

Haringey Council

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, Hornsey Town Hall Arts Centre Limited
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

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|--|
| Premises licence number LN/000015762 |
|--|

Part 1 – Premises Details

| | | | |
|---|--------|------------------|--------|
| Postal address of premises or, if none, ordnance survey map reference or description | | | |
| Hornsey Town Hall Arts Centre, The Broadway, Crouch End, | | | |
| Post town | London | Post code | N8 9JJ |

| | |
|--|---------|
| Telephone number at premises (if any) | |
| Non-domestic rateable value of premises | Unknown |

Part 2 – Applicant details

| | |
|---|--|
| Daytime contact telephone number | |
| | |
| | |



Part 3 - Variation

Please tick yes

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

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

| 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 2)

For information only – Not offered as a condition

Hornsey Town Hall Arts Centre is an exciting multi-million pound redevelopment of the historic Crouch End landmark. The development has the community at its core and has sought to work with local stakeholders and residents at all stages of the process of bringing the site back in to use by the community. This has included meetings with the licensing authority, environmental health, police, residents, residents' associations and council members and the applicant is grateful for their input which has helped this application.

The centre includes a completely overhauled Assembly Hall incorporating the latest thinking in acoustics and sound engineering to ensure the tranquillity of the surrounding area. The centre will also comprise a café, committee room, Mayor's Parlour, Council Chamber, cinema, an F&B bar on the second floor and public viewing gallery for the chamber. The centre will now also host flexible co-working space with members having access to their own garden.

The intended use for different parts of the premises lend themselves to having different terminal hours as set out in the application. The part of the premises which is intended to offer the latest terminal hour is the basement Supper Room with a proposed terminal hour 30 minutes later than the rest of the premises on Thursdays to Saturdays.

The application seeks to bring in to use the Town Hall Square for hosting events such as markets, concerts and fetes.

The current premises licence (LN/000015762) has different terminal hours for different activities and does not reflect the intended use of different parts of the premises. For example, the current licence permits a terminal hour for the sale of alcohol on Fridays and Saturdays to 01:30 but the terminal hour for the whole premises is 02:00 for recorded music on those days. This application seeks to promote continuity of licensable activities in order to properly reflect the intended use of the premises as well as promoting the licensing objectives with particular emphasis on preventing nuisance for our neighbours. Additionally, this application seeks to further promote the licensing objectives with a new set of licence conditions which include important measures such as noise management, dispersal and security.

1. To update the Premises Licence Holder name from FEC Time + Space (UK) Limited to Hornsey Town Hall Arts Centre Limited and amend the registered office of the premises licence holder to 40-41 Funnival Street, London, EC4A 1JQ.
2. To amend the approved plan to:
 - a. add Hornsey Town Hall Square
 - b. add a café on the ground floor
 - c. amend the area for licensable activities including the Co-Worker Space on the ground floor.
 - d. add the Commercial Kitchen on the Lower Ground Floor.
 - e. add the Cinema and Mayor's Parlour on First Floor.
 - f. remove licensable activities from the corridor on the First Floor.
 - g. add Food and Beverage Bar and Chamber Balcony on the Second Floor.
 - h. add Roof Terrace on Roof.
3. To increase the terminal hour for all licensable activities on Mondays to Wednesdays to 2330, Thursdays, Fridays and Saturdays to 0200. These are the maximum hours (other than on New Years Eve) and hours in certain areas vary – see boxes a) to h) below and the attached conditions.
4. To increase the terminal hour for licensable activities on Bank Holidays and the day preceding a Bank Holiday to 0130 the following morning closing at 0200.
5. To increase the terminal hour for New Year's Eve and New Year's Day so that the terminal hour for licensable activities for New Year's Eve is the start of permitted hours on New Year's Day other than in The Town Hall Square when hours for licensable activities are sought from 1000 to 0100.
6. To add late night refreshment on Mondays to Wednesdays from 2300 to 2330,
7. To extend the opening hours 7 days per week – see the box below for opening hours.
8. To replace Annex 2 conditions with the conditions accompanying this application

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 read guidance note 3)

- | | |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input checked="" 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 checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

Please tick all that apply

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

Sale by retail of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

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| 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 | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| Day | Start | Finish | | Both | <input checked="" type="checkbox"/> |
| Mon | 10:00 | 23:30 | Please give further details here (please read guidance note 5) | | |
| Tue | 10:00 | 23:30 | Hours for Supper Room: Mon: 10:00 – 23:30 Tue: 10:00 – 23:30 Wed: 10:00 – 23:30 Thu: 10:00 – 02:00 Fri: 10:00 – 02:00 Sat: 10:00 – 02:00 Sun: 10:00 – 22:45 | Hours for Town Hall Square: Mon: 10:00 – 21:00 Tue: 10:00 – 21:00 Wed: 10:00 – 21:00 Thu: 10:00 – 21:00 Fri: 10:00 – 21:00 Sat: 10:00 – 21:00 Sun: 10:00 – 21:00 | |
| Wed | 10:00 | 23:30 | State any seasonal variations for performing plays (please read guidance note 6) | | |
| Thur | 10:00 | 01:30 | | | |
| Fri | 10:00 | 01:30 | 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) | | |
| Sat | 10:00 | 01:30 | | | |
| Sun | 10:00 | 22:45 | Bank Holidays and the day preceding a Bank Holiday (except for the Supper Room when a Bank Holiday or the day preceding a Bank Holiday falls on a Thursday, Friday or Saturday and the Town Hall Square where standard hours apply) to 0130 the following morning. Other than for the Town Hall Square from the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day. From 1000 to 0100 the following morning on New Years Eve for the Town Hall Square. | | |

B

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|---|--------------|---------------|---|----------|-------------------------------------|
| 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 type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| Day | Start | Finish | | Both | <input checked="" type="checkbox"/> |
| Mon | 10:00 | 23:30 | Please give further details here (please read guidance note 5) | | |

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|------|-------|-------|--|--|
| Tue | 10:00 | 23:30 | Hours for Supper Room: Mon: 10:00 – 23:30 Tue: 10:00 – 23:30 Wed: 10:00 – 23:30 Thu: 10:00 – 02:00 Fri: 10:00 – 02:00 Sat: 10:00 – 02:00 Sun: 10:00 – 22:45 Hours for Roof Terrace: Mon: 08:00 – 23:00 Tue: 08:00 – 23:00 Wed: 08:00 – 23:00 Thu: 08:00 – 23:00 Fri: 08:00 – 23:00 Sat: 08:00 – 23:00 Sun: 08:00 – 23:00 | Hours for Town Hall Square: Mon: 10:00 – 21:00 Tue: 10:00 – 21:00 Wed: 10:00 – 21:00 Thu: 10:00 – 21:00 Fri: 10:00 – 21:00 Sat: 10:00 – 21:00 Sun: 10:00 – 21:00 |
| | | | | |
| Wed | 10:00 | 23:30 | <u>State any seasonal variations for the exhibition of films</u> (please read guidance note 6) | |
| Thur | 10:00 | 01:30 | | |
| Fri | 10:00 | 01:30 | <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) | |
| Sat | 10:00 | 01:30 | | |
| Sun | 10:00 | 22:45 | Bank Holidays and the day preceding a Bank Holiday (except for the Supper Room when a Bank Holiday or the day preceding a Bank Holiday falls on a Thursday, Friday or Saturday, the Town Hall Square and Roof Terrace where standard hours apply) to 0130 the following morning. Other than for the Town Hall Square and the Roof Terrace from the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day. From 1000 to 0100 the following morning on New Years Eve for the Town Hall Square. | |

C

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|--|-------|--------|---|
| Indoor sporting events Standard days and timings (please read guidance note 8) | | | Please give further details (please read guidance note 5) |
| Day | Start | Finish | |
| Mon | 10:00 | 23:30 | State any seasonal variations for indoor sporting events (please read guidance note 6) |
| Tue | 10:00 | 23:30 | |
| Wed | 10:00 | 23:30 | Hours for Supper Room: Mon: 10:00 – 23:30 Tue: 10:00 – 23:30 Wed: 10:00 – 23:30 Thu: 10:00 – 02:00 Fri: 10:00 – 02:00 Sat: 10:00 – 02:00 Sun: 10:00 – 22:45 |
| Thur | 10:00 | 01:30 | |
| Fri | 10:00 | 01:30 | 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 (please read guidance note 7) |
| Sat | 10:00 | 01:30 | |
| Sun | 10:00 | 22:45 | Bank Holidays and the day preceding a Bank Holiday (except for the Supper Room when a Bank Holiday or the day preceding a Bank Holiday falls on a Thursday, Friday or Saturday and the Town Hall Square where standard hours apply) to 0130 the following morning. Other than for the Town Hall Square from the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day. From 1000 to 0100 the following morning on New Years Eve for the Town Hall Square. |

D

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|--|-------|--------|--|--------------------------|
| 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) | |
| Day | Start | Finish | Indoors | <input type="checkbox"/> |
| Mon | | | Outdoors | <input type="checkbox"/> |
| Tue | | | Both | <input type="checkbox"/> |
| Wed | | | Please give further details here (please read guidance note 5) | |
| Thur | | | State any seasonal variations for boxing or wrestling entertainment (please read guidance note 6) | |

| | | | |
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| | | | <p><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 (please read guidance note 7)</u></p> |
| Fri | | | |
| Sat | | | |
| | | | |
| Sun | | | |
| | | | |

E

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|--|--|--------|--|----------|-------------------------------------|--|--|
| Live music Standard days and timings (please read guidance note 8) | | | Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 4) | Indoors | <input type="checkbox"/> | | |
| | | | | Outdoors | <input type="checkbox"/> | | |
| | | | | Both | <input checked="" type="checkbox"/> | | |
| Day | Start | Finish | Please give further details here (please read guidance note 5) | | | | |
| Mon | 10:00 | 23:30 | <table border="0"> <tr> <td>Hours for Supper Room: Mon: 10:00 – 23:30 Tue: 10:00 – 23:30 Wed: 10:00 – 23:30 Thu: 10:00 – 02:00 Fri: 10:00 – 02:00 Sat: 10:00 – 02:00 Sun: 10:00 – 22:45</td> <td>Hours for Town Hall Square: Mon: 10:00 – 21:00 Tue: 10:00 – 21:00 Wed: 10:00 – 21:00 Thu: 10:00 – 21:00 Fri: 10:00 – 21:00 Sat: 10:00 – 21:00 Sun: 10:00 – 21:00</td> </tr> </table> | | | Hours for Supper Room: Mon: 10:00 – 23:30 Tue: 10:00 – 23:30 Wed: 10:00 – 23:30 Thu: 10:00 – 02:00 Fri: 10:00 – 02:00 Sat: 10:00 – 02:00 Sun: 10:00 – 22:45 | Hours for Town Hall Square: Mon: 10:00 – 21:00 Tue: 10:00 – 21:00 Wed: 10:00 – 21:00 Thu: 10:00 – 21:00 Fri: 10:00 – 21:00 Sat: 10:00 – 21:00 Sun: 10:00 – 21:00 |
| Hours for Supper Room: Mon: 10:00 – 23:30 Tue: 10:00 – 23:30 Wed: 10:00 – 23:30 Thu: 10:00 – 02:00 Fri: 10:00 – 02:00 Sat: 10:00 – 02:00 Sun: 10:00 – 22:45 | Hours for Town Hall Square: Mon: 10:00 – 21:00 Tue: 10:00 – 21:00 Wed: 10:00 – 21:00 Thu: 10:00 – 21:00 Fri: 10:00 – 21:00 Sat: 10:00 – 21:00 Sun: 10:00 – 21:00 | | | | | | |
| Tue | 10:00 | 23:30 | | | | | |
| Wed | 10:00 | 23:30 | State any seasonal variations for the performance of live music (please read guidance note 6) | | | | |
| Thur | 10:00 | 01:30 | <p>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)</p> | | | | |
| Fri | 10:00 | 01:30 | | | | | |
| Sat | 10:00 | 01:30 | <p>Bank Holidays and the day preceding a Bank Holiday (except for the Supper Room when a Bank Holiday or the day preceding a Bank Holiday falls on a Thursday, Friday or Saturday and the Town Hall Square where standard hours apply) to 0130 the following morning.</p> <p>Other than for the Town Hall Square from the end of permitted hours on New Year’s Eve until the start of permitted hours on New Year’s Day.</p> <p>From 1000 to 0100 the following morning on New Years Eve for the Town Hall Square.</p> | | | | |
| Sun | 10:00 | 22:45 | | | | | |

F

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|--|------------------------------------|--------|--|----------|-------------------------------------|-------------------------------|------------------------------------|
| 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 type="checkbox"/> | | |
| | | | | Outdoors | <input type="checkbox"/> | | |
| | | | | Both | <input checked="" type="checkbox"/> | | |
| Day | Start | Finish | Please give further details here (please read guidance note 5) | | | | |
| Mon | 10:00 | 23:30 | <table border="0"> <tr> <td>Hours for Supper Room:</td> <td>Hours for Town Hall Square:</td> </tr> </table> | | | Hours for Supper Room: | Hours for Town Hall Square: |
| Hours for Supper Room: | Hours for Town Hall Square: | | | | | | |
| Tue | 10:00 | 23:30 | | | | | |

| | | | | |
|------|-------|-------|--|--|
| | | | Mon: 10:00 – 23:30 Tue: 10:00 – 23:30 Wed: 10:00 – 23:30 Thu: 10:00 – 02:00 Fri: 10:00 – 02:00 Sat: 10:00 – 02:00 Sun: 10:00 – 22:45 | Mon: 10:00 – 21:00 Tue: 10:00 – 21:00 Wed: 10:00 – 21:00 Thu: 10:00 – 21:00 Fri: 10:00 – 21:00 Sat: 10:00 – 21:00 Sun: 10:00 – 21:00 |
| Wed | 10:00 | 23:30 | <u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6) | |
| Thur | 10:00 | 01:30 | | |
| Fri | 10:00 | 01:30 | <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> (please read guidance note 7) Bank Holidays and the day preceding a Bank Holiday (except for the Supper Room when a Bank Holiday or the day preceding a Bank Holiday falls on a Thursday, Friday or Saturday and the Town Hall Square where standard hours apply) to 0130 the following morning. Other than for the Town Hall Square from the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day. From 1000 to 0100 the following morning on New Years Eve for the Town Hall Square. | |
| Sat | 10:00 | 01:30 | | |
| Sun | 10:00 | 22:45 | | |

G

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|--|--|--------|---|----------|-------------------------------------|--|--|
| Performances of dance Standard days and timings (please read guidance note 8) | | | <u>Will the performance of dance 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 checked="" type="checkbox"/> | | |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 5) | | | | |
| Mon | 10:00 | 23:30 | <table border="1"> <tr> <td>Hours for Supper Room: Mon: 10:00 – 23:30 Tue: 10:00 – 23:30 Wed: 10:00 – 23:30 Thu: 10:00 – 02:00 Fri: 10:00 – 02:00 Sat: 10:00 – 02:00 Sun: 10:00 – 22:45</td> <td>Hours for Town Hall Square: Mon: 10:00 – 21:00 Tue: 10:00 – 21:00 Wed: 10:00 – 21:00 Thu: 10:00 – 21:00 Fri: 10:00 – 21:00 Sat: 10:00 – 21:00 Sun: 10:00 – 21:00</td> </tr> </table> | | | Hours for Supper Room: Mon: 10:00 – 23:30 Tue: 10:00 – 23:30 Wed: 10:00 – 23:30 Thu: 10:00 – 02:00 Fri: 10:00 – 02:00 Sat: 10:00 – 02:00 Sun: 10:00 – 22:45 | Hours for Town Hall Square: Mon: 10:00 – 21:00 Tue: 10:00 – 21:00 Wed: 10:00 – 21:00 Thu: 10:00 – 21:00 Fri: 10:00 – 21:00 Sat: 10:00 – 21:00 Sun: 10:00 – 21:00 |
| Hours for Supper Room: Mon: 10:00 – 23:30 Tue: 10:00 – 23:30 Wed: 10:00 – 23:30 Thu: 10:00 – 02:00 Fri: 10:00 – 02:00 Sat: 10:00 – 02:00 Sun: 10:00 – 22:45 | Hours for Town Hall Square: Mon: 10:00 – 21:00 Tue: 10:00 – 21:00 Wed: 10:00 – 21:00 Thu: 10:00 – 21:00 Fri: 10:00 – 21:00 Sat: 10:00 – 21:00 Sun: 10:00 – 21:00 | | | | | | |
| Tue | 10:00 | 23:30 | | | | | |
| Wed | 10:00 | 23:30 | <u>State any seasonal variations for performing plays</u> (please read guidance note 6) | | | | |
| Thur | 10:00 | 01:30 | | | | | |
| Fri | 10:00 | 01:30 | <p><u>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</u> (please read guidance note 7)</p> <p>Bank Holidays and the day preceding a Bank Holiday (except for the Supper Room when a Bank Holiday or the day preceding a Bank Holiday falls on a Thursday, Friday or Saturday and the Town Hall Square where standard hours apply) to 0130 the following morning.</p> <p>Other than for the Town Hall Square from the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day.</p> <p>From 1000 to 0100 the following morning on New Years Eve for the Town Hall Square.</p> | | | | |
| Sat | 10:00 | 01:30 | | | | | |
| Sun | 10:00 | 22:45 | | | | | |
| | | | | | | | |

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|--|-------|--------|--|--------------------------|--------------------------|
| Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8) | | | <u>Please give a description of the type of entertainment you will be providing</u> | | |
| Day | Start | Finish | <u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4) | Indoors | <input type="checkbox"/> |
| Mon | | | | Outdoors | <input type="checkbox"/> |
| Tue | | | <u>Please give further details here</u> (please read guidance note 5) | | |
| | | | Both | <input type="checkbox"/> | |

| | | | |
|------|--|--|--|
| Wed | | | |
| Thur | | | <u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 6) |
| Fri | | | |
| Sat | | | <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> (please read guidance note 7) |
| Sun | | | |

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|--|-------|--------|---|----------|-------------------------------------|
| 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"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | Please give further details here (please read guidance note 5) | | |
| Mon | 23:00 | 23:30 | | | |
| Tue | 23:00 | 23:30 | Hours for Supper Room: Mon: 23:00 – 23:30 Tue: 23:00 – 23:30 Wed: 23:00 – 23:30 Thu: 23:00 – 02:00 Fri: 23:00 – 02:00 Sat: 23:00 – 02:00 Sun: | | |
| Wed | 23:00 | 23:30 | | | |
| Thur | 23:00 | 01:30 | | | |
| Fri | 23:00 | 01:30 | | | |
| Sat | 23:00 | 01:30 | | | |
| Sun | | | | | |
| | | | | | |
| | | | 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) | | |
| | | | Bank Holidays and the day preceding a Bank Holiday (except for the Supper Room when a Bank Holiday or the day preceding a Bank Holiday falls on a Thursday, Friday or Saturday and the Town Hall Square where standard hours apply) to 0130 the following morning. Other than for the Town Hall Square from the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day. From 2300 to 0100 the following morning on New Years Eve for the Town Hall Square. | | |

J

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|---|-------|--------|--|------------------|-------------------------------------|
| Supply of alcohol Standard days and timings (please read guidance note 8) | | | Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 9) | On the premises | <input type="checkbox"/> |
| | | | | Off the premises | <input type="checkbox"/> |
| | | | | Both | <input checked="" type="checkbox"/> |
| Day | Start | Finish | State any seasonal variations for the supply of alcohol (please read guidance note 6) | | |
| Mon | 11:00 | 23:30 | | | |
| Tue | 11:00 | 23:30 | Hours for Supper Room: Mon: 10:00 – 23:30 | | |
| Wed | 11:00 | 23:30 | | | |

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|------|-------|-------|--|--|
| | | | Tue: 10:00 – 23:30 Wed: 10:00 – 23:30 Thu: 10:00 – 02:00 Fri: 10:00 – 02:00 Sat: 10:00 – 02:00 Sun: 10:00 – 22:45 | Tue: 10:00 – 23:00 Wed: 10:00 – 23:00 Thu: 10:00 – 23:00 Fri: 10:00 – 23:00 Sat: 10:00 – 23:00 Sun: 10:00 – 23:00 |
| Thur | 11:00 | 01:30 | <p><u>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</u> (please read guidance note 7)</p> <p>Bank Holidays and the day preceding a Bank Holiday (except for the Supper Room when a Bank Holiday or the day preceding a Bank Holiday falls on a Thursday, Friday or Saturday and the Town Hall Square where standard hours apply) to 0130 the following morning.</p> <p>Other than for the Town Hall Square from the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day.</p> <p>From 1000 to 0100 the following morning on New Years Eve for the Town Hall Square.</p> | |
| Fri | 11:00 | 01:30 | | |
| Sat | 11:00 | 01:30 | | |
| Sun | 11:00 | 22:45 | | |
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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 8)

n/a

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| Hours premises are open to the public Standard days and timings (please read guidance note 8) | | | <u>State any seasonal variations</u> (please read guidance note 6) | |
| Day | Start | Finish | <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) | |
| Mon | 07:00 | 00:00 | | |
| Tue | 07:00 | 00:00 | | |
| Wed | 07:00 | 00:00 | | |
| Thur | 07:00 | 00:30 | | |
| Fri | 07:00 | 02:30 | Hours for Supper Room: Mon: 10:00 – 23:30 Tue: 10:00 – 23:30 Wed: 10:00 – 23:30 Thu: 10:00 – 02:30 Fri: 10:00 – 02:30 Sat: 10:00 – 02:30 Sun: 10:00 – 22:45 | Hours for Town Hall Square: Mon: 24 hours Tue: 24 hours Wed: 24 hours Thu: 24 hours Fri: 24 hours Sat: 24 hours Sun: 24 hours |
| Sat | 07:00 | 02:30 | | |

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|-----|-------|-------|---|
| | | | Hours for Roof Terrace: |
| Sun | 07:00 | 23:15 | Mon: 08:00 – 23:00 Tue: 08:00 – 23:00 Wed: 08:00 – 23:00 Thu: 08:00 – 23:00 Fri: 08:00 – 23:00 Sat: 08:00 – 23:00 Sun: 08:00 - 23:00 Bank Holidays and the day preceding a Bank Holiday (except for the Supper Room when a Bank Holiday or the day preceding a Bank Holiday falls on a Thursday, Friday or Saturday and the Roof Terrace where standard hours apply) to 0230 the following morning. Other than the Roof Terrace from the end of permitted hours on New Year's Eve until the start of permitted hours on New Year's Day. |

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

All conditions under Annex 2 will be removed and replaced with new conditions as set out in the attached supporting document

Please tick yes

- 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~~

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)

See attached annex

b) The prevention of crime and disorder

See attached annex

c) Public safety

See attached annex

d) The prevention of public nuisance

See attached annex

e) The protection of children from harm

See attached annex

Please tick yes

- I have made or enclosed payment of the fee or
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy
- I have 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 | 25/10/2023 |
| Capacity | Poppleston Allen – Solicitors for & on behalf of the applicant |

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 | |

| | | | |
|--|---------------|------------------|---------|
| Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 15) Joe Harvey Popleston Allen Solicitors 37 Stoney Street The Lace Market | | | |
| Post town | Nottingham | Post code | NG1 1LS |
| Telephone number (if any) | 0115 953 8500 | | |
| If you would prefer us to correspond with you by e-mail your e-mail address (optional) j.harvey@popall.co.uk | | | |

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 for consumption of these off-supplies 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, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. 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, both 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.
- 16.

Hornsey Town Hall Arts Centre – Proposed Licence Conditions

Prevention of Crime and Disorder

1. The Premises shall install and maintain a comprehensive CCTV system. All entry and exit points to the premises will be covered in such a manner as to enable frontal identification of every person entering in all expected light conditions. The system will record an external view of the main entrance. The system shall continually record whilst the Premises are open for licensable activities or whilst members of the public are present. All recordings shall be stamped with the correct corresponding date and time. All recordings shall be stored for a minimum period of 31 days.
2. A staff member who is conversant with the operation of the CCTV system shall be on the Premises at all times whilst the Premises are open for licensable activities. This staff member must be able to, at the request of the Police or authorised Council Officer, review and copy any recordings stored by the system and provide to the requesting Officer such copies as they request.
3. An incident log (electronic or paper based) shall be kept at the Premises and made available on request to an authorised Council Officer, the Police or the Fire Service. The log shall record the following:
 - a. All crimes reported to the venue,
 - b. All ejections of patrons,
 - c. Any complaints received concerning crime and disorder,
 - d. Any incidents of disorder,
 - e. Seizures of drugs or offensive weapons,
 - f. Any faults in the CCTV system,
 - g. Any refusal of the sale of alcohol (including the date and time of the refused sale and the name of the member of staff who refused the sale).
 - h. Any visit by a relevant authority or emergency service.
4. The Premises shall operate a Challenge 25 proof of age scheme. 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.
5. All staff authorised by the Designated Premises Supervisor to sell alcohol shall either hold a Person Licence or shall receive relevant training before making any unsupervised sales. The training shall include:

- a. The Licensing Act 2003 in terms of licensing objectives and offences committed under the Act;
- b. The terms and conditions of the Premises Licence;
- c. The sale of age-restricted products. Age-restricted products training shall cover the following steps:
 - i. The assessment of age;
 - ii. How and when to challenge for proof of age;
 - iii. Acceptable proof of age and how to check; and
 - iv. Recording refusals.

This training shall be refreshed once per year. Staff shall sign to confirm that they have received and understood the training. Written records of this training shall be retained at the premises and made available to the Police or authorised officers of the Licensing Authority upon request.

6. The Premises shall operate security including the use of SIA door staff as and when required having undertaken a risk assessment. A copy of the security policy and risk assessment will be provided to the police licensing officer upon request.

Prevention of Public Nuisance

7. The Premises shall display signs at each exit issuing reminders that customers should depart the Premises quietly having regard to the neighbours.
8. The Premises shall, at the main entry, display information relating to the nearby bus stops, taxi ranks and Underground Stations.
9. The Premises Licence Holder shall appoint a dedicated taxi or mini cab company or companies. Staff shall offer to book cars on behalf of patrons. After midnight, all patrons seeking licensed vehicles will be encouraged to remain inside the Premises to await their vehicle.
10. The use of the private external courtyard on the lower ground floor (the Co-Worker's Garden) shall not take place between 21:00 and 07:00 hours.
11. The use of the Square for licensable activities shall be limited to one weekend per month except in July, August and December when the use shall be limited to fourteen days per month and on all days between the hours of 11:00 and 23:00 for the sale of alcohol and from 11:00 to 21:00 for regulated entertainment other than on New Years Eve when the hours are 10:00 to 0100 the following morning.
12. The roof terrace shall not be used between 23:00 and 08:00 and shall only be used for the consumption of alcohol and showing of films with no publicly audible dialogue or music.

13. All external doors and windows shall be kept closed between 23:00 and 07:00 during the provision of regulated entertainment, except for immediate access and egress.
14. All speakers are mounted on anti-vibration mountings to prevent vibration transmission to neighbouring properties.
15. The Premises shall use electronic noise limiters to ensure that all amplified sound from the Premises is within agreed limits as agreed with the Environmental Health Officer.
16. No deliveries shall take place between the hours of 22:00 and 07:00.
17. The emptying of refuse in external areas shall not take place between 22:00 and 07:00.
18. Before the commencement of Regulated Entertainment, an acoustic report will be prepared and lodged with the Environmental Health Officer. All recommendations in the report shall be complied with.
19. The Premises shall operate a dispersal policy and noise management plan and all staff shall be trained in their implementation. A copy of the policies and written records of this training shall be retained at the premises and made available to the Police or authorised officers of the Licensing Authority upon request.
20. No drinking vessels are permitted to leave the premises, other than takeaway drinks from the café or into the Square when licensable activities are permitted under the benefit of this Premises Licence.
21. No music will be played in, or for the benefit of patrons in external areas of the premises save for events permitted under this licence in the Square.
22. No form of loudspeaker or sound amplification equipment is to be sited on or near the exterior of the premises or in or near any foyer, doorway, window or opening to the premises save in respect of events permitted under this licence in the Square.
23. A complaints book will be held on the premises to record details of any complaints received from neighbours. The information is to include, where disclosed, the complainant's name, location, date, time and subsequent remedial action undertaken. This record must be made available at all times for inspection by Council officers.
24. All ventilation and extraction systems shall be correctly maintained and regularly serviced to ensure that it is operating efficiently and with minimal disturbance to neighbours arising from odour.

25. Illuminated external signage shall be switched off when the premises is closed.

26. Security lights will be positioned to minimise light intrusion to nearby residential premises.

Public Safety

27. Glassware shall not be permitted on the Town Hall Square.

28. Prior to the commencement of licensable activities, the Premises will have the benefit of a Means of Escape Assessment, a copy of which will be lodged with the Fire Authority.

Protection of Children

29. People under the age of 18 shall not be permitted on the premises during licensable activities unless accompanied by a parent, guardian or responsible adult (other than until 2200 in the Retail, Foyer and Café areas shown on the plan attached to the premises licence and in the Town Hall Square at any time) or where attending an age appropriate screening in the cinema.