

# APPENDIX B

## 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 **The Two-Tailed Lion Ltd.**

*(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

<b>Premises licence number</b> <b>LEIPRM0624</b>
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### Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description <b>The Two-Tailed Lion</b> 22 Millstone Lane			
Post town	Leicester	Postcode	LE1 5JN

Telephone number at premises (if any)	[REDACTED]
Non-domestic rateable value of premises	£ 4,750.00

### Part 2 – Applicant details

Daytime contact telephone number	[REDACTED]		
E-mail address (optional)	[REDACTED]		
Current postal address if different from premises address	Bulb Studios 25 New Walk		
Post town	Leicester	Postcode	LE1 6TE

### 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

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)

The premises is a Grade II Listed building currently licenced as a bar and shop for both on and off sales. It is situated in the centre of Millstone Lane within the Greyfriars area of Leicester city centre. There are a number of licensed properties offering food and refreshment within the immediate vicinity as well as offices and residential buildings.

The unit is operated as a wine bar, shop and gallery called 'The Case' under its current license.

The licensable activities will continue to be restricted to the ground and first floors. The second floor office and kitchen space will be securely locked and not accessible to the public.

We would like to propose to vary the license as follows:

The name of the premises should change from 'Case Mini Bar' to '**The Two-Tailed Lion**'

Licensing hours to Monday-Thursday 10:00 - 00:00, Friday and Saturday 10:00 - 01:00 and Sunday 12:00 - 22:00.

Screening of films - we would like to have the ability to occasionally show films or TV recordings as screenings for customers where we have the appropriate consent to do so - and in accordance with age classification ratings.

Playing of live music - we would like to be able to have the ability to occasionally have live music played in the venue within restricted hours during our standard opening hours. Live music will only be played indoors and will be at an appropriate volume to the small size of the venue.

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:

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 see guidance note 3)** **Please tick all that apply**

- a) plays (if ticking yes, fill in box A) **No.**
- b) films (if ticking yes, fill in box B) **Yes.**
- c) indoor sporting events (if ticking yes, fill in box C) **No.**
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) **No.**
- e) live music (if ticking yes, fill in box E) **Yes.**
- f) recorded music (if ticking yes, fill in box F) **Yes.**
- g) performances of dance (if ticking yes, fill in box G) **No.**
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) **No.**

**Provision of late night refreshment** (if ticking yes, fill in box I) **No.**

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

**In all cases complete boxes K, L and M**

A

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



B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	12:00	23:00	<u>Please give further details here</u> (please read guidance note 5) We would like to have the ability to occasionally show films or TV recordings as screenings for customers where we have the appropriate consent to do so - and in accordance with age classification ratings.		
Tue	12:00	23:00			
Wed	12:00	23:00	<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 6) None.		
Thur	12:00	23:00			
Fri	12:00	23:00	<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</u> (please read guidance note 7) None.		
Sat	12:00	23:00			
Sun	12:00	22:00			

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			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 6)
	-----	-----	
Tue			
	-----	-----	<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)
Wed			
	-----	-----	
Thur			
	-----	-----	
Fri			
	-----	-----	
Sat			
	-----	-----	
Sun			
	-----	-----	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 5)		
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)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	17:00	23:00	Please give further details here (please read guidance note 5) We would like to be able to have the ability to occasionally have live music played in the venue within restricted hours during our standard opening hours. Live music will only be played indoors and will be at an appropriate volume to the small venue.		
Tue	17:00	23:00			
Wed	17:00	23:00	State any seasonal variations for the performance of live music (please read guidance note 6) None.		
Thur	17:00	23:00			
Fri	12:00	23:00	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 (please read guidance note 7) None.		
Sat	12:00	23:00			
Sun	12:00	22:00			



F

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	10:00	00:00	<u>Please give further details here</u> (please read guidance note 5) We would like to play low-level background music during our proposed licensed hours. Music will only be played indoors and will be at a background volume to allow customers to talk without interruption.		
Tue	10:00	00:00			
Wed	10:00	00:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6) None.		
Thur	10:00	00:00			
Fri	10:00	01:00	<u>Non standard timings. Where you intend to use the premises for the</u> <u>playing of recorded music at different times to those listed in the</u> <u>column on the left, please list</u> (please read guidance note 7)  Christmas Eve 10:00 until 02:00 New Year's Eve 10:00 until 02:00		
Sat	10:00	01:00			
Sun	12:00	22:00			

G

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

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 8)			<b><u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 5)	Both	
	-----				
Tue			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 6)		
	-----				
Wed			<b><u>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</u></b> (please read guidance note 7)		
	-----				
Thur					
	-----				
Fri					
	-----				
Sat					
	-----				
Sun					
	-----				

J

Supply of alcohol Standard days and timings (please read guidance note 8)			Will the supply of alcohol be for consumption – please tick (please read guidance note 9)	On the premises			
				Off the premises			
Day	Start	Finish		Both	<input checked="" type="checkbox"/>		
Mon	10:00	00:00	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 6)				
Tue	10:00	00:00					
Wed	10:00	00:00					
Thur	10:00	00:00		<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	10:00	01:00			Christmas Eve 12:00 until 02:00 New Year's Eve 12:00 until 02:00		
Sat	10:00	01:00					
Sun	12:00	22:00					

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

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 8)			<b><u>State any seasonal variations</u></b> (please read guidance note 6) None.
Day	Start	Finish	
Mon	10:00	00:00	<b><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></b> (please read guidance note 7)  Christmas Eve 10:00 until 02:00 New Year's Eve 10:00 until 02:00
Tue	10:00	00:00	
Wed	10:00	00:00	
Thur	10:00	00:00	
Fri	10:00	01:00	
Sat	10:00	01:00	
Sun	12:00	22:00	

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.

None.

Please tick as appropriate

- 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 not enclosed 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 and e) (please read guidance note 11)**

All staff will be experienced bar staff, led by two principle staff (including the DPS who is a personal license holder).

All staff will receive a notification of current licensing law in writing and will be trained on licensing matters and matters relating specifically to the premises and the operation of the business by the DPS directly.

Staff will be made fully aware of their obligations under the Licensing Act 2003.

All staff will be briefed on site-specific Health and Safety and trained on our Health & Safety policy assessment by a certified Health and Safety professional. A record will be kept of all staff, their level of experience, relevant qualifications and of all training given.

We will adopt the 'Challenge 25' scheme as our policy for alcohol sales, this will be strictly enforced by all staff.

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

**Security.**

The premises benefits from a fully working intruder alarm system and two 5-lever mortice locking mechanisms on the outer door.

No portable alcohol containers will be illuminated or visible from outside the premises during hours when the premises is closed to the public.

All staff areas and private areas will be locked and inaccessible when the premises is open to the public.

CCTV is installed inside the premises to cover all areas accessible to the public and outside the premises to cover the single entrance. Senior staff will be trained in the maintenance and operation of this system and an information record on this training will be kept.

A full risk assessment will be undertaken by a certified Health and Safety professional in order to identify potential risks and to define an appropriate security policy for the premises. Senior staff will be made aware of the security policy and a record will be kept of this training.

Short, informal security briefings will be held daily prior to opening with all staff working on any given day.

A lost and found policy will be in place at the premises which will include policies around the logging and disposal of left property and any special procedures for surrendering critical or valuable items such as passports to the relevant authorities.

All alcohol available for off sales will be kept in a closed, lockable refrigerator in full view of the bar in order to prevent theft or access by children.

**Admission and customer supervision.**

The senior bar staff are experienced bar tenders, have recently worked in senior bar management positions and have been trained in conflict management for licensed premises.

A door admissions policy will be created and displayed within the entrance to the premises.

Staff will be made fully aware of their obligations under the Licensing Act 2003 and the need to be aware of cut-off points for serving customers.

We will hold and maintain an incident log book which will record any instances of refused entry, aggressive or inappropriate behaviour from customers.

A capacity management policy will be in place, all staff will be made aware of this policy and a record will be kept of this training.

A dispersal policy will be in place to clearly set out measures for managing the exit of customers to include gradual changes in music volume and increased lighting levels. This will be managed by sufficient staff levels each evening.

DrinkAware and Challenge 25 posters will be displayed inside the premises.

**Drugs and weapons.**

A zero tolerance policy will be adopted to the use of drugs and carrying of weapons - this will be publicised both within the premises and within the entrance.



In the instance that any customers are suspected of being in possession of drugs or weapons, the police will be called immediately – all staff will be informed of this key requirement.

#### **c) Public safety**

Safety within the premises will be governed by a full risk assessment undertaken by a certified Health & Safety professional. This will inform all safety policies, highlighting potential hazards and setting out the precautions to manage these. A copy of the risk assessment will be kept on the premises and all staff will be made aware of the policies and procedures.

All staff will be briefed on site-specific Health and Safety and trained on our Health & Safety policy assessment by our Health and Safety consultant.

The interior layout will be simple, safe and secure. Where possible the layout will provide access to customers with disabilities.

A frequent glass collection policy will be in place in order to prevent breakages and removal of glassware from the premises. Additionally any breakages and/or spillages will be dealt with immediately.

Well maintained and stocked first aid boxes and staff with basic first aid training will be available on the premises at all times.

A documented premises capacity will be determined as part of the risk assessment, this will be strictly adhered to with all staff being briefed on the capacity and strategies for managing this.

A written policy to deal with accidents and emergency incidents will be in place at the premises – all staff will be informed of their responsibilities in respect of this as a key duty.

An accident book will be kept and maintained on the site.

#### **d) The prevention of public nuisance**

The premises is designed to be a relaxed, friendly traditional pub; a place to drink high quality beverages with friends in safety, this message will run through the design and layout of the premises. Music is secondary to conversation and as such will be restricted to the background. Consumption of high volumes of alcohol will be deterred through pricing and by offering lower volume containers.

Whilst the premises is not within a dense residential area, a noise management policy will be in effect which sets out measures to control music and speech noise breakout from the premises.

All staff will be trained on this policy and made aware of their need to commit to good noise management.

The speakers in the premises are ceiling-mounted and situated away from the doors and windows so as to prevent noise breakout – as detailed, music volume will be kept to a 'background' level and reduced towards the end of the opening hours so as to encourage a respectful dispersal at the end of each evening.

Notices will be posted visibly at the exit requesting patrons to leave the premises in a respectful and quiet manner.

Staff will be briefed on the prompt collection of litter generated by the premises and efficient emptying of refuse containers. Glass collection procedures will be documented as detailed in part c.

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

Whilst accompanied children will be welcome on the premises prior to 19:00 each evening, the presence of any children will be governed by a documented policy which sets out the measures to protect children from harm. All staff will be trained in this policy and the 19:00 curfew for children will be strictly enforced.

As discussed in part a we will adopt the 'Challenge 25' scheme as our policy for alcohol sales, this will be strictly enforced by all staff as part of a firm 'No ID, no sale' stance which will be reinforced with posters in prominent locations within the premises.

Alcohol will not be consciously advertised where possible and any advertising within the premises will not be designed to appeal to young people.

All alcohol, including that which is meant for off-sales will be served by trained staff.



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** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity:**

Signature	
Date	8 <sup>th</sup> June 2018
Capacity	DIRECTOR.

**Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent** (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 address for correspondence associated with this application</b> (please read guidance note 15) Matthew Mabe c/o Bulb Studios Ltd. 25 New Walk.			
<b>Post town</b>	Leicester	<b>Post code</b>	LE1 6TE
<b>Telephone number (if any)</b>			

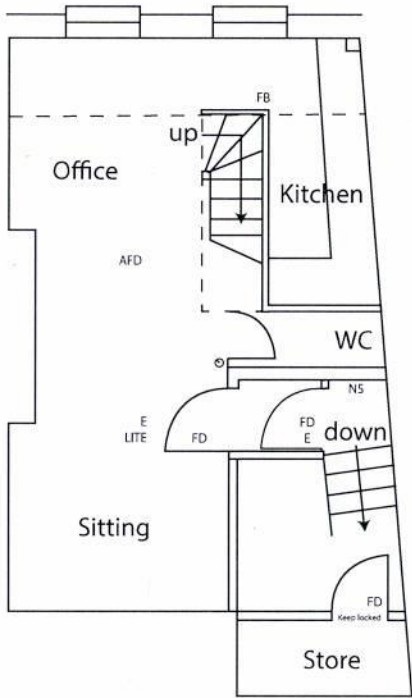
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)  
mat@bulbstudios.com

### Notes for Guidance

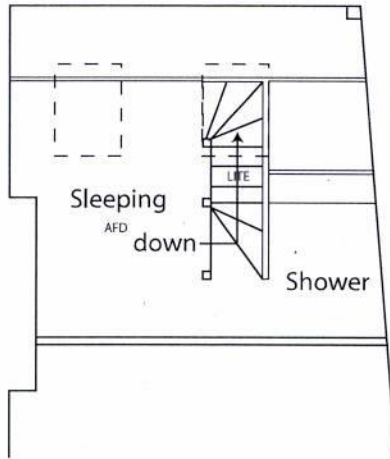
**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 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.





Second Floor Plan

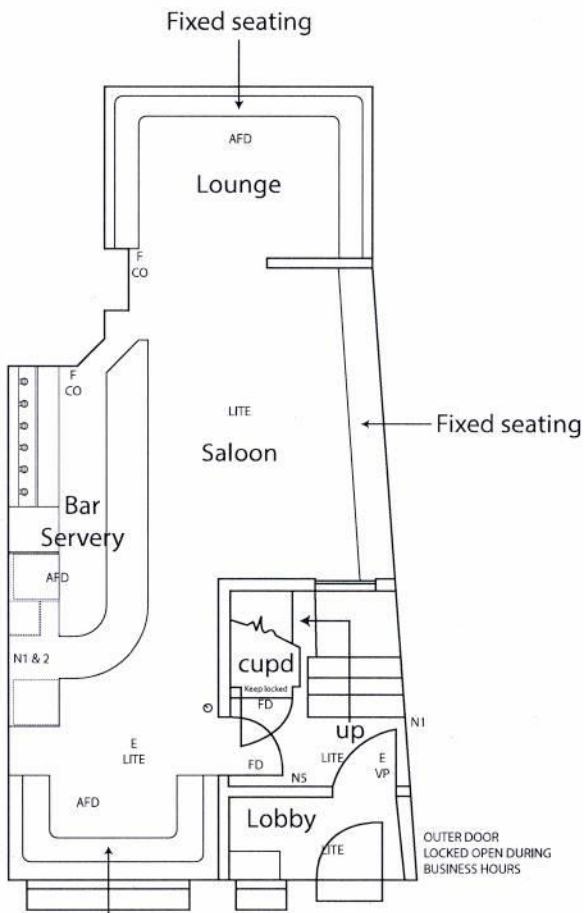


Third Floor Plan

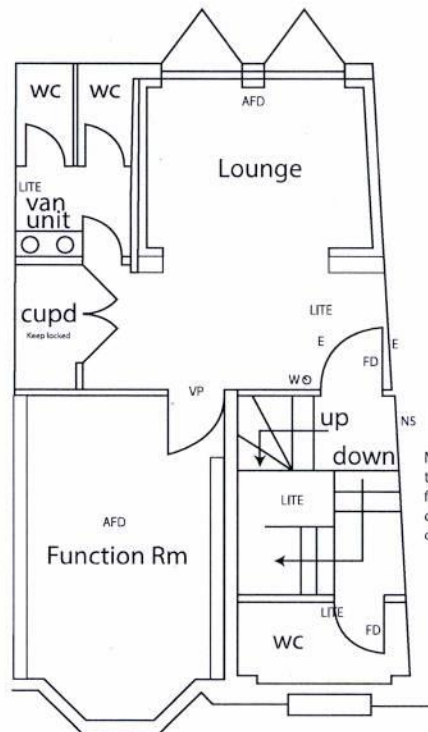
No customer access to second & third floors. Doors locked during standard opening hours

**Key.**

- FD Fire Door having a fire resistance of not less than 30 minutes with N6 and smoke seal
- E 'FIRE EXIT' sign
- E → 'FIRE EXIT' sign - directional
- ⊙ Fire alarm call point
- N1 General fire notice
- N2 Staff fire notice
- Notices on doors:*
- N5 'FIRE EXIT - KEEP CLEAR' notice
- N6 'FIRE DOOR - KEEP SHUT' notice
- LITE Emergency lighting to BS 5265 pt. 1 1988
- NB AFD fire alarms and emergency lighting systems certified by installing engineer.
- W Water
- F Foam
- DP Dry Powder
- LO Vapourising Liquid
- FB Fire Blanket
- VP Vision Panel



Ground Floor Plan



First Floor Plan

No customer access to second & third floors. Doors locked during standard opening hours.

