

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 Tom Potter

(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 15/02455/PREM

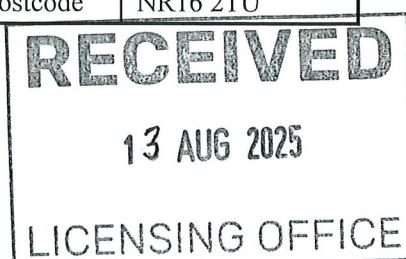
Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
Space Studios 5 Swan Lane Norwich NR2 1HZ			
Post town	NORWICH	Postcode	NR2 1HZ

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£3850

Part 2 – Applicant details

Daytime contact telephone number			
E-mail address (optional)			
Current postal address if different from premises address	Tom Potter TDP Enterprise Ltd The Little House Manor Barns, Wash Lane,		
Post town	Snetterton	Postcode	NR16 2TU



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)

Variation 1 – Extend opening & licensable hours

Current hours (Friday & Saturday):

- Sale of alcohol: 12:00 – 01:00
- Recorded music: 10:00 – 01:00
- Live music: 10:00 – 01:00
- Closing time: 01:30

Proposed change:

- Extend all Friday and Saturday licensable activities (Sale of Alcohol, Recorded Music, Live Music) **until 03:00 on Saturday and Sunday mornings**
- Extend closing time on Friday and Saturday to **03:30 on Saturday and Sunday mornings.**

Reason:

Space Studios has been trading with a Premises Licence since 2016. In the past 9 years we have built our reputation as a melting pot of creative talent in the Fine City and have achieved our initial aim of providing a much needed space for alternative creative arts events and local artists.

Our 18 art studios remain fully booked by local artists producing visual art. Our 2 creative spaces have never looked better (we do all the improvements ourselves) are now used by an ever wider range of local talent, including:

Our online radio station streaming a wide variety of music shows and promotion for local DJ talent.

Live local bands performing at the studios around 6 times per month. We are particularly proud of this due to the huge number of small grass roots music spaces which have closed nationally in the past 5 years, and the essential role this type of small capacity performance space plays in supporting local bands in their professional development.

Once a month we host a social-connection based event called Contact Hours – which is well attended and highly valued and has the unique purpose of connecting local arts graduates with

each other, to foster creative partnerships, increase social connections, reduce isolation, and enjoy making creative work together.

We host art exhibitions for local artists (one of only a very few places available for them), and have also provided space for local pop up markets for local makers, DJ workshops run by and for women and focussed on supporting minority groups, provided space for the launch of a number of new local street food traders (selling to customers at our music events), as well as getting 4 renowned local artists to come in and paint areas of the building with their distinctive art styles which remain in place semi permanently.

We now have over 5,000 people on our social media feeds and have become an established and much valued part of the creative arts scene in the city.

However, we remain a very small capacity venue, with a maximum capacity of 140 people, and we have always been limited by our 1am closing time. The fact is that on many of our music nights when we run a bar people often only come to us when the pubs close at 11pm – so we really only get a couple of hours of trading time.

Most of the profit we make, which enables us to provide a space for all the other types of uses of the building listed above, come from these two hours of trading. In this challenging time of rising costs (stock costs, staff employment costs, energy costs etc) we desperately need to trade for longer hours in order for the project to remain financially viable.

We have consulted with Michelle Bartram regarding the possibility of this and the feedback has been positive. Michelle and Mr Aston Martin have visited the premises to inspect our facilities and ensure they meet safety standards.

The demand and is there from our customers for us to trade for longer and we are confident (based on our excellent track record of very few disturbances in the building over nearly 10 years), that we can safely continue to uphold all four licensing objectives.

Due to the nature of the events we put on, nearly all of which are hosted by small groups of local creatives who are building up local followings of like minded people who enjoy their creative output: there is a 'friends of friends' feeling to events the premises which discourages anti-social people and behaviour.

To ensure this great track record continues, if our application is successful, additional door supervision, noise control measures and dispersal policies will be used to minimise public nuisance and maintain safety.

Variation 2 – Modify condition on door staff

Current condition:

Annex 2 Condition 8:

"We will employ SIA door staff for any event including the sale of alcohol after 21:00."

Proposed change:

Modify this condition to read:

"SIA Door staff will be employed from 2100 hrs until close for any event on Friday and Saturday evenings involving alcohol. All other events will be risk assessed."

Reason:

The premises is used on some Tues, Wed and Thursday evenings, and occasionally on Sundays: but this is generally only our smaller space on the 3rd floor and these events are very low key and almost never reach the capacity limit of 60 people.

Most of these events have 30 people or less, and they are almost always small social groups. The admin work and the financial cost of booking security staff is significant – meaning these events rarely make any profits.

The customers in attendance are from the same social circles and we have never had a single incidence of anti-social or violent behaviour during the mid week. It seems entirely unnecessary to have expensive security staff on the door during the hours from 9pm.

Making this change would still ensure we have robust door supervision in place during higher risk periods on Friday and Saturday evenings. This change maintains the promotion of the Prevention of Crime and Disorder licensing objective, as door staff will be deployed when needed most.

How the Licensing Objectives will be upheld**Prevention of Crime & Disorder:**

- SIA door staff would continue to be employed on all Friday & Saturday nights after 21:00.
- A door staff log will be maintained.
- CCTV remains in operation throughout the premises.

Public Safety:

- The venue capacity, fire safety measures and emergency procedures would remain unchanged.
- Staff would continue to be trained in safety and responsible alcohol retailing.

Prevention of Public Nuisance:

- Noise management measures are all in place: self-closing doors, sound limiters, and neighbour liaison.
- Late night dispersal policy to minimise noise when guests leave after 03:00.

Protection of Children from Harm:

- Age verification policy continues to apply for alcohol sales.

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 see guidance note 3) | Please tick all that apply |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

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

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

In all cases complete boxes K, L and M

A

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"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5) Timings and approvals for performance of plays remains unchanged		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 6)		
Thur					
Fri			<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)		
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 type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 5) Timings and approvals for exhibition of films remains unchanged		
Mon					
Tue			State any seasonal variations for the exhibition of films (please read guidance note 6)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 7)		
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			Please give further details (please read guidance note 5) Timings and approvals for sporting events remains unchanged
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 6)
Wed			
Thur			
Fri			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			
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	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 5) Not applicable		
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 6)		
Thur					
Fri			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)		
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 type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	10.00	23.45	<u>Please give further details here</u> (please read guidance note 5) We wish to extend the hours for live music on Friday and Saturday night events from the current terminal hour of 01:00 to 03:00 <i>on Saturday and Sunday mornings</i> . This would allow the premises to continue to support the creative life of the city by providing more flexibility in our offer of live entertainment, in line with customer demand. No changes are proposed to the type or style of live music offered; it would continue to be a mix of DJ performances, bands, and other live acts appropriate to the venue's established operation.		
Tue	10.00	23.45			
Wed	10.00	23.45	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 6) None requested (except existing extensions for Christmas Eve, New Year's Eve, and Bank Holidays which already apply).		
Thur	10.00	23.45			
Fri	10:00	03:00	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 7) Non standard timings include whichever day New Years Eve falls on each calendar year.		
Sat	10:00	03:00			
Sun	10.00	23.45			

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	23.45	<u>Please give further details here</u> (please read guidance note 5) We wish to extend the hours for recorded music on Friday and Saturday night events from the current terminal hour of 01:00 to 03:00 <i>on Saturday and Sunday mornings</i> . This aligns with the proposed extension of hours for the sale of alcohol and live music. This extension would allow the premises to continue to provide a vibrant offer for customers and continue to support our less commercially viable creative arts projects by operating more profitably during these peak hours. The premises will maintain robust noise management policies, including the continued use of sound limiters, staff checks, and external monitoring to ensure compliance with the prevention of public nuisance licensing objective. Door supervisors would be on duty from 21:00 on Friday and Saturday nights to uphold public safety and crime prevention. A customer dispersal plan would be used to minimise disturbance to nearby residents when patrons leave the venue after 03:00. There would be no changes to the nature of recorded music provided — it would continue to be DJs, playlists and background music in line with the venue's usual operation.		
Tue	10.00	23.45			
Wed	10.00	23.45	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6) None requested (except existing extensions for Christmas Eve, New Year's Eve, and Bank Holidays which already apply).		
Thur	10.00	23.45			
Fri	10:00	03:00	<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) Non standard timings include whichever day New Years Eve falls on each calendar year.		
Sat	10:00	03:00			
Sun	10.00	23.45			

G

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 type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5) Timings and approvals for performance of dance remains unchanged		
Mon					
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 6)		
Thur					
Fri			<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> (please read guidance note 7)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing Not applicable		
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"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 5)		
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					

I

Late night refreshment Standard days and timings (please read guidance note 8)			<u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
Day	Start	Finish			Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 5) Not applicable			
Tue						
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 6)			
Thur						
Fri			<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> (please read guidance note 7)			
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) We wish to extend the hours for supply of alcohol on Friday and Saturday night events from the current terminal hour of 01:00 to 03:00 <i>on Saturday and Sunday mornings</i> . This aligns with the proposed extension of hours for the recorded music and live music. This extension would allow our venue to continue operating profitably and support a vibrant offer for customers and the local creative arts scene. Door supervisors would be on duty from 21:00 on Friday and Saturday nights to uphold public safety and crime prevention. A customer dispersal plan would be used to minimise disturbance to when patrons leave the venue after 03:00. There are no residential properties close to the premises.	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish	Both		<input type="checkbox"/>
Mon	12.00	23.30	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 6) None requested (except existing extensions for Christmas Eve, New Year's Eve, and Bank Holidays which already apply).		
Tue	12.00	23.30			
Wed	12.00	23.30			
Thur	12.00	23.30	<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) Non standard timings include whichever day New Years Eve falls on each calendar year.		
Fri	12:00	03:00			
Sat	12:00	03:00			
Sun	12.00	23.30			

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).

L

Hours premises are open to the public Standard days and timings (please read guidance note 8)			State any seasonal variations (please read guidance note 6) In practice we rarely open at 10am but some art exhibitions or pop up trader events do require this.
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) These opening hours accommodate the wide range of activities that take place in a local urban arts centre premises.
Mon	10.00	00.00	
Tue	10.00	00.00	
Wed	10.00	00.00	
Thur	10.00	00.00	
Fri	10:00	03:30	
Sat	10:00	03:30	
Sun	10.00	00.00	

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.

As detailed under 'Variation 2' in this document, the following condition will ideally be removed.

Annex 2 Condition 8:

"We will employ SIA door staff for any event including the sale of alcohol after 21:00."

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.

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)

The proposed extension of hours is accompanied by a comprehensive set of control measures designed to ensure that all four licensing objectives continue to be met. These include staff training, a detailed and regularly reviewed dispersal policy, responsible management of alcohol service and deployment of experienced SIA-accredited door staff during key hours. The premises has a proven record of managing risk effectively, and these controls will be strengthened under the variation.

b) The prevention of crime and disorder

- SIA-licensed door supervisors will be employed from 21:00 onwards every Friday and Saturday night. For higher capacity events, additional door staff will be deployed.
- A door staff log and incident log will be maintained.
- CCTV is fully operational throughout the premises and is regularly checked to ensure it is in good working order.
- All staff are trained in responsible alcohol retailing, conflict management, and identifying signs of intoxication or disorderly behaviour.
- A zero-tolerance approach to drugs and aggressive behaviour is enforced, with security checks carried out at entry.

c) Public safety

- Venue capacity is monitored in line with the fire risk assessment (maximum 140 persons).
- Emergency lighting and fire detection systems are tested regularly.
- First aid kits are available and first aiders are on-site during operating hours.
- Public liability insurance is in place and up to date.

d) The prevention of public nuisance

- A robust dispersal policy is in place and followed, including staggered floor closures to encourage gradual customer departure and reduce noise impact.
- Decibel meters are installed and maintained to manage music levels.
- Staff and security proactively manage noise and liaise with customers to encourage quiet behaviour when exiting.
- External noise levels are regularly reviewed and monitored.

e) The protection of children from harm

- A Challenge 25 policy is enforced for all alcohol sales. Staff are trained to request ID from anyone appearing under 25.
- Only acceptable forms of ID (passport, photo driving licence, or PASS hologram card) are accepted.
- There is no adult entertainment or sexually explicit material on the premises.
- Any age-restricted film exhibitions will comply with BBFC classifications and admission policies.

Checklist:

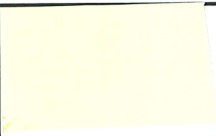
Please tick to indicate agreement

- 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	12/08/2025
Capacity	Designated Premises Supervisor and Business Owner

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	
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Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 15) As above – Tom Potter: email preferred			
Post town		Post code	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) <div style="background-color: yellow; height: 20px; width: 100%;"></div>			

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.