



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail: [bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk)

Dear Sir/Madam,

## **MEETING OF THE PLANNING AND LICENSING COMMITTEE**

I hereby give you Notice that an Online Meeting of the Planning and Licensing Committee of the Bognor Regis Town Council will be held at **6.30pm on TUESDAY 7<sup>th</sup> JULY 2020** in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

All Members of the Planning and Licensing Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to **Members of the Public** to have **Questions** put, or make **Statements** to, the Committee during an adjournment shortly after the meeting has commenced.

**NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Tuesday 7<sup>th</sup> July 2020.**

Online access to the Meeting will be via ZOOM. Please email the Town Clerk using the email address given above to receive the access code and link for the meeting.

**DATED this 29<sup>th</sup> day of JUNE 2020**

**CLERK TO THE COUNCIL**

**THE AGENDA and BUSINESS to be TRANSACTED is:**

1. Chairman's Announcements and Apologies for Absence
2. Declarations of Interest  
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.  
Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
  - b) whether it is a Disclosable Pecuniary or Ordinary Interest
  - c) the nature of the Interest
  - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
  - e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To approve the Minutes of the Online Meeting of the Planning and Licensing Committee held on 16<sup>th</sup> June 2020
  4. Adjournment for the Chairman to read public questions and statements submitted in accordance with the requirements noted above
  5. To consider Planning Applications on Lists dated 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup> June 2020
  6. To consider Premises Licence Applications, including any variations and any other Licence Applications
  7. Correspondence

**ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY**



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## **MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE**

**HELD ON TUESDAY 16<sup>th</sup> JUNE 2020**

- PRESENT ONLINE:** Cllr. S. Goodheart (Chairman) (from Min. 238),  
Cllrs: J. Barrett, Mrs. S. Daniells, Ms. A. Sharples,  
W. Smith and Mrs. J. Warr
- IN ATTENDANCE ONLINE:** Mrs. J. Davis (Civic & Office Manager)  
Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk)  
1 member of the public

*The Meeting opened at 2.45pm*

### **236. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

At the opening of the Meeting, with the Chairman not in attendance and the Vice-Chairman, Cllr. Mrs. Warr, having technical difficulties and initially unable to join the meeting audibly, Members **AGREED** that Cllr. Ms. Sharples should act as Chair until either the Chairman or Vice-Chairman were available.

On behalf of the Chairman, the Civic & Office Manager read the opening statement, welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council and may also be recorded or filmed by any member of the public.

Members were also advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

No apologies for absence had been received from Cllr. Erskine.

### **237. DECLARATIONS OF INTEREST**

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary

and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

***There were no declarations of Interest***

**238. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 26<sup>th</sup> MAY 2020**

***Meeting adjourned at 2.51pm to allow Cllr. Goodheart to join the Meeting and take over as the Chairman***

***Meeting reconvened at 2.52pm***

The Chairman thanked Cllr. Ms. Sharples for taking the Chair in his absence.

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 26<sup>th</sup> May 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 26<sup>th</sup> May 2020 as an accurate record of the proceedings and the Chairman duly signed them.

**239. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS**

There were no public questions or statements.

**240. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 22<sup>nd</sup>, 29<sup>th</sup> MAY AND 5<sup>th</sup> JUNE 2020**

**240.1** The Committee noted that there were no views from other Town Councillors to report.

**240.2** The Committee noted that no representations had been received from members of the public, or from neighbouring parishes, in respect of these applications.

**240.3** The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

**241. TO RECEIVE CONSULTATION INFORMATION REGARDING A PROPOSED UPGRADE TO THE EXISTING TELECOMMUNICATIONS INSTALLATION LOCATED AT VICTORIA ROAD/CHICHESTER ROAD, BOGNOR REGIS, PO22 9LQ AND TO CONSIDER MAKING COMMENT**

The Civic & Office Manager's report was **NOTED**.

Members discussed the issues, and concern was raised about the health implications of 5G and also the impact of the proposed installation on the location, especially due to its size. However, the need for 5G service for businesses etc. was also raised as a consideration.

The Civic & Office Manager highlighted that the matter before Members at this meeting was not a planning application but a consultation by Clarke Telecom Ltd and, if the proposals progress, the usual process would result in an appropriate planning application coming before the Committee in due course, at which time Members would vote whether to object or not.

Having debated the matter fully, Members firstly considered whether any comments should be submitted to Clarke Telecom Ltd on the proposals. Following a vote, a majority **AGREED** that comments should be submitted.

Members subsequently reviewed the comments made during the debate and following a vote, a majority **AGREED** that the letter to Clarke Telecom Ltd should refer to:

- i) Concerns about scientific research and the impact of 5G on public health; and
- ii) The impact of the installation due to its location and size of the mast and whether alternative locations could be considered.

**242. CORRESPONDENCE**

Members **NOTED** the correspondence as previously circulated.

***The Meeting closed at 3.23pm***

**APPENDIX 1****ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 16<sup>th</sup> JUNE 2020**  
**REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 22<sup>nd</sup>, 29<sup>th</sup> MAY AND 5<sup>th</sup> JUNE 2020**

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

<b>BR/108/20/PL</b> 74 London Road Bognor Regis PO21 1DD	Construction of 1 No. new second floor 2 bedroom flat over existing two storey building, additional bedroom to first floor flat, division of ground floor retail unit into 2 No units & change of use of ground floor retail space to form new access to second floor flat. This application may affect the setting of a listed building	<b>NO OBJECTION</b>
<b>BR/109/20/PL</b> The William Hardwicke 12 High Street Bognor Regis PO21 1SR	Change of use of part of the existing car park to pub garden, erection of 4 no. semi enclosed covered seating huts, addition of servery to form external bar and reduce height of existing shelter by 0.6m and associated works.	<b>NO OBJECTION</b>
<b>BR/107/20/L</b> The William Hardwicke 12 High Street Bognor Regis PO21 1SR	Listed building consent for the change of use of part of the existing car park to pub garden, erection of 4 no. semi enclosed covered seating huts, addition of servery to form external bar and reduce height of existing shelter by 0.6m and associated works	<b>NO OBJECTION</b>
<b>BR/114/20/PL</b> 13-17 Abbeyfield Richmond Avenue Bognor Regis PO21 2YE	Conversion of existing vacant residential care home into 10no. flats	<b>NO OBJECTION</b>

<p><b>BR/112/20/PL</b>  14a Canada Grove  Bognor Regis  PO21 1DN</p>	<p>Single storey rear extension</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/93/20/PL</b>  Mordington Cottage  6 Mead Lane  Bognor Regis  PO21 1HR</p>	<p>Change of Use from office (B1(a)) to 1 No. dwelling &amp; the provision of new garden boundary wall to the South of property. This application affects the setting of a Listed Building &amp; affects the character &amp; appearance of the Upper Bognor road &amp; Mead Lane Conservation Area</p>	<p><b>NO OBJECTION</b></p>
<p><b>BR/116/20/HH</b>  3 Gordon Avenue West  Bognor Regis  PO22 9LQ</p>	<p>Erection of single storey extension</p>	<p><b>NO OBJECTION</b></p>



**BOGNOR REGIS TOWN COUNCIL  
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -  
7<sup>th</sup> JULY 2020**

**AGENDA ITEM 6 - TO CONSIDER PREMISES LICENCE APPLICATIONS,  
INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR CONSIDERATION**

Members are invited to consider two Premises Licence applications that have been submitted to Arun District Council.

Both are for a Variation of a Premises Licence - the first is in relation to the William Hardwicke, 12 High Street (attached to this report as **Appendices 1 & 2**), and the second relates to Bognor Pier, The Esplanade (attached to this report as **Appendices 3 & 4**).

## **NOTICE OF APPLICATION FOR VARIATION OF A PREMISES LICENCE**

Notice is hereby given that Star Pubs & Bars Limited intends to apply for a variation of a Premises Licence in respect of premises known as the William Hardwicke, 12 High Street, Bognor Regis, PO21 1SR

The variation proposed is as follows:-

1. Extend the terminal hour for the sale of alcohol and recorded music on Monday to Thursday until 2am the following day
2. Extend the opening hours to allow the premises to close on Monday to Thursday at 02.30am the following day
3. Permit the provision of live music on Monday to Saturday from 9am to 2am the following day; and on Sunday from 9am to midnight
4. Permit the sale of alcohol for consumption off the premises, i.e. off sales
5. Remove the existing non-standard timings for all licensable activities & opening hours and add new nonstandard timings
6. Extend the terminal hour for late night refreshment on Monday to Saturday until 2am the following day
7. Remove all existing Annex 2 conditions replace with new conditions as detailed in the application
8. Amend the licensing plan in accordance with the drawing which accompanies the application

A copy of the application can be inspected at the offices of Licensing Team, Arun District Council, 3<sup>rd</sup> Floor, Civic Centre, Maltravers Road, Littlehampton, BN17 5LF during normal office hours. Or by email at [licensing@arun.gov.uk](mailto:licensing@arun.gov.uk) or telephone 01903 737755.

This application was lodged with Arun District Council on 15/06/20 and any representations must be made in writing to Arun District Council at the above address no later than 13/07/20.

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.

Dated 16/06/20 Flint Bishop LLP, St. Michael`s Court, St. Michael`s Lane, Derby, DE1 3HQ Solicitors for the Applicant.

**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.

**WE Star Pubs & Bars Limited**

*(Insert name(s) of applicant)*

Being the premises licence holder, apply to vary a premises licence under S34 of the Licensing Act 2003 for the premises described in Part 1 below.

<b>Premises Licence Number</b> 6543
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**Part 1 – Premises Details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b> William Hardwicke 12 High Street
<b>Post Town</b>   Bognor Regis   <b>Postcode</b>   PO21 1SR

<b>Telephone number at premises</b>	
<b>Non-domestic rateable value of premises</b>	£81,500

**Part 2 - Applicant Details**

<b>Daytime contact telephone number</b>	
<b>E-mail address (optional)</b>	
<b>Current postal address if different from premises address</b>	██████████
<b>Post Town</b>   ██████████   <b>Postcode</b>   ██████████	

### Part 3 - Variation

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

If not do you want the variation to take effect from

Day	Month	Year

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1)  Yes  No

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

The application proposes to:

1. Extend the terminal hour for the sale of alcohol and recorded music on Monday to Thursday until 2am the following day
2. Extend the opening hours to allow the premises to close on Monday to Thursday at 02.30am the following day
3. Permit the provision of live music on Monday to Saturday from 9am to 2am the following day; and on Sunday from 9am to midnight
4. Permit the sale of alcohol for consumption off the premises, i.e. off sales
5. Remove the existing non-standard timings for all licensable activities and add new non-standard timings
6. Extend the terminal hour for late night refreshment on Monday to Saturday until 2am the following day
7. Remove all existing Annex 2 conditions (conditions consistent with the operating schedule) and replace with new conditions
8. Amend the licensing plan in accordance with drawing number E500 dated 4<sup>th</sup> March 2020 which accompanies the application

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

n/a

## 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

### Provision of regulated entertainment

Please tick yes

- |  |                                     |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A)   | <input type="checkbox"/>            |
| b) films (if ticking yes, fill in box B)   | <input type="checkbox"/>            |
| c) indoor sporting events (if ticking yes, fill in box C)  | <input type="checkbox"/>            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)   | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)  | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)  | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)   | <input type="checkbox"/>            |
| h) anything of a similar description to that falling within (e), (f) or (g)<br>(if ticking yes, fill in box H) | <input type="checkbox"/>            |

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

<b>Plays</b> Standard days and timings (please read guidance note 8)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon					

**B**

<b>Films</b> Standard days and timings (please read guidance note 8)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 4)</u></b>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Both	<input type="checkbox"/>
Mon			<b><u>Please give further details here (please read guidance note 5)</u></b>		
Tue					
Wed			<b><u>State any seasonal variations for the exhibition of films (please read guidance note 6)</u></b>		
Thur					
Fri			<b><u>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 7)</u></b>		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			<u>Please give further details</u> (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 6)
Wed			
Thur			<u>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</u> (please read guidance note 7)
Fri			
Sat			
Sun			



D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 8)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Both	<input type="checkbox"/>				
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)		
Mon					
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6)		
Thur					
Fri			<u>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</u> (please read guidance note 7)		
Sat					
Sun					

## E

Live music Standard days and timings (please read guidance note 8)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	09:00	02:00	<u>Please give further details here</u> (please read guidance note 5)  Amplified or unamplified live music played on the premises	Both	<input type="checkbox"/>
Tue	09:00	02:00			
Wed	09:00	02:00	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 6)		
Thur	09:00	02:00			
Fri	09:00	02:00	<u>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</u> (please read guidance note 7)  <ul style="list-style-type: none"> <li>• An additional 1 hour to the terminal hour on each Sunday preceding a Bank Holiday, Christmas Eve and Boxing Day</li> <li>• New Year's Eve – From the end of permitted hours on New Year's Eve until 3am in the early hours of New Year's Day</li> <li>• An additional hour to the standard and non-standard times on the day when British Summertime commences</li> </ul>		
Sat	09:00	02:00			
Sun	09:00	00:00			

F

<b>Recorded music</b> Standard days and timings (please read guidance note 8)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 5)  As existing		
Mon	No Change	02:00			
Tue	No Change	02:00			
Wed	No Change	02:00	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 6)		
Thur	No Change	02:00			
Fri	No Change	No Change			
Sat	No Change	No Change	<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 7)  <ul style="list-style-type: none"> <li>• An additional 1 hour to the terminal hour on each Sunday preceding a Bank Holiday, Christmas Eve and Boxing Day</li> <li>• New Year's Eve – From the end of permitted hours on New Year's Eve until 3am in the early hours of New Year's Day</li> <li>• An additional hour to the standard and non-standard times on the day when British Summertime commences</li> </ul>		
Sun	No Change	No Change			

G

<b>Performances of dance</b> Standard days and timings (please read guidance note 8)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 5)		
Mon					
Tue					
			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 6)		
Wed					
Thur					
			<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 7)		
Fri					
Sat					
Sun					

H

<p><b>Anything of a similar description to that falling within (e), (f) or (g)</b>          Standard days and timings (please read guidance note 8)</p>			<p><b><u>Please give a description of the type of entertainment you will be providing</u></b></p>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<p><b><u>Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)</u></b></p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><b><u>Please give further details here (please read guidance note 5)</u></b></p>		
Wed					
Thur			<p><b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 6)</u></b></p>		
Fri					
Sat			<p><b><u>Non standard timings. Where you intend to use the premises for the entertainment of a 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 7)</u></b></p>		
Sun					

1

Late night refreshment Standard days and timings (please read guidance note 8)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	No Change	02:00	Please give further details here (please read guidance note 5)  As existing	Both	<input type="checkbox"/>
Tue	No Change	02:00			
Wed	No Change	02:00	State any seasonal variations for the provision of late night refreshment (please read guidance note 6)		
Thur	No Change	02:00			
Fri	No Change	02:00	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 7)		
Sat	No Change	02:00			
Sun	No Change	No Change		<ul style="list-style-type: none"> <li>• An additional 1 hour to the terminal hour on each Sunday preceding a Bank Holiday, Christmas Eve and Boxing Day</li> <li>• New Year's Eve – From the end of permitted hours on New Year's Eve until 3am in the early hours of New Year's Day</li> <li>• An additional hour to the standard and non-standard times on the day when British Summertime commences</li> </ul>	

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 8)			<b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 9)	On the premises	<input type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 6)					
Mon	No Change	02:00						
Tue	No Change	02:00						
Wed	No Change	02:00						
Thur	No Change	02:00				<b>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</b> (please read guidance note 7)		
Fri	No Change	No Change						
Sat	No Change	No Change						
Sun	No Change	No Change						
			<ul style="list-style-type: none"> <li>• An additional 1 hour to the terminal hour on each Sunday preceding a Bank Holiday, Christmas Eve and Boxing Day</li> <li>• New Year's Eve – From the end of permitted hours on New Year's Eve until 3am in the early hours of New Year's Day</li> <li>• An additional hour to the standard and non-standard times on the day when British Summertime commences</li> </ul>					

K

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 10)

None

L

<p>Hours premises are open to the public</p> <p>Standard days and timings (please read guidance note 8)</p>			<p><u>State any seasonal variations</u> (please read guidance note 6)</p>
Day	Start	Finish	
Mon	No Change	02.30	<p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 7)</p> <ul style="list-style-type: none"> <li>• An additional 1 hour to the terminal hour on each Sunday preceding a Bank Holiday, Christmas Eve and Boxing Day</li> <li>• New Year's Eve – From the end of permitted hours on New Year's Eve until 03.30am in the early hours of New Year's Day</li> <li>• An additional hour to the standard and non-standard times on the day when British Summertime commences</li> </ul>
Tue	No Change	02.30	
Wed	No Change	02.30	
Thur	No Change	02.30	
Fri	No Change	No Change	
Sat	No Change	No Change	
Sun	No Change	No Change	



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

We seek to remove all conditions of Annexe 2 and replace them with those contained within Part M of this application

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

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

N/A

**M-** Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation

**a) General – all four licensing objectives (b,c,d,e) (please read guidance note 11)**

*[The information provided in this box is solely for information purposes only and not intended to be converted into conditions on the licence]*

The application is being submitted due to investment in the premises to alter the premises layout, refurbish the internals and to provide a higher quality & extended rear external area. The installation of an additional bar servery in the rear external area which shall alleviate congestion on the main bar servery to reduce customer waiting times and provide full time monitoring of the rear external area.

**b) The prevention of crime and disorder**

1. Staff shall receive training in the Challenge 25 policy, Underage sales prevention and completion and maintenance of the refusals log and the incident log upon the commencement of their employment. This training shall be documented and refreshed at no greater than 12-monthly intervals
2. An incident log shall be maintained at the premises and record:-
  - a) All crimes reported to the venue
  - b) All ejections from the venue
  - c) Any complaints received to the venue
  - d) Any incidents of disorder
  - e) Any seizures of drugs or offensive weapons
  - f) Any refusal of sales of alcohol
  - g) Any visit by responsible authorities
3. The premises shall install and maintain a comprehensive CCTV system. All entry

and exit points will be covered enabling clear frontal identification of every person entering. The CCTV system shall continually record whilst the premises are open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum of 31 days with date and time stamping. Viewing of recordings shall be made available upon the request of Police or authorised officer throughout the entire 31 days period.

4. A minimum of 2 SIA registered Door Supervisors will be employed every Friday & Saturday from 21:00 until close, or on any other day of the week when the sale of alcohol takes place after midnight and the premises remain open after 00:30.
5. Where SIA registered door supervisors are used at the premises, a record must be kept of their SIA registration number, their name and the dates and times they are on duty

**c) Public safety**

*We understand our obligations under existing legislation and take our responsibilities seriously*

**d) The prevention of public nuisance**

6. Doors and windows to the premises will be kept closed, so far as practicable, at all times when noise generating regulated entertainment is taking place i.e. live and recorded music
7. Notices shall be prominently displayed at all public exits requesting customers to respect the needs of local residents and leave the premises and area quietly.

**e) The protection of children from harm**

8. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS hologram.
9. Children under the age of 18 must be accompanied by an adult over the age of 18 at all times whilst on the premises and must be off the premises by 21.00, unless attending a private function or on New Year's Eve when they will be permitted on the premises until close

**Checklist:**

Please tick to indicate agreement

- 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 sent copies of this application and the plan to responsible authorities and others where applicable
- 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, 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 (please read guidance note 12)**

**Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent (See guidance note 13). If signing on behalf of the applicant please state in what capacity.**

Signature	[REDACTED]
Date	15/06/2020
Capacity	[REDACTED]

**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. (please read guidance note 14). If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

<b>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)</b> [REDACTED]	
Telephone number (if any)	[REDACTED]
<b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b> [REDACTED]	

## Notes for Guidance

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.

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy
2. 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 of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance

- on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days
4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  5. For example state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
  6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  8. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
  9. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from

the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.

10. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
11. Please list here steps you will take to promote all four licensing objectives together.
12. The application form must be signed.
13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
14. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
15. This is the address which we shall use to correspond with you about this application. to correspond with you about this application.

Licensing Act 2003:  
Application for the Variation of a Premises Licence

Notice of application for the variation of a Premises Licence under section 34 of the Licensing Act 2003.

Notice is hereby given that Bognor Pier Leisure Limited has applied to Arun District Council for the grant of a variation to the Premises Licence at: Bognor Pier, The Esplanade, Bognor Regis PO21 1SY.

The nature of the application is to vary the extent of the are to include the sale and supply of alcohol for consumption off the premises from the fish and chip and ice cream shop.

A public register of all Licensing Act 2003 permissions and applications is held by Arun District Council. The public register is also available on [www.arun.gov.uk/licensingact2003](http://www.arun.gov.uk/licensingact2003)

The application is open to representation from interested parties and responsible authorities between 12 June 2020 and 10 July 2020

All representations should be made in writing and sent to Licensing Team, Environmental Health Service, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex BN17 5LF or [licensing@arun.gov.uk](mailto:licensing@arun.gov.uk)

It is an offence to knowingly or recklessly to make a false statement in connection with an application and the maximum fine for this offence is £5,000.



Arun  
Application to vary a premises licence  
Licensing Act 2003

For help contact  
[licensing@arun.gov.uk](mailto:licensing@arun.gov.uk)  
Telephone: 01903 737755

\* required information

### Section 1 of 18

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

Is the applicant's business registered in the UK with Companies House?

Yes  No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

BOGNOR PIER LEISURE LIMITED

If the applicant's business is registered, use its registered name.

VAT number

-

Put "none" if the applicant is not registered for VAT.

Legal status

Private Limited Company



Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address  Address registered with Companies House

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

#### Agent Details

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

An agent that is a business or organisation, including a sole trader

A sole trader is a business owned by one person without any special legal structure.

A private individual acting as an agent

#### Agent Business

Is your business registered in the UK with Companies House?  Yes  No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

## Section 2 of 18

### APPLICATION DETAILS

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.

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

\* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

Address  OS map reference  Description

#### Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

#### Premises Contact Details

Telephone number

Continued from previous page...

Non-domestic rateable  
value of premises (£)

110,250

### Section 3 of 18

#### VARIATION

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

Yes

No

Do you want the proposed variation to have effect in relation to the  
introduction of the late night levy?

Yes

No

You do not have to pay a fee if the only  
purpose of the variation for which you are  
applying is to avoid becoming liable to the  
late night levy.

If your proposed variation  
would mean that 5,000 or  
more people are expected to  
attend the premises at any  
one time, state the number  
expected to attend

#### Describe Briefly The Nature Of The Proposed Variation

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.

The Building is sited on a Pier over 2 floors occupied by amusement arcades and a fish and chip and ice cream shop on the ground floor and a licensed area on the first floor occupied by Legends Sports Bar and Grill Club Vision & Club Shelks. The application is to extend the licensed area to include the fish and chip and ice-cream shop on the ground floor for the supply of alcohol for consumption off the Premises during the hours 1100-2100 each day.

### Section 4 of 18

#### PROVISION OF PLAYS

See guidance on regulated entertainment

Will the schedule to provide plays be subject to change if this application to vary is successful?

Yes

No

### Section 5 of 18

#### PROVISION OF FILMS

See guidance on regulated entertainment

Will the schedule to provide films be subject to change if this application to vary is successful?

Yes

No

### Section 6 of 18

#### PROVISION OF INDOOR SPORTING EVENTS

Continued from previous page...

See guidance on regulated entertainment

Will the schedule to provide Indoor sporting events be subject to change if this application to vary is successful?

Yes  No

#### Section 7 of 18

#### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

Yes  No

#### Section 8 of 18

#### PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will the schedule to provide live music be subject to change if this application to vary is successful?

Yes  No

#### Section 9 of 18

#### PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

Yes  No

#### Section 10 of 18

#### PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

Yes  No

#### Section 11 of 18

#### PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

Yes  No

#### Section 12 of 18

#### PROVISION OF LATE NIGHT REFRESHMENT

Continued from previous page...

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

Yes

No

**Section 13 of 18**

**SUPPLY OF ALCOHOL**

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

Yes

No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Continued from previous page...

Will the sale of alcohol be for consumption?

- On the premises       Off the premises       Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings Where the premises will be used for the supply of alcohol at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 14 of 18**

**ADULT ENTERTAINMENT**

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

Provide information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

**Section 15 of 18**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

WEDNESDAY

Start  End

Start  End

THURSDAY

Start  End

Start  End

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

State any seasonal variations.

For example (but not exclusively) where the activity 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, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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

That the wording for supply of alcohol for consumption off the premises be amended to read  
"The supply of alcohol from Legends for consumption off the premises and delivered by a third party is permitted ancillary to the delivery of food purchases only between 0800 and midnight Monday to Sunday subject to the conditions contained under Protection of Children from Harm. The supply of alcohol from the Fish and Chip Shop for consumption off the premises shall only be permitted in sealed containers and between the hours of 1100 and 2100 Monday to Sunday subject to the conditions contained under Protection of Children from Harm"

Continued from previous page...

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

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

**Section 16 of 18**

**LICENSING OBJECTIVES**

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

The applicant will continue to comply with the existing conditions set out on the premises licence.  
All licensing conditions relating to the online sale of alcohol shall be included in the Terms and Conditions that apply to the sale and shall be displayed on the applicant's website or any other promotional material and expressly brought to the attention of the buyer at the time that the order is placed.  
The sale of alcohol for consumption off the premises will be ancillary to the delivery of food purchases only

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

**Section 17 of 18**

**NOTES ON REGULATED ENTERTAINMENT**



Continued from previous page...

In terms of specific regulated entertainments please note that:

- Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises, and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

## Section 18 of 18

### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/Index.htm](http://www.voa.gov.uk/business_rates/Index.htm)

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £8700	£315.00
Band D - £87001 to £12500	£450.00*
Band E - £125001 and over	£635.00*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500	£900.00
Band E - £125001 and over	£1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39000	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

\* Fee amount (£)

### DECLARATION

I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the

Continued from previous page...

\* Licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

\* Capacity

\* Date  /  /   
dd mm yyyy

[Add another signatory](#)

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/arun/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**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.**

**OFFICE USE ONLY**

Applicant reference number

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [Next >](#)

**BOGNOR REGIS TOWN COUNCIL  
ONLINE PLANNING AND LICENSING COMMITTEE MEETING -  
7<sup>th</sup> JULY 2020**

**AGENDA ITEM 7 - CORRESPONDENCE**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR INFORMATION**

- 1.** WSCC - Temporary Traffic Regulation: Public Notice that the use of (and parking on) Bedford Avenue, Bersted from junction with Chichester Road to Chalcraft Lane is temporarily prohibited from 06/07/2020 at 09:30 until 06/07/2020 at 15:00. The restriction will be in place off peak only between 09:30 – 15:00. This closure is necessary to allow Balfour Beatty to undertake urgent carriageway pothole repairs on behalf of WSCC.
- 2.** WSCC - Temporary Traffic Regulation: Public Notice that the use of Hillsboro Road, Bognor Regis from junction with Chichester Road to Linden Road is temporarily prohibited from 19/06/2020. The restriction will be in place 24hrs. This emergency closure is necessary to allow Portsmouth Water repack 5" sv due to water showing on Chichester Road. It is anticipated the works will be completed by 23/06/2020.
- 3.** WSCC - Travellers Update, 22<sup>nd</sup> June 2020.
- 4.** Clarke Telecom Ltd - correspondence in response to comments submitted by Bognor Regis Town Council in relation to proposals to upgrade telecoms equipment. Circulated by email to Committee Members, 24<sup>th</sup> June 2020.