

Application for a minor variation to a premises licence or club premises certificate 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, especially Note 1.

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 in black ink. Use additional sheets if necessary.

Once completed please send your application to the relevant licensing authority. You may wish to keep a copy of the completed form for your records.

WPC8 Ltd

(Insert name(s) of applicant)

being the premises licence holder(s)/club holding a club premises certificate, apply to vary a premises licence under section 41A/club premises certificate under section 86A of the Licensing Act 2003 for the premises described in Part 1 below.

Part 1 – Premises details

Postal address of premises (or, if none, ordnance survey map reference, or description)	
Rileys Norwich 77-87 Magdalen Street Norwich	
Post town Norfolk	Postcode NR3 1AA

Telephone number at premises (if any)

Premises licence number/club premises certificate number

20/01688/PREM

Brief description of premises (Please see Guidance Note 2)

Snooker Hall, competitive socialising venue and sports bar.

Part 2 – Applicant Details

I am/we are the premises licence holder/club premises certificate holder. (Please delete as appropriate)

Contact phone number in working hours (if any)

Applicant Postal address IF DIFFERENT FROM PREMISES ADDRESS	
850 Green Lanes	
Post town London	Postcode N21 2RS
Please provide email address if you would prefer us to contact you by email (optional) [REDACTED]	

Part 3 – Proposed variation(s)

Please tick

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?

DDMM					YYYY				

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?
(Please see guidance note 3) Yes No

Please 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):

<p>Details of proposed variations (Please see Guidance Note 3)</p> <p>The proposed variation is to remove the following conditions from the Premises Licence:</p> <p>3.The premises will trade as a private members snooker and pool club.</p> <p>5.No intoxicating liquor shall be supplied otherwise than to: a member of the club, or to a guest of such member Bona fide entertained by him. Any new member that joins the club after 22:00 hours will not be served or supplied alcohol until 10:00 hours the following morning.</p> <p>6.The club will operate under its club rules which are standard throughout the Rileys estate. These rules do not form part of the operating schedule.</p> <p>9.There will be controlled access to the premises to ensure only members and guests are admitted; all members of the club will have a card with clear identification, including date of birth. These details are retained in the computerised membership system.</p>

To amend the following conditions on the Premises Licence:

From:

4. The management are aware of their responsibilities in respect of current legislation. The company ensures that all staff are fully trained, both initially on commencing employment and on an ongoing basis to the standard of all the current legislation. This includes training for management staff in the preparation of various risk assessments which are necessary for the operation of the club.

To:

The management are aware of their responsibilities in respect of current legislation. The company ensures that all staff are fully trained, both initially on commencing employment and on an ongoing basis to the standard of all the current legislation. This includes training for management staff in the preparation of various risk assessments which are necessary for the operation of the premises.

From:

17. The premises operates a junior membership for under 18's. The membership card is a different colour from others and management can check identities. Junior members are kept away from the part of the bar that serves alcohol and are usually restricted to the snooker and pool area.

To:

Those under 18 years of age are to be kept away from the part of the bar that serves alcohol and are usually restricted to the snooker and pool area.

To add the following conditions to the Premises Licence:

The premises shall not operate as a vertical drinking establishment or nightclub and all licensable activities authorised by this licence shall be ancillary to the main function as a competitive socialising venue with at least 50% of the floor space will be dedicated to gaming areas.

A proof of age scheme, such as Challenge 25, must be operated at the premises where the only acceptable forms of identification are (recognized photographic identification cards, such as a driving license or passport / Holographical marked PASS scheme identification cards) appropriate signage must be displayed.

The premises shall install and maintain a comprehensive CCTV system. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days. Recordings shall be made available immediately upon the request of Police or authorized officer throughout the preceding 31-day period.

A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member must be able to show a Police or authorized council officer recent data or footage with the absolute minimum of delay when requested.

An incident log shall be kept at the premises, and made available on request to an authorized Local Authority or Police Officer, which will record the following:

- a) All crimes reported to the venue.
- b) All ejections/refusals of patrons.
- c) Any complaints received.
- d) Any incidents of disorder.
- e) Any faults in the CCTV system.
- f) Any visit by a relevant authority or emergency service.

Part 4 – Operating Schedule

Please tick those parts of the Operating Schedule which would be subject to change if this application to vary was successful.

Provision of regulated entertainment

Please tick all that apply

- 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

(Note that this can only relate to reducing licensed hours or moving them without any overall increase between 7am and 11pm)

Please tick to indicate you have enclosed the following:

I have enclosed the premises licence/club premises certificate

I have enclosed the relevant part of the premises licence/
club premises certificate

I have included a copy of the plan
(necessary if the proposed variation will affect the layout)

If you have not ticked one of the previous three boxes, please explain why in the box below.

<p>Reasons why you have not enclosed the premises licence/club premises certificate or relevant parts.</p>

Any further information to support your application. (See Guidance Note 4)

Liaison has taken place with Michelle Bartram (Police) and Simon Butler (Enforcement) who are in agreement with this variation. It is believed the changes will not have a negative impact on the licensing objectives.

CHECKLIST:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- 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 enclosed the plan, if appropriate, of the premises in scale [1mm to 100mm], unless otherwise agreed with the licensing authority.
- I have enclosed the premises licence/club premises certificate or relevant part of it or provided an explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.
- I understand that I am required to advertise my application by posting a white notice at or on the premises for ten consecutive days commencing on, and including the day after the day when my application is given to the licensing authority.

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.

Part 5 – Signatures and Contact Details

(See Guidance Note 5)

Premises Licence: Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent (see Guidance Note 6). If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign:



Signature:

Date: 21/04/2026

Capacity: ~~I~~We Woods Whur, Solicitors on behalf of the applicant

sign on behalf of and have authority to bind 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 (See Guidance Note 7). If signing on behalf of the applicant, please state in what capacity.~~

~~Signature:~~

~~Date:~~

~~Capacity: I/We (insert full name and capacity)~~

~~sign on behalf of and have authority to bind the applicant.~~

Where the premises is a club

I (insert full name) make this application on behalf of the club and have authority to bind the club.

Signature:

Date:

Capacity: I/We (insert full name and capacity)

sign on behalf of and have authority to bind the applicant.

Contact name (where not previously given) and address for correspondence associated with this application. (See Guidance Note 8)

Mr Christopher Rees-Gay
Woods Whur
St James House
28 Park Place

Post town	Leeds	Postcode	LS1 2SP
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<p>Telephone number (if any)</p> <p>██████████</p>	<p>If you would prefer us to correspond with you by email your email address (optional)</p> <p>████████████████████</p>
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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. **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.

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.

4. 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.

5. Signatures: The application form must be signed.

6. 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.

7. 2nd Applicant: Where there is more than one applicant, both applicants or their respective agents must sign the application form.

8. 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.