

Application for a minor variation to a premises licence or club premises certificate 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, 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.

Nottingham Ice Centre Limited

(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)

Saltbox
The Ice House
Barker Gate

Post town
Nottingham

Postcode
NG1 1LY

Telephone number at premises (if any)

088488

Brief description of premises (Please see Guidance Note 2)
Bar and entertainment premises.

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

Nottingham Ice Centre Limited
National Ice Centre
Bolero Square

Post town Nottingham	Postcode NG1 1LA
-------------------------	---------------------

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

Part 3 – Proposed variation(s)

Please tick

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

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

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)

To remove conditions 1 and 2 under Annex 2 of the premises licence; to update the wording of conditions 3 – 10 and add a new condition.

All changes are reflected below:-

1. Remove
2. Remove
3. Replace with

a) A CCTV system with recording equipment must be maintained at the premises and operated with cameras in positions agreed with the Police. All recordings used in conjunction with CCTV must:

- Be of evidential quality in all lighting conditions.
- Ensure coverage of all entrances and exits to the premises and be capable of providing clear identification of all customers entering.
- Indicate the correct time and date; and
- Be retained for a period of 31 consecutive days.

A member of staff trained to use the system must be on duty at all times licensable activities are taking place, as the recorded images must be available for inspection immediately upon request to Police or an authorised Officer of the Licensing Authority. A system must be in place to provide images for uploading to the NICE link or similar digital evidence gathering system immediately upon request to the Police.

b) There must also be adequate portable hardware (such as compact disks or USB storage devices) at the premises, as the recorded images must be available for downloading immediately upon request to officers of other Responsible Authorities, or the Police where the premises are unable to use the NICE link.

c) All images downloaded from the CCTV system, not using the NICE link, must be provided in a format that can be viewed on readily available equipment without the need for specialist software.

d) The Designated Premises Supervisor, (or authorised person in their absence) must inspect and test that the CCTV system is fully operational and working in compliance with the above conditions on a weekly basis. A signed and dated record of such examination and any findings must be retained at the premises for at least 12 months and must be made available for inspection and copying by the Police, or other officers of a Responsible Authority, immediately upon request.

4. Replace with

A bound and sequentially paginated incident/accident book or electronic record must be kept recording all instances of:

- Incidents and crimes which occur within the premises.
- Disorder at the premises.
- Ejections from the premises.
- Complaints received at the premises.
- Lost property found or handed to staff at the premises.
- visits by an officer of a responsible authority.

All such records are to be made available for inspection and copying by the Police and other officers of Responsible Authorities immediately upon request, and all such records to be retained at the premises for at least 12 months.

5. Replace with

a) Training records must be kept recording staff training and advice including the following areas:

- preventing underage sales of alcohol.
- how to refuse a sale to persons under 18 years of age.
- Challenge 21 age verification, including acceptable forms of proof of age.
- preventing proxy sales of alcohol to underage persons.

- preventing sales of alcohol to a person who is drunk.
- Licensing objectives; and
- Premises Licence Conditions specific to the premises.

This training must be on-going, and each member of staff must be reviewed at least every 6 months. Such records to be retained at the premises for at least 12 months and must be made available for inspection and copying by the Police, or other officers of a Responsible Authority, immediately upon request.

b) Members of staff must not be permitted to sell/supply alcohol until they have successfully completed the training as per the above condition.

6. Replace with

Security Industry Authority door supervisors must be employed at the premises on occasions as deemed necessary by the designated premises supervisor and/or premises management following a risk assessment and on occasions when requested by and following consultation with the Police.

7. Replace with

The Designated Premises Supervisor must ensure that any Security Industry Authority door supervisors employed at the premises wear, and clearly display, their Security Industry Authority licence at all times whilst on duty.

8. Replace with

A bound and sequentially paginated book or electronic record must be maintained at the premises containing the names, home addresses, dates of birth, telephone numbers, Security Industry Authority licence number, and hours worked of Security Industry Authority door supervisors employed on any particular day. These books/records must be kept at the premises for at least 12 months and must be made available for inspection and copying by the Police and other officers of Responsible Authorities immediately upon request.

9. Replace with

A Challenge 21 scheme must operate at the premises. Any person who appears to be under 21 years of age must not be sold/supplied alcohol unless they produce an acceptable form of identification (i.e. passport, photo driving licence, Military Identity card or PASS accredited card, or a similar approved version of a digital form of identification).

10. Replace with

Challenge 21 notices must be displayed in prominent positions throughout the premises, including the entrance/exit and bar.

Additional Condition:

11. A bound and sequentially paginated refusals book or electronic record must be kept at the premises to record all instances where admission or service is refused. Details to show:

- The basis of the refusal.
- The person making the decision to refuse; and
- The date and time of the refusal.

Such books/records to be retained at the premises for at least 12 months and must be made available for inspection and copying by the Police, or other officers of a Responsible Authority, immediately upon request.

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
- b. films
- c. indoor sporting events
- d. boxing or wrestling entertainment
- e. live music
- f. recorded music
- g. performances of dance
- h. anything of a similar description to that falling within (e), (f) or (g)

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)

The proposed changes have been agreed with the police.

We do not consider that the proposed variation will have any negative impact on the promotion of the licensing objectives.

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	<i>Rothera Bray LLP</i>
Date	18/12/2025
Capacity	Solicitors for the applicant.

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)

Jo Soar
Rothera Bray LLP
2 Kayes Walk
Stoney Street
The Lace Market

Post town Nottingham	Postcode NG1 1PZ
Telephone number (if any) 0115 8655371 07747 028130	If you would prefer us to correspond with you by email your email address (optional) j.soar@rotherabray.co.uk