

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.

Roche Diagnostics Ltd

(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 41 A/club premises certificate under section 86A 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)	
Charles Avenue Burgess Hill	
Post town	West Sussex
Postcode	RH15 9RY

Telephone number at premises (if any)

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Premises licence number/club premises certificate number

PWA0328

Brief description of premises (Please see Guidance Note 2)

Office premises with hospitality facilities

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	
Post town	Postcode
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)

This application is to deposit updated plans following refurbishment of the ground floor affecting areas where licensable activities take place. This includes the removal of two areas previously used.

For completeness, the 1st and 2nd floors have also been attached which are far clearer than those deposited in 2006.

There is no change to days or times of operation or the activities which this licence permits.

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

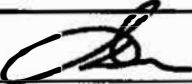
- I have made or enclose payment of the fee. Will be paid following contact from the Licensing Authority ☒
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy. ☐
- I have enclosed the plan, if appropriate, of the 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	
Date	August 5th 2026
Capacity	Authorised agent

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	
Capacity	

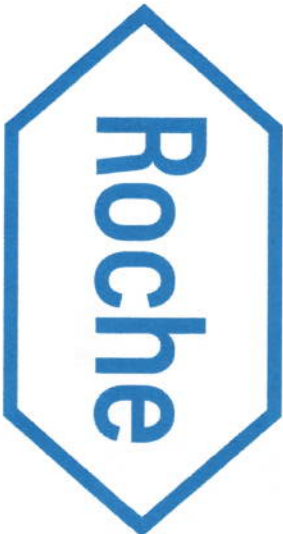
Contact name (where not previously given) and address for correspondence associated with this application. (See Guidance Note 10)

Post town

Postcode

Telephone number (if any)

If you would prefer us to correspond with you by email
your email address (optional)



Charles Avenue – Burgess Hill – RH16 9RY

Premises licence plans

-  Area for the sale and supply of alcohol
-  Fire escapes

Position and types of portable fire safety equipment may change at any time due to ongoing risk-assessments and best practice

Any marks on these plans not specifically required under The Licensing Act 2003 (Premises licenses and Club Premises Certificates) Regulations 2005 are for information only and subject to change at any time

The consumption of alcohol shall be permitted in any area occupied by the premises licence holder



DRAWING FOR INFORMATION ONLY
SITE SURVEYED 22.02.19

Tsunami Axis	
ROCHE DIAGNOSTICS UK	
CHARLES AVENUE	
BURGESS HILL, RH15 9RY	
GROUND FLOOR	
FURNITURE PLAN - AS BUILT	
1:100 - A0	26.02.19
JL	LE
TAL0924-0100	-

ST02
Storage Wall
1000mm x 500mm

Item	Phase	Activity
F	28.1.18	J. PHASE 8 REVISED
C	10.04.18	DV PHASE 8
B	15.07.18	DV NEW PHASING / CLUSTERS AS PER EXISTING
A		DV INSTALLATION PHASE 8
-	00.00.18	AMENDMENTS TO LAYOUT
Draw	Issue	Drawn / Construction

1ST FLOOR
FURNITURE PLAN - PHASES

Order #	1:100@A0	Order	12.07.18
Customer	DV	Customer	LE/MW
TAL0924-0101		Part	
		G	



- FURNITURE KEY**
- ASIAN LAMINATE (DARKENED)
1800mm x 800mm
 - HISOLAN LAMINATE
1800mm x 800mm
 - STO - SLIDING DOOR STORAGE
2000mm x 445mm x 1150mm
 - STO - STORAGE WALL
1000mm x 200mm
 - STO - SLIDING DOOR STORAGE
1800mm x 445mm x 1150mm
 - DESK SCREEN MODERITY

Q	17.03.14	DV	02/18 NO.2 ADDED AS BUL.1
F	17.04.14	JL	PHASE 9 ADDED
E	18.04.14	JL	INSTALL DATE ADJUSTED
D	03.12.14	DV	CLUSTER OF 8 REPLACED WITH 4
C	18.11.14	JL	PHASE 8 ADDED
Rev	Drawn	Checked	Approved

Tsunami Axis
15-17 THE SQUARE, 15-17 THE SQUARE, 15-17 THE SQUARE
15-17 THE SQUARE, 15-17 THE SQUARE, 15-17 THE SQUARE

ROCHE DIAGNOSTICS UK
CHARLES AVENUE
BURGESS HILL, RH15 9RY

2ND FLOOR
AS BUT

1:100@A0
12.07.18

DV
LEMM

TAL0924-0102
G