

## Mid Sussex District Council

### 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.

|                                            |
|--------------------------------------------|
| Mitchells & Butlers Leisure Retail Limited |
|--------------------------------------------|

We 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

|                                                                                                                                                       |                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Postal address of premises</b> (or, if none, ordnance survey map reference, or description)<br>Dukes Head<br>Turners Hill Road<br><br>Crawley Down |                       |
| Post town<br>Crawley                                                                                                                                  | Post Code<br>RH10 4HH |

Telephone number at premises (if any)

|  |
|--|
|  |
|--|

Premises licence number/~~club premises certificate number~~

|         |
|---------|
| PWA0272 |
|---------|

**Brief description of premises** (Please see Guidance Note 2)

|              |
|--------------|
| As existing. |
|--------------|

## Part 2 – Applicant Details

Please tick

We are the premises licence holder/~~club premises certificate holder~~



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 ✓yes

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

☐

Day      Month      Year

If not, from what date do you want the variation to take effect?

**FROM THE DATE  
ON WHICH THE  
COUNCIL ARE  
NOTIFIED THAT  
THE WORKS HAVE  
BEEN COMPLETED**

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 variations (Please see Guidance Note 4)

To vary the layout of the premises in accordance with plans (drawing number JMDA\_1894\_04\_001 revision C) supplied by the applicant such variation to have effect upon the completion of the works as notified to the Licensing Authority in writing. Permitted hours and licensable activities remain as existing.

### Details of proposed variations (Continued)

The alterations comprise:

- New Bookcase to Connoisseur Club/Lobby
- Reconfiguration of fixed seating and waiter stations as shown on the attached plan.
- Two New Drinks shelf to The Sanctuary
- New Full height screen to The Orangery
- Removal of step to the left of the dispense and new ramp

## 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 see 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** ☐

### **Sale by retail of alcohol** ☐

(Note that this can only relate to reducing licensed hours, or moving them without any overall increase between 7am and 11pm)

### **Enclosures**

- 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 ☒
- (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 failed to enclose the premises licence/~~club premises certificate~~ or relevant parts.**

N/A

### **Any further information to support your application. (See Guidance Note 6)**

We have considered the proposed impact of the variation and do not consider that there will be any adverse effect on the promotion of the licensing objectives because the changes are minor. No further steps will be necessary to promote the licensing objectives, and the existing measures will continue.

### **CHECKLIST:**

*Please tick ✓ yes*

- I have made or enclosed payment of the fee or ☒
- 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 am required to advertise my application by posting a white notice at or on the premises for ten consecutive working days commencing on, and including the day after the day when my application is given to the licensing authority. ☒

**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: 25/08/2026

Capacity: We Poppleston Allen – Licensing Solicitors sign on behalf of and have authority to bind the applicant.

**Where the premises licence is jointly held, signature of 2<sup>nd</sup> applicant (the current premises licence holder) or 2<sup>nd</sup> 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: I / We (insert full name and capacity) sign on behalf of and have authority to bind the applicant.

**Where the premises is a club**

I (insert full name) make this application on behalf of the club and have authority to bind the club

Signature:

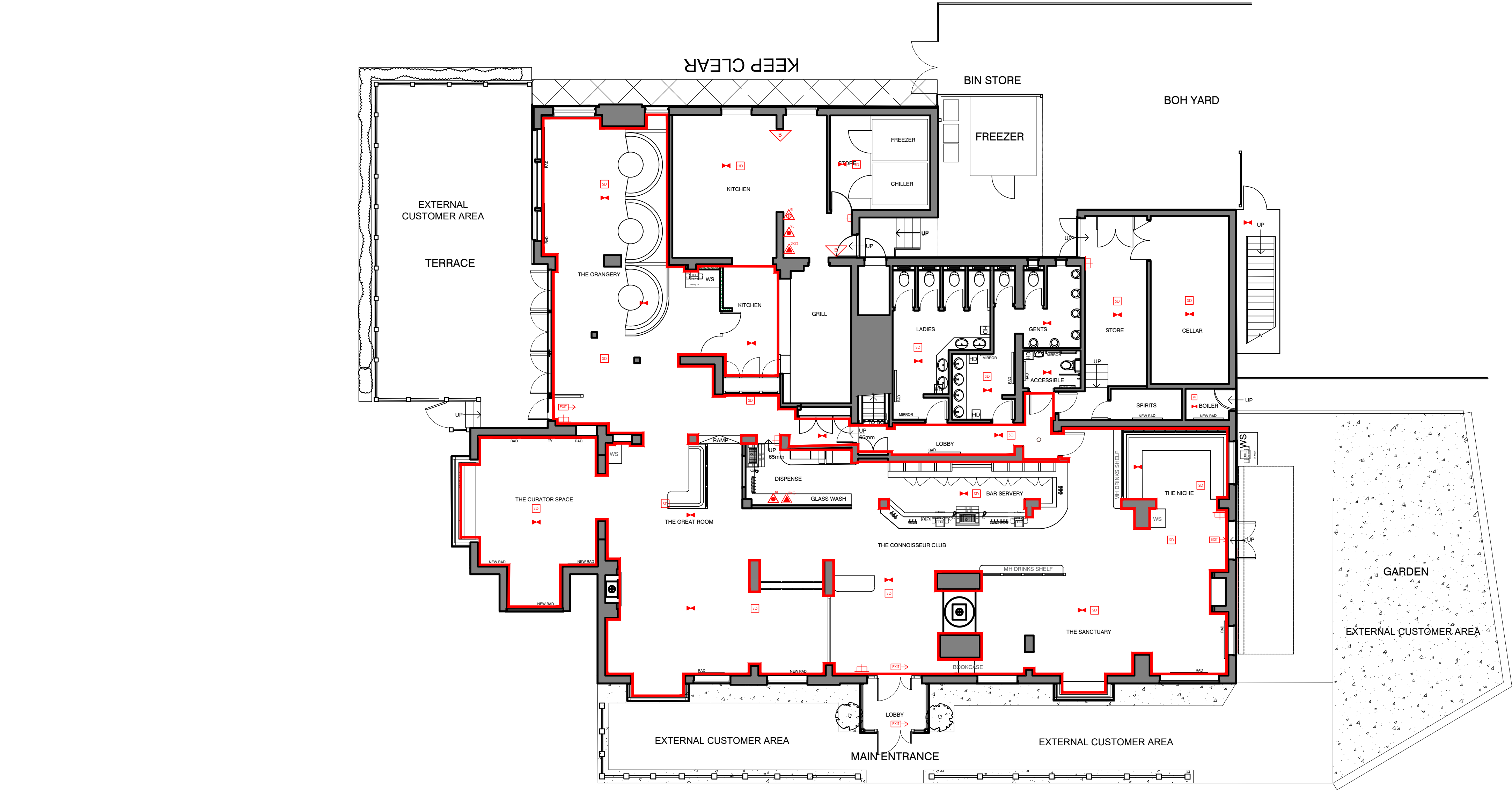
Date: 25/08/2026

Capacity: I / We (insert full name and capacity) sign on behalf of and have authority to bind the applicant.

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

Telephone number (if any)

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



FIRE SAFETY EQUIPMENT

- FIRE ALARM CALL POINT / BREAK GLASS CALL PULL
- 9 LITRE WATER FIRE EXTINGUISHER
- 2 KG CARBON DIOXIDE EXTINGUISHER
- 9 LITRE FOAM FIRE EXTINGUISHER
- AREA COVERED BY AUTOMATIC HEAT DETECTORS
- AREA COVERED BY AUTOMATIC SMOKE DETECTORS
- AREA COVERED BY EMERGENCY LIGHTING
- ALARM SOUNDER
- DIRECTIONAL EMERGENCY EXIT SIGN
- FIRE ALARM PANEL
- AREA FOR LICENSABLE ACTIVITIES

ALL SYMBOLS ARE SHOWN TO INDICATE THAT AREA / ROOM SHOULD BE PROVIDED WITH THE RELEVANT FACILITY AND DO NOT NECESSARILY REPRESENT ACTUAL POSITIONS.

THE OPERATORS RESERVE THE RIGHT TO AMEND THE LOCATION OF FIRE SAFETY EQUIPMENT SHOWN ON PLAN. EQUIPMENT MAY BE MOVED WITH THE AGREEMENT OF THE FIRE OFFICER OR AFTER FIRE RISK ASSESSMENTS.

ITEMS SHOWN ON THIS PLAN WHICH ARE NOT REQUIRED BY THE PLANS REGULATIONS ARE FOR ILLUSTRATIVE PURPOSES ONLY, AND DO NOT FORM PART OF THE LICENCE. THESE ITEMS MAY BE MOVED AT THE DISCRETION OF THE LICENCE HOLDER. THE CURRENT LOCATION OF THE FIRE SAFETY EQUIPMENT AND OTHER SAFETY EQUIPMENT IS AS SHOWN. THESE ITEMS MAY BE MOVED FROM TIME TO TIME WITH AGREEMENT OF THE FIRE OFFICER OR AFTER FIRE RISK ASSESSMENT.

Proposed Plan  
Scale: 1:100 @ A1



|   |                          |          |    |
|---|--------------------------|----------|----|
| C | LABELS CLARIFIED         | 19/08/26 | CC |
| B | EXTERNAL OBJECTS REMOVED | 06/08/26 | CC |
| A | RED LINE AMENDED         | 04/08/26 | CC |
| I | LABELS ADDED             |          |    |
|   | FIRST ISSUE              | 27/07/26 | CC |

DO NOT SCALE. WRITTEN DIMENSIONS TO BE USED IN PREFERENCE TO SCALED DIMENSIONS. ALL DIMENSIONS TO BE CHECKED ON SITE BY CONTRACTOR & ALL DISCREPANCIES TO BE REPORTED TO JMDA.

JOB TITLE

MITCHELLS & BUTLERS

THE DUKES HEAD

TURNERS HILL RD, CRAWLEY RH10 4HH

DRAWING TITLE

LICENSING PLAN

|                  |            |            |
|------------------|------------|------------|
| DRAWING NUMBER   | REVISION   |            |
| JMDA_1894_04_001 | C          |            |
| SCALE            | SHEET SIZE |            |
| 1:100            | A1         |            |
| DATE             | DRAWN BY   | CHECKED BY |
| 26.07.26         | CC         | AM         |



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