

Application to Vary a Premises Licence Under the Licensing Act 2003

- [Before completing this form please read the guidance notes \(opens in a new tab\)](#)
- When it is complete you can submit the form directly to us – use the submit form button.
- You may wish to print and keep a copy of the completed form for your records.
- For help and information about filling in this type of electronic form, use the help button.

What district/local area are you applying to?

I/We

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 ☐

Part 1 – Premises Details

Postal address of premises or, if none, ordinance survey map reference or description

Postcode

Telephone number at premises (if any)

Non-domestic rateable value at premises

Trading name of the business

Part 2 – Applicant Details

I am applying as: Individual ☐ Organisation ☒

Title

First name(s)

Surname

Business Name

Contact phone number in working hours (if any)

Email address

Confirm email address

Current postal address if different from premises address

Postcode

Would you like to provide details of a second applicant? Yes ☐ No ☐

Title

First name(s)

Surname

Contact phone number in working hours (if any)

Email address

Confirm email address

Current postal address if different from premises address

Postcode

### Variation

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

Yes

☒

No

☐

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

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

**Please describe briefly the nature of the proposed variation** ([Please read guidance note 1 \(opens in a new tab\)\)](#))

The Halls is a civic building and Scheduled Ancient Monument, in the center of Norwich with two large halls used for musical and cultural performances, and social, and business events. The premises' main bar sits between these two halls.

The Halls is licenced for the following indoor activities: film, late night refreshments, performance of dance, provision of dance facilities, sale by retail of alcohol, indoor sporting events, live music, plays, provision of music facilities, and recorded music

From 2023 to 2025, The Halls underwent investment and refurbishment to upgrade the audio / visual equipment and lighting, improve the physical flow and accessibility of the building, enhance the café and bar, and carry out essential repairs.

That recent work to The Halls, included café and bar changes to renovate the Cloisters kitchen to enable preparation of food and the inclusion of an additional, 2.7m long (3.2m including hatch) and 0.3m deep serving counter. This counter is currently within an area marked as 'unlicensed' on a plan attached as Annex 4, to The Halls' current premises licence.

This variation seeks to:

- Amend the licenced area of The Halls, to include the new serving location, to allow it to be used to serve alcohol
- Provide an up to date floor plan of the venue, following the refurbishment work

No amendments to opening times of the venue or times when alcohol can be served are being sought.

### 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

- a) Plays
- b) Films
- c) Indoor sporting events
- d) Boxing or wrestling entertainment
- e) Live music
- f) Recorded music
- g) Performances of dance
- h) Anything of a similar description to that falling within e, f or g

☐  
☐  
☐  
☐  
☐  
☐  
☐  
☐

Provision of late-night refreshment

☐

Sale by retail of alcohol

☒

Is the premises exclusively or primarily selling alcohol for consumption on the premises?

☒

Is the sale by retail of alcohol a **new addition** to your premises licence?

No

☒

Yes

☐

**A**

<b>Plays</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>			<b>Will the performance of a play take place indoors or outdoors or both?</b> <a href="#">(please read guidance note 2 (opens in a new tab))</a>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start time	Finish time	<b>Please give further details here</b> <a href="#">(please read guidance note 3 (opens in a new tab))</a>		
Mon	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Tues	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Wed	<input type="text"/>	<input type="text"/>	<b>State any seasonal variations for performing plays</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>		
	<input type="text"/>	<input type="text"/>			
Thur	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Fri	<input type="text"/>	<input type="text"/>	<b>Non standard timings. Where you intend to use the premises for the performance of a play at different times than those listed, please list</b> <a href="#">(please read guidance note 5 (opens in a new tab))</a>		
	<input type="text"/>	<input type="text"/>			
Sat	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Sun	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			

# B

<b>Films</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>			<b>Will the exhibition of films take place indoors or outdoors or both?</b> <a href="#">(please read guidance note 2 (opens in a new tab))</a>	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start time	Finish time	<b>Please give further details here</b> <a href="#">(please read guidance note 3 (opens in a new tab))</a>	
Mon	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Tues	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Wed	<input type="text"/>	<input type="text"/>	<b>State any seasonal variations for the exhibition of film</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>	
	<input type="text"/>	<input type="text"/>		
Thur	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Fri	<input type="text"/>	<input type="text"/>	<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times than those listed, please list</b> <a href="#">(please read guidance note 5 (opens in a new tab))</a>	
	<input type="text"/>	<input type="text"/>		
Sat	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Sun	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		

# C

<b>Indoor Sporting Events</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>			
Day	Start time	Finish time	<b>Please give further details here</b> <a href="#">(please read guidance note 3 (opens in a new tab))</a>
Mon	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
Tues	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
Wed	<input type="text"/>	<input type="text"/>	<b>State any seasonal variations for indoor sporting events</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>
	<input type="text"/>	<input type="text"/>	
Thur	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
Fri	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
Sat	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
Sun	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	

# D

<b>Boxing or wrestling entertainment</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both?</b> <a href="#">(please read guidance note 2 (opens in a new tab))</a>	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start time	Finish time	<b>Please give further details here</b> <a href="#">(please read guidance note 3 (opens in a new tab))</a>					
Mon	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Tues	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Wed	<input type="text"/>	<input type="text"/>	<b>State any seasonal variations for boxing or wrestling entertainment</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>					
	<input type="text"/>	<input type="text"/>						
Thur	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Fri	<input type="text"/>	<input type="text"/>	<b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times than those listed, please list</b> <a href="#">(please read guidance note 5 (opens in a new tab))</a>					
	<input type="text"/>	<input type="text"/>						
Sat	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						
Sun	<input type="text"/>	<input type="text"/>						
	<input type="text"/>	<input type="text"/>						

# E

<b>Live music</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>			<b>Will the performance of live music take place indoors or outdoors or both?</b> <a href="#">(please read guidance note 2 (opens in a new tab))</a>	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start time	Finish time	<b>Please give further details here</b> <a href="#">(please read guidance note 3 (opens in a new tab))</a>	
Mon	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Tues	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Wed	<input type="text"/>	<input type="text"/>	<b>State any seasonal variations for performance of live music</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>	
	<input type="text"/>	<input type="text"/>		
Thur	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Fri	<input type="text"/>	<input type="text"/>	<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times than those listed, please list</b> <a href="#">(please read guidance note 5 (opens in a new tab))</a>	
	<input type="text"/>	<input type="text"/>		
Sat	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Sun	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		



# F

<b>Recorded music</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>			<b>Will the playing of recorded music take place indoors or outdoors or both?</b> <a href="#">(please read guidance note 2 (opens in a new tab))</a>	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start time	Finish time	<b>Please give further details here</b> <a href="#">(please read guidance note 3 (opens in a new tab))</a>	
Mon	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Tues	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Wed	<input type="text"/>	<input type="text"/>	<b>State any seasonal variations for playing recorded music</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>	
	<input type="text"/>	<input type="text"/>		
Thur	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Fri	<input type="text"/>	<input type="text"/>	<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times than those listed, please list</b> <a href="#">(please read guidance note 5 (opens in a new tab))</a>	
	<input type="text"/>	<input type="text"/>		
Sat	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		
Sun	<input type="text"/>	<input type="text"/>		
	<input type="text"/>	<input type="text"/>		

# G

<b>Performance of dance</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>			<b>Will the performance of dance take place indoors or outdoors or both?</b> <a href="#">(please read guidance note 2 (opens in a new tab))</a>		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start time	Finish time	<b>Please give further details here</b> <a href="#">(please read guidance note 3 (opens in a new tab))</a>			
Mon	<input type="text"/>	<input type="text"/>				
	<input type="text"/>	<input type="text"/>				
Tues	<input type="text"/>	<input type="text"/>				
	<input type="text"/>	<input type="text"/>				
Wed	<input type="text"/>	<input type="text"/>	<b>State any seasonal variations for the performance of dance</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>			
	<input type="text"/>	<input type="text"/>				
Thur	<input type="text"/>	<input type="text"/>				
	<input type="text"/>	<input type="text"/>				
Fri	<input type="text"/>	<input type="text"/>	<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times than those listed, please list</b> <a href="#">(please read guidance note 5 (opens in a new tab))</a>			
	<input type="text"/>	<input type="text"/>				
Sat	<input type="text"/>	<input type="text"/>				
	<input type="text"/>	<input type="text"/>				
Sun	<input type="text"/>	<input type="text"/>				
	<input type="text"/>	<input type="text"/>				

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>			<b>Please give a description of the type of entertainment you will be providing</b>			
			<div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
					<b>Will the entertainment take place indoors or outdoors or both?</b> <a href="#">(please read guidance note 2 (opens in a new tab))</a>	
					Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>		
			Both	<input type="checkbox"/>		
Day	Start time	Finish time	<b>Please give further details here</b> <a href="#">(please read guidance note 3 (opens in a new tab))</a>			
Mon	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid black; height: 120px; width: 100%;"></div>			
	<input type="text"/>	<input type="text"/>				
Tues	<input type="text"/>	<input type="text"/>				
	<input type="text"/>	<input type="text"/>				
Wed	<input type="text"/>	<input type="text"/>	<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) and (g)</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>			
	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
Thur	<input type="text"/>	<input type="text"/>				
	<input type="text"/>	<input type="text"/>				
Fri	<input type="text"/>	<input type="text"/>			<b>Non standard timings. Where you intend to use the premises for entertainment of a similar description to that falling within (e), (f) or (g) at different times than those listed, please list</b> <a href="#">(please read guidance note 5 (opens in a new tab))</a>	
	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid black; height: 120px; width: 100%;"></div>			
Sat	<input type="text"/>	<input type="text"/>				
	<input type="text"/>	<input type="text"/>				
Sun	<input type="text"/>	<input type="text"/>				
	<input type="text"/>	<input type="text"/>				

<b>Late night refreshment</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>			<b>Will the provision of late night refreshment take place indoors or outdoors or both?</b> <a href="#">(please read guidance note 2 (opens in a new tab))</a>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start time	Finish time	<b>Please give further details here</b> <a href="#">(please read guidance note 3 (opens in a new tab))</a>		
Mon	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Tues	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Wed	<input type="text"/>	<input type="text"/>	<b>State any seasonal variations for the provision of late night refreshment</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>		
	<input type="text"/>	<input type="text"/>			
Thur	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Fri	<input type="text"/>	<input type="text"/>	<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times than those listed, please list</b> <a href="#">(please read guidance note 5 (opens in a new tab))</a>		
	<input type="text"/>	<input type="text"/>			
Sat	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			
Sun	<input type="text"/>	<input type="text"/>			
	<input type="text"/>	<input type="text"/>			

<b>Supply of alcohol</b> Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>			<b>Will the provision of alcohol be for consumption:</b> <a href="#">(please read guidance note 7 (opens in a new tab))</a>	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start time	Finish time	<b>State any proposed seasonal variations for the provision of alcohol</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a> N/A		
Mon	<input type="text" value="09:00"/>	<input type="text" value="23:30"/>			
	<input type="text"/>	<input type="text"/>			
Tues	<input type="text" value="09:00"/>	<input type="text" value="23:30"/>			
	<input type="text"/>	<input type="text"/>			
Wed	<input type="text" value="09:00"/>	<input type="text" value="23:30"/>			
	<input type="text"/>	<input type="text"/>			
Thur	<input type="text" value="09:00"/>	<input type="text" value="23:30"/>			
	<input type="text"/>	<input type="text"/>			
Fri	<input type="text" value="09:00"/>	<input type="text" value="23:30"/>			
	<input type="text"/>	<input type="text"/>			
Sat	<input type="text" value="09:00"/>	<input type="text" value="23:30"/>			
	<input type="text"/>	<input type="text"/>			
Sun	<input type="text" value="09:00"/>	<input type="text" value="23:30"/>			
	<input type="text"/>	<input type="text"/>			

As the sale by retail of alcohol is a new addition to the premises licence, the nominated Designated Premises Supervisor must complete a "Designated premises supervisor consent form".

**Consent of individual to being specified as Designated Premises Supervisor**

I,

[Full name of designated premises supervisor]

of

[Home address of designated premises supervisor]

**Hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for:**

**Type of application**

**by**

[Name of premises licence holder/s]

**Relating to a premises licence**

[Number of existing licence]

**For**

Name of premises

Address of premises

**And any premises licence to be granted or varied in respect of this application made by**

Name of premises licence holder/s

**Concerning the supply of alcohol at**

Name of premises

Address of the premises

**Consent of individual to being specified as Designated Premises Supervisor (cont.)**

**I confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I have set out on this form.**

**Personal licence number**

[insert personal licence number, if any]

**Personal licence issuing authority (if any)**

Name of authority

Address of authority

Postcode

Telephone number of authority

**Confirmation**

☐

Name

Date

# K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to use of the premises that may give rise to concern in respect of children [\(please see guidance note 8 \(opens in a new tab\)\)](#)

To protect children from harm, any events of a sexual nature will be restricted to an audience age of 18 or over, and identification will be required from any that appear to be under 18. Under 18s will be refused entry to those events.

No alcohol will be served to those underage, or who appear to be underage with no identification.



<b>Hours premises are Open to the Public</b>			<b>State any seasonal variations</b> <a href="#">(please read guidance note 4 (opens in a new tab))</a>
Standard days and timings <a href="#">(please read guidance note 6 (opens in a new tab))</a>			N/A
Day	Start time	Finish time	
Mon	<input type="text" value="09:00"/>	<input type="text" value="00:00"/>	
Tue	<input type="text" value="09:00"/>	<input type="text" value="00:00"/>	
Wed	<input type="text" value="09:00"/>	<input type="text" value="00:00"/>	<b>Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed, please list</b> <a href="#">(please read guidance note 5 (opens in a new tab))</a>
Thu	<input type="text" value="09:00"/>	<input type="text" value="00:00"/>	The CAMRA Beer Festival, Autumn half-term week (Oct / Nov each year) extended until 00:30. The CAMRA Beer Festival, Spring half-term week (mid-February each year) extended until 00:30. These would be for a maximum of seven days per occasion.
Fri	<input type="text" value="09:00"/>	<input type="text" value="00:00"/>	
Sat	<input type="text" value="09:00"/>	<input type="text" value="00:00"/>	
Sun	<input type="text" value="09:00"/>	<input type="text" value="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

Recent work to The Halls to renovate the Cloisters kitchen to enable preparation of food included an additional, 2.7m long (3.2m including hatch) and 0.3m deep serving counter. This counter is currently within an area marked as ‘unlicensed’ on a plan attached as Annex 4, to The Halls’ current premises licence.

This variation seeks to make small amendment to the licenced area of The Halls, to include this new serving location and enable it to be used to service alcohol.

Information on Relevant Documents

I will provide / upload the premises licence

☒

I will provide / upload the relevant part of the premises licence

☐

If you are not providing / uploading the premises licence, or the relevant part of it, please give reasons why not

Types of files accepted as attachments: gif, jpg, jpeg, tif, tiff, bmp, png and pdf.

Please ensure that documents you attach are complete, accurate and easy to read otherwise your application will not be validated.

Please upload your premises licence, or the relevant part of it

[The Halls - June 2023 \(inc plan\).pdf](#)

# 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 9 \(opens in a new tab\)](#))

No changes - as per current licence

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

No changes - as per current licence

**c). Public safety**

No changes - as per current licence

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

No changes - as per current licence

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

No changes - as per current licence

I will pay the fee for this application upon submission of this online form	X
I will provide a plan of the premises ( <a href="#">see section 2.9 of this guidance (opens in a new tab)</a> ), if applicable  Please upload your plan of the premises	X  <div>           The Halls - Proposed Licence Areas - ...            The Halls - Revised Floor Plan - Dec...         </div>
I have sent copies of this application and the plan to responsible authorities and others where applicable	
I will provide the designated premises supervisor consent form signed by the nominated Designated Premises Supervisor (if applicable). This can be provided by post or a scanned copy via email sent to the licensing department, or where available, as a file attached to this submission  If suitable, you can upload the completed designated supervisor consent form	<div></div>
I understand that once my application has been formally accepted, I must advertise my application. Please note you should not arrange the advertising of your application until you have specifically received confirmation from the licensing authority that your application has been formally accepted and is being processed.	X
I understand that if I do not comply with the above requirements my application will be rejected	X

Custom Process Configuration

XML Specific

Application type	<input type="text"/>
Licence Case Type	<input type="text"/>
Licence Status	<input type="text"/>
XML Template	<input type="text"/>
CAPS Reference	<input type="text"/>

Payments request

CallingAppID	<input type="text"/>
CallingAppRef	<input type="text"/>
PaymentSourceCode	<input type="text"/>

Response response

PaymentAuthorisationCode	<input type="text"/>
IncomeManagementReceiptNumber	<input type="text" value="NOEL00008326"/>
Originators Reference	<input type="text"/>
CardScheme	<input type="text"/>
CardType	<input type="text"/>
PaymentAmount	<input type="text"/>
ResponseCode	<input type="text"/>
ResponseDescription	<input type="text"/>
Number of payment lines	<input type="text"/>

Payment 1

Receipt Number	<input type="text"/>
DueDate	<input type="text"/>
PaymentType	<input type="text"/>
Pay Description	<input type="text"/>
XML Description	<input type="text"/>
PaymentDue	<input type="text" value="190.00"/>
Paid	<input type="text"/>
Payment Date	<input type="text"/>
Fund	<input type="text"/>
Reference	<input type="text"/>

Form Calculations

Title Casing	<input type="text"/>
Sentence Casing	<input type="text"/>
UPRN for address lookup	<input type="text"/>
Boolean to hide this page	<input type="checkbox"/>
Field for fee array	<input type="text"/>
Licence Lookup	<input type="text"/>
Licence Lookup	<input type="text"/>
WRS custodian initials	<input type="text"/>

Other Custom Calculations

Description Of Premise	<input type="text"/>
Submitted Site Location	<input type="text"/>
Payment Details Stored	<input type="text"/>
LiXtras Stored	<input type="text"/>
Activities	<input type="text"/>
Premise Open Times	<input type="text"/>
Premise Open Times	<input type="text"/>
Activities and Premises Time Calcs	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Activities and Premises Time Calcs	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Activities and Premises Time Calcs	<input type="text"/> <input type="text"/> <input type="text"/>
UPRN + Address Details	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Enable PrivPol	<input type="checkbox"/>
Customer email / ack	<input type="text"/>
Enable in-form consent	<input type="checkbox"/>
ThirdParties	<input type="text"/>
AltRef	<input type="text"/>

I/ WE UNDERSTAND THAT 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.

**Declaration** [\(please read guidance note 10 \(opens in a new tab\)\)](#)

**Confirmation of applicant or applicant’s solicitor or other duly authorised agent** [\(see guidance note 11 \(opens in a new tab\)\)](#) If confirming on behalf of the applicant please state in what capacity

Confirmation	<input checked="" type="checkbox"/>
Name	<input type="text" value="Simon Partridge"/>
Date	<input type="text" value="03/01/2026"/>
Capacity	<input type="text" value="Applicant's Agent"/>

**For joint applicants confirmation of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent** [\(please read guidance note 12 \(opens in a new tab\)\)](#) If confirming on behalf of the applicant please state in what capacity

Confirmation	<input type="checkbox"/>
Name	<input type="text"/>
Date	<input type="text"/>
Capacity	<input type="text"/>

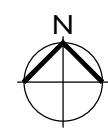
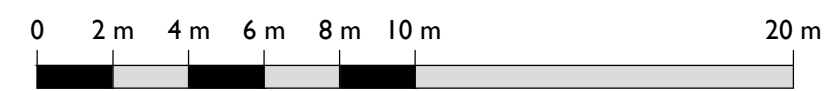
**Contact name (where not previously given) and postal address for correspondence associated with this application** [\(please read guidance note 13 \(opens in a new tab\)\)](#)

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone number (if any)	<input type="text"/>
Email address.	<input type="text"/>
Confirm email address	<input type="text"/>





**1** Proposed Ground Floor GA Plan  
**2102** 1:200

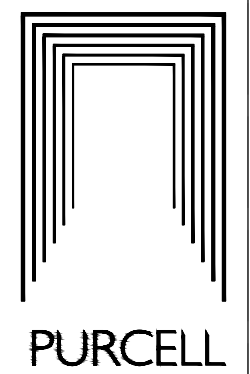


**Notes:** 06/04/2023 16:41:36  
Drawings are based on survey data and may not accurately represent what is physically present.  
Do not scale from this drawing. All dimensions are to be verified on site before proceeding with the work.  
All dimensions are in millimeters unless noted otherwise.  
Purcell shall be notified in writing of any discrepancies.

**Key Plan**  
not to scale  
  
■ Demolished  
■ Proposed

P01	10/02/2023	CP	CP	P01	
P02	27/02/2023	DG	CP	P01	
P03	06/04/2023	DG	OC	P01	
REV	DATE	BY	CHK	DESCRIPTION	

CLIENT  
**Norwich City Council**  
PROJECT  
**Alterations to The Halls, Norwich**  
JOB NUMBER  
**241993**



TITLE  
**Proposed Ground Floor GA Plan**

SIZE	SCALE	LAST REVISED	DRAWN	CHECKED
A1L		06/04/2023	DG	OC

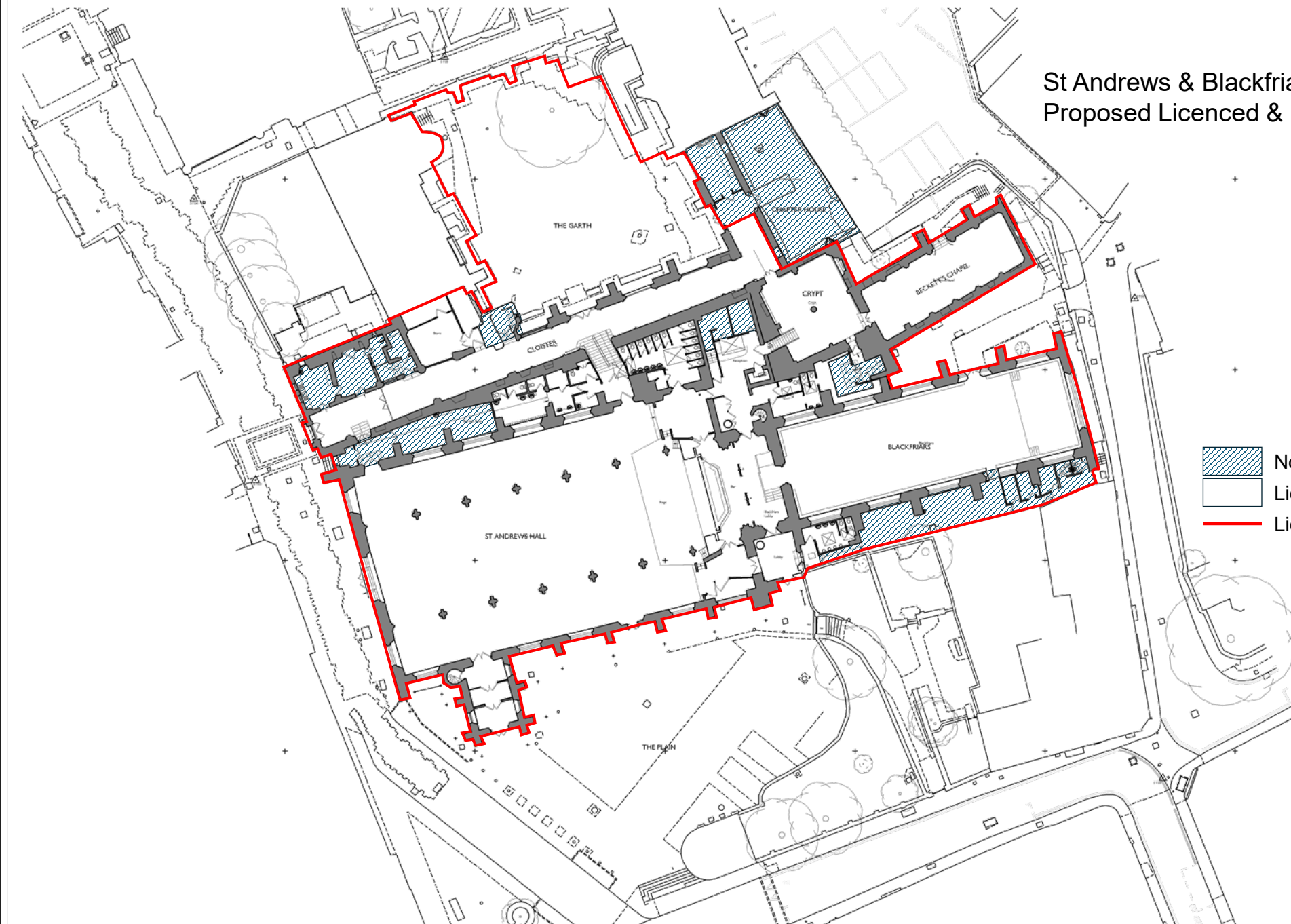
REV  
**P03** S2 - For Information




DRAWING NAME  
**241993-PUR-XX-XX-DR-A-2102**

Seaborn House, 2-4 Queen Street, Norwich, Norfolk, NR2 4SQ  
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St Andrews & Blackfriars Halls – Premises Licence:  
Proposed Licenced & Non-Licenced Areas (Ground Floor)



-  Non-licenced area
-  Licenced area
-  Licenced area red line