music (please read guidance note 4)	
Thurs	9.00	23.30		
Fri	9.00	23.30	Non-standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sat	9.00	23.30		
Sun	9.00	23.30		

G

Performances of dance Standard days & timings (Please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick ./ (yes) (Please read guidance note 2)	Indoors <input checked="" type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon	9.00	23.30		
Tue	9.00	23.30		
Wed	9.00	23.30	State any seasonal variations for performing of dance (please read guidance note 4)	
Thurs	9.00	23.30		
Fri	9.00	23.30	Non-standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sat	9.00	23.30		
Sun	9.00	23.30		

This section is intentionally blank

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days & timings (Please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick ./ (yes) (Please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Mon	9.00	23.30	Please give further details here (please read guidance note 3)		
Tue	9.00	23.30			
Wed	9.00	23.30			
Thurs	9.00	23.30	State any seasonal variations for entertainment (please read guidance note 4)		
Fri	9.00	23.30	Non-standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat	9.00	23.30			
Sun	9.00	23.30			

This section is intentionally blank

Provision of facilities for making music Standard days & timings (Please read guidance note 6)			Please give a description of the facilities for making music you will be providing		
Day	Start	Finish	Will the facilities for making music take place indoors or outdoors or both – please tick ./ (yes) (Please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Mon	9.00	23.30	Please give further details here (please read guidance note 3)		
Tue	9.00	23.30			
Wed	9.00	23.30			
Thurs	9.00	23.30	State any seasonal variations for the provision of facilities for making music (please read guidance note 4)		
Fri	9.00	23.30	Non-standard timings. Where you intend to use the premises for the provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	9.00	23.30			
Sun	9.00	23.30			

This section is intentionally blank

J

Provision of facilities for dancing Standard days & timings (Please read guidance note 6)			Will the facilities for dancing take place indoors or outdoors or both – please tick ./ (yes) (Please read guidance note 2)	Indoors
				Outdoors
				Both
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon	9.00	23.30		
Tue	9.00	23.30		
Wed	9.00	23.30		
Thurs	9.00	23.30		
Fri	9.00	23.30		
Sat	9.00	23.30		
Sun	9.00	23.30		
			State any seasonal variations for providing dancing facilities (please read guidance note 4)	
			Non-standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)	

This section is intentionally blank

K

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days & timings (Please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing		
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick ./ (yes) (Please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Mon	9.00	23.30	Please give further details here (please read guidance note 3)		
Tue	9.00	23.30			
Wed	9.00	23.30			
Thurs	9.00	23.30	State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within J or K (please read guidance note 4)		
Fri	9.00	23.30	Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within J or K at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	9.00	23.30			
Sun	9.00	23.30			

This section is intentionally blank

L

Late Night Refreshment Standard days & timings (Please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both - please tick ./ (yes) (Please read guidance note 2)	Indoors <input checked="" type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon	9.00	23.30		
Tue	9.00	23.30		
Wed	9.00	23.30		
Thurs	9.00	23.30		
Fri	9.00	23.30		
Sat	9.00	23.30		
Sun				
			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)	
			Non standard timings. Where you intend to use the premises for the provision of late night entertainment at different times, to those listed in the column on the left, please list (please read guidance note 5)	

M

Supply of alcohol Standard days & timings (Please read guidance note 6)			Will the supply of alcohol be for consumption - please tick ./ (yes) (Please read guidance note 7)	On the premises <input checked="" type="checkbox"/>
				Off the premises <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)	
Mon	9.00	23.30		
Tue	9.00	23.30		
Wed	9.00	23.30		
Thurs	9.00	23.30		
Fri	9.00	23.30		
Sat	9.00	23.30		
Sun	9.00	23.30		
			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)	

IN ALL CASES PLEASE COMPLETE BOXES N, O, P and Q 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)

N/A

O

Hours premises are open to the public Standard days & timings (Please read guidance note 6)			State any seasonal variation (please read guidance note 4)
Day	Start	Finish	
Mon	9.00	23.00	Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)
Tue	9.00	00.00	
Wed	9.00	00.00	
Thurs	9.00	00.00	
Fri	9.00	00.00	
Sat	9.00	00.00	
Sun	9.00	00.00	

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

None

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

Please tick
./ (yes)

D
 D

If you have not ticked one of these 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 premises licence

P

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d, e) (please read guidance note 9)

All exit routes will be kept unsecured with non-slippery even surfaces, free of trip hazards and clearly signed.
Public areas will be maintained free from obstruction and trip hazards.
Adequate and appropriate first aid equipment and materials will be kept on site, checked regularly and kept in a place easily accessible by staff.
A "refusal to serve" log will be made available for inspection by a Police Officer or Authorised Officer which shall include the date, time, name and signature of the staff member who refused the sale, plus the name and address and postcode of the customer.
"Refusal to Serve" log will be signed by DPS of premises on a weekly basis.

b) The prevention of crime and disorder

A CCTV system is in place for parts of the building and shall be in use at all licensable times when such activities are taking place.
Currently there is no CCTV at the front of the building however there is CCTV from the bus station that has a clear view to the front outside area of the Chapel Gallery.
The sale of alcohol will currently only be at specific events and lunch times and served with meals.
We will review the usage of CCTV as events develop.

c) Public safety

d) The prevention of public nuisance

Refuse such as bottles will be placed into receptacles outside the premises at times to minimise disturbance to nearby properties.
Notices will be prominently displayed at all exits requesting that patrons leave the premises quietly.

e) The protection of children from harm

Front of house staff will be trained in age verification and underage sales prevention.
Staff will be trained in the procedures that shall be adopted if it is considered that any individual under the age of 18.
A documented Challenge 21 Scheme will be operated at the premises.
The Challenge 21 Scheme will be actively promoted and advertised at the premises and will ensure any person purchasing alcohol who appears to be under 21 years of age, will be asked to provide identification to show they are 18 or over. A Proof of Age Standard Scheme (PASS) accredited holographic proof of age card will be the main identification document accepted at the premises as proof of age and only the following forms of identification will be acceptable :-

- Photo Driving Licence
- Passport
- Her Majesties Forces Warrant Card

Failure to provide such identification will result in no sale of alcohol.

- | | |
|--|--------------------|
| | <u>Please tick</u> |
| | ./ (yes) |
| - I have made or enclosed payment of the fee <i>internal transfer</i> | D |
| - I have sent copies of this application and the plan to responsible authorities and others where applicable | D |
| - 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 proposed current premises licence holder) or applicant's solicitor or other duly authorised agent. (See guidance note 11) If signing on behalf of the applicant please state in what capacity.

Signature..... 

Date..... *10/6/19.*

Capacity..... *DEPUTY DIRECTOR DEVELOPMENT & REGENERATION*

Where the premises licence is jointly held signature of 2nd applicant (the proposed 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.....

Date.....

Capacity.....

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)	
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	