

**PUBLIC NOTICE
VARIATION OF PREMISES LICENCE
LICENSING ACT 2003**

An application has been made by Horsham Football Club for a Variation of the Premises Licence relating to Horsham Football Club, Worthing Road, Horsham, RH13 0AD

The application seeks to -

Change of Premises Licence Holder name from Horsham Football Club Limited to Horsham Football Club C.I.C

Extend the operating hours as follows:

Supply of Alcohol

Monday to Thursday – 11:00hrs to 23:00hrs

Friday & Saturday – 11:00hrs to 00:00hrs

Sunday 11:00hrs to 22:00hrs

Recorded Music

Monday to Thursday – 09:00hrs to 23:00hrs

Friday & Saturday – 09:00hrs to 00:00hrs

Sunday 09:00hrs to 22:00hrs

Late Night Refreshment

Friday & Saturday – 23:00hrs to 00:00hrs

Opening hours

Monday to Thursday – 07:00hrs to 23:00hrs

Friday & Saturday – 07:00hrs to 00:00hrs

Sunday 08:00hrs to 22:00hrs

A copy of the application may be inspected, during office hours by appointment only, via the Licensing Department, Albery House, Springfield Road, Horsham, RH12 2GB or on our website at

<https://www.horsham.gov.uk/licensing/current-licensing-applications>

If you wish to make representations for or against this application, you must do so in writing to the Licensing Department at the above address or by e-mail to licensing@horsham.gov.uk by no later than 9th May 2025, after which date, no objections will be considered.

The Council will not entertain representations where the writer requests that his identity remains anonymous. Copies of all representations will be included in the papers presented to the Licensing Committee and will therefore pass into the public domain. Representations must relate to one or more of the four Licensing Objectives: the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE OF UP TO LEVEL 5 ON THE STANDARD SCALE (CURRENTLY £5000) UNDER SECTION 158 OF THE LICENSING ACT 2003 TO KNOWINGLY OR RECKLESSLY MAKE A FALSE STATEMENT IN CONNECTION WITH THIS APPLICATION.

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 [REDACTED]
[REDACTED]
Horsham Football Club 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 LI/19/0175/PREM

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Horsham Football Club Limited Hop Oast Worthing Road			
Post town	Horsham	Postcode	RH13 0AD

Telephone number at premises (if any)	[REDACTED]
Non-domestic rateable value of premises	£29,000

Part 2 – Applicant details

Daytime contact telephone number	[REDACTED]		
E-mail address (optional)	[REDACTED]		
Current postal address if different from premises address	[REDACTED] [REDACTED]		
Post town	[REDACTED]	Postcode	[REDACTED]

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?

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)

Change of name from Horsham Football Club Limited to Horsham Football Club C.I.C

We have been granted planning permission to extend our operating hours as follows:

- **Sunday:** until 22:00
- **Friday and Saturday:** until 00:00 (midnight)

We would like to amend our current licence to permit the sale of alcohol and the playing of recorded music in line with these revised hours with our Clubhouse (Bar) Indoors only

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.

Provision of regulated entertainment (Please see guidance note 3)	Please tick all that apply
a) plays (if ticking yes, fill in box A)	<input type="checkbox"/>
b) films (if ticking yes, fill in box B)	<input type="checkbox"/>
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)	<input type="checkbox"/>
f) recorded music (if ticking yes, fill in box F)	<input checked="" type="checkbox"/>
g) performances of dance (if ticking yes, fill in box G)	<input type="checkbox"/>
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) ☒

In all cases complete boxes K, L and M

A

Plays			<u>Will the performance of a play take place</u>		
Standard days and timings (please read guidance note 8)			indoors or outdoors or both – please tick (please read guidance note 4)		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please 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> (please read guidance note 7)		
Sat					
Sun					

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	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 6)		
Thur					
Fri			<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)		
Sat					
Sun					

C

Indoor sporting events			<u>Please give further details</u> (please read guidance note 5)
Standard days and timings (please read guidance note 8)			
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 6)
Wed			
Thur			<u>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</u> (please read guidance note 7)
Fri			
Sat			
Sun			

D

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

E

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

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 checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	09:00	23:00	<u>Please give further details here</u> (please read guidance note 5) Amend licence to recent planning application approval		
Tue	09:00	23:00			
Wed	09:00	23:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6)		
Thur	09:00	23:00			
Fri	09:00	00:00	<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)		
Sat	09:00	00:00			
Sun	09:00	22:00			

G

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

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	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 5)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 6)		
Fri					
Sat			<u>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</u> (please read guidance note 7)		
Sun					

I

Late night refreshment			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 4)		Indoors	<input checked="" type="checkbox"/>
Standard days and timings (please read guidance note 8)					Outdoors	<input type="checkbox"/>
Day	Start	Finish			Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 5)			
Tue						
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 6)			
Thur						
Fri	23:00	00:00	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)			
Sat	23:00	00:00				
Sun						

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	<input checked="checked" type="checkbox"/>
					Off the premises	<input type="checkbox"/>
Day	Start	Finish			Both	<input type="checkbox"/>
Mon	11:00	23:00	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 6)			
Tue	11:00	23:00				
Wed	11:00	23:00				
Thur	11:00	23:00	<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> (please read guidance note 7)			
Fri	11:00	00:00				
Sat	11:00	00:00				
Sun	11:00	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)			<u>State any seasonal variations</u> (please read guidance note 6)
Day	Start	Finish	
Mon	07:00	23:00	
Tue	07:00	23:00	<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</u> (please read guidance note 7)
Wed	07:00	23:00	
Thur	07:00	23:00	
Fri	07:00	00:00	
Sat	07:00	00:00	
Sun	08:00	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.

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)

The Applicant is aware of its obligations to uphold the licensing objectives set out in the Licensing Act 2003 and will take the following steps to ensure it upholds those objectives

b) The prevention of crime and disorder

All staff involved in licensable activities will receive training on key areas, including the **Challenge 25 scheme**, permitted hours and activities, refusal procedures, recognising drunkenness, and emergency actions. Training will be **documented, refreshed every three months**, and records will be available for inspection.

The applicant will **participate in Horsham Pubwatch** to share relevant information. Open alcohol containers cannot be taken off the premises except in designated external areas. For **first team football matches**, at least **six stewards** will be on duty, in radio communication and managed by a senior steward. An **incident report register** will be maintained, recording details of incidents for inspection by licensing officers or police.

The premises have a **digital CCTV system** covering all public areas internally and externally, operating in line with **Home Office guidelines**. The system:

- Records **at all times** the licence is in operation
- Stores footage for a **minimum of 31 days**
- Ensures cooperation with police requests for footage
- Displays accurate date and time stamps
- Trains key staff to operate and retrieve footage efficiently

These measures ensure compliance with licensing conditions, public safety, and crime prevention.

c) Public safety

Any drinks to be consumed on the terraces shall be served in plastic containers at all times. Signage to this effect will be clearly positioned at the exit of the clubhouse and the steward will ensure that this is complied with.

Drink-driving awareness posters will be displayed in prominent locations at the premises. A Designated Driver Scheme will be available providing free water to designated drivers

d) The prevention of public nuisance

The Premises are not located near to a residential area; adequate parking facilities are provided and no additional measures are considered necessary.

e) The protection of children from harm

The premises will operate a "Challenge 25" policy and anyone who appears to be under 25 will be asked for photographic ID to prove their age. Acceptable forms of ID will be passports, driving licenses with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram.

Suitable and sufficient signage advertising the Challenge 25 policy will be displayed in prominent locations in the premises, in particular at the point of sale.

All staff members engaged in selling alcohol on the premises shall receive training pertinent to the Licensing Act, specifically in regard to age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs. Induction training will be completed prior to engaging in any sale of alcohol together with refresher training as required. A record of restricted sales training undertaken by staff members will be kept at the premises and made available upon request to officers of any responsible authority.

The premises shall at all times maintain and operate a sales refusals log and an incident log will be kept to record all refusals and incidents of crime or disorder. These shall be reviewed and signed by the Designated Premises Supervisor on a monthly basis and feedback given to staff to ensure these are used whenever a refusal or incident occurs at the premises. These records shall be kept at the premises for a minimum of twenty-four (24) months, and made available upon request to officers of any responsible authority.

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	
Date	26 March 2025
Capacity	

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