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 Norwich City Football Club Plc

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 25/01313/PREMTR

Part 1 – Premises Details

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

Norwich City Football Club
Carrow Road
Norwich
Norfolk
NR1 1JE

Postcode NR1 1JE

Telephone number at premises (if any)

Non-domestic rateable value at premises [redacted]

Trading name of the business Norwich City Football Club

Part 2 – Applicant Details

I am applying as: Individual [ ] Organisation [X]

Title

First name(s)

Surname

Business Name Norwich City Football Club PLC

Contact phone number in working hours (if any)

Email address [redacted]

Confirm email address [redacted]

Current postal address if different from premises address

Carrow Road
Norwich

Postcode NR1 1JE

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	X	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 proposed variation is to amend the Outside Area plan to add a Fan Zone layout, which can be viewed upon request, and to vary Condition 1 of Annex 3 which currently reads:

"The outside areas of the premises which are marked in yellow on the plan marked "Full Plan of Variation" and which are licensed for the sale by retail of alcohol may only be used for the purpose of the sale by retail of alcohol for a maximum of three days per calendar year and only on those days when a music concert is taking place in the Norwich City Football Club Stadium, save that the car parking area (shown in yellow with black shading) alone may also be used for an additional six days per calendar year for the purpose of the sale by retail of alcohol during other event days when those events are held on the car parking area. In addition the outside area marked yellow and lined black on the plan can only be used for every Norwich City Football Club home match for a period of 3 hours before kick off only".

To read as follows:

"The outside areas of the premises which are marked in yellow with black shading on the plan marked “Full plan of Variation” and which are licensed for the sale by retail of alcohol may only be used for the purpose of the sale by retail of alcohol for a maximum of three days per calendar year and only on those days when a music concert is taking place in the Norwich City Football Club Stadium, EXCEPT THAT
A. The outside area marked in yellow with black shading alone may also be used for an additional six days per calendar year for the purpose of the sale by retail of alcohol during other event days when those events are held on the outside parking area; AND
B. In addition the outside area marked yellow with black shading on the plan can be used for all licensable activities every Norwich City Football Club home match for a period of 3 hours before kick-off to one hour after the end of the match".

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

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

B

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

C

Indoor Sporting Events Standard days and timings (please read guidance note 6 (opens in a new tab))			
Day	Start time	Finish time	**Please give further details here** (please read guidance note 3 (opens in a new tab))
Mon			
Tues			
Wed			**State any seasonal variations for indoor sporting events** (please read guidance note 4 (opens in a new tab))
Thur			
Fri			**Non standard timings. Where you intend to use the premises for indoor sporting events at different times than those listed, please list** (please read guidance note 5 (opens in a new tab))
Sat			
Sun			

D

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

E

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

F

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

G

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

H

Anything of a similar description to that falling within (e), (f) or (g)
Standard days and timings
(please read guidance note 6 (opens in a new tab))

Please give a description of the type of entertainment you will be providing

Will the entertainment take place indoors or outdoors or both?
(please read guidance note 2 (opens in a new tab))

Indoors	☐
Outdoors	☐
Both	☐

Day	Start time	Finish time
Mon		
Tues		
Wed		
Thur		
Fri		
Sat		
Sun		

Please give further details here (please read guidance note 3 (opens in a new tab))

State any seasonal variations for entertainment of a similar description to that falling within (e), (f) and (g) (please read guidance note 4 (opens in a new tab))

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 (please read guidance note 5 (opens in a new tab))

I

Late night refreshment Standard days and timings (please read guidance note 6 (opens in a new tab))			**Will the provision of late night refreshment take place indoors or outdoors or both?** (please read guidance note 2 (opens in a new tab))	Indoors ☐ Outdoors ☐ Both ☐
Day	Start time	Finish time	**Please give further details here** (please read guidance note 3 (opens in a new tab))	
Mon				
Tues				
Wed			**State any seasonal variations for the provision of late night refreshment** (please read guidance note 4 (opens in a new tab))	
Thur				
Fri			**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** (please read guidance note 5 (opens in a new tab))	
Sat				
Sun				

J

Supply of alcohol Standard days and timings (please read guidance note 6 (opens in a new tab))			**Will the provision of alcohol be for consumption:** (please read guidance note 7 (opens in a new tab))		
				On the premises	
				Off the premises	
				Both	X
Day	Start time	Finish time	**State any proposed seasonal variations for the provision of alcohol** (please read guidance note 4 (opens in a new tab))		
Mon					
Tues					
Wed					
Thur			**Non standard timings. Where you intend to use the premises for the provision of alcohol at different times than those listed, please list** (please read guidance note 5 (opens in a new tab))		
Fri					
Sat					
Sun					

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))

L

Hours premises are Open to the Public

Standard days and timings (please read guidance note 6 (opens in a new tab))

Day	Start time	Finish time
Mon	06:00	02:30
Tue	06:00	02:30
Wed	06:00	02:30
Thu	06:00	02:30
Fri	06:00	03:30
Sat	06:00	03:30
Sun	06:00	02:30

State any seasonal variations (please read guidance note 4 (opens in a new tab))

Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed, please list (please read guidance note 5 (opens in a new tab))

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

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

Premises Licence is too large to upload.

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

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))

This variation is to seek approval of the Outside Area plan and to amend Condition 1 of Annex 3.

This variation was discussed and agreed with Environmental Health prior to submission.

The style and operation of the Premises Licence will not change.

b). The prevention of crime and disorder

c). Public safety

d). The prevention of public nuisance

e). The protection of children from harm

I will pay the fee for this application upon submission of this online form	X
I will provide a plan of the premises (see section 2.9 of this guidance (opens in a new tab)), if applicable	X
Please upload your plan of the premises	Outside Areas Plan - Updated.pdf
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	
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	
Licence Case Type	
Licence Status	
XML Template	
CAPS Reference	26/01201/PREM

Payments request

CallingAppID	
CallingAppRef	
PaymentSourceCode	

Response response

PaymentAuthorisationCode	
IncomeManagementReceiptNumber	NOEL00009492
Originators Reference	
CardScheme	
CardType	
PaymentAmount	
ResponseCode	
ResponseDescription	
Number of payment lines	

Payment 1

Receipt Number	
DueDate	
PaymentType	
Pay Description	
XML Description	
PaymentDue	[redacted]
Paid	
Payment Date	
Fund	
Reference	

Form Calculations

Title Casing	
Sentence Casing	
UPRN for address lookup	010009434706
Boolean to hide this page	
Field for fee array	
Licence Lookup	
Licence Lookup	
WRS custodian initials	

Other Custom Calculations

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

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**

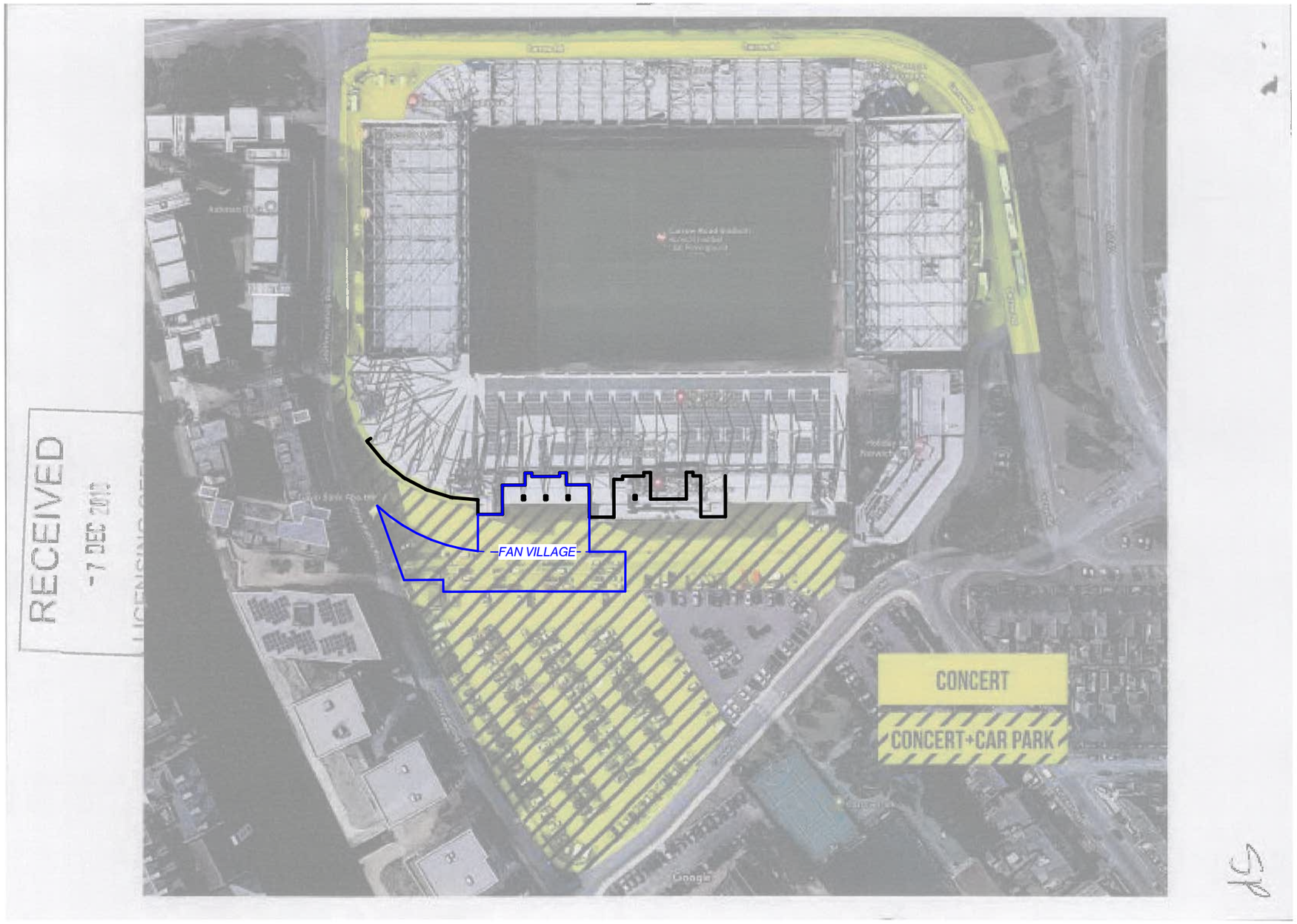
Confirmation	X
Name	Woods Whur
Date	17/07/2026
Capacity	Solicitors For The Applicant

For joint applicants confirmation of 2nd applicant or 2nd 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	
Name	
Date	
Capacity	

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	Amy Hayward
Address	Woods Whur St James House 28 Park Place Leeds
Postcode	LS1 2SP
Telephone number (if any)	[redacted]
Email address.	[redacted]
Confirm email address	[redacted]



Orientation

Reference Scale

Rev.	Stat.	Date	Init.	Description

Project	Client	Title
Fan Village	Norwich City Football Club	Sketches Fan Village Licence Overlay

Project No.	Scale	Drawn By	Date	Purpose of Issue	Code	Stat.	Rev.
26012	@ A3	RR	14/07/2026	For Information	26012-LA-FV-XX-D-A-0014	S2	P01

LUTRO ARCHITECTS
12-15 The Royal Arcade
Norwich NR2 1NQ
enquiries@lutro.co.uk
www.lutro.co.uk