

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give a general description of the premises (please read guidance note 1)

Vinyl Head Café and Record Shop is a small community café with an alcohol licence until 5pm seven days a week. It is situated on a former shopping street which is being revived with new businesses opening up regularly. There are two other businesses selling alcohol on the street – The Falstaff Hotel and the Queen Charlotte Pub.

There is a small courtyard to the rear of the property which is surrounded by residential gardens on three sides.

The existing licenced opening hours of Vinyl Head Café and Record Shop are 9:00 - 21:00 on Sunday to Thursday and 9:00 - 22:00 on Friday and Saturday, including Bank Holidays. The rear courtyard is only used between 9:00 - 18:00 on Sunday to Thursday and 9:00 - 21:00 on Friday and Saturday, including Bank Holidays.

These permitted hours of use will continue to be observed if the extension to the alcohol licence is granted. This means that alcohol would be served from the permitted time in the day until 21:00 on Sunday to Thursday and until 22:00 on Friday and Saturday, including Bank Holidays.

The business will still remain primarily a café that also sells alcohol, which is what it currently is. The main part of the business is selling coffee, cold non-alcoholic drinks, cakes and other food. The application is to extend the hours that alcohol can be served so that the provision of drinks and food is the same across the whole period that the café is open.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)

- f) recorded music (if ticking yes, fill in box F) x
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H)

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	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 3)		
Tue			State any seasonal variations for performing plays (please read guidance note 4)		
Wed			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 (please read guidance note 5)		
Thur					
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	x
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			11:00	21:00	<p>Please give further details here (please read guidance note 3)</p> <p>There is a small projection screen and projector inside the café where films can be screened. There are blackout blinds on all the shopfront windows and doors so that any films shown can not be seen from the outside and only people who are deemed suitable will be able to view any films. Screening of films will always be during the approved opening hours of the premises. Any audio is not audible at the perimeter of the premises in accordance with planning regulations.</p> <p>State any seasonal variations for the exhibition of films (please read guidance note 4)</p> <p>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 5)</p>
	11:00	21:00			
Tue			11:00	21:00	
	11:00	21:00			
Wed			11:00	21:00	
	11:00	21:00			
Thur			11:00	21:00	
	11:00	21:00			
Fri	11:00	22:00	11:00	22:00	
Sat	11:00	22:00	11:00	22:00	
Sun	11:00	21:00	11:00	21:00	

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) Live music performed at Vinyl Head is acoustic and is not audible at the perimeter of the premises in accordance with planning regulations.		
Mon	11:00	21:00			
Tue	11:00	21:00	State any seasonal variations for the performance of live music (please read guidance note 4)		
Wed	11:00	21:00			
Thur	11:00	21:00	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 (please read guidance note 5)		
Fri	11:00	22:00			
Sat	11:00	22:00			
Sun	11:00	21:00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	x			
Day	Start	Finish		Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Mon			<p>Please give further details here (please read guidance note 3)</p> <p>Vinyl records are sold at the premises. There are two record decks which are used to play recorded music throughout the day. This recorded music is not audible at the perimeter of the premises in accordance with planning regulations.</p>					
	09:00	21:00						
Tue								
	09:00	21:00						
Wed						<p>State any seasonal variations for the playing of recorded music (please read guidance note 4)</p>		
	09:00	21:00						
Thur								
	09:00	21:00						
Fri	09:00	22:00	<p>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 (please read guidance note 5)</p>					
Sat	09:00	22:00						
Sun	09:00	21:00						

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) The business will still remain primarily a café that also sells alcohol, which is what it currently is. The main part of the business is selling coffee, cold non-alcoholic drinks, cakes and other food. The application is to extend the hours that alcohol can be served so that the provision of drinks and food is the same across the whole period that the café is open.		
Mon			State any seasonal variations for the supply of alcohol (please read guidance note 4)		
	11:00	21:00			
Tue					
	11:00	21:00			
Wed					
	11:00	21:00			
Thur			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 (please read guidance note 5)		
	11:00	21:00			
Fri					
	11:00	22:00			
Sat					
	11:00	22:00			
Sun					
	11:00	21:00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

Name
Address

Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

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 8).

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	09:00	21:00	
Tue	09:00	21:00	
Wed	09:00	21:00	
Thur	09:00	21:00	
Fri	09:00	22:00	
Sat	09:00	22:00	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 (please read guidance note 5)

Sun	09:00	21:00	

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

Well-trained staff will ensure a responsible approach to the sale of alcohol, provision of entertainment and refreshment. Humberto Pena Sanjurjo has a Personal Licence for selling alcohol and will ensure that all the requirements for retaining this status are met when selling alcohol.

All staff will be advised in writing of licencing law before they are allowed to serve alcohol.

All staff will be trained on premises-specific issues including the importance of ensuring that residents in the vicinity are protected from nuisance by monitoring behaviour of patrons coming to and leaving the premises.

b) The prevention of crime and disorder

CCTV will be in operation at all times, using a Lorex 4 channel wireless CCTV kit with two cameras.

Encourage all patrons to respect those living in the vicinity of the premises by monitoring and ensuring that they leave the premises quietly and in an orderly manner.

Entry will be refused to persons known to be violent or aggressive.

Sharing of information is already in place with other alcohol licence holders in the street to share information about common problems in the area.

The Police will be called if customers are suspected of carrying weapons or drugs.

Excessive drinking will be discouraged.

c) Public safety

Numbers will be monitored to prevent over-crowding.

First Aid kit is visible and available at all times.

Spillages and breakages are cleaned up immediately to prevent harm.

A fire detection system is in place at the premises.

Emergency escape exits are clearly marked with light boxes which stay on even during a power cut.

Equipment is regularly checked and maintained.

Cabs can be ordered for free on behalf of customers as needed.

d) The prevention of public nuisance

No amplified sound, recorded music or any other amplified sound is audible at the perimeter of the premises.

To prevent noise breakout, windows and doors will be kept closed after access to the rear yard ends -- ie before 09:00 and after 18:00 Sunday to Thursday and before 09:00 and after 21:00 on Fridays, Sundays and Bank Holidays.

e) The protection of children from harm

Contact the Police if children's safety is perceived to be at risk because of the alcohol consumption of the adults caring for them.

Disallow children at events considered unsuitable for children.

Operate a strict "no ID, no sale" policy to prevent the sale of alcohol to people below the legal drinking age.

Checklist:


Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

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 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 11).
If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	29-12-2016
Capacity	OWNER

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

