



Licensing Team
 North Norfolk District Council
 Council Offices
 Holt Road
 Cromer
 Norfolk
 NR27 9EN

Reference number

(office use only)

Schedule 4

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**Wilson Pubs Limited**.....

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

LN/000003200

Part 1 – Premises Details

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

Byfords, 1-3A Shirehall Plain

Post town
Holt

Post code
NR25 6BG

Telephone number of Premises 01263 711400

Non-domestic rateable value of premises

£ 75,000

(This can be obtained from the Valuation Office website www.voa.gov.uk)

Part 2 – Applicant Details

Daytime contact Telephone number (if any) [REDACTED]	
E-mail address (optional)	
Current postal address if different from premises address Byfords Restaurant, Restaurant at Byfords 1-3A Shirehall Plain	
Post town Holt	Post code NR25 6BG

Part 3 – Variation

Please tick as appropriate

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

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

Day	Month	Year
<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?
(See guidance note 1)

Yes No

Please describe briefly the nature of the proposed variation?

(Please read guidance note 2)

A newly completed ground floor layout, as approved under planning reference LA/24/2690, is shown on the attached plan. This includes the addition of a dedicated hotel residents' lounge, to be known as Henry's Bar at Byfords.

The applicant has given full and proper consideration to the four licensing objectives, in line with the Statement of Licensing Policy of North Norfolk District Council, and confirms that the premises will continue to be operated in a manner consistent with the existing licence and established management practices.

The proposed variation of hours for the sale of alcohol, recorded music, live music and performance of dance reflects the operational requirements of a hotel environment and will remain ancillary to the primary use of the premises. These activities will be conducted within the property boundary and managed in accordance with the licensing objectives.

The continuation of both on- and off-sales of alcohol, as permitted under the existing licence, will allow hotel residents to take drinks to their rooms. This supports a more dispersed and controlled pattern of consumption, reducing pressure on bar areas and assisting in the prevention of noise and disturbance.

The premises has an established track record of responsible operation, and the applicant will continue to work proactively with responsible authorities to ensure ongoing compliance. The proposed variation is considered appropriate, proportionate, and fully consistent with the licensing objectives and the Council's Statement of Licensing Policy.

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.

<input type="text"/>

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**).....
- 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**).....
- f) recorded music (if ticking yes, fill in **Box F**).....
- 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**).....

The supply of hot food or hot drink to the public for consumption on or off the premises between 11.00pm and 5.00am.



Supply of alcohol (if ticking yes, fill in **Box J**).....



IN ALL CASES PLEASE COMPLETE BOXES K, L AND M

Box 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	
					Outdoors	
Day	Start	Finish				
Both						
Mon			<u>Please give further details here</u> (read guidance note 5)			
Tue						
Wed			<u>State any seasonal variations for performing plays</u> (read guidance note 6)			
Thur						
Fri			<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> (read guidance note 7)			
Sat						
Sun						

Box 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	
					Outdoors	
					Both	
Day	Start	Finish	<u>Please give further details here</u> (read guidance note 5)			
Mon						
			<u>State any seasonal variations for exhibition of films</u> (read guidance note 6)			
Tue						
			<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> (read guidance note 7)			
Wed						
Thur						
Fri						
Sat						
Sun						

Box C Indoor sporting events Standard days and timings (Please read guidance note 8)			<u>Please give further details here (read guidance note 5)</u>	
Day	Start	Finish		
Mon			<u>State any seasonal variations for indoor sporting events (read guidance note 6)</u>	
Tue				
Wed				
Thur				
Fri				
Sat				<u>Non standard timings. Where you intend to use the premises for the indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 7)</u>
Sun				

Box D Boxing or wrestling entertainment Standard days and timings Please read guidance note 8)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick <input type="checkbox"/> (Please read guidance note 4)		Indoors
					Outdoors
Day	Start	Finish			Both
Mon			<u>Please give further details here</u> (read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (read guidance note 6)		
Thur					
Fri			<u>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</u> (please read guidance note 7)		
Sat					
Sun					

Box 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	
Day	Start	Finish	<u>Please give further details here</u> (read guidance note 5) Acoustic soloist. Quartet - classical and jazz. Amplified and unamplified. <u>State any seasonal variations for the performance of live music</u> (read guidance note 6) <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)		
Mon	00:00	00:00			
Tue	00:00	00:00			
Wed	00:00	00:00			
Thur	00:00	00:00			
Fri	00:00	00:00			
Sat	00:00	00:00			
Sun	00:00	00:00			

Box 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	<u>Please give further details here</u> (read guidance note 5) Background (known as elevator) music. Speakers positioned around the floor area. <u>State any seasonal variations for playing recorded music</u> (read guidance note 6) <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)			
Mon	00:00	00:00				
Tue	00:00	00:00				
Wed	00:00	00:00				
Thur	00:00	00:00				
Fri	00:00	00:00				
Sat	00:00	00:00				
Sun	00:00	00:00				

Box G Performance 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	✓
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (read guidance note 5) The provision for the performance of dance is intended to be low-key and complementary to the primary use of the premises as a food-led hotel and residents' lounge. Any such activity will be occasional, small-scale, and ancillary to the overall operation of the premises. The performance of dance will typically take place within Henry's Bar or other internal areas of the premises and will be limited to informal or organised events. <u>State any seasonal variations for performance of dance</u> (read guidance note 6) <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)		
Mon	00:00	00:00			
Tue	00:00	00:00			
Wed	00:00	00:00			
Thur	00:00	00:00			
Fri	00:00	00:00			
Sat	00:00	00:00			
Sun	00:00	00:00			

Box H Anything of a similar description to that falling within e, f or g Standard days and timings (Please read guidance note 8)			<u>Please give a description of the type of entertainment you will be providing</u>		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick ✓ (Please read guidance note 4)	Indoors	
Mon				Outdoors	
				Both	
			<u>Please give further details here</u> (read guidance note 5)		
Tue			<u>State any seasonal variations for entertainment of a similar description to that falling within e, f or g</u> (read guidance note 6)		
Wed					
Thur					
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within e, f or g at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sun					

Box 1 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 <input checked="" type="checkbox"/> (Please read guidance note 4)		Indoors	<input checked="" type="checkbox"/>		
					Outdoors	<input type="checkbox"/>		
					Both	<input type="checkbox"/>		
Day	Start	Finish	<u>Please give further details here</u> (read guidance note 5)					
Mon	23:00	05:00	Late night refreshment will be provided primarily for hotel residents and their bona fide guests, with limited availability to non-residents in line with the style and operation of the premises as a hotel. The offering will consist of light refreshments only, such as hot and cold beverages and simple prepared foods (e.g. snacks, soups, sandwiches, and light bites). There will be no large-scale cooking, takeaway service, or delivery operation associated with late night refreshment. Service will be provided within the internal areas of the premises, and will be managed by trained staff at all times.					
Tue	23:00	05:00						
Wed	23:00	05:00					<u>State any seasonal variations for the provision of late night refreshment</u> (read guidance note 6)	
Thur	23:00	05:00						
Fri	23:00	05:00						
Sat	23:00	05:00	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 7)					
Sun	23:00	05:00						

Box J Supply of alcohol Standard days and timings (Please read guidance note 8)			Will the sale of alcohol be for consumption – please tick <input checked="" type="checkbox"/> (Please read guidance note 9)		On premises					
					Off premises					
					Both	<input checked="" type="checkbox"/>				
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (read guidance note 6)							
Mon	00:00	00:00								
Tue	00:00	00:00								
Wed	00:00	00:00								
Thur	00:00	00:00					<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> (read guidance note 7)			
Fri	00:00	00:00								
Sat	00:00	00:00								
Sun	00:00	00:00								

Box 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)

Box L Hours premises are open to the public Standard days and timings (Please read guidance note 8)			<u>State any seasonal variation</u> (read guidance note 6) As the premises operates as a hotel, it is necessary to provide access on a virtual 24-hour basis to meet the needs of residents and their guests.
Day	Start	Finish	<u>Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list</u> (please read guidance note 7)
Mon	00:00	00:00	
Tue	00:00	00:00	
Wed	00:00	00:00	
Thur	00:00	00:00	
Fri	00:00	00:00	
Sat	00:00	00:00	
Sun	00:00	00:00	

Please identify any of the conditions currently imposed on the converted 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 the above boxes please fill in the reasons for not including the licence, or part of it, below

Reasons why I have failed to enclose the premises licence or relevant part of premises licence

M Please describe any additional steps that 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,e) (please read guidance note 11)

The premises licence holder is committed to upholding and promoting the four licensing objectives—namely the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm.

Overall, the proposed variation is not expected to negatively impact the licensing objectives. Instead, these additional steps will ensure the premises continues to operate responsibly and in a manner that supports the hotel and restaurant guests, local community and licensing requirements.

As part of this variation, the following additional measures will be implemented:

b) The prevention of crime and disorder

Staff will be continuously trained to identify and manage potentially disruptive behaviour, with a clear policy for refusing service where necessary.

An incident log will be maintained and regularly reviewed.

Where appropriate, SIA-registered door supervisors will be employed during peak periods or events.

c) Public safety

Regular risk assessments will be undertaken, particularly in relation to any extended hours or increased capacity.

Staff will receive ongoing training in health and safety procedures, including emergency evacuation and first aid awareness.

Clear signage and safe management of customer flow will be maintained at all times.

d) The prevention of public nuisance

The premises will operate a considerate dispersal policy to minimise noise and disturbance to nearby residents.

Prominent signage will request patrons to leave the area quietly.

Any amplified music will be controlled to ensure it remains at an appropriate level and does not cause nuisance beyond the premises.

Waste disposal and deliveries will be managed at reasonable hours.

e) The protection of children from harm

A Challenge 25 policy will be strictly enforced, with acceptable forms of ID clearly displayed.

Staff will receive training on age verification and safeguarding responsibilities.

Children will only be permitted on the premises with an adult/parent in accordance with the licence conditions and under appropriate supervision.

CHECKLIST

Please tick to indicate agreement

- I have made or enclosed 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 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. (See guidance note 13) If signing on behalf of the applicant please state in what capacity.

Signature [REDACTED]

Date 23 March 2026.....

Capacity...Authorised Agent

Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other duly 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: [REDACTED]	Postcode: [REDACTED]
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Daytime contact telephone number [REDACTED]

E-mail address (optional) [REDACTED]

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;
 - 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;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - 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.