

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 The Guildhall Poole Limited

(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

BH194283

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description 15-17 Market Street

Post town	Poole	Postcode	BH15 1NB
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Telephone number at premises (if any)	01202 671717
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Non-domestic rateable value of premises	£30,000
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Part 2 – Applicant details

Daytime contact telephone number	01202 671717
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E-mail address (optional)	manager@guildhalltavern.co.uk
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Current postal address if different from premises address	
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Post town		Postcode	
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Part 3 - Variation

Please tick as appropriate

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

No

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

DD	MM	YYYY
01	04	2026

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

The application is made to include the garden dining area within the curtilage of the licence premises and to update the conditions within the extant licence and to make the licensing authority aware of the music in the garden area.

Al Fresco dining and drinks in the garden for up to 30 guests April-September 12:00 – 22:30
Monday-Saturday 12:00-18:00 Sundays

Music (only during hours where a licence is not required)

Background music only shall be played in dining areas 12:00:22:30 Monday-Saturday, 12:00-18:00 Sundays, at a level that does not cause a nuisance at the nearest noise sensitive façade.

Live music (amplified or acoustic) in the garden will only occur outside of the licence required hours i.e. on Friday evenings between 17:00 and 22:30, Saturdays between 12:00 and 22.30hrs, Sundays from 12:00 until 18:00 and bank holidays from 12:00 until 22:30, and only in the months April-September.

For any music performance (recorded or live) during the hours when a licence is required an application for a Temporary Event Notice will be made in advance and at least 10 days before the event.

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:

NA

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)
- 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)
- 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)

Y

In all cases complete boxes K, L and M

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)	On the premises	Y
Day	Start	Finish		Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	12:00	22:30	State any seasonal variations for the supply of alcohol (please read guidance note 6) Outside 1 st April-30 th September 12pm-10.30pm		
Tue	12:00	22:30			
Wed	12:00	22:30			
Thur	12:00	22:30	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 7)		
Fri	12:00	23:30			
Sat	12:00	23:30			
Sun	12:00	18:00			

K

<p>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).</p> <p>NA</p>
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Please tick as appropriate

- I have enclosed the premises licence Y
- 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 protection of children from harm

Children under the age of 16 shall only be permitted on the premises when accompanied by a responsible adult aged 18 or over.

The Premises Licence Holder shall ensure that all staff are trained to challenge and verify the age of any person who appears to be under 25 years of age when purchasing or consuming alcohol, in accordance with a Challenge 25 policy.

Prominent signage advising of the Challenge 25 policy shall be displayed at all customer entrances and points of sale.

A refusals log shall be maintained and made available for inspection by authorised officers upon request

b) The prevention of crime and disorder

A sufficient number of staff will be on duty to effectively supervise the premises. This will always include a duty manager with training in conflict management.

The premises will operate a CCTV system and the recordings will be held for a minimum of 31 days

Cashing up will be undertaken after closing and in a secure place out of sight of passers by

A record will be maintained of any incidents of unruly behaviour or of any crime or disorder (or allegations of). This will be available for review.

c) Public safety

The business will maintain a full health and safety policy and associated risk assessment. These will be reviewed annually as a minimum or following any accident or incident.

A full fire risk assessment has been completed and this will be reviewed annually.

The fire alarm system, fire extinguishers and emergency lighting will be maintained in accordance with the BS guidance.

All staff will receive induction training that includes fire and emergency procedures

First aid provision will be maintained for the benefit of customers and staff.

d) The prevention of public nuisance

Music only shall be played in outside dining areas, at a level that will not impede the ability of customers to hold a conversation at speaking volume whilst sat at their dining table.

Music will only be played that does not cause a nuisance at the nearest noise-sensitive façade.

The use of the external garden, will not start before 11.00 and shall cease at 22:30.

There will be a maximum dining capacity of 30 covers in the garden.

Live music (amplified or acoustic) in the garden will only occur on Friday evenings between 17:00 and 22:30hrs, Saturdays between 12:00 and 22:30hrs, Sundays from 12:00 until 18:00hrs and bank holidays from 12:00

A record of any noise or other nuisance complaint will be made at the time it is received and will be investigated by the manager on duty. The record will be made available to an authorised officer on request.

