

* required information

Section 1 of 8

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

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

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

Are you an agent acting on behalf of the applicant?

Yes No

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

Applicant Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

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

Is the applicant:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

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

Continued from previous page...

Address

* Building number or name	<input type="text" value="396-398"/>
* Street	<input type="text" value="Rayners Lane"/>
District	<input type="text"/>
* City or town	<input type="text" value="Rayners Lane"/>
County or administrative area	<input type="text" value="Middlesex"/>
* Postcode	<input type="text" value="HA5 5DY"/>
* Country	<input type="text" value="United Kingdom"/>

Agent Details

* First name	<input type="text" value="Joshua Simons & Associates"/>
* Family name	<input type="text" value="Ltd"/>
* E-mail	<input type="text" value=""/>
Main telephone number	<input type="text" value=""/>
Other telephone number	<input type="text" value=""/>

Include country code.

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

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

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

Your Address

* Building number or name	<input type="text" value="Imperial Place"/>
* Street	<input type="text" value="4 Maxwell Road"/>
District	<input type="text"/>
* City or town	<input type="text" value="Borehamwood"/>
County or administrative area	<input type="text" value="Hertfordshire"/>
* Postcode	<input type="text" value="WD6 1JN"/>
* Country	<input type="text" value="United Kingdom"/>

Address official correspondence should be sent to.

Section 2 of 8

PREMISES DETAILS

Refer to the guidance notes while completing this form.

Continued from previous page...

Premises licence number/club premises certificate number

* Name of premises

Premises Location

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

Address OS map reference Description

* Building number or name

* Street

District

* City or town

County or administrative area

Postcode

* Country

Premises Contact Details

E-mail

Telephone number

Other telephone number

* Brief description of premises (See Guidance Note 2)

Section 3 of 8

APPLICANT DETAILS

* Are you the premises licence holder/club premises certificate holder?

Yes No

Are the applicants address and contact details the same as the premises address and contact details given in section 2?

Yes No

Section 4 of 8

PROPOSED VARIATION

Would you like the variation to take effect from as soon as possible?

Yes No

Continued from previous page...

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

Yes

No

See guidance note 3.

Describe the proposed variation(s) in detail in the box below and explain why you consider that they could not have an adverse effect on the promotion of any of the licensing objectives. (See Guidance Note 1) This should include whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent).

Details of proposed variation(s) (See Guidance Note 4)

Minor changes to the floor plan as follows (i) inclusion of a fish/meat preparation and counter area with two bowl sink, (ii) re-position of three shelving aisles as shown on drawing numbered 24.03.2014 Version 2.1.0. No other changes are proposed. These changes are minor in nature because they do not affect the operating schedule for the retail sale of alcohol and should not have an impact on any of the four licensing objectives.

Section 5 of 8

OPERATING SCHEDULE

Select those parts of the Operating Schedule which would be subject to change if this application to vary were successful (check all that apply)

Provision of regulated entertainment

- a. plays
- b. films
- c. indoor sporting events
- d. boxing or wrestling entertainments
- e. live music
- f. recorded music
- g. performance of dance
- h. anything of a similar description to that falling within (e), (f) or (g)

Provision of late night refreshment and alcohol

- i. late night refreshment
- j. sale by retail of alcohol

This can only relate to reducing licensed hours, or moving them without any overall increase between 7am and 11pm.

Section 6 of 8

ADDITIONAL INFORMATION

Are you able to submit the premises licence/club premises certificate (or relevant part)?

Yes

No

Are you able to submit a copy of the plan?

Yes

No

This is necessary if the proposed variation will affect the layout.

Any further information to support your application. You should use this box to provide any additional evidence to support your claim that the proposed variation is 'minor' and could not have an adverse impact on the promotion of the licensing objectives.

Continued from previous page...

The proposed change in the layout of the premises is minor for the reasons as set out in section 4 of this application.

Section 7 of 8

NOTES FOR GUIDANCE

1. **General Note:** The minor variations process can only be used for variations that could have no adverse impact on the promotion of any of the four licensing objectives. (These are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.)

It cannot be used to:

- extend the period for which the licence has effect;
- vary substantially the premises to which it relates;
- specify, in a premises licence, an individual as the designated premises supervisor;
- add the sale by retail or supply of alcohol as an activity authorised by a licence or certificate;
- authorise the sale by retail or supply of alcohol at any time between 11pm and 7am;
- authorise an increase in the amount of time on any day during which alcohol may be sold by retail or supplied;
- include the alternative licence condition referred to in section 41D(3) of the Licensing Act 2003 in a premises licence.

2. **Description of premises:** For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. This should include any activities in or associated with 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, the presence of gaming machines etc.

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

4. **Give full details of all the proposed variation(s).** Failure to provide sufficient information may lead to the refusal of your application. Details should include a description of the proposed variation(s) in terms as precise as possible. If you are not precise, the licensing authority may decide that the changes you propose would be potentially broader in scope than you intend and reject your application as not being a 'minor' variation. You should also include a statement about why you consider the variations proposed could not have an impact on the licensing objectives listed in section 4(2) of the Act. You should cover each of the objectives that could possibly apply to your proposal (or if more than one, to each proposal) and say why you think there could be no adverse impact on that objective. Your application will be assisted by including as much information as you can about this. **(However, there is a box at the end of the form for 'further information', and this should be used for any relevant background information not directly related to the variation.)** Relevant information includes:

a) **Variations to licensable activities/licensing hours** (all timings should be given in 24 hour clock e.g. 16.00. Only give details for the days of the week when you intend the premises to be used for the activity), such as:

- Whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent);
- Relevant further details, for example whether music will be amplified or unamplified;
- Standard days and timing when the activity will take place, including start and finish times;
- Any seasonal variations in timings, e.g. additional days during the summer; and
- Non-standard timings, e.g. where you wish the activity to go on longer on a particular day such as Christmas Eve.

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b) **Variations to premises/club layout:** If you are applying for a variation to the layout of your premises, you must include a revised plan. You should be aware that your application is likely to be refused if the proposed variation could:

- increase capacity for drinking on the premises;
- affect access between the public part of the premises and the rest of the premises or the street or public way, e.g. block emergency exits or routes to emergency exits; or
- impede the effective operation of a noise reduction measure.

c) **Revisions, removals and additions of conditions:** The minor variation process may be used to remove conditions which are out of date or invalid and to revise conditions which are unclear (as long as the intention and effect remains the same). It can also be used to add a new condition volunteered by the applicant or mutually agreed between the applicant and a responsible authority, such as the police or the environmental health authority (subject to impact on the licensing objectives).

d) **Variations to opening hours:** Details of any changes to hours when the premises or club is open to the public.

5. **Further information:** You should use this box to provide any additional evidence to support your claim that the proposed variation is 'minor' and could not have an adverse impact on the promotion of the licensing objectives.

6. **Signatures:** The application form must be signed.

7. **Authorised agent:** An applicant's agent (e.g. solicitor) may sign the form on their behalf and, in so doing, will be confirming that they have actual authority to do so.

8. **2nd Applicant:** Where there is more than one applicant, both applicants or their respective agents must sign the application form.

9. This is the address which we shall use to correspond with you about this application. This might not be the same as the address of the premises or applicant, but these addresses must also be provided.

Section 8 of 8

PAYMENT DETAILS

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

This formality requires a fixed fee of £89

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

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

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

* Full name

* Capacity

* Date / /
dd mm yyyy

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

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/harrow/change-8> to upload this file and continue with your application.

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

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

OFFICE USE ONLY

Applicant reference number	<input type="text" value="PRE-LIC-MIN-VAR-396-398-RYN-LNE"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

< Previous 1 2 3 4 5 6 7 8 Next >



Standard

The drawings and/or design documents prepared by the Architect or other Licensed Professional are for the sole use of the Client and are not to be used for any other purpose without the written consent of the Architect. The Architect shall not be responsible for any errors or omissions in the drawings and/or design documents, nor for any consequences arising therefrom, whether or not such errors or omissions are caused in whole or in part by the negligence of the Architect. The Client shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The Architect shall not be responsible for any delays or costs incurred by the Client in obtaining such permits and approvals. The Architect shall not be responsible for any damage to or loss of property of the Client or any third party, whether or not such damage or loss is caused in whole or in part by the negligence of the Architect. The Architect shall not be responsible for any claims, damages, losses, or expenses, whether or not such claims, damages, losses, or expenses are caused in whole or in part by the negligence of the Architect. The Architect shall not be responsible for any actions or omissions of any third party, whether or not such actions or omissions are caused in whole or in part by the negligence of the Architect. The Architect shall not be responsible for any consequences arising from the use of the drawings and/or design documents by any third party, whether or not such consequences are caused in whole or in part by the negligence of the Architect. The Architect shall not be responsible for any claims, damages, losses, or expenses, whether or not such claims, damages, losses, or expenses are caused in whole or in part by the negligence of the Architect. The Architect shall not be responsible for any actions or omissions of any third party, whether or not such actions or omissions are caused in whole or in part by the negligence of the Architect. The Architect shall not be responsible for any consequences arising from the use of the drawings and/or design documents by any third party, whether or not such consequences are caused in whole or in part by the negligence of the Architect.

PROVISIONAL DRAWING
 ALL DIMENSIONS MUST BE CHECKED ON SITE

Client
 Messrs Kenarathipillai
 38B-38B Raffles Lane
 London HA6 8DY

Drawing Number
 1.0
 General Arrangement, DWG MAIN
 & First Floor Counter
 Date 06.03.2014
 Scale AS @ 1:50

Drawn by
 Jas Ltd
 Revision

Jas Ltd
 Architects, Engineers, Planners & Interiors Ltd
 1, 2 & 3rd Floor, 111