

* required information

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You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant? Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Yes No

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House? Yes No

Is your business registered outside the UK? Yes No

Note: completing the Applicant Business section is optional in this form.

Business name If your business is registered, use its registered name.

VAT number Put "none" if you are not registered for VAT.

Legal status

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Your position in the business

Home country

The country where the headquarters of your business is located.

Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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APPLICATION DETAILS

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.

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Premises Contact Details

Telephone number

Continued from previous page...

Non-domestic rateable value of premises (£)

13,000

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VARIATION

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

Yes No

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

Yes No

You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Describe Briefly The Nature Of The Proposed Variation

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.

Upminster TapRoom (Land Registry address is Rear of 172 St Mary's Lane, Upminster - Postal Address is 1B Sunnyside Gardens, Upminster). The premises is situated to the rear of Opticians 172 St Marys Lane and access is gained 5 mtrs to the rear inside Sunnyside Gardens. It is a single story building sharing a party wall with Kushoom Bugh Indian Restaurant 170 St Marys Lane. We serve predominantly real ale, ciders and gins. There is no bar as all ale and cider is on gravity in a cool room so not pumped. Seating is arranged in order to promote conversation and phones are not allowed inside, we have a community feel. We are a small premise, with a limited choice of alcohol but that in itself attracts a mature and responsible clientele as its not available anywhere locally. We support everything local, local microbreweries, we employ local staff who are paid above the national minimum age and above living wage, use local trades people and support many schools, churches, businesses and local events.

We are in Campaign for Real Ale Good Beer Guide every year since opening. We are also CAMRA Pub of The Year for South East Essex and London Area since opening. This is judged on the quality of our drinks, style of management, community standing and involvement .

We were finalists in Havering Business Awards earlier this year.

We have regular events e.g. Beer & Cider Festivals, Animal Blessings (with local Reverends), Morris Dancers, Whisky Tasting Evenings, Gin Tasting Evenings.

I have never had any complaints about the Upminster Taproom Micropub and during the last 3 years I have had numerous TENS, also without complaint.

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to vary is successful?

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Yes

No

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will the schedule to provide films be subject to change if this application to vary is successful?

Yes

No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

Yes

No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

Yes

No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide live music be subject to change if this application to vary is successful?

Yes

No

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

Yes

No

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

Yes

No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

- Yes No

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PROVISION OF LATE NIGHT REFRESHMENT

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Continued from previous page...

Will the provision of late night refreshment take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

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.

To extend the opening hours for the sale and consumption of alcohol at 1B Sunnyside Gardens

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the provision of late night refreshment at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Christmas Eve	11:00 to 00:30
Boxing Day	11:00 to 00:30
New Years Eve	11:00 to 00:30
Good Friday	11:00 to 00:30
Easter Monday	11:00 to 00:30
Bank Holiday Sundays	11:00 to 00:30
All Saints Day	11:00 to 00:30
St Georges Day	11:00 to 00:30
St Patricks Day	11:00 to 00:30
American Independence Day	11:00 to 00:30
Whole of December	11.00 to 00.30

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SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

Continued from previous page...

TUESDAY

Start End

Start End

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the sale of alcohol be for consumption?

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Christmas Eve	11:00 to 00:30
Boxing Day	11:00 to 00:30

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New Years Eve	11:00 to 00:30
Good Friday	11:00 to 00:30
Easter Monday	11:00 to 00:30
Bank Holiday Sundays	11:00 to 00:30
All Saints Day	11:00 to 00:30
St Georges Day	11:00 to 00:30
St Patricks Day	11:00 to 00:30
American Independence Day	11:00 to 00:30
Whole of December	11.00 to 00.30

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide 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 etc gambling machines etc.

Not Applicable

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Christmas Eve	11:00 to 00:30
Boxing Day	11:00 to 00:30
New Years Eve	11:00 to 00:30
Good Friday	11:00 to 00:30
Easter Monday	11:00 to 00:30
Bank Holiday Sundays	11:00 to 00:30
All Saints Day	11:00 to 00:30
St Georges Day	11:00 to 00:30
St Patricks Day	11:00 to 00:30
American Independence Day	11:00 to 00:30
Whole of December	11.00 to 00.30

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

The original end of day hours

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

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LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

I am aware of my responsibilities as the Designated Premises Supervisor, having gained my Personal Licence and in compliance with my duties:

- I implement a 'sensible drinking' policy and abide by the British & Pub Association (BBPA) code of irresponsible promotions to prevent crime and disorder.
- I undertake ongoing risk assessments and adhere to the BBPA guidance on fire precautions and safety in pubs to address public safety concerns
- I take steps to be pro-active and considerate as advised by the BBPA's notes on Licensed Property Noise Control to help prevent public nuisance.
- I have put into operation measures recommended by the Portman Group as well as complying with the council's limitations as to when children are allowed on the premises to protect children from harm.

b) The prevention of crime and disorder

I display 'Challenge 25' notices to remind customers they may be asked to show proof of age (passport, driving licence, or PASS -accredited card only). A notice is also displayed stating that zero tolerance will be applied to drug use and violent/anti-social behaviour on the premises.

Information is displayed on the premises explaining what a unit of alcohol is and how it translates in practical terms to the drinks sold, together with information about the risks of drink driving and chronic drinking. All beer or cider is available in half pints and 1/3rd pints, stronger and ciders will be sold only in smaller quantities. Customers who appear to be intoxicated will not be served and told to leave.

An incident book is kept to log any refusals on the basis of no proof of age, intoxication or anti-social behaviour. All of the above is communicated to staff members during training, the notes for which are kept in the storeroom office for reference.

The premises are extensively monitored by CCTV. I have checked and note there does not appear to be a Pubwatch scheme locally, a scheme that we would definitely join. However we have started a Whatsapp group for local traders to keep each other informed of any potential incidents in the town. The group is successful and we have now forged links with Hornchurch Town Centre and are currently working with Collier Row to do the same there.

I employ specific measures to discourage binge drinking, for instance by providing chairs for most of my customers and by selling primarily real ale for approximately £4.00/pint. There has never been a 'happy hour' or similar drinks promotions. Through this, my micropub appeals to discerning, mature customers who are sensible about drinking. I would be happy to take further guidance from the local police in this matter and to take part in any campaigns promoting safe, sensible and social drinking.

c) Public safety

I am aware of the need to conduct ongoing Health and Safety risk assessments to identify and deal with hazards that might involve tripping, manual handling, electric shock, hazardous substances, etc. I also conduct ongoing fire risk assessments. The ground floor is fairly open in terms of layout (no fixed seating). The building currently only has one door, which I am aware restricts the occupancy to 60 persons.

There is not a bar and all drinks are brought to the tables. The premise is monitored by CCTV; smoke alarms and electrical wiring are all working properly. Staff are advised of the findings from the risk assessments during training, the notes for which are kept in the stockroom/ office for reference. Staff also undertake First Aid, fire safety training and personal safety so they are aware of potential hazards and what to do in emergencies.

d) The prevention of public nuisance

I am requesting additional hours to sell alcohol which do not exceed normal trading hours of other local pubs and not exceeding 11.00 - 00.30. Most customers are from the local community and arrive on foot. However, even though we have a no phones policy, customers are allowed to use online apps to book taxis and check train and bus timetables.

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Noise is kept to a minimum as we do not have TV screens and phones are not allowed inside. If anyone uses their phone, a £1 fine is imposed and the money raised to local good causes and this has generated in the region of £5,500 in the 3 years that we have been open. There are no kitchen extractor fans as hot food is not served and all deliveries or rubbish disposal take place during daytime hours, via our front door. and accessed from our own driveway so as not to cause congestion on the road outside. Staff have been made aware of the above policies during training, the notes are available for reference. Notices are posted at the door asking patrons to leave quickly and quietly. There is not a designated car park for the premises so customers will not be congregating around their cars in the evening. There are a number of public car parks in the town and there is meter parking on the main road opposite. To my knowledge the rear of 172 St Marys Lane (1b Sunnyside Gardens) Upminster is not within 50m of any hospitals, hospices, schools, place of worship. The nearest residential property is next to the adjacent service road, which this premise does not have right of use but is used by an Indian restaurant and an undertakers etc. for which a sign states is in use 24 hours. I would be happy to take further guidance from the Environmental Health Department in this matter.

e) The protection of children from harm

Few activities will take place on the premises which might give concern to children's safety (e.g. no adult entertainment or gambling) and a 'challenge 25' policy is in place. We allow children in the premises until 9pm and outside after that time if accompanied by an adult and at our discretion, there are times when we do not allow under 18's at any time and this decision is respected by our customers. I will comply with any conditions made, but think that the current arrangement is very reasonable. We do not sell ready-to-drink bottles of alco-pops. I believe the 'sensible drinking' approach will help ensure children are not exposed to incidences of violence or disorder.

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NOTES ON REGULATED ENTERTAINMENT

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In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 - £100.00

Band B - £4301 to £33000 - £190.00

Band C - £33001 to £87000 - £315.00

Band D - £87001 to £125000 - £450.00*

Band E - £125001 and over - £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £125000 - £900.00

Band E - £125001 and over - £1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999 - £1,000.00

Capacity 10000 -14999 - £2,000.00

Capacity 15000-19999 - £4,000.00

Capacity 20000-29999 - £8,000.00

Capacity 30000-39999 - £16,000.00

Capacity 40000-49999 - £24,000.00

Capacity 50000-59999 - £32,000.00

Capacity 60000-69999 - £40,000.00

Capacity 70000-79999 - £48,000.00

Capacity 80000-89999 - £56,000.00

Capacity 90000 and over - £64,000.00

* Fee amount (£)

190.00

DECLARATION

I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under Section 158 of the

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* Licensing Act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/havering/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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.

OFFICE USE ONLY

Applicant reference number

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed