

[Insert name and address of relevant licensing authority and its reference number (optional)]

Application for a minor variation to a premises licence or club premises certificate under the Licensing Act 2003

South Derbyshire
District Council

03 FEB 2026

Legal and Democratic Services

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the Guidance Notes at the end of the form, especially Note 1.

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 in black ink. Use additional sheets if necessary.

Once completed please send your application to the relevant licensing authority. You may wish to keep a copy of the completed form for your records.

KEITH RUDIN

(Insert name(s) of applicant)

being the premises licence holder(s)/club holding a club premises certificate, apply to vary a premises licence under section 41A/club premises certificate under section 86A of the Licensing Act 2003 for the premises described in Part 1 below.

Part 1 – Premises details

Postal address of premises (or, if none, ordnance survey map reference, or description) BALLROOM POOL CLUB LIMITED VICTORIA HOUSE 33 HIGH STREET WOODVILLE SWADLOWCOTE DE11 7EH	
Post town SWADLOWCOTE	Postcode DE 11 7EH

Telephone number at premises (if any)

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Premises licence number/club premises certificate number

LAPRE/0347

Brief description of premises (Please see Guidance Note 2) POOL HALL GROUND FLOOR DRAWS AREA BASEMENT

Part 2 – Applicant Details

I am/~~we~~ are the premises licence holder/club premises certificate holder. (Please delete as appropriate)

Contact phone number in working hours (if any)

Applicant Postal address IF DIFFERENT FROM PREMISES ADDRESS

6 TRENT VIEW

Post town **BURTON ON TRENT**

Postcode
DE15 9JY

Please provide email address if you would prefer us to contact you by email (optional)

Part 3 – Proposed variation(s)

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

Please tick

DDMMYYYY

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

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see Guidance Note 3) ☐ Yes ☐ No

N/A.

Please describe the proposed variation(s) in detail in the box below and explain why you consider that they could not have an adverse effect on the promotion of any of the licensing objectives (See Guidance Note 1). This should include whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent):

Details of proposed variation(s) (Please see Guidance Note 4)

GROUND FLOOR REPOSITION OF BAR THROUGH 90°

BASMENT INSTALLATION OF NEW BAR

TO REMOVE THE CONDITIONS ATTACHED TO THE PREMISE LICENCE AND REPLACE THEM WITH THE ATTACHED PROPOSED CONDITIONS.

NO CHANGES TO OPENING HOURS OR LICENSABLE ACTIVITY HOURS NOR OR LICENSABLE ACTIVITIES.

Details of proposed variation(s) (Continued)

Part 4 – Operating Schedule

Please tick those parts of the Operating Schedule which would be subject to change if this application to vary were successful.

Provision of regulated entertainment (please read guidance note 5)

Please tick all that apply

- | | |
|---|-------------------------------------|
| a. plays | <input type="checkbox"/> |
| b. films | <input type="checkbox"/> |
| c. indoor sporting events | <input type="checkbox"/> |
| d. boxing or wrestling entertainment | <input type="checkbox"/> |
| e. live music | <input checked="" type="checkbox"/> |
| f. recorded music | <input checked="" type="checkbox"/> |
| g. performances of dance | <input type="checkbox"/> |
| h. anything of a similar description to that falling within (e), (f) or (g) | <input type="checkbox"/> |

Provision of late night refreshment ☒

Supply of alcohol ☒

(Note that this can only relate to reducing licensed hours, or moving them without any overall increase between 7am and 11pm)

Please tick to indicate you have enclosed the following:

I have enclosed the premises licence/club premises certificate ☒

I have enclosed the relevant part of the premises licence/
club premises certificate ☒

I have included a copy of the plan
(this is necessary if the proposed variation will affect the layout) ☒

If you have not ticked one of the previous three boxes, please explain why in the box below.

Reasons why you have not enclosed the premises licence/club premises certificate or relevant parts.

Any further information to support your application. (See Guidance Note 6)

CHECKLIST:

Please tick to indicate agreement


- I have made or enclose 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 enclosed the plan, if appropriate, of the premises in scale [1mm to 100mm], unless otherwise agreed with the licensing authority. ☐
- I have enclosed the premises licence/club premises certificate or relevant part of it or provided an explanation. ☐
- I understand that if I do not comply with the above requirements my application will be rejected. ☐

I understand that I must now advertise my application for a continuous period beginning on the first working day after the day on which the application was given to the relevant licensing authority and ending at the expiry of the ninth consecutive working day after that day.

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 and Contact Details
(See Guidance Note 7)

Premises Licence: Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (see Guidance Note 8). If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign:

Signature	
Date	3 FEBRUARY 2026
Capacity	PREMISES LICENCE HOLDER / 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 (See Guidance Note 9). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Where the premises are a club

I (insert full name) make this application on behalf of the club and have authority to bind the club.

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application. (See Guidance Note 10)	
Post town	Postcode
Telephone number (if any)	If you would prefer us to correspond with you by email your email address (optional)

Notes for Guidance

1. General Note: The minor variations process can only be used for variations that could have no adverse impact on the promotion of any of the four licensing objectives. (These are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.)

It cannot be used to:

- extend the period for which the licence has effect;
- vary substantially the premises to which it relates;
- specify, in a premises licence, an individual as the designated premises supervisor;
- add the sale by retail or supply of alcohol as an activity authorised by a licence or certificate;
- authorise the sale by retail or supply of alcohol at any time between 11pm and 7am;
- authorise an increase in the amount of time on any day during which alcohol may be sold by retail or supplied;
- include the alternative licence condition referred to in section 41D(3) of the Licensing Act 2003 in a premises licence.

2. Description of premises: For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. This should include any activities in or associated with 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, the presence of gaming machines etc.

3. 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.

4. Give full details of all the proposed variation(s). Failure to provide sufficient information may lead to the refusal of your application. Details should include a description of the proposed variation(s) in terms as precise as possible. If you are not precise, the licensing authority may decide that the changes you propose would be potentially broader in scope than you intend and reject your application as not being a 'minor' variation. You should also include a statement about why you consider the variations proposed could not have an impact on the licensing objectives listed in section 4(2) of the Act. You should cover each of the objectives that could possibly apply to your proposal (or if more than one, to each proposal) and say why you think there could be no adverse impact on that objective. Your application will be assisted by including as much information as you can about this. **(However, there is a box at the end of the form for 'further**

**Proposed conditions – Ballroom Pool Club Limited, 33 High
Street, Woodville, DE11 7EH.**

1. Full training shall be provided to all staff on commencement of employment relating to the sale of alcohol and any system or procedures they are expected to follow in the course of dealing with these goods.
2. Refresher training shall be provided at regular intervals – at least every 6 months.
3. Records detailing the training provided shall be kept on the premises for production upon request by the Police or other Responsible Authority.
4. All records must be written and shall be retained on the premises for a minimum of 12 months.
5. A challenge 25 or similar Proof of age scheme shall be operated at all times.
6. Anyone attempting to purchase alcohol (or other age restricted product) that appears under the age of 25 years shall be asked to produce a proof of age.
7. The only acceptable forms of identification shall be:
 - PASS – accreditation proof of age card.
 - Photo Driving Licence.
 - Current Passport.
 - HM Forces Identity Card
8. Clear, prominent and unobstructed signage informing customers of the proof of age scheme in operation shall be displayed at all entry points to the premises and at the point of sale.
9. A system of recording sales challenged under the proof of age scheme shall be operated at all times.
10. The refusal book / log shall be kept on the premises for production upon request by the Police or other Responsible Authority.
11. The records relating to the refusal book / log shall be retained on the premises for a minimum of 12 months.
12. The Premises Licence Holder shall ensure that a written incident log is maintained within the premises and details of all relevant incidents are recorded within the log. This log shall be kept on the premises for a period of not less than 12 months and shall be produced upon request by the Police or other Responsible Authority.
13. A CCTV system shall be installed at all times, and the recording system must be maintained in good working order and any faults repaired as soon as possible.

(It is recommended that all maintenance paperwork be kept, to show that the retailer has shown all due diligence in maintaining the system).

14. The CCTV recording system shall operate at all times when the premises are open for licensable activities.
15. All CCTV recordings shall be retained for a minimum of 28 days. These images must be available for viewing at any reasonable time upon request by the Police or other Responsible Authority.
16. The Premises Licence Holder, Designated Premises Supervisor or designated members of staff shall be able to retrieve and copy any recording/images at the time of asking or within 48 hours if so required. (The police will not meet the cost for a recording or materials used for a reproduction of the image in respect of any crime and disorder; all costs are to be met by the owner of the system. If the incident was unrelated to the premises, the retrieval, if a cost incurred, would be met between the agencies requiring the image).
17. The CCTV recording unit shall be kept secure, to be opened only by the premises licence holder or authorised, designated member of staff.
18. Installed CCTV cameras shall be positioned so as to ensure that all parts of the premises to which the public has access, interior and exterior, are sufficiently covered (excluding the toilets).
19. All digital recordings shall be made in real time, and they shall be fit for purpose.
20. Clear, prominent, and legible notices shall be displayed internally at all exits, requesting customers and other users to leave the premises and the local vicinity of the premises quietly and in an orderly manner.
21. No children under the age of 18 shall be on the premises after 2100 hours, excluding staff.
Unless they are attending a pre-booked function or event. A pre-booked function or event means any bona fide function when the premises are used for, other than normal everyday operation.
22. A record shall be made and shall include.
 - the full name, age, and address of the person that has booked the function,
 - the type of function,
 - the anticipated number of persons that will attend the event,
 - the anticipated number of those under the age of 18 that will attend the event
 - the start and end time of the pre-booked function or event.
 - All records shall be retained on the premises for a minimum of 12 months.
23. The only other exception for an individual aged under 18 to be on the premises after 2100 hours is.
If an individual is under 18 and is a playing member of a team participating in an affiliated league, cup competition or organised invitational competition being held

at the premises on that date, then that individual may be on the licensed premises during the duration of the competition on that date.

A record shall be made and shall include.

- The name of the competition.
- The date of the competition and the hours that the competition was played between.
- The date of the competition and the hours that the competition was played between.
- The name and the contact details of the adult responsible for that child(ren) and the event organiser for the organised competitions and tournaments.

24. A noise monitoring log shall be in existence when live &/or recorded music is played at the premises. The noise monitoring log will record the date, time(s), type of music (amplified or acoustic), location and relevant timed sound checks at the boundary perimeters of the premises and any action taken to address excessive noise levels.
25. Doors and windows shall be kept closed at all times, except for access and egress to and from the premises and for ventilation purposes.

