

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 Trading Post Coffee Roasters (Sussex) LTD

(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
PREM/4520/24

Part 1 – Premises Details

Postal address of premises or, if none, Ordnance Survey map reference or description		
Trading Post Coffee Roasters 57 West Street Horsham		
Post town	Horsham	Postcode RH12 1PL

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£48,500

Part 2 – Applicant details

Daytime contact telephone number	[REDACTED]		
E-mail address (optional)	[REDACTED]		
Current postal address if different from premises address	Trading Post Coffee Roasters Unit 2 Seaview Way Woodingdean Business Park		
Post town	Brighton and Hove	Postcode	BN2 6NX

Part 3 - Variation

Please tick as appropriate

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

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

DD	MM	YYYY
1	00	9 2 0 2 6

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)

We are a coffee shop and food-led venue serving coffee, soft drinks, food and alcohol. Our current opening hours are 07:30–19:00, with food served from 07:30–15:30.

We are applying for a variation to extend our permitted hours on **Thursdays, Fridays and Saturdays** until 00:00, including the hours for the sale of alcohol and regulated entertainment.

The purpose of the variation is to enable us to accommodate private hire bookings at the venue, including birthday celebrations, wedding celebrations, Christmas parties and other private functions.

Regulated entertainment for these events typically consists of a DJ, live band or music played via a Spotify playlist. Where a Temporary Event Notice (TEN) is currently used, entertainment generally continues until 23:00, with lower-level music thereafter until 00:00.

We have increasingly experienced demand for private hire bookings and have reached the practical limit of the number of TENs available to us each year. We currently have more than 15 private hire bookings annually, which exceeds the number that can be accommodated through TEN applications.

The proposed variation is **not intended to change the day-to-day operation of the premises**. Our normal trading hours and operation will remain unchanged. The variation is sought solely to provide greater flexibility to accommodate private functions on Thursdays, Fridays and Saturdays, without the need to rely on individual TEN applications for each event.

The additional hours would therefore allow us to continue to meet the growing demand for private hire while maintaining the existing nature and operation of the premises.

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.

3)	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)	X
f)	recorded music (if ticking yes, fill in box F)	X
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)

X

Supply of alcohol (if ticking yes, fill in box J)

☐

In all cases complete boxes K, L and

A

Plays Standard days and timings (please read guidance note 8)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors ☐
Day	Start	Finish		
Mon			Please give further details here (please read guidance note 5)	Outdoors ☐
Tue				
Wed				
Thur			State any seasonal variations for performing plays (please read guidance note 6)	
Fri				
Sat				
Sun			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)	

B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors ☐	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 5)	Outdoors ☐	
Tue				Both ☐	
Wed				State any seasonal variations for the exhibition of films (please read guidance note 6)	
Thur					
Fri			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 7)		
Sat					
Sun					

C

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

D

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

E

Live music Standard days and timings (please read guidance note 8)		Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors Outdoors Both	X ☐ ☐
Day	Start			
Mon				<u>Please give further details here (please read guidance note 5)</u> The live music would only be for private hires and if they wish to book a DJ or Band etc. The live music would be played until 23.30 then low level until 00.00 We complete sound checks to make sure we do not disturb neighbours.
Tue				
Wed				
Thur				
Fri	19.30	00.00	<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>	
Sat	19.30	00.00		
Sun	19.30	00.00		

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 Outdoors Both	
Day	Start	Finish			
Mon	7.30	19.00	Please give further details here (please read guidance note 5) Monday to Sunday during our normal opening times are 7.30-19.00 this would be background music. If we have private hires on Thursday/Friday or Saturday this would be louder for dancing etc. The recorded music would be played low level from 23.30-00.00. We complete sound checks to make sure we do not disturb neighbours.		
Tue	7.30	19.00			
Wed	7.30	19.00			
Thur	7.30	00.00	State any seasonal variations for the playing of recorded music (please read guidance note 6)		
Fri	7.30	00.00			
Sat	7.30	00.00			
Sun	7.30	19.30	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 (please read guidance note 7)		

G

Performances of dance Standard days and timings (please read guidance note 8)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors ☐
Day	Start	Finish		
Mon			Please give further details here (please read guidance note 5)	Indoors ☐
Tue				Indoors ☐
Wed			State any seasonal variations for the performance of dance (please read guidance note 6)	Indoors ☐
Thur				Indoors ☐
Fri			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 (please read guidance note 7)	Indoors ☐
Sat				Indoors ☐
Sun				Indoors ☐

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	☐
Mon				Outdoors	☐
				Both	☐
Tue			Please give further details here (please read guidance note 5)		
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 6)		
Fri					
Sat			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)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 8)		Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	X	
Day	Start				Finish
Mon					
Tue			Both	☐	
		Please give further details here (please read guidance note 5) The late night refreshment will only be required for private hire of the venue.			
Wed					
Thur	19.00	00.00			
		State any seasonal variations for the provision of late night refreshment (please read guidance note 6)			
Fri	19.00	00.00			
Sat	19.00	00.00			
Sun					
		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 (please read guidance note 7)			

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		
Day	Start	Finish		Off the premises	Both	
Mon	10.00	19.00			☒	☐
Tue	10.00	19.00				
Wed	10.00	19.00				
Thur	10.00	00.00				
Fri	10.00	00.00				
Sat	10.00	00.00				
Sun	10.00	19.00				
			State any seasonal variations for the supply of alcohol (please read guidance note 6)			
			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)			

K

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).

L

Hours premises are open to the public Standard days and timings (please read guidance note 8)			State any seasonal variations (please read guidance note 6)
Day	Start	Finish	
Mon	7.30	19.00	<u>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)</u> Thursday/Friday and Saturday – When the venue has been booked for a private hire we would be open until 00.00.
Tue	7.30	19.00	
Wed	7.30	19.00	
Thur	7.30	00.00	
Fri	7.30	00.00	
Sat	7.30	00.00	
Sun	7.30	19.00	

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.

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)

Trading Post Coffee Roasters (Sussex Limited) is committed to partnership with all parties to the Licensing Act 2003 and believes that this application is 'Low Risk' in terms of the Licensing Objectives.

b) The prevention of crime and disorder

Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises internally and externally to cover all public areas, including the entrance to the premises. The system shall be on and recording at all times the premises license is in operation.

The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.

CCTV footage will be stored for a minimum of 31 days.

The management will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime.

The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.

Subject to GDPR guidance and legislation, the management of the premises will ensure that key staff are fully trained in the operation of the CCTV, and will be able to download selected footage onto a disk (or other electronic portable device acceptable to Sussex Police) for the police without difficulty or delay and without charge to Sussex Police.

Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.

In the event of the CCTV system hard drive being seized as evidence as part of a criminal investigation by Sussex Police or for any other reason, the premises will be expected to install a replacement hard drive or a temporary replacement drive as soon as practicable.

c) Public safety

During Private hire events - To ensure public safety during private hire events involving vertical drinking, the premises will operate under a strict maximum capacity of 120 persons, which will be monitored by the manager at the entrance. To prevent overcrowding and maintain safe egress, all emergency exit routes and internal gangways will always be kept completely unobstructed, and any temporary furniture moved to accommodate standing room will be safely stored away from public areas. A minimum of 50% of the trading space will always remain provisioned with seating to prevent continuous standing. Furthermore, time-limited "all-you-can-drink" packages will be prohibited to prevent rapid intoxication, free tap water will be prominently displayed.

Day to day operations – It will be waiter delivery of food and drinks and seated eating and drinking. No vertical drinking.

d) The prevention of public nuisance

Patrons will not be permitted to take drinks in open containers to consume outside on the pavement/public highway beyond the outside licensed area (or any permitted outside tables and chairs area) of the premises whilst smoking or otherwise congregating outside of the premises.

e) The protection of children from harm

The premises will operate an age verification policy set at a minimum of 25 years, whereby any person attempting to buy alcohol who appears to be under the specified age will be asked for photographic ID to prove their age.

Signage advertising the "Challenge" policy will be displayed in prominent locations in the premises and shall include the point of sale and the area where the alcohol is displayed, as a minimum.

The recommended forms of ID that will be accepted are passports, driving licences with a photograph or Citizen Card or validated proof of age cards bearing the "PASS" mark hologram.

All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act.

Checklist

Please tick to indicate agreement

- I have made or enclosed payment of the fee; or ☐
- 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.

Signature	Amy Boyce
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Date	7/09/2026
Capacity	Executive Assistant to Managing Director – Michael Deol

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.

Signature	
Date	
Capacity	

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

Post town		Post code	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

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. 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 for the late night levy
2. 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 of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. 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:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - 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.
 - 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.
 - 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.
 - 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:
 - 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.
 - 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.
 - 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.
- 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:
 - 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.
4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
5. 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.
6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
8. 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.
9. 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'.
10. 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.
11. Please list here steps you will take to promote all four licensing objectives together.
12. The application form must be signed.
13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
14. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
15. This is the address which we shall use to correspond with you about this application.