

## Part 1

**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.**

Serial Number:

I/We 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

Name(s) of applicant(s):

Premises licence number

### The Premises

Postal address of premises or, if none, ordnance survey map reference or description:

Postcode:

Tel: (at premises)

Email:

Non-domestic rateable value of club premises.

## The Current Premises Licence

Please describe briefly, the nature of the proposed variation

Extend the licensed area into the car park, an area as agreed with the landlord. I Have highlighted the additional area on an attachment. We will need this area whilst the COVID19 restrictions are in place so we can serve customers whilst ensuring that any social distancing requirements can safely be complied with. The variation is only required until any social distancing restrictions have been removed under the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020

I have attached the premises licence (or relevant part of it)

Yes

## Part 2

### Applicant Details

Current postal address if different from premises address:

Postcode:

Tel:

Email:

## Part 3

### Operating Schedule

Do you want the proposed variation to have effect as soon as possible?

Yes

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

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.

Description:

We are a coffee shop / wine bar situated about 1/4 mile off the A264 in the village of Copthorne. We have been trading for 5 years but due to the COVID19 restrictions we require the use of an area of the car park which we have already agreed with the landlord. This area will be used whilst restrictions are in place and thereafter we will return to our current licence.

We have cctv that covers the outside area. Use of the outside area will cease no later than 10pm.

We don't propose to change opening or licensing times from our current licence.

## Activities

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

### Provision of regulated entertainment

- a) plays
- b) films
- c) indoor sporting events
- d) boxing or wrestling entertainments
- 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**

# Supply of alcohol

Standard days and timings. Provide times using 24hour clock.

## Monday

Start

Finish

## Tuesday

Start

Finish

## Wednesday

Start

Finish

## Thursday

Start

Finish

## Friday

Start

Finish

## Saturday

Start

Finish

## Sunday

Start

Finish

Where will the supplied alcohol be consumed? Indoors may include a tent.

State any seasonal variations :  
For example (but not exclusively) where the supply of alcohol will occur on additional days during the summer months.

Non standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed above, please list:  
For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

# Open Hours

Hours club premises are open to the public

## Standard days and timings

### Monday

Start

Finish

### Tuesday

Start

Finish

### Wednesday

Start

Finish

### Thursday

Start

Finish

### Friday

Start

Finish

### Saturday

Start

Finish

### Sunday

Start

Finish

State any seasonal variations :  
For example (but not exclusively) where the supply of alcohol 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, please list:  
For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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.

## Adult Entertainment

Please highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the club premises that may give rise to concern in respect of children.



## Licensing Objectives

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

General - all four licensing objectives (b,c,d,e):  
Please list here steps you will take to promote all four licensing objectives together.

A documented risk assessment will be completed to address all aspects of the "Health Protection (Coronavirus, Restrictions) (England) Regulations 2020". Including for example the consideration of the provision of PPE, the use of staff to ensure social distancing is maintained, any training policy docs re contraventions of Covid 19 rules by patrons, managing a queuing system), use of glass vessels outside, managing staff safety, monitoring numbers on the premises and members of differing households, additional cleaning measures, access/ egress, managing ASB and the impact upon local residents.

The prevention of crime and disorder:

A partition will be installed to clearly mark the licensed area and when the outside area isn't being used all unsecured tables and chairs will be removed from the area and secured.  
CCTV is in place that covers the additional area.

Public safety:

Staff will ensure that all empty glasses and bottles are promptly cleared away from the public areas. Regular patrols are to be conducted, at least hourly, both inside and outside the premises.

The prevention of public nuisance:

Use of the outside area will cease no later than 2200hrs  
No amplified music will be permitted in the outside area

The protection of children from harm:

CCTV covers the outside area.

## Submit & Pay

**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**

Address for correspondence  
associated with this application

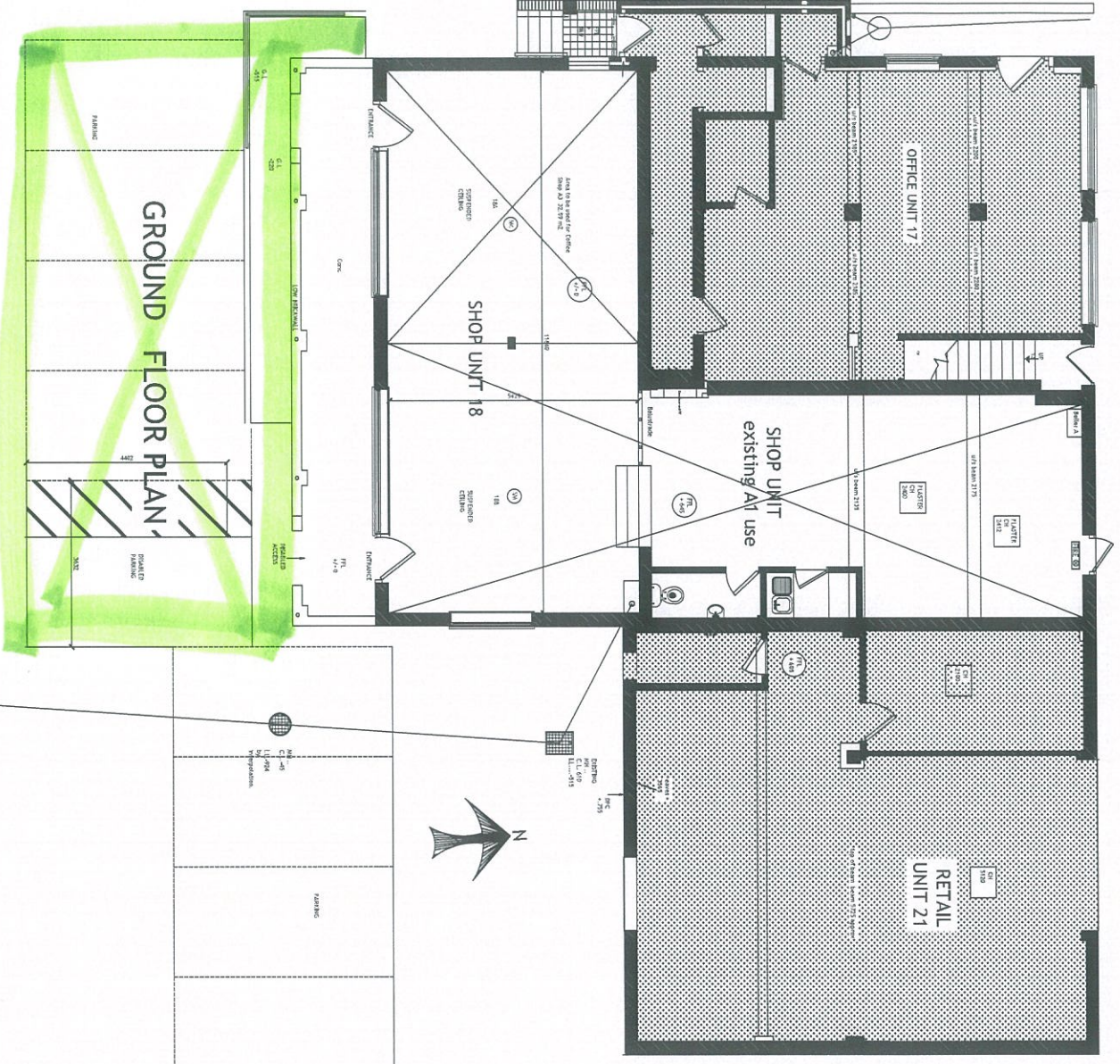
Postcode:

Tel:

**The email address provided below will receive a copy of this completed application form.**

Email:

Payment amount:



AREA OF A3 USE DEFINED.

<b>TITLE</b>	EXISTING FLOOR PLANS
<b>APPLICATION FOR CHANGE OF USE</b>	FROM EXISTING A1 TO MIXED A1B A3 USE
<b>SITE</b>	UNITS 19 Bowers Yard Cophthorne

<b>CLIENT</b>	Harbour Holdings Ltd	<b>DATE</b>	24.11.14.
<b>DRN BY</b>	Gwyn Cherrin	<b>SCALE</b>	1:50
<b>NO</b>	418		

 <b>LABC</b> Building Services Ltd	 <b>Guidance</b> BUILDING SERVICES LTD	<b>REV</b>	<b>DRG NO</b>
		A	5751