

[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**

**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.

JD Wetherspoon plc

**(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)  Sir Richard Owen 4 Spring Garden Street	
Post town Lancaster	Postcode LA1 1RQ

**Telephone number at premises (if any)**

01524 541500

**Premises licence number/club premises certificate number**

LAPLWA0445

**Brief description of premises (Please see Guidance Note 2)**

Public House

## 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)

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Applicant Postal address IF DIFFERENT FROM PREMISES ADDRESS	
Licensing Team JD Wetherspoon plc Wetherspoon House Reeds Crescent	
Post town Watford	Postcode WD24 4QL
Please provide email address if you would prefer us to contact you by email (optional)  bmorrice@jdwwetherspoon.co.uk	

## 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?

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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):**

<b>Details of proposed variation(s)</b> (Please see Guidance Note 4)
The application seeks to amend the plan attached to the premises licence with the following changes: <ul style="list-style-type: none"><li>• Cooled store relocated from first floor to ground floor;</li><li>• Staff room relocated from ground floor to first floor; and</li><li>• DDA lift to be installed in external customer area replacing the current proposed ramp.</li></ul> There are no other changes to the premises licence.

**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 was successful.

**Provision of regulated entertainment**

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 5)

#### 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 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, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**Part 5 – Signatures and Contact Details**  
(See Guidance Note 6)

**Premises Licence:** Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (see Guidance Note 7). If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign:

Signature	<i>JD Wetherspoon plc</i>
Date	06.08.2025
Capacity	Applicant

**Where the premises licence is jointly held, signature of 2<sup>nd</sup> applicant (the current premises licence holder) or 2<sup>nd</sup> applicant's solicitor or other authorised agent** (See Guidance Note 8). 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 9)

██████████  
Legal Department  
JD Wetherspoon plc  
Wetherspoon House  
Reeds Crescent

Post town Watford

Postcode WD24 4QL

Telephone number (if any)

██████████

If you would prefer us to correspond with you by email  
your email address (optional)

bmorrice@jdwetherspoon.co.uk

## 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 information', and this should be used for any relevant background information not directly related to the variation.)** Relevant information includes:

a) **Variations to licensable activities/licensing hours** (all timings should be given in 24 hour clock e.g. 16.00. Only give details for the days of the week when you intend the premises to be used for the activity), such as:

- Whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent);
- Relevant further details, for example whether music will be amplified or unamplified;
- Standard days and timing when the activity will take place, including start and finish times;
- Any seasonal variations in timings, e.g. additional days during the summer; and
- Non-standard timings, e.g. where you wish the activity to go on longer on a particular day such as Christmas Eve.

b) **Variations to premises/club layout:** If you are applying for a variation to the layout of your premises, you must include a revised plan. You should be aware that your application is likely to be refused if the proposed variation could:

- increase capacity for drinking on the premises;

- affect access between the public part of the premises and the rest of the premises or the street or public way, e.g. block emergency exits or routes to emergency exits; or
- impede the effective operation of a noise reduction measure.

c) **Revisions, removals and additions of conditions:** The minor variation process may be used to remove conditions which are out of date or invalid and to revise conditions which are unclear (as long as the intention and effect remains the same). It can also be used to add a new condition volunteered by the applicant or mutually agreed between the applicant and a responsible authority, such as the police or the environmental health authority (subject to impact on the licensing objectives).

d) **Variations to opening hours:** Details of any changes to hours when the premises or club is open to the public.

5. Further information: You should use this box to provide any additional evidence to support your claim that the proposed variation is 'minor' and could not have an adverse impact on the promotion of the licensing objectives.

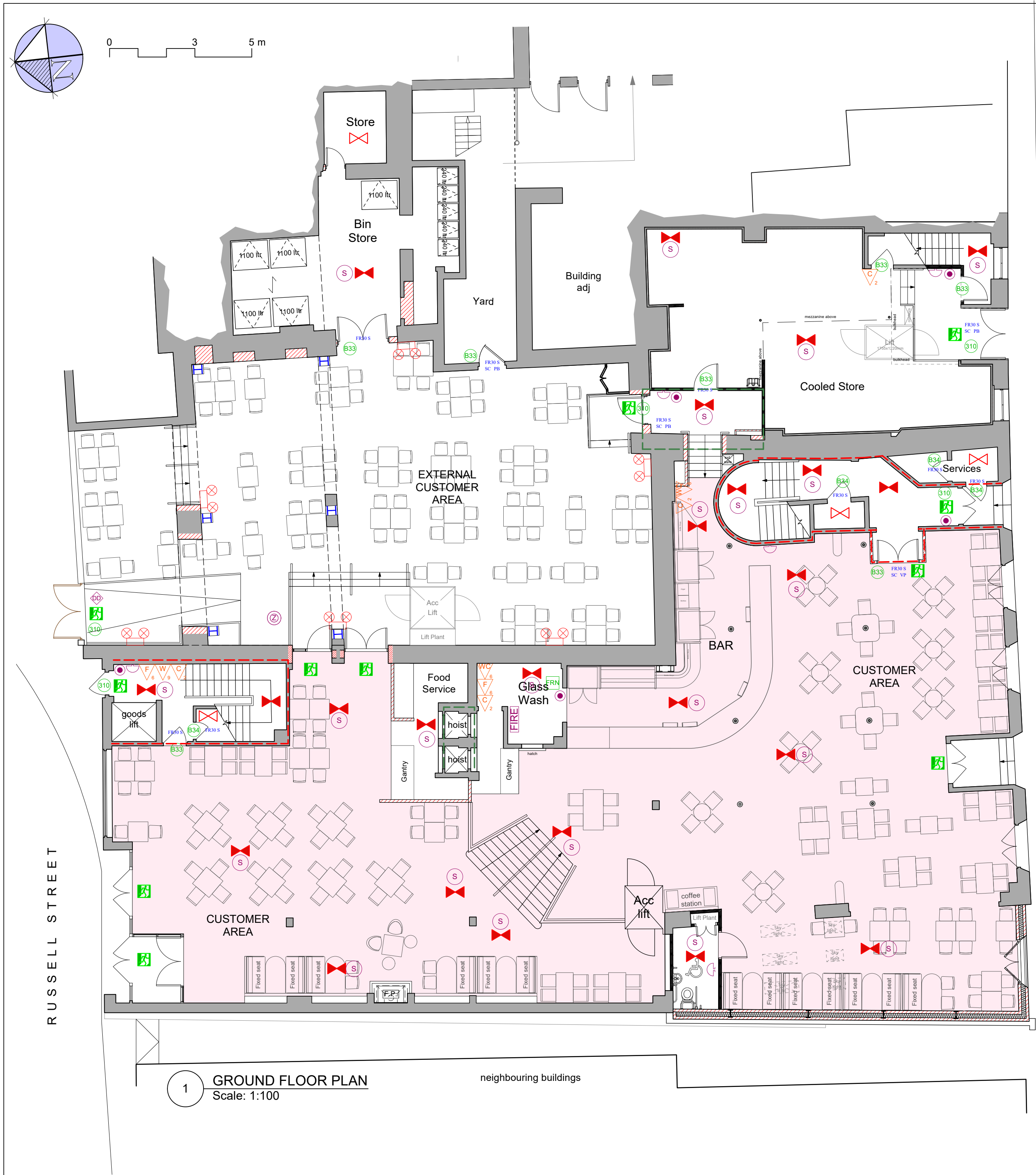
6. Signatures: The application form must be signed.

7. Authorised agent: An applicant's agent (e.g. solicitor) may sign the form on their behalf and, in so doing, will be confirming that they have actual authority to do so.

8. 2nd Applicant: Where there is more than one applicant, both applicants or their respective agents must sign the application form.

9. This is the address which we shall use to correspond with you about this application. This might not be the same as the address of the premises or applicant, but these addresses must also be provided.





1 GROUND FLOOR PLAN  
Scale: 1:100



2 FIRST FLOOR PLAN  
Scale: 1:100

## KEY TO FIRE REQUIREMENTS

### STRUCTURE

- 1HR FIRE RESISTING WALL**  
Partition to extend full height and be fire stopped to u/s of structural soffit
- 1/2 HOUR FIRE RESISTING WALL**  
Partition to extend full height and be fire stopped to u/s of structural soffit
- STUD PARTITION (NON-FR)**
- FR30S**
- FR30S SC**  
Fire Door (30) (60) mins period of fire resistance (SC) Intumescent strips and smoke seals
- FR30S SC VP**  
(VP) Vision Panel (PB) Panic latch
- FR30S SC PB**

## FIRE SAFETY SIGNAGE IN ACCORDANCE WITH B.S. 5499 pt1 1990

- B33** 'FIRE DOOR KEEP SHUT' NOTICE, ref B.3.3 FITTED TO BOTH SIDES OF ALL FIRE DOORS.
- B34** 'FIRE DOOR KEEP LOCKED' SIGN, ref B.3.4
- FRN** FIRE ROUTINE NOTICE.
- S10** 'FIRE ESCAPE KEEP CLEAR' SIGN, ref B.3.10
- PB** PUSH BAR DEVICE OR SIMILAR EMERGENCY OPENING DEVICE WITH NOTICE 'PUSH BAR TO OPEN' B.4.4

## EMERGENCY LIGHTING INSTALLATION TO B.S. 5266 pt1 :1999 & BS EN 1838 : 1999

- AREA COVERED BY EMERGENCY LIGHT, 3 HOUR (MAINTAINED)**
- AREA COVERED BY EMERGENCY LIGHT, 3 HOUR (NON-MAINTAINED)**
- EMERGENCY LIGHT SPOTLIGHT, 3 HOUR (NON-MAINTAINED)**
- ILLUMINATED BULKHEAD 'EXIT' SIGN, ref B.5.1 (MAINTAINED)**
- 'EXIT' NOTICE WITH DIRECTION ARROW, ref B.5.2 (MAINTAINED)**

## SPRINKLER SYSTEM IN ACCORDANCE WITH LPC RULES FOR AUTOMATIC SPRINKLER INSTALLATIONS incorporating BS EN 12845

## FIRE FIGHTING EQUIPMENT TO COMPLY WITH BS EN3, BS 7863 : 1996, BS 5306 - 3 : 2000 and BS 5306-8 : 2000

- WC** WET CHEMICAL (6ltr), WALL MOUNTED @ 1m
- F** FOAM SPRAY (6ltr), WALL MOUNTED @ 1m
- F** FOAM SPRAY (9ltr), WALL MOUNTED @ 1m
- C** CARBON DIOXIDE (2kg) WALL MOUNTED @ 1m
- B** FIRE BLANKET 1.1 X 1.1m WALL MOUNTED @ 1.5m

## UPHOLSTERY

ALL UPHOLSTERY TO SATISFY CIGARETTE AND MATCH IGNITABILITY TEST AND IGNITION SOURCE 5 TESTS AS SPECIFIED IN BS 5852 : 1990 (1998)

## FIRE ALARM INSTALLATION TO B.S.5839 pt1 Protection type L1

- RI** FIRE ALARM RELAY INTERFACE
- FIRE** FIRE ALARM PANEL
- DH** AREA COVERED BY HEAT DETECTOR TO BS 5839, WITH INTEGRAL SOUNDER
- S** AREA COVERED BY SMOKE DETECTOR TO BS 5839 (OPTICAL), WITH INTEGRAL SOUNDER
- VD** AREA COVERED BY SMOKE DETECTOR TO CEILING VOID WITH INTEGRAL SOUNDER
- PD** AREA COVERED BY VISUAL AND AUDIBLE FIRE ALARM WARNING DEVICE (SUBJECT TO AUDIBILITY TEST), MANUAL CALL POINT
- M** DOOR FITTED WITH AUTOMATIC DOOR DETANT LINKED TO FIRE ALARM INSTALLATION
- Z** DOOR FITTED WITH MAGLOCK LINKED TO FIRE ALARM INSTALLATION WITH EMERGENCY RELEASE
- in/out** ZEON BEACON (LOCATION TO BE AGREED WITH FPO)
- in/out** INPUT / OUTPUT UNIT

The system shall provide automatic shutdown of all ventilation, high voltage systems, public address and music systems  
Fire alarm system to be compatible with and interface to landlords fire alarm installation

Area for sale by retail of alcohol and provision of late night refreshment

Anything shown on this plan which is not required by the regulations is for illustrative purposes only and does not form part of the licence

Rev	Date	Notes
<b>LBF Architects</b> 11 Burford Road, Stratford, E15 2ST - Tel: 0207 536 2100 info@lbfarchitects.co.uk www.lbfarchitects.co.uk		
<b>Project:</b> PN 1900 - THE SIR RICHARD OWEN 4 SPRING GARDEN STREET LANCASTER LA1 1RQ		
<b>Client:</b> JD WETHERSPOON PLC		
<b>Drawing:</b> LICENCE PLAN		
Scale:	Drawn:	Checked:
1:100@A1	DJW	BL
Date:	May 24	
Drg no:		Rev:
2017-050-LO5		
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