



London Borough of Hounslow

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 Hounslow Arts Centre 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

H01391

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description
The Walled Gardens
Boston Manor Park
Boston Manor Road

Post town

Brentford

Postcode

TW8 9JU

Telephone number at premises (if any)

Non-domestic rateable value of premises

£ N/A

Part 2 – Applicant details

Daytime contact
telephone number

E-mail address (optional)

Current postal address if
different from premises
address

The Arts Centre, Treaty Centre,
High Street,

Post town

Hounslow

Postcode

TW3 1ES

Part 3 - Variation

Please tick as appropriate

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

X Yes

☐
N
o

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

DD		MM		YYYY			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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)

We are applying to add the sale of alcohol to our existing premises licence, primarily to allow us to serve alcoholic beverages to audience members attending events as part of the Walled Garden Summer Season.

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)	X
b) films (if ticking yes, fill in box B)	X
c) indoor sporting events (if ticking yes, fill in box C)	<input type="checkbox"/>
d) boxing or wrestling entertainment (if ticking yes, fill in box D)	<input type="checkbox"/>
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)	X
h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	<input type="checkbox"/>

Provision of late night refreshment (if ticking yes, fill in box I) ☐

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

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	X
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5) No changes are proposed to the existing provision for the performance of plays.		
Mon	12:00	22:00			
	-----	-----			
Tue	12:00	22:00			
	-----	-----			
Wed	12:00	22:00	<u>State any seasonal variations for performing plays</u> (please read guidance note 6) No changes are proposed to the existing provision for the performance of plays.		
	-----	-----			
Thur	12:00	22:00			
	-----	-----			
Fri	12:00	22:00	<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</u> (please read guidance note 7) No changes are proposed to the existing provision for the performance of plays.		
	-----	-----			
Sat	11:00	22:00			
	-----	-----			
Sun	11:00	22:00			
	-----	-----			

B

Films Standard days and timings (please read guidance note 8)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	X
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5) No changes are proposed to the existing provision for the performance of films.		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 6) No changes are proposed to the existing provision for the performance of films.		
Thur	14:00	21:00			
Fri	14:00	21:00	<u>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</u> (please read guidance note 7) No changes are proposed to the existing provision for the performance of films.		
Sat	14:00	21:00			
Sun	14:00	21:00			

E

Live music Standard days and timings (please read guidance note 8)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	X
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5) No changes are proposed to the existing provision for the performance of Live Music.		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 6) No changes are proposed to the existing provision for the performance of Live Music.		
Thur	12:00	21:30			
Fri	12:00	21:30	<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</u> (please read guidance note 7) No changes are proposed to the existing provision for the performance of Live Music.		
Sat	12:00	21:30			
Sun	12:00	21:30			

F

Recorded music Standard days and timings (please read guidance note 8)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	X
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5) No changes are proposed to the existing provision for the performance of Recorded Music.		
Mon	12:00	22:00			
	-----	-----			
Tue	12:00	22:00			
	-----	-----			
Wed	12:00	22:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6) No changes are proposed to the existing provision for the performance of Recorded Music.		
	-----	-----			
Thur	12:00	22:00			
	-----	-----			
Fri	12:00	22:00	<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> (please read guidance note 7) No changes are proposed to the existing provision for the performance of Recorded Music.		
	-----	-----			
Sat	12:00	22:00			
	-----	-----			
Sun	12:00	22:00			
	-----	-----			

G

Performances of dance Standard days and timings (please read guidance note 8)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	X
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5) No changes are proposed to the existing provision for the performance of Dance.		
Mon	12:00	22:00			
Tue	12:00	22:00			
Wed	12:00	22:00	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 6) No changes are proposed to the existing provision for the performance of Dance.		
Thur	12:00	22:00			
Fri	12:00	22:00			
Sat	12:00	22:00	<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> (please read guidance note 7) No changes are proposed to the existing provision for the performance of Dance.		
Sun	12:00	22:00			

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	X
					Off the premises	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<p><u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 6)</p> <p>The supply of alcohol will primarily take place during the Walled Garden Summer Season and other pop up events in the summer months, typically running from June to September, and only during event hours. There are also ambitions to host occasional pop-up events during other summer months, during which alcohol may also be supplied in line with the premises licence conditions.</p> <hr/> <p><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> (please read guidance note 7)</p> <p>Occasional non-standard timings may apply for special events such as one-off performances, community celebrations, or summer pop-up events. These would remain within the general scope of the premises licence and be managed in line with licensing objectives. Advance notice and appropriate controls will be in place to ensure responsible alcohol service.</p>			
Mon	12:00	22:00				
	-----	-----				
Tue	12:00	22:00				
	-----	-----				
Wed	12:00	22:00				
	-----	-----				
Thur	12:00	22:00				
	-----	-----				
Fri	12:00	22:00				
	-----	-----				
Sat	12:00	22:00				
	-----	-----				
Sun	12:00	22:00				
	-----	-----				

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) There are no seasonal variations proposed.
Day	Start	Finish	
Mon	10:00	22:00	
Tue	10:00	22:00	
Wed	10:00	22:00	
			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) None proposed.
Thur	10:00	22:00	
Fri	10:00	22:00	
Sat	10:00	22:00	
Sun	10:00	22:00	

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.

No existing conditions are proposed to be removed as a result of this variation.

Please tick as appropriate

- I have enclosed the premises licence X
- 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)

The premises will continue to operate as a managed cultural venue with a strong track record of safe, well-organised public events. Alcohol sales will be supervised by trained staff and incorporated into the existing controlled event structure. Clear operational procedures will be in place to support all four licensing objectives, including staff training, robust event planning, audience management, and close monitoring of any potential risks. Events will remain ticketed and stewarded, and the premises will work proactively with licensing authorities to ensure compliance.

b) The prevention of crime and disorder

Alcohol will only be served at ticketed events by trained staff. A Challenge 25 policy will be in place, and staff will be briefed on responsible service. The premises will maintain a zero-tolerance approach to anti-social behaviour and cooperate with local authorities where necessary.

c) Public safety

Events will be risk-assessed and appropriately staffed, with clear evacuation procedures in place. Audience capacities will be managed to ensure safety and comfort. First aid provision and access for emergency services will be considered as part of all event planning.

d) The prevention of public nuisance

Sound levels will be monitored to avoid noise spill, particularly during extended live music hours. Signage and announcements will encourage respectful behaviour when leaving. Events will end at times that reduce late-night disturbance.

e) The protection of children from harm

Events involving children will be supervised and family-appropriate. Alcohol sales will be restricted to adults, with Challenge 25 enforcement, and under-18s will not be permitted to purchase or consume alcohol on the premises.

Checklist:


Please tick to indicate agreement

- ☒ I have made or enclosed payment of the fee; or X
- ☐ 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. X
- ☒ I understand that I must now advertise my application. X
- ☒ I have enclosed the premises licence or relevant part of it or explanation. X
- ☒ I understand that if I do not comply with the above requirements my application will be rejected. X

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	
Date	7th May 2025
Capacity	Director

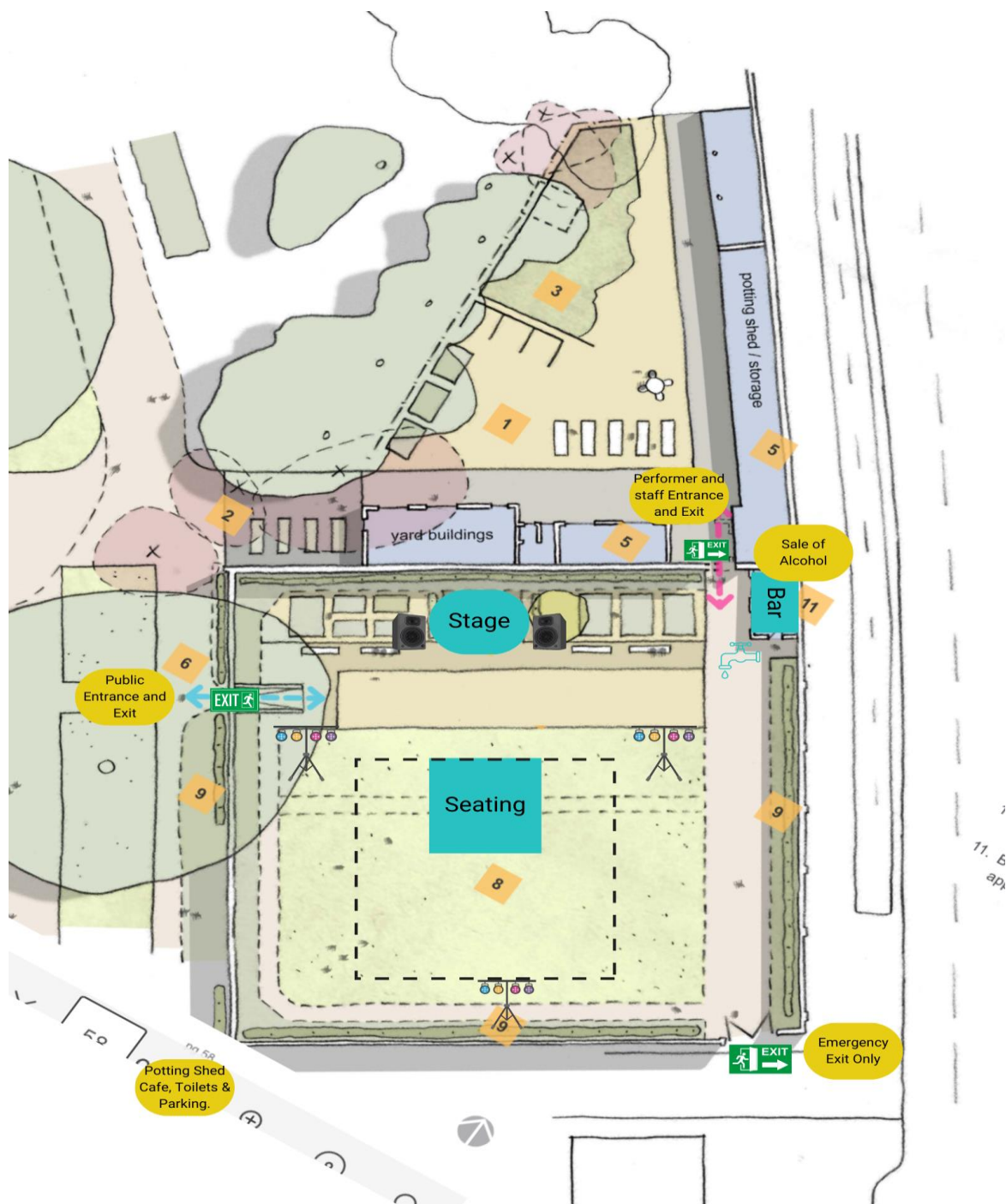
Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 14). **If signing on behalf of the applicant, please state in what capacity.**

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





Part 1 - Premises details

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

The Walled Gardens
Boston Manor Park
Boston Manor Road

Post town Brentford

Post code TW8 9JU

Telephone number

Where the licence is time limited N/A

Licensable activities authorised by the licence

Provision Regulated Entertainment

Plays

Films

Live Music

Recorded Music

Performance of Dance

The times the licence authorises are carrying out licensable activities

Plays:

Monday to Friday 12:00 to 22:00

Saturday to Sunday 11:00 to 22:00

Films:

Thursday to Sunday 14:00 to 21:00

Live Music:

Thursday to Sunday 12:00 to 21:30

Recorded Music:

Monday to Sunday 12:00 to 22:00

Performance of Dance:

Monday to Sunday 12:00 to 22:00

The opening hours of the premises

Monday to Sunday 10:00 to 22:00

Where the licence authorises supplies of alcohol whether these are on and/ or off supplies N/A

Part 2

Name and address of holder of premises licence

Hounslow Arts Centre Ltd
Paul Robeson Theatre
High Street
Hounslow
TW3 1ES

Telephone number

E-mail

**Registered number of the licence holder**

09435289

Name and address of designated premises supervisor

N/A

Personal licence held by designated premises supervisor

Licence Number: N/A

Issuing Authority: N/A

**ANNEX 1 TABLE OF MANDATORY CONDITIONS UNDER THE
LICENSING ACT 2003**

N/A

Annex 2 - Conditions consistent with the Operating Schedule**As agreed the Licensing Enforcement Officer**

1. An Event Safety Management Plan (ESMP) shall be developed to address the method by which the premises licence holder proposes to manage the potential risks for the following matters in accordance with the four licensing objectives:
 - Crowd safety;
 - Procedures in the event of an emergency;
 - The reduction of crime and disruption of the supply and possession of drugs and illegal substances from inside and outside the venue;
 - Regulation of the number of persons attending the event at any one time;
 - Stewarding of the event from inside and outside the venue;
 - The responsible consumption of alcohol on site;
 - The welfare of persons working at the event site during the build up, breakdown and open period of the event;
 - Missing persons, vulnerable persons and childrens safety;
 - Ticket sales and conditions of entry;
 - The provision of first aid;
 - Accident reporting procedures;
 - The control of noise and the prevention of public nuisance;
 - Fire safety;
 - The use of pyrotechnics and special effects;
 - The safety of food;
 - Control of litter;



- Sanitation and the disposal of waste materials;
- The safety of temporary structures and amusements;
- Traffic management;
- Provision of facilities for disabled persons; and
- The structure for the operational management of the event, including the composition and functions of the event liaison team.

The Prevention of Crime and Disorder

2. Duty Manager shall be on site at all times.
3. No door/gate to be left unmanaged at any times – fire exits to be checked every hour.
4. All valuables to be stored in secure locations (safe deposit box).
5. Anti-theft protocols to be implemented at all times – written warnings advising audience on how to reduce theft. All crime to be immediately reported to police.
6. Effective Security Policy implemented in response to the risk assessment.
7. Staff members trained in the security policy and any security breaches need to be recorded by staff.
8. Premises need to be observed frequently by the duty manager for any suspect packages, broken glass, obstructions, or criminal behaviour hourly.
9. Trained staff to supervise the door and maintain entry into the venue and ensure that all licensing objectives to be implemented at all times.
10. Daily briefings and debriefing with all staff by duty manager.
11. General safety of staff and public- implementing a full risk assessment. Risk and hazards should be identified within the venue and precautions should be in place.
12. Fully stocked first aid boxes should be on site.
13. All staff trained in first aid protocols – venue to be in close contact with the local ambulance service.
14. All staff shall be trained in waste disposal.
15. Fire detection system to be implemented and evacuation procedure to be practiced monthly.

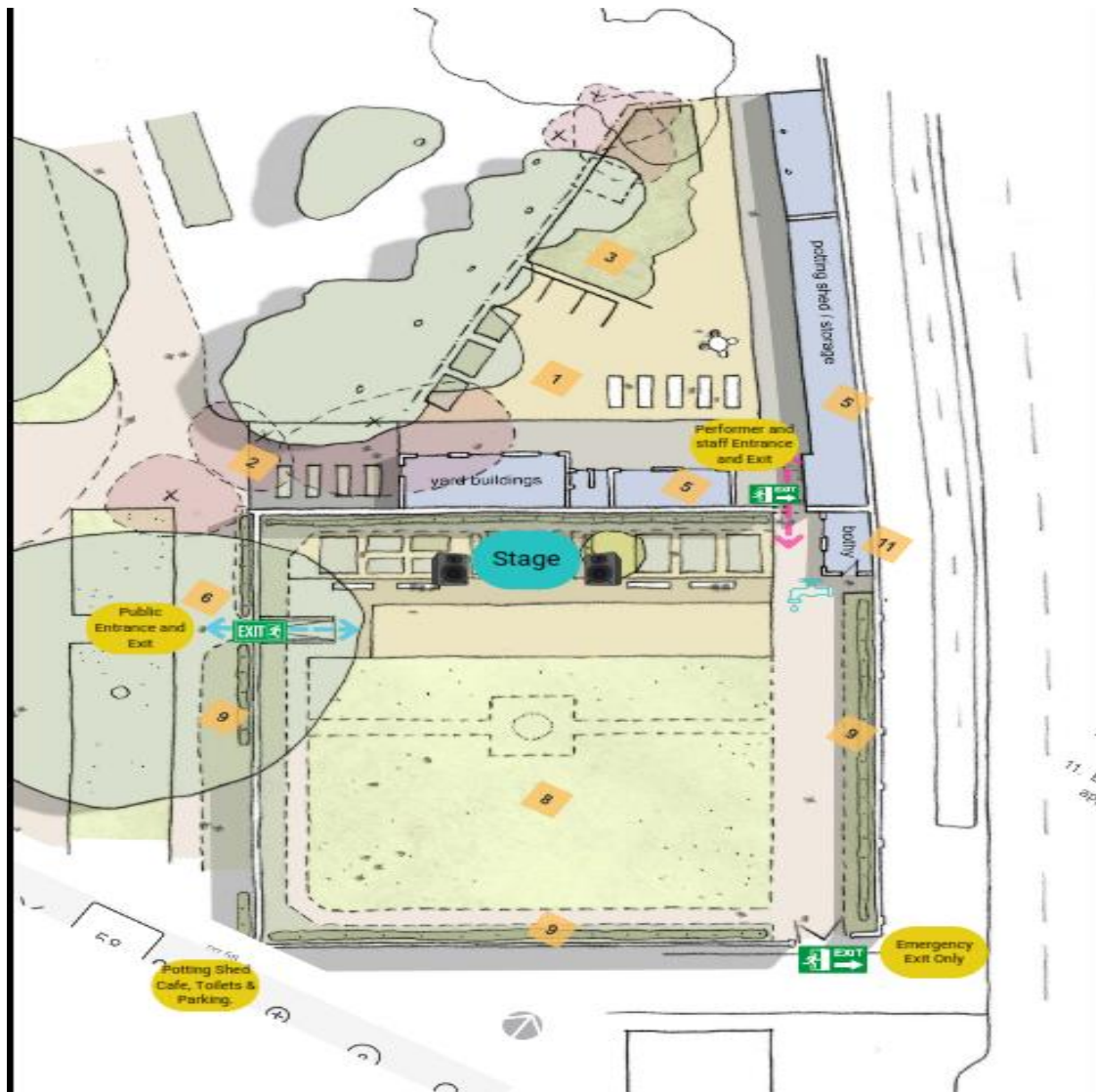


16. Fire risk assessment to identify any possible causes of fire and reductions implemented to ensure fire does not occur.
17. Any incident to be recorded and reviewed monthly to ensure smooth running of venue.
18. Smoking policy – staff to be trained in the legalities of smoke free areas.
19. Removal of any individual that does not abide by the law.
20. Noise management policy implemented and enforced.
21. Noise monitoring to take place weekly by the duty manager.
22. Contact number provided for local residents so they can report any noise issues – phone to be on the duty manager's persons at all times.
23. Deliveries to take place during the day and not at inappropriate times.
24. No debris to be outside the venue – duty manager to ensure that there is no rubbish outside the venue at any time.
25. Staff training on the effects of alcohol and how to spot early signs of audiences being drunk should be provided to give them the knowledge and confidence to deal with drunken patrons.

Annex 3 - Conditions attached after a hearing by the licensing authority
N/A



Annex 4 - Plans attached



Andrew Devine
Regulatory Manager
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020 8583 5555