



## LICENSING ACT 2003

# APPLICATION TO VARY A PREMISES LICENCE

### NOTIFICATION

*Information held by Torbay Council complies with and is held in accordance with the UK Data Protection Act 1998. The information that you provide on this form will only be used for this application form and will only be disclosed where necessary under any applicable legislation.*

*Information may also be shared for the prevention and detection of crime, for example with the police and other agencies as required by law, such as the Audit Commission under the National Fraud Initiative data matching exercise.*

*You have a right of access to your personal information. If you wish to access your personal information or exercise any of your rights under the legislation then please contact Torbay Council's Information Governance team on 01803 20 7467. Further information can be found on the Information Governance pages on Torbay Council's Internet site at, [www.torbay.gov.uk](http://www.torbay.gov.uk)*

### Completed forms should be returned to:

**Environmental Health Manager (Commercial)**  
**Torbay Council**  
**Community Safety**  
**C/O Torquay Town Hall**  
**Castle Circus**  
**Torquay**  
**TQ1 3DR**

### Contact Details:

**Tel: 01803 208025**

**Web: [www.torbay.gov.uk](http://www.torbay.gov.uk)**

**Email: [licensing@torbay.gov.uk](mailto:licensing@torbay.gov.uk)**

**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.

I/We JAM LEISURE (TQ) LIMITED

*(Insert name(s) of applicant)*

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

|                                   |
|-----------------------------------|
| Premises licence number<br>PL0849 |
|-----------------------------------|

**Part 1 – Premises Details**

|  |         |          |         |
|--|---------|----------|---------|
| Postal address of premises or, if none, ordnance survey map reference or description<br>VENUE<br>13 TORWOOD STREET |         |          |         |
| Post town  | TORQUAY | Postcode | TQ1 1ED |
| Telephone number at premises (if any)  |         |          |         |
| Non-domestic rateable value of premises  |         | £106000  |         |

**Part 2 – Applicant details**

|   |          |
|---|----------|
| Daytime contact telephone number                          |          |
| E-mail address (optional)                                 |          |
| Current postal address if different from premises address |          |
| Post town   | Postcode |

**Part 3 - Variation**

Please tick as appropriate

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

No

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

| DD                   | MM                   | YYYY                 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

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 see guidance note 2)**

- CHANGE OF PREMISES LAYOUT
- REMOVAL AND ADDITION OF PREMISES LICENCE CONDITIONS
- TO EXTEND THE TIMES OF LICENSABLE ACTIVITIES, SUPPLY OF ALCOHOL MON-SUN 11:00-03:00HRS AND AN ADDITIONAL HOUR ON PUBLIC HOLIDAYS
- TO EXTEND THE TIMES OF LICENSABLE ACTIVITIES, RECORDED MUSIC, PERFORMANCES OF DANCE, ENTERTAINMENT OF A SIMILAR DESCRIPTION TO E,F & G, MON-SUN 11:00-03:30HRS AND AN ADDITIONAL HOUR ON PUBLIC HOLIDAYS

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

## 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 all that apply

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

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

F

| Recorded music<br>Standard days and<br>timings (please read<br>guidance note 7) |       |        | Will the playing of recorded music take<br><u>place indoors or outdoors or both – please<br/>tick</u> (please read guidance note 3)  | Indoors  | <input checked="" type="checkbox"/> |
|---|-------|--------|--|----------|-------------------------------------|
|   |       |        |  | Outdoors | <input type="checkbox"/>            |
|   |       |        |  | Both     | <input type="checkbox"/>            |
| Day   | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)   |          |                                     |
| Mon   | 11:00 | 03:30  |  |          |                                     |
| Tue   | 11:00 | 03:30  | <b><u>State any seasonal variations for the playing of recorded<br/>music</u></b> (please read guidance note 5)<br>On Christmas eve, Boxing day, New Years eve, St Patricks day, St<br>Valentine's day, St Georges day and any Bank Holiday Sunday to<br>extend times for an additional hour   |          |                                     |
| Wed   | 11:00 | 03:30  |  |          |                                     |
| Thur  | 11:00 | 03:30  | <b><u>Non standard timings. Where you intend to use the premises<br/>for the playing of recorded music at different times to those<br/>listed in the column on the left, please list</u></b> (please read<br>guidance note 6)<br>An additional hour to the standard and non standard hours on the<br>day, and limited to the day, when British Summertime commences. |          |                                     |
| Fri   | 11:00 | 03:30  |  |          |                                     |
| Sat   | 11:00 | 03:30  |  |          |                                     |
| Sun   | 11:00 | 03:30  |  |          |                                     |

| Performances of dance<br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the performance of dance take place indoors or outdoors or both – please tick</b><br>(please read guidance note 3)   | Indoors  | <input checked="" type="checkbox"/> |
|--|-------|--------|--|----------|-------------------------------------|
|  |       |        |  | Outdoors | <input type="checkbox"/>            |
|  |       |        |  | Both     | <input type="checkbox"/>            |
| Day  | Start | Finish | <b>Please give further details here</b> (please read guidance note 4)  |          |                                     |
| Mon  | 11:00 | 03:30  |  |          |                                     |
| Tue  | 11:00 | 03:30  | <b>State any seasonal variations for the performance of dance</b><br>(please read guidance note 5)<br>On Christmas eve, Boxing day, New Years eve, St Patricks day, St Valentine's day, St Georges day and any Bank Holiday Sunday to extend times for an additional hour  |          |                                     |
| Wed  | 11:00 | 03:30  |  |          |                                     |
| Thur   | 11:00 | 03:30  | <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 6)<br>An additional hour to the standard and non standard hours on the day, and limited to the day, when British Summertime commences. |          |                                     |
| Fri  | 11:00 | 03:30  |  |          |                                     |
| Sat  | 11:00 | 03:30  |  |          |                                     |
| Sun  | 11:00 | 03:30  |  |          |                                     |

H

|  |       |        |   |          |                                     |
|--|-------|--------|---|----------|-------------------------------------|
| <b>Anything of a similar description to that falling within (e), (f) or (g)</b><br>Standard days and timings (please read guidance note 7) |       |        | Please give a description of the type of entertainment you will be providing  |          |                                     |
| Day  | Start | Finish | <b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)   | Indoors  | <input checked="" type="checkbox"/> |
| Mon  | 11:00 | 03:30  |   | Outdoors | <input type="checkbox"/>            |
|  |       |        |   | Both     | <input type="checkbox"/>            |
| Tue  | 11:00 | 03:30  | <b>Please give further details here</b> (please read guidance note 4)   |          |                                     |
| Wed  | 11:00 | 03:30  |   |          |                                     |
| Thur   | 11:00 | 03:30  | <b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 5)<br>On Christmas eve, Boxing day, New Years eve, St Patricks day, St Valentine's day, St Georges day and any Bank Holiday Sunday to extend times for an additional hour   |          |                                     |
| Fri  | 11:00 | 03:30  |   |          |                                     |
| Sat  | 11:00 | 03:30  | <b>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</b> (please read guidance note 6)<br>An additional hour to the standard and non standard hours on the day, and limited to the day, when British Summertime commences. |          |                                     |
| Sun  | 11:00 | 03:30  |   |          |                                     |

J

|   |       |        |   |                  |                                     |
|---|-------|--------|---|------------------|-------------------------------------|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)  | On the premises  | <input checked="" type="checkbox"/> |
|   |       |        |   | Off the premises | <input type="checkbox"/>            |
|   |       |        |   | Both             | <input type="checkbox"/>            |
| Day   | Start | Finish | <b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)<br>On Christmas eve, Boxing day, New Years eve, St Patricks day, St Valentine's day, St Georges day and any Bank Holiday Sunday to extend times for an additional hour   |                  |                                     |
| Mon   | 11:00 | 03:00  |   |                  |                                     |
| Tue   | 11:00 | 03:00  |   |                  |                                     |
| Wed   | 11:00 | 03:00  |   |                  |                                     |
| Thur  | 11:00 | 03:00  |   |                  |                                     |
| Fri   | 11:00 | 03:00  |   |                  |                                     |
| Sat   | 11:00 | 03:00  |   |                  |                                     |
| Sun   | 11:00 | 03:00  | <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 6)<br>An additional hour to the standard and non standard hours on the day, and limited to the day, when British Summertime commences. |                  |                                     |

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 9).

NONE



| <b>Hours premises are open to the public</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>State any seasonal variations</b> (please read guidance note 5)<br>On Christmas eve, Boxing day, New Years eve, St Patricks day, St Valentine's day, St Georges day and any Bank Holiday Sunday to extend times for an additional hour |
|---|-------|--------|---|
| Day   | Start | Finish |   |
| Mon   | 11:00 | 03:30  |   |
| Tue   | 11:00 | 03:30  |   |
| Wed   | 11:00 | 03:30  |   |
| Thur  | 11:00 | 03:30  |   |
| Fri   | 11:00 | 03:30  |   |
| Sat   | 11:00 | 03:30  |   |
| Sun   | 11:00 | 03:30  |   |

**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** (please read guidance note 6)  
An additional hour to the standard and non standard hours on the day, and limited to the day, when British Summertime commences.

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.

#### ANNEXE 2

#### GENERAL

2. On any Thursday, Friday, Saturday and Sunday night that the premises remain open for the sale of alcohol after midnight and then close after 00.30hrs, SIA door stewards shall be employed on the premises from 22.00hrs until close, at a ratio of 1 steward per 100 customers. (This condition shall also apply on Christmas Eve and New Years Eve when they do not fall on a Thursday, Friday, Saturday or Sunday.) On all other occasions the Premises Licence Holder or Designated Premises Supervisor shall risk assess the requirement for door stewards and employ such door stewards, if at all, in such numbers and at such times determined by that risk assessment.

11. This premises licence applies only to the parts of the premises named below and the maximum number of persons to be permitted within those areas shall not exceed:-

Music singing and dancing - Ground Floor: 600; First Floor: 500; Second Floor: 90;  
Second Floor Office Bar 60.

except that

Exhibitions of Sporting Events - 450 within the whole building at any time.

12. The maximum occupancy figure being ground floor 600, first floor 500, second floor 90

and Second Floor Office Bar 60 must be checked. Steps must be taken so that once the maximum occupancy is reached, no further persons are admitted.

#### PREVENTION OF CRIME AND DISORDER

2. Tap water must be free of charge.

9. There shall be no entry or re-entry of patrons to the premises after 2am, except on the morning of the day that British Summer Time commences, when entry and re-entry shall be permitted to 3am BST.

#### PREVENTION OF PUBLIC NUISANCE

4. A payphone within the foyer must display local taxi numbers.

7. The placing of refuse, such as bottles, into receptacles outside the premises must take place at times that shall prevent disturbance to nearby properties.

#### PUBLIC SAFETY

2. All bars must be fitted with panic lights.

4. Awareness posters for binge drinking and drink driving must be displayed.

6. The premises licence holder and/or the DPS must maintain a health and safety risk assessment procedure.

7. The premises licence holder and/or the DPS must provide toilet attendant/medical room/qualified first aiders.

8. Fire Safety Measures for which the premises are provided, must be maintained in good working order and their adequacy will be determined on a regular basis by carrying out a fire risk assessment, as required by, and in accordance with the Fire Precautions (Work Place) Regulations.

10. Electrical system, including portable appliances must be inspected and tested annually by a competent electrician to ensure safety.

11. Where temporary electrical equipment is to be used, a suitable circuit breaker device must be installed to cover this equipment.

12. Free drinking water must be available at all times.

13. When disabled people are present, adequate arrangements must exist to enable their safe evacuation in the event of any emergency, review and assessment of access ability in line with the Disability Discrimination Act will be completed and kept on the premises.

15. Procedures must be in place to ensure that body fluids are dealt with in safe manner to avoid the risk of communicable diseases.

16. Gangways, exits routes and steps must be maintained in good order and non slippery and even surfaces.

17. A means of addressing patrons during operating hours which can be heard above entertainment, or a means of interrupting the entertainment to make important safety announcements must be made available.

#### PROTECTION OF CHILDREN FROM HARM

- 4. b) The police shall be notified in writing or email at least seven days prior to the event.
- 5. b) The police shall be notified in writing or email at least seven days prior to the event.
- 6. b) The police shall be notified in writing or email at least seven days prior to the event.
- 7. Under 18 and over 18 mixed comedy or similar events may take place to which the following conditions shall apply:
  - 7. b) The police shall be notified in writing or email at least seven days prior to the event.

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 and e) (please read guidance note 10)**

- On any Wednesday, Friday, Saturday and Sunday nights SIA door stewards shall be employed from 22.00hrs until closing time at a ratio of 2 stewards for the first 100 patrons, and thereafter 1 additional steward for each 100 patrons. This condition shall also apply on Christmas Eve and New Years Eve when they do not fall on a Wednesday, Friday, Saturday or Sunday. On all other occasions the Premises Licence Holder shall risk assess the need for door stewards and employ these as such numbers and at such times determined by that risk assessment.
- The number of persons admitted to the premises on any one occasion shall not exceed a safe occupancy. This is in agreement with the responsible authorities notably Devon Fire & Rescue and Torbay Council's Health & Safety Team.
- The safe occupancy figure must be checked. Steps must be taken so that once the safe occupancy figure has been reached, no further persons are admitted.

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

There shall be regular use of breathbox(es) and an ID scanner and a management plan shall be in place detailing how these devices will be used. The premises shall be responsible for the funding of the breathbox(es).

**c) Public safety**

**d) The prevention of public nuisance**

1. The volume of amplified sound used in connection with the entertainment provided shall at all times be under the control of the licensee/management and the controlling mechanism shall be operated from a part of the premises not accessible to the public.
2. A noise limiting device shall be fitted so that all live and recorded music is channelled through the device(s). The maximum noise levels will be set by agreement with Torbay Councils Team and will be reviewed from time to time as appropriate.

3. The Premises Licence Holder or nominated person shall ensure that the noise limiting device is sealed after commissioning, so that sound operators cannot override the system during the performance of live and recorded music.

a. While live or recorded music takes place regular monitoring of noise levels at the nearest noise-sensitive locations shall take place. A record shall be kept of any monitoring.

4. The volume of any regulated entertainment will be under the control of the management at all times. Should monitoring indicate that the volume should be reduced, management shall take steps to ensure levels are reduced immediately.

5. No changes that increase the level of volume to the Public Address system shall be made without prior consultation with the local Environmental Health Department; this includes moving of speakers, addition or removal of any equipment and the use of guest acts/DJ's own equipment.

6. Entrances must be provided with lobbies with automatic door-closers. The lobbies shall be in use throughout the time of entertainment.

7. Lobbies shall be constructed and operated in such a way to ensure that if regulated entertainment is being played inside the premises, only one door shall be opened at any one time to prevent noise breakout. These doors shall be fitted with automatic closers.

8. All external emergency exit doors shall be fitted with sensor alarms and visible indicators to alert staff when doors have been opened.

9. Where any proposed structural changes are made to the premises, agreement must be reached with the Environmental Health Department that these works will not increase noise breakout before the works are commenced.

10. From 2300 hours until the premises closes, SIA door stewards shall monitor the external areas and ensure that patrons behaving in a noisy manner are either asked to leave or asked to return inside the premises.

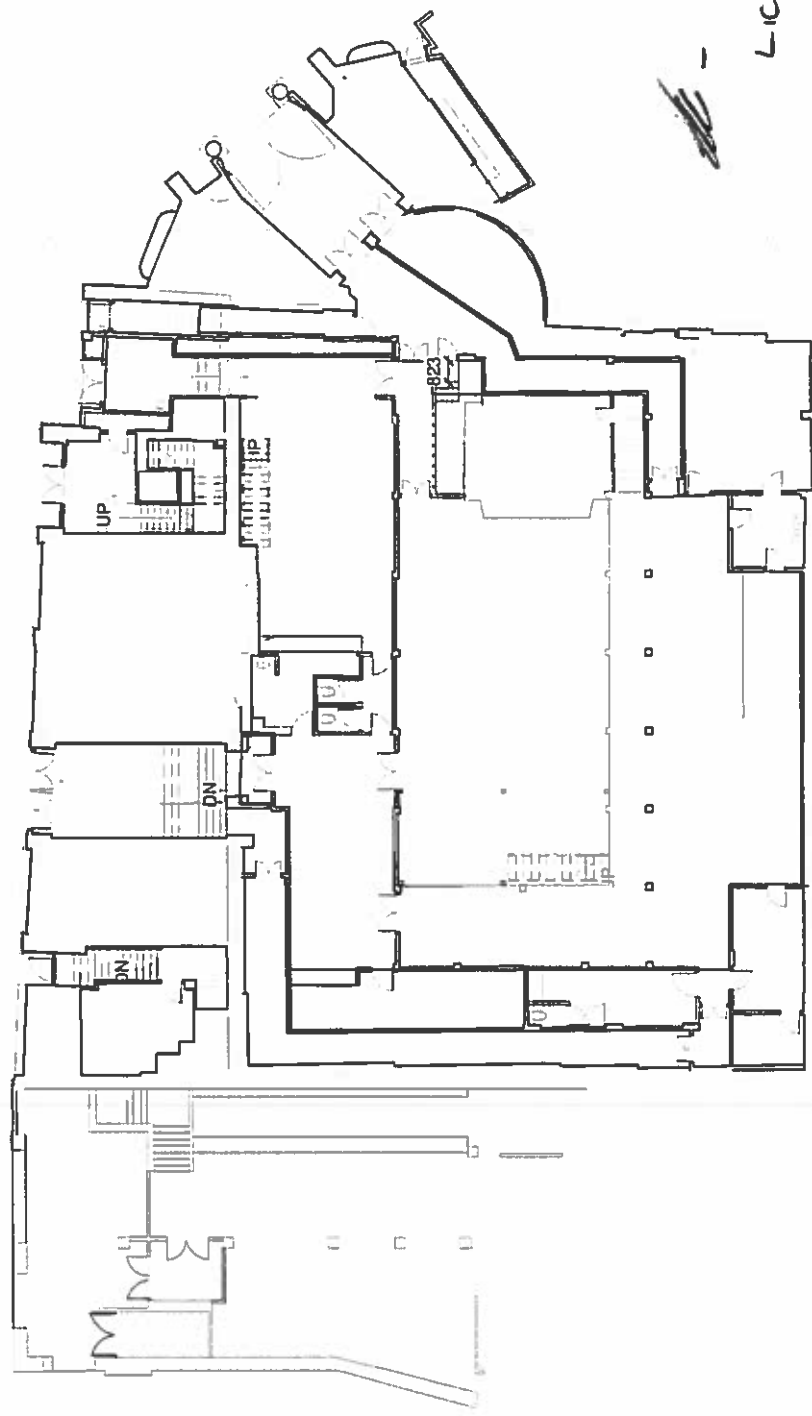
11. SIA door stewards positioned at the exits shall take all reasonable steps to ensure that patrons leave the premises in a quiet respectful manner and do not congregate outside the premises.

12. Other than recorded background music, no live or amplified music shall in the outside smoking area at any time..

13. Non sound reflective surfaces shall be used on the walls and floor where practically possible.

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

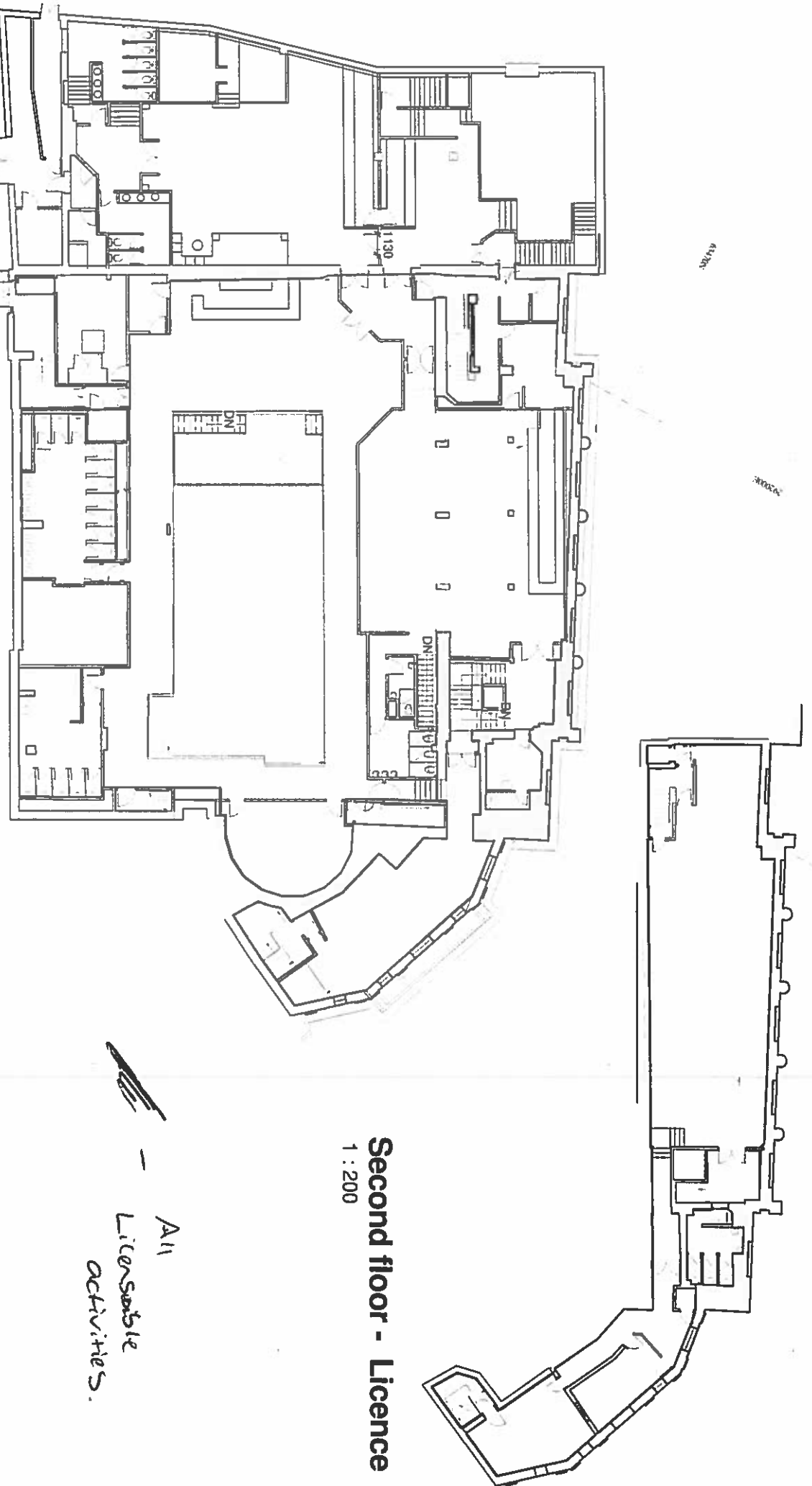
- 4. ~~b)~~ The police shall be notified in writing or email at least fourteen days prior to the event.
- 5. ~~b)~~ The police shall be notified in writing or email at least fourteen days prior to the event.
- 6. ~~b)~~ The police shall be notified in writing or email at least fourteen days prior to the event.
- 7. Under 18 and over 18 mixed concerts, comedy or similar events may take place to which the following conditions shall apply:
  - 7. ~~b)~~ The police shall be notified in writing or email at least fourteen days prior to the event.



~~ALL~~ - ALL  
LICENSABLE  
ACTIVITIES

**Ground Floor - Licence**  
1 : 200

|     |             |      |                      |        |                                  |         |
|-----|-------------|------|----------------------|--------|----------------------------------|---------|
| No. | Description | Date | CLIENT               |        | Mr A Hobbs                       |         |
|     |             |      | PROJECT              |        | The Venue, 13 Torwood St Torquay |         |
|     |             |      | Date                 | 4-1-17 | Project number                   | 1635    |
|     |             |      | Drawn by             | JD     | DRAWING NUMBER                   |         |
|     |             |      | Checked by           |        | Scale (@ A3)                     | 1 : 200 |
|     |             |      | Checker              |        | REV                              |         |
|     |             |      | CODE                 |        | PURPOSE OF ISSUE                 |         |
|     |             |      | STATUS               |        | SUITABILITY DESCRIPTION          |         |
|     |             |      | ARCHITECTURAL DESIGN |        | www.jd-architectural.co.uk       |         |
|     |             |      | SHEET                |        | Ground floor licence             |         |
|     |             |      | SHEET                |        | Ground floor licence             |         |



**First Floor - Licence**

1 : 200


**Second floor - Licence**

1 : 200

*All  
Licensable  
activities.*

| No. | Description | Date |
|-----|-------------|------|
|     |             |      |
|     |             |      |
|     |             |      |
|     |             |      |
|     |             |      |
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|   |        |   |                  |
|---|--------|---|------------------|
|  <b>ARCHITECTURAL</b><br>DESIGN |        | www.jd-architectural.co.uk<br>SUITABILITY DESCRIPTION | PURPOSE OF ISSUE |
| CODE  | STATUS | PROJECT   |                  |
|   |        | The Venue, 13 Torwood St Torquay<br>SHEET             |                  |
|   |        | First & second floor licence                          |                  |
|   |        | CLIENT  | Mr A Hobbs       |
|   |        | Date  | 4-1-17           |
|   |        | Drawn by  | JD               |
|   |        | Checked by  |                  |
|   |        | Project number  | 1635             |
|   |        | DRAWING NUMBER  | PL8              |
|   |        | Scale @ A3  | 1 : 200          |
|   |        | REV   |                  |