

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.

WAKEHURST

(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 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)	
WAKEHURST SELSFIELD ROAD ARDINGLY WEST SUSSEX	
Post town	Postcode RH17 6TN

Telephone number at premises (if any) _____

Premises licence number/club premises certificate number

PWA 0376

Brief description of premises (Please see Guidance Note 2)
VISITOR ATTRACTION - BOTANIC GARDEN

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
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Please provide email address if you would prefer us to contact you by email (optional)

Part 3 – Proposed variation(s)

Do you want the proposed variation to have effect as soon as possible? Yes No Please tick

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)

THE CURRENT LICENCE INCLUDES A NUMBER OF RESTRICTIVE CONDITIONS TRANSFERRED FROM A PREVIOUS LICENCE WHEN THE LICENSING ACT CAME INTO FORCE IN 2003. WE WOULD LIKE TO APPLY FOR A VARIATION TO REMOVE THE CONDITIONS CURRENTLY LISTED UNDER 'OTHER EVENTS' WHICH INCLUDES THE FOLLOWING :

- THE PERFORMANCE OF PLAYS SHALL NOT EXCEED 5 DAYS PER YEAR AND SHALL ONLY TAKE PLACE ON THURSDAY, FRIDAY AND SATURDAY ONLY. ALL PLAYS WILL CEASE BY 22:00 HRS.
- THE EXHIBITION OF FILMS SHALL NOT EXCEED 5 DAYS PER YEAR AND SHALL ONLY TAKE

Details of proposed variation(s) (Continued)
 PLACE ON THURSDAY, FRIDAY AND SATURDAY. ALL FILMS WILL END BY 22:00 HRS EXCEPT THAT ONE FILM PER YEAR MAY CONTINUE UNTIL 23:00 HRS.

- THE PERFORMANCE OF DANCE SHALL NOT EXCEED 3 DAYS PER YEAR. ALL PERFORMANCE OF DANCE SHALL CEASE BY 22:00 HRS. "

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 enclosed payment of the fee. **PAY BY PHONE**
- 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	02.04.26
Capacity	HEAD OF VISITOR EXPERIENCE & COMMERCIAL

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)