

Application to vary a premises licence to be granted 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

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 Medway-05-PREM-0164

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description 356-358 High Street Chatham Kent ME4 4NP			
Post town		Postcode	
Telephone number at premises (if any)			
Non-domestic rateable value of premises			

Part 2 – Applicant details

Daytime contact telephone number	
E-mail address (optional)	

Current postal address if different from premises address

356/358 HIGH STREET

Post town

CHATHAM

Postcode

ME4 4NP

Part 3 – Variation

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?

Do you want the proposed variation to have effect in relation to the

Yes No introduction of the late night levy? (Please see guidance note 1)

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

The proposed variation is to include the provision of late-night refreshment at Smiles Kitchen Lounge during extended operating hours.

To add live and recored music to the licence

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.

**Please
tick all
that
apply**

Provision of regulated entertainment (please read guidance note 3)

- 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)
- anything of a similar description to that falling within (e), (f) or (g) h
(if ticking yes, fill in box H)

X

X

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

X

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)			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				Please give further details here (please read guidance note 5)	
Tue			Please give further details here (please read guidance note 5)		
Wed			State any seasonal variations for performing plays (please read guidance note 6)		
Thur			State any seasonal variations for performing plays (please read guidance note 6)		
Fri			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 (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	
				Outdoors	
Day	Start	Finish		Both	
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 Standard days and timings (please read guidance note 8)			<u>Please give further details</u> (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 6)
Wed			
Thur			
Fri			<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)
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	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)		
Mon					
Tue					
Wed					
			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6)		
Thur			<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)		
Fri					
Sat					
Sun					

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	X
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)		
Mon	10:00	02:00			
Tue	10:00	02:00			
			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 6)		
Wed	10:00	02:00			
Thur	10:00	02:00			
			<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)		
Fri	10:00	02:00			
Sat	10:00	02:00			
Sun	12:00	01:00			

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	x
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)		
Mon	10:00	02:00			
Tue	10:00	02:00			
			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6)		
Wed	10:00	02:00			
Thur	10:00	02:00			
			<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)		
Fri	10:00	02:00			
Sat	10:00	02:00			
Sun	12:00	01:00			

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	
Day	Start	Finish		Outdoors	
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue			<u>Please give further details here</u> (please read guidance note 5)		
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 6)		
Thur			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 6)		
Fri			<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)		
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			<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)		

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	
Mon				Outdoors	
				Both	
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		

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 (please read guidance note 4)		Indoors	X
					Outdoors	
					Both	
Day	Start	Finish	<u>Please give further details here (please read guidance note 5)</u>			
Mon	23:00	03:00				
Tue	23:00	03:00				
Wed	23:00	03:00				
Thur	23:00	03:00	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 6)			
Fri	23:00	03:00				
Sat	23:00	03:00				
Sun	23:00	02:00	<u>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</u> (please read guidance note 7)			

J

Supply of alcohol Standard days and timings (please read guidance note 8)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 9)	On the premises	X
				Off the premises	
				Both	
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 6)		
Mon	10:00	03:00			
	-----	-----			
Tue	10:00	03:00			
	-----	-----			
Wed	10:00	03:00			
	-----	-----			
Thur	10:00	03:00			
	-----	-----	<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	10:00	03:00			
	-----	-----			
Sat	10:00	03:00			
	-----	-----			
Sun	12:00	01:30			
	-----	-----			

<p>Hours premises are open to the public Standard days and timings (please read guidance note 8)</p>			<p><u>State any seasonal variations</u> (please read guidance note 6)</p> <p>No permanent seasonal variations are proposed. However, Smiles Kitchen Lounge may extend or adjust the provision of latenight refreshment for specific events, holidays, or special occasions to better accommodate customer demand</p>
Day	Start	Finish	
Mon	10:00	00:00	
	-----	-----	
Tue	10:00	00:00	
	-----	-----	
Wed	10:00	00:00	
	-----	-----	
Thur	10:00	00:00	<p><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)</p>
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L

Fri	10:00	12:00	Smiles Kitchen Lounge does not propose permanent seasonal variations. However, during public holidays or special occasions, the premises may extend the provision of late-night refreshment to accommodate customer demand, while continuing to operate in accordance with licensing objectives. All such extensions will be managed responsibly, ensuring public safety, prevention of nuisance, and compliance with legal requirements.
Sat	10:00	00:00	
Sun	12:00	23:30	

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

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.

The proposed variation seeks to amend the existing licence to include the provision of late-night refreshment and retail sale of alcohol within extended hours.

The new hours requested are as follows:

Late-night refreshment: Monday to Saturday – 10:00 a.m. to 03:00 a.m.

Sale of alcohol (on and off the premises): Monday to Saturday – 10:00 a.m. to 03:00 a.m. This variation will allow Smiles Kitchen Lounge, a restaurant offering African and Caribbean cuisine, to provide an improved late dining experience and meet customer demand during later hours.

Documents

I have enclosed the premises licence

I have enclosed the relevant part of the premises licence

Please tick as appropriate

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 the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)

To ensure compliance with all four licensing objectives, Smiles Kitchen Lounge will take the following measures:

1. Prevention of Crime and Disorder

Maintain a fully operational CCTV system covering all key areas, inside and outside, with recordings retained for at least 31 days.

A responsible manager will be on duty at all times during late-night operations to supervise and manage customer behaviour.

Staff will be trained to identify and respond to anti-social behaviour and work closely with local authorities if needed.

2. Public Safety

All staff trained in emergency procedures, fire safety, first aid, and evacuation protocols.

Adequate lighting will be maintained around entrances, exits, and outdoor areas to ensure the safety of customers and staff.

Capacity limits will be monitored to prevent overcrowding, particularly during late-night hours.

3. Prevention of Public Nuisance

Signage displayed reminding customers to leave the premises quietly and respect neighbours.

Doors and windows kept closed after 11:00 p.m., except for access/egress, to reduce noise.

Waste and glass collection, as well as deliveries, managed to avoid late-night disturbance.

Staff will monitor outdoor areas and queues to minimise disruption to the local community.

4. Protection of Children from Harm

No unaccompanied persons under 18 allowed on the premises after 9:00 p.m.

Strict "Challenge 25" policy in place for alcohol sales, with staff trained in age verification.

Staff trained to prevent underage sales and recognise potential risks to children.

5. Holiday and Special Event Measures

During public holidays or special occasions, extended hours for late-night refreshment may be permitted to meet customer demand.

All such occasions will be managed responsibly, ensuring that all licensing objectives continue to be met.

b) The prevention of crime and disorder

Smiles Kitchen Lounge will take the following steps to minimise the risk of crime and maintain a safe environment:

A fully operational CCTV system will cover all key areas of the premises, inside and outside, with recordings retained for at least 31 days and made available to the police or licensing authority on request.

A responsible manager or supervisor will be present at all times during operating hours, including late-night periods, to monitor customer behaviour and manage any incidents.

Staff will be trained to recognise and respond to anti-social behaviour, conflict situations, or signs of disorder. All incidents will be recorded in an incident log, and serious occurrences reported promptly to the relevant authorities.

Staff will work closely with local police and community safety teams to ensure compliance with licensing laws and maintain a safe environment.

Measures such as restricting entry to individuals causing disturbance and refusing service where appropriate will be applied to prevent disorder.

c) Public safety

To ensure the safety of customers, staff, and visitors, Smiles Kitchen Lounge will implement the following measures:

All staff will be trained in emergency procedures, including fire safety, first aid, and evacuation routes. Adequate lighting will be maintained at all entrances, exits, and surrounding outdoor areas, especially during late-night hours.

Capacity limits will be monitored and enforced to prevent overcrowding, particularly during peak and late-night periods.

Fire safety equipment, including extinguishers and alarms, will be regularly checked and maintained.

Regular risk assessments will be conducted to identify and mitigate any hazards within the premises.

Staff will be trained to respond quickly and safely to any incidents or emergencies.

d) The prevention of public nuisance

To minimise the impact on the local community and ensure a peaceful environment, Smiles Kitchen Lounge will implement the following measures:

Signage will be displayed asking customers to leave the premises quietly and respect nearby residents.

Doors and windows will remain closed after 11:00 p.m., except for access and egress, to reduce noise.

Waste, glass collection, and deliveries will be managed carefully to avoid disturbance during late-night hours.

Staff will monitor and manage outdoor areas and queues to prevent noise or disruption to neighbours.

Late-night music and entertainment levels will be controlled to minimise noise pollution.

Any complaints from residents will be taken seriously and addressed promptly to prevent recurrence.

e) The protection of children from harm

Smiles Kitchen Lounge will take the following steps to ensure children are safeguarded while on the premises:
 No unaccompanied persons under 18 will be permitted on the premises after 9:00 p.m.
 A strict "Challenge 25" policy will be implemented to verify the age of anyone attempting to purchase alcohol. Staff will be trained to recognise and prevent underage sales and to identify any situations where children may be at risk.
 Signs will be clearly displayed to inform customers of the age restrictions and the Challenge 25 policy. All incidents involving children will be recorded in an incident log and reported to the relevant authorities if necessary.
 Staff will monitor all areas of the premises to ensure that children are not exposed to harm or inappropriate behaviour.

Checklist

- 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	29/10/2025
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 postal address for correspondence associated with this application (please read guidance note 14)

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Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

