

**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 Shrewsbury Museum Service

*(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 PL/SC022284

**Part 1 – Premises Details**

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

<b>Post town</b>	<b>Shrewsbury</b>	<b>Postcode</b>	<b>SY1 2BW</b>
------------------	-------------------	-----------------	----------------

Telephone number at premises (if any)

██████████

Non-domestic rateable value of premises

£37,750

**Part 2 – Applicant details**

Daytime contact telephone number

██████████

E-mail address (optional)

**Current postal address if different from premises address**

Post town		Postcode	
-----------	--	----------	--

**Part 3 - Variation**

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible?  No  
 Yes

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

DD	MM	YYYY

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

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

1. To include the sale of alcohol within castle and grounds and include on and off sales (at Christmas/farmers markets etc). Off sales, alcohol will be in sealed containers.
- 2. To extend the area of licensable activities to include the whole site. Plans are attached.**
3. To reduce the regulated entertainment by 30 minutes daily – ending 30 minutes before closing time.
- 4. To extend regulated entertainment from inside only to both inside and outside.**

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:

n/a
-----

## 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)

**In all cases complete boxes K, L and M**

A

Plays Standard days and timings (please read guidance note 8)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finis h		Both	<input checked="" type="checkbox"/>
Mon	10:00	22:30	<u>Please give further details here (please read guidance note 5)</u>		
Tue	10:00	22:30			
Wed	10:00	22:30	<u>State any seasonal variations for performing plays</u> (please read guidance note 6)		
Thur	10:00	22:30			
Fri	10:00	22:30	<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 (please read guidance note 7)</u>  New Year's Eve: From 10:00 to 01:00 (new years day)		
Sat	10:00	22:30			
Sun	10:00	22:30			

**B**

Films Standard days and timings (please read guidance note 8)			Will the exhibition of films take place <u>indoors or outdoors or both – please tick</u> <b>(please read guidance note 4)</b>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				<b>Both</b>	<input checked="" type="checkbox"/>
Day	Start	Finis h	<b><u>Please give further details here</u></b> (please read guidance note 5)		
<b>Mon</b>	<b>10:00</b>	<b>22:30</b>			
<b>Tue</b>	<b>10:00</b>	<b>22:30</b>	<u>State any seasonal variations for the exhibition of films</u> <b>(please read guidance note 6)</b>		
Wed	10:00	22:30			
Thur	10:00	22:30	<b><u>Non standard timings. Where you intend to use the</u></b> <b><u>premises for the exhibition of films at different times to</u></b> <b><u>those listed in the column on the left, please list</u></b> (please read guidance note 7)  <b>New Year's Eve: From 10:00 to 01:00 (new years day)</b>		
<b>Fri</b>	<b>10:00</b>	<b>22:30</b>			
<b>Sat</b>	<b>10:00</b>	<b>22:30</b>			
Sun	10:00	22:30			

C

<b>Indoor sporting events</b> <b>Standard days and timings (please read guidance note 8)</b>			<b><u>Please give further details</u></b> (please read guidance note 5)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 6)
Tue			
Wed			
Thur			<b><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 (please read guidance note 7)</u></b>
Fri			
Sat			
Sun			

**D**

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)</u>	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				<b>Both</b>	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)					
Mon								
Tue								
Wed						<u>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 6)</u>		
Thur								
Fri						<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 7)		
Sat								
Sun								

E

<b>Live music Standard days and timings (please read guidance note 8)</b>			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here (please read guidance note 5)</u></b>		
Mon	10:00	22:30			
Tue	10:00	22:30			
<b>Wed</b>	<b>10:00</b>	<b>22:30</b>	<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 6)		
<b>Thur</b>	<b>10:00</b>	<b>22:30</b>			
Fri	10:00	22:30	<b><u>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 7)</u></b>  New Year's Eve: From 10:00 to 01:00 (new years day)		
Sat	10:00	22:30			
<b>Sun</b>	<b>10:00</b>	<b>22:30</b>			



F

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				<b>Both</b>	<input checked="" type="checkbox"/>
Day	Start	Finis h	<b><u>Please give further details here</u></b> (please read guidance note 5)		
<b>Mon</b>	<b>10:00</b>	<b>22:30</b>			
<b>Tue</b>	<b>10:00</b>	<b>22:30</b>	<b><u>State any seasonal variations for the playing of recorded music (please read guidance note 6)</u></b>		
Wed	10:00	22:30			
Thur	10:00	22:30	<b><u>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</u></b> (please read guidance note 7)		
<b>Fri</b>	<b>10:00</b>	<b>22:30</b>			
<b>Sat</b>	<b>10:00</b>	<b>22:30</b>	<b>New Year's Eve: From 10:00 to 01:00 (new years day)</b>		
Sun	10:00	22:30			

<b>Performances of dance</b> <b>Standard days and timings (please read guidance note 8)</b>			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 5)		
Mon	10:00	22:30			
Tue	10:00	22:30			
			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 6)		
Wed	10:00	22:30			
Thur	10:00	22:30			
			<b><u>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</u></b> (please read guidance note 7)		
Fri	10:00	22:30			
			New Year's Eve: From 10:00 to 01:00 (new years day)		
Sat	10:00	22:30			
Sun	10:00	22:30			

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing  Comedy, or book readings/talks etc.		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)</u>	Indoors	<input type="checkbox"/>
Mon	10:00	22:30		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue	10:00	22:30	<u>Please give further details here (please read guidance note 5)</u>		
Wed	10:00	22:30			
Thur	10:00	22:30	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 6)		
Fri	10:00	22:30			
Sat	10:00	22:30	<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 (please read guidance note 7)</u>  New Year's Eve: From 10:00 to 01:00 (new years day)		
Sun	10:00	22:30			

<b>Late night refreshment Standard days and timings (please read guidance note 8)</b>			<b><u>Will the provision of late-night refreshment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 5)		
Mon					
Tue			<b><u>State any seasonal variations for the provision of late-night refreshment</u></b> (please read guidance note 6)		
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 7)		
Fri					
Sat					
Sun					

J

<b>Supply of alcohol Standard days and timings (please read guidance note 8)</b>			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 9)	<b>On the premises</b>	<input type="checkbox"/>
				<b>Off the premises</b>	<input type="checkbox"/>
				<b>Both</b>	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>State any seasonal variations for the supply of alcohol</u></b> (please read guidance note 6) none		
Mon	10:00	22:30			
Tue	10:00	22:30			
<b>Wed</b>	<b>10:00</b>	<b>22:30</b>			
Thur	10:00	22:30			
Fri	10:00	22:30			
<b>Sat</b>	<b>10:00</b>	<b>22:30</b>			
Sun	10:00	22:30			
			<b><u>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</u></b> (please read guidance note 7) <b>None</b>  New Year's Eve: From 10:00 to 01:00 (new years day)		

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 (please read guidance note 10).</b></p> <p>none</p>
--

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 8)			<b>State any seasonal variations (please read guidance note 6)</b> none  <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 (please read guidance note 7)</b> None New Year's Eve: From 10:00 to 01:30 (new years day)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
Mon	10:00	23:00	
<b>Tue</b>	<b>10:00</b>	<b>23:00</b>	
Wed	10:00	23:00	
Thur	10:00	23:00	
<b>Fri</b>	<b>10:00</b>	<b>23:00</b>	
Sat	10:00	23:00	
<b>Sun</b>	<b>10:00</b>	<b>23:00</b>	

**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.**  
none

Please tick as appropriate

- I have enclosed the premises licence
- 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)**

In addition to existing license annexes:  
DPS and all staff will be trained to assess risk to licensing objectives.  
Records kept of staff training  
DPS details available to all staff  
Notice of authority record for staff selling alcohol

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

**In addition to existing license annexes:  
All staff will continue to take all necessary steps to keep premises free from crime and disorder. Including:  
Appropriate staffing levels at all times  
Staff training on refusal to sell alcohol policy  
Not allowing alcohol to leave the premises opened  
Appropriate and secure storage of alcohol  
Alarms and use of incident book**

**c) Public safety**

In addition to existing license annexes:  
Continue usual regular risk assessments and checks  
Checking that policies are adhered to  
DPS liaison with authorities  
Entries and exits kept clear  
Fire risk assessments – Fire fighting equipment checked and training given  
Effective emergency lighting

**d) The prevention of public nuisance**

In addition to existing license annexes:  
Staff will monitor the areas around the site and persons drinking around the site asked to leave  
Numbers at events will be limited  
Controls to deal with litter and noise during and after events  
Alcohol sales will cease 30 minutes before venue closes.

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

In addition to existing license annexes:  
**Challenge 25 scheme adopted, and only suitable forms of ID accepted**  
**Castle will hold no activity that may give rise to concern**  
**No alcohol available at child centred events**

Checklist:

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee;
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late-night levy.
- 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, 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.**

**Part 5 – Signatures (please read guidance note 12)**

**Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.**

<b>Signature</b>	■■■■
<b>Date</b>	12/10/2022
<b>Capacity</b>	Business Development Manager



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 14). If signing on behalf of the applicant, please state in what capacity.

<b>Signature</b>	
<b>Date</b>	
<b>Capacity</b>	

**Contact name (where not previously given) and address for correspondence associated with this application** (please read guidance note 15)

Lisa Henchey

[REDACTED]

<b>Post town</b>	[REDACTED]	<b>Post code</b>	[REDACTED]
------------------	------------	------------------	------------

<b>Telephone number (if any)</b>	[REDACTED]
----------------------------------	------------

**If you would prefer us to correspond with you by e-mail, your e-mail address (optional)** [REDACTED]