

Licensing Team  
 Folkestone & Hythe District Council  
 Civic Centre  
 Castle Hill Avenue  
 Folkestone  
 Kent CT20 2QY  
 Telephone: 01303 853660  
 Email: licensing@folkestone-hythe.gov.uk



**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/We** David Boyd

*(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**

SHEP00742/19

**Part 1 – Premises Details**

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

Folklore  
 69 The Old High St

Post town	Folkstone	Postcode	CT20 1RN
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Telephone number at premises (if any)	
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Non-domestic rateable value of premises	£TBC
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**Part 2 – Applicant details**

Daytime contact telephone number	07530183202		
E-mail address (optional)	accounts@folklorect20.com		
Current postal address if different from premises address	32a guildhall st		
Post town	Folkstone	Postcode	CT20 1DZ

**Part 3 - Variation**

Please tick as appropriate

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?

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

**Please describe briefly the nature of the proposed variation** (Please see guidance note 1)

I wish to extend our opening hours and hours of service, I also want to add the provision for live music every night as well as the provision to play movies every night.

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:

## 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 tick all that apply

- |   |                          |
|---|--------------------------|
| a) plays (if ticking yes, fill in box A)  | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B)  | x                        |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E)   | x                        |
| f) recorded music (if ticking yes, fill in box F)   | x                        |
| g) performances of dance (if ticking yes, fill in box G)  | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

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

**Sale by retail 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)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Wed					
Thur			<u>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</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)</u>	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here (please read guidance note 3)</u> Performance of films for movie events and also just as background with and without sound		
Mon	18:00	23:00			
Tue	18:00	23:00	<u>State any seasonal variations for the exhibition of films (please read guidance note 4)</u>		
Wed	18:00	23:00			
Thur	18:00	23:00	<u>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)</u>		
Fri	18:00	00:00			
Sat	10:00	00:00			
Sun	10:00	23:00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

## E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	18:00	22:00	Please give further details here (please read guidance note 3) Acoustic music, occasionally amplified but no drums.		
Tue	18:00	22:00			
			We don't intend to have music every day but want the flexibility to have ad hock events throughout the year		
Wed	18:00	22:00	State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	18:00	22:00			
			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	18:00	22:00			
Sat	12:00	22:00			
Sun	12:00	22:00			



F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)</u>	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here (please read guidance note 3)</u> Background music and also DJs playing at background levels, we do not have a dance floor and offer only table service		
Mon	08:00	23:30			
Tue	08:00	23:30	<u>State any seasonal variations for the playing of recorded music (please read guidance note 4)</u>		
Wed	08:00	23:30			
Thur	08:00	23:30			
Fri	08:00	01:30			
Sat	08:00	01:30			
Sun	08:00	23:30			

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tue					
Wed			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 4)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 4)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sun					

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

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 7)	On the premises	<input type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)					
Mon	12:00	23:30						
Tue	12:00	23:30						
Wed	12:00	23:30						
Thur	12:00	23:30				<b>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</b> (please read guidance note 5)		
Fri	12:00	01:30						
Sat	12:00	01:30						
Sun	12:00	23:30						

K

<p><b>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</b> (please read guidance note 8).</p>
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<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
Day	Start	Finish	
Mon	08:00	00:00	<b>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</b> (please read guidance note 5)
Tue	08:00	00:00	
Wed	08:00	00:00	
Thur	08:00	00:00	
Fri	08:00	02:00	
Sat	08:00	02:00	
Sun	08:00	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.

lease tick as appropriate

- I have enclosed the premises licence x
- 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 9)**

General - To meet all Licensing Objectives

In order to promote all of the licensing objectives we will carry out training with all staff during their induction and at monthly meetings in order to maintain a high level of awareness and keep up with changes that may occur locally and within the premises themselves. We will join the local pub watch group to keep up to date with local issues. Regular risk assessments will be carried out, and door supervisors will be employed if deemed necessary. Our managers which will always be on site during trading hours, will all be trained in first aid trained.

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

The Prevention of Crime & Disorder

Door Supervisors: The premises will complete a risk assessment on a regular basis and when appropriate will employ SIA registered door supervisors from 21:00 - 02:00 on Friday and/or Saturday Nights. The risk assessments will be made available to licensing officers. If a risk assessment concludes a door supervisor necessary, it would be to;- Prevent the admission and ensure the departure from the premises of drunk and disorderly persons, without causing further disorder

- Keep out excluded individuals (subject to court or pun watch bans)
- Search and exclude persons suspected of carrying illegal drugs or offensive weapons
- Maintain an orderly queue outside the venue
- I will ensure that any door supervisors used are registered by the security industry authority.

CCTV: I will install CCTV equipment inside/outside the premises and ensure that it is maintained in working order. I will set CCTV equipment to record 24 hours a day. I will ensure that copies of all camera footage are retained for at least 28 days and are produced to an authorised officer on demand. I will put up notices advising that CCTV has been installed on the premises so that they are clearly visible to the public within the licensed premise.

Glasses will not be allowed in the smoking area after 10pm on Friday and Saturdays, when appropriate, this will be monitored by door supervisors. At all other times the bar staff and managers will regularly check the smoking area and clear empty glassware. ID Checks: I will ensure that any person selling or supplying alcoholic drink under the authority of a personal licence holder asks for a photo ID proof of age where they have reason to suspect that the individual may be underage challenge 25 policy will be in place and all staff will be trained on this policy. We will also keep and maintain a refusal logbook. Prohibited Substances: I will implement a policy agreed by the police and local authority (for more information on this you can refer to the "Safer Clubbing Guide). I will ensure that a secure deposit box is kept on the premises for the retention of confiscated items and ensure that the Police are advised of any items which require safe disposal. Notices: I will display any conditions of entry to the premises in the vicinity of any entrance to the premises.

Crime Prevention Scheme: I shall participate in the local pub watch scheme operating in the district.

Lighting: I will ensure that lighting is provided outside the premises during the hours of darkness when any licensable activity takes place on the premises.

### **c) Public safety**

I will make sure that escape routes and exits, including external exits, are maintained to ensure that they are not obstructed, in good order with non-slippery and even surfaces, free of trip hazards and clearly identified. I will make sure that where chairs and tables are provided, internal gangways are kept unobstructed. I will make sure that all exit doors are easily openable and do not require the use of a key, card, code or similar means. I will make sure that doors at such exits are regularly checked to ensure that they function satisfactorily, and a record of the check is kept. I will make sure that any removable security fastenings are removed whenever the premises are open to the public or occupied by staff. I will make sure that all fire doors are maintained effectively self-closing and not held open other than by approved devices (for

example, electromagnetic releases operated by smoke detectors). I will make sure that fire resisting doors to ducts, service shafts, and cupboards are kept locked shut. I will make sure that the edges of the threads of steps and stairways are maintained so as to be conspicuous. Fire: I will make sure that furnishings, hanging, curtains and temporary decorations are maintained in a flame-retardant condition. I will make sure that hangings, curtains and temporary decorations are arranged so as not to obstruct exits, fire safety signs or fire-fighting equipment. I will make sure that notices detailing the action to be taken in the event of fire or other emergencies, including how the brigade should be summoned, are prominently displayed and protected from damage and deterioration. The fire brigade will be called at once to any outbreak of fire, however slight, and the details recorded in a Fire log book. I will make sure that when disabled people are present, adequate arrangements exist to enable their safe evacuation in the event of an emergency, and that patrons are made aware of these arrangements. First Aid: I will make sure that adequate and appropriate supply of first aid equipment and materials is available on the premises. I will make sure that at least one trained first-aider will be on duty when the public are present. Lighting: In the absence of adequate daylight, I will make sure that the lighting in any area accessible to the public is fully operational. I will make sure that fire safety signs are adequately illuminated. I will not alter emergency lighting without prior notification to the licensing authority. Safety Certification: I will make sure that the following systems are maintained and inspected by suitably qualified professional persons in accordance with any British Standards and at intervals recommended in national guidance, and will keep the records of such inspections available for inspections by authorised officers on request:

- Building Electrical Installation - Emergency Lighting System - Fire Warning System - Gas Boiler
- Oil Fired Boiler or appliance - Suspended Ceilings - Portable Firefighting Equipment - Temporary Electrical Installation

Public Liability Insurance: I will make sure that I have valid public liability insurance in force and that a copy of the schedule is available for inspection by an authorised officer on request.

Alterations to the premises: I will not alter the premises in such a way as to make it impossible to comply with licence condition, without first seeking a variation of the premises licence.

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

##### The Prevention of Public Nuisance

Noise: I will make sure that noise or vibration is not noticeable at the façade of any noise sensitive premises. I will display prominent, clear and legible notices at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly. I will make sure that the placing of bottles into receptacles outside the premises takes place at times that will minimise disturbance to nearby properties. I will not permit the playing of live or recorded music in outside area. I will make sure that any request by an authorised officer of the council in relation to reducing noise levels is complied with. I will ensure that any ventilation system has suitable sound attenuation. Lighting: I will ensure that flashing or particularly bright lights on or outside the licensed premises do not cause a nuisance to nearby properties, whilst balancing the need for lighting in the interest of prevention of crime and disorder.

Litter: I will provide adequate and suitable (lidded) receptacles to receive and store refuse from the premises. I will make sure that receptacles for storage are maintained in a clean condition. I will make sure that litter is regularly cleared from the vicinity of the premises. We will have a licensed and registered commercial waste company to remove all our waste materials and refuse.

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

##### The Protection of Children from Harm

Proof of age: I will implement a challenge 25 policy when serving alcohol. With all staff trained and regularly retained.

Film Screenings: I will not exhibit any film unless:

- It has received a "U", "PG", "12A", "15" or "18" certificate from the British Board of Film Classification or the Local Authority; or
- It is a current newsreel which has not been submitted to the British Board of Film Classification.

Where films are classified by the relevant film classification body, I will make sure that children (persons under 18) are only admitted in accordance with the classification of the film.

I will make sure that, immediately before each exhibition of a film classified by the BBFC, there is a reproduction of the certificate of the board for at least five seconds so as to be easily read by all



persons in the auditorium or, as regards a trailer advertising a film, a statement approved by the board indicating the classification of that film. Where the licensing authority has made a recommendation on the restriction of admission of children to a film, I will make sure that notices are displayed both inside and outside the premises so that persons are aware of this classification.

Where the admission to film performances is restricted by age, I will display a notice to the effect - 'Persons under the age of (insert appropriate age) cannot be admitted to any part of the programme. Where the films of different categories form part of the same programme, the notice shall refer to the oldest age restriction. Access to Children: I will not permit children under the age of 18 top access the premises after 20:00 every day of the week, before this time they must be accompanied by an adult.

Checklist:

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I understand that I must now advertise my application.
- I have enclosed the premises licence or relevant part of it or explanation.
- 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 5 – Signatures** (please read guidance note 10)

**Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent** (please read guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

Signature	<i>D.Boyd</i>
Date	08.01.2020
Capacity	Director

**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** (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

**Contact name (where not previously given) and address for correspondence associated with this application** (please read guidance note 13)

David Hamilton Boyd  
32a Guildhall st

<b>Post town</b>	<b>Folklore</b>	<b>Post code</b>	CT20 1RN
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<b>Telephone number (if any)</b>	<b>07530183202</b>
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<b>If you would prefer us to correspond with you by e-mail, your e-mail address (optional)</b> <b>accounts@folklorect20.com</b>
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### Notes for Guidance

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.**

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to 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 or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.