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To: MEMBERS OF THE LICENSING SUB COMMITTEE
Councillors Botten, Stamp and Steeds

for any enquiries, please contact:
customerservices@tandridge.gov.uk
01883 722000

22 November 2021

Dear Sir/Madam

**LICENSING SUB COMMITTEE
MONDAY, 29TH NOVEMBER, 2021 AT 2.00 PM**

The agenda for this meeting of the Sub-Committee to be held in the Council Chamber, Council Offices, Station Road East, Oxted is set out below. If a member of the Sub-Committee is unable to attend the meeting, please notify officers accordingly.

Yours faithfully,

David Ford
Chief Executive

AGENDA

- 1. Apologies for absence (if any)**
- 2. Election of Chair**
- 3. Declarations of Interest**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

- (i) any Disclosable Pecuniary Interests (DPIs) and / or
- (ii) other interests arising under the Code of Conduct

in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business. If in doubt, advice should be sought from the Monitoring Officer or her staff prior to the meeting.

- 4. Premises Licence application - Godstone Inn & Coach House restaurant, 87 High Street Godstone RH9 8DT (Pages 3 - 80)**

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PREMISES LICENCE APPLICATION - GODSTONE INN & COACH HOUSE RESTAURANT, 87 HIGH STREET, GODSTONE RH9 8DT

Report of:	Ian Garrod, Licensing Officer - 01883 732794 licensing@tandridge.gov.uk
Purpose of Report:	Consideration of an application for a Premises Licence in respect of Godstone Inn & Coach House Restaurant, 87 High Street, Godstone RH9 8DT
Publication status:	Unrestricted.
Recommendation:	<p>That, in accordance with its delegated powers, the Sub-Committee either:</p> <ul style="list-style-type: none"> (a) grants the licence, subject to the conditions as consistent with the operating schedule accompanying the application, and as modified by agreement with the applicant, and the objector, or modified to such extent as the authority considers appropriate for the promotion of the licensing objectives; or (b) excludes from the scope of the licence any of the licensable activities to which the application relates; or (c) rejects the application. <p>Members of the Sub-Committee are asked to make a decision at the end of the hearing after all relevant parties have been given the opportunity to speak. Members must give full reasons for their decision.</p>
Appendices:	<ul style="list-style-type: none"> A: Previous Premises Licence for the Godstone Hotel B: Application for a Premises Licence C: Proposed Plan of Premises D: Map of the area around the Godstone Inn E: Note circulated throughout the village and comments from the applicant agreeing to amend certain licence conditions F: Representations from objectors G: Letter of support for application H: Relevant sections of guidance issued under Section 182 of the Licensing Act 2003 I: Relevant sections of Tandridge District Council Licensing Policy

1. Background

- 1.1 A person (including a business) may make an application for a new Premises Licence or a variation to an existing Premises Licence. Where representations are received, a Licensing Sub-Committee must consider the application. The Sub-Committee, when considering such applications, shall carry out its functions under the Licensing Act 2003 with reference to the Council's licensing policy, statutory guidance and the need to promoting the licensing objectives.
- 1.2 The Licensing Sub-Committee has responsibility for exercising the Council's powers in respect of the Licensing Act 2003. Determination by the Sub-Committee of the application appended to this report is required because representations have been received.
- 1.3 As valid representations have been received, the Sub-Committee must hold a hearing to determine the application within 20 working days, commencing the day following the last day for representations.
- 1.4 The Council must consider any representations made; providing that the representations are relevant to the promotion of the licensing objectives and are not frivolous or vexatious.
- 1.5 The applicant and persons making representations have been invited to attend the hearing meeting.

2. The application

2.1 **Original lapsed Premises Licence**

The former business operating from this site previously held a Premises Licence as the Godstone Hotel until March 2021 when the licence lapsed due to insolvency of the licence holder. This previous licence is attached at **Appendix 'A'** which permitted:

1. The sale of alcohol:
10:00 – 01:00 for non-residents
00:01 – 24:00 for hotel residents
2. Regulated Entertainment, Live music:
12:00 – 24:00
3. Late Night Refreshment
23:00 – 01:00 for non-residents
23:00 – 05:00 for hotel residents

2.2 **Application for new Premises Licence**

The application for a new Premises Licence was received on 8th October 2021. The application was made by Godstone Premises Ltd, 87 High Street, Godstone, RH9 8DT. A copy of the application is attached at **Appendix 'B'**, and a copy of the proposed premises plan is attached as **Appendix 'C'**

2.3 The application was for the provision of:

- Films, indoors & outdoors Monday – Sunday 1000 – 0000
- Live music, indoors & outdoors Sunday – Thursday 1200 - 0000 and Fridays and Saturdays 1200 – 0100
- Recorded music, indoors & outdoors Monday – Sunday 0800 – 0000

The following was also requested for both live and recorded music:

An extra hour to those detailed above on any of the following days:

Friday, Saturday Sunday

Monday on Statutory Bank Holiday Weekend periods

Thursday before Good Friday

Christmas Eve: 10:00 to 03:00

New Year's Eve: 10:00 to opening time the following day

Boxing Day: 10:00 to 02:00

- Late night refreshment both indoors and outdoors Monday – Sunday 2300-0100. The following request was also made:

Monday to Sunday: 23:00 - 05:00 for hotel residents

An extra hour to those detailed above on any of the following days:

Friday, Saturday Sunday

Monday on Statutory Bank Holiday Weekend periods

Thursday before Good Friday

Christmas Eve: 10:00 to 03:00

New Year's Eve: 10:00 to opening time the following day

Boxing Day: 10:00 to 02:00

- Alcohol on and off sales Monday – Sunday 1000 – 0100. The following request was also made:

An extra hour to those detailed above on any of the following days:

Friday, Saturday Sunday

Monday on Statutory Bank Holiday Weekend periods

Thursday before Good Friday.

Christmas Eve: 10:00 to 03:00

New Year's Eve: 10:00 to opening time the following day

Boxing Day: 10:00 to 02:00

The times above to apply for non- resident guests.

The following to apply to hotel residents & bona fide guests:

Monday to Sunday (inclusive): 00:01 to 24:00

2.4 The location of the premises is shown at **Appendix 'D'**.

3. Consultation

3.1 The application for a Premises Licence has been served on all the responsible authorities and it is confirmed that statutory notices were displayed on the site and advertised in a newspaper. An applicants' failure to comply with this requirement would invalidate the application. The application was available to view by members of the public on the Council's website.

3.2 There were no objections from the responsible authorities.

3.3 There were initially 38 objections from members of the public.

3.4 According to information supplied by two objectors and the applicant, a note outlining the application was circulated around the village. The applicant obtained a copy of the note and sent it to the Council – see **Appendix 'E'**. This Appendix also includes a record of subsequent amendments to the application.

3.5 **Amendments to the application**

3.5.1 On the 3rd November, the applicant advised that he had withdrawn 'regulated entertainment outdoors' from the application.

3.5.2 On 4th November, the applicant made the following additional concessions:

- Reduce the alcohol hours to

10:00 to 24:00 for non-residents and
00:01 to 24:00 for hotel residents

- Remove the request for all regulated inside entertainment
- Amend the late night refreshment to 23:00 to Midnight for non-residents.
N.B. late night refreshments for hotel residents are non-licensable under Schedule 2 of the Licensing Act
- All seasonal requests are also to be removed from the application.

3.6 As a result of these amendments, there were 30 withdrawals, leaving 8 remaining objections – see **Appendix 'F'**.

3.7 The applicant has received the objectors' contact details but has been unable to reach an amicable resolution.

3.9 There was one letter of support for the application - see **Appendix 'G'**.

4 Policy & Guidance – points for consideration

4.1 **Section 182 Guidance**

The most relevant paragraphs of the Section 182 Guidance issued by the Secretary of State in relation the Sub-Committees decision are set out below and must be considered by the Sub-Committee:

1.2 - 1.5	Licensing objectives and aims
1.16	Licence conditions – general principles
9.37 - 9.38	Hearings
9.42 - 9.44	Determining actions that are appropriate for the promotion of the licensing objectives
13.10	Giving reasons for decisions

The relevant sections of Section 182 Guidance are provided at **Appendix ‘H’**

4.2 **Tandridge District Council – Licensing Policy**

The main sections of the Councils Licensing Policy which are particularly relevant to the Sub-Committees decision are set out below and should be considered when determining this application:

4	Fundamental principles
5	Decision making process
7	Premises licences
9	The prevention of crime and disorder
10	Public safety
11	Prevention of public nuisance

The relevant sections of Tandridge District Council Licensing Policy are provided at **Appendix ‘I’**.

5 Determination

The Sub-Committee is requested to determine the application in line with Section 4 above, giving full reasons for the decision.

6 Legal considerations

6.1 The licensing of premises for the supply of alcohol, regulated entertainment and late night refreshment fall within the provisions of the Licensing Act 2003.

6.2 When considering licence applications, the Sub-Committee shall carry out its function with a view to the Council's Licensing Policy, Statutory Guidance and promoting the licensing objectives. The licensing objectives are:

- Prevention of Crime and Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

- 6.3 The Sub-Committee must ensure that all licensing decisions:
- Have a direct relationship to the promotion of one or more of the four licensing objectives
 - Have regard to the Council's statement of licensing policy
 - Have regard to the Secretary of State 182 Guidance
 - Must not be subject to a blanket policy to the extent that it is applied so rigidly that an exercise of discretion in each individual case is precluded
- 6.4 Applications must be considered with regard to the principles of fair process and the Human Rights Act.
- 6.5 The purpose of the Council's Statement of Licensing Policy is to make clear to applicants and relevant representatives the considerations that will be taken into account when determining applications. It is also intended to guide the Sub-Committee when considering licensing applications. However, the Sub-Committee must consider each application on its own merit and only allow exceptions to its own policy where the circumstances of the application justify it.
- 6.6 Subject to both the Council's Statement of Licensing Policy and Statutory Guidance having been properly considered, a Sub-Committee may depart from them if there are good reasons for doing so. Full reasons must be given and the Sub-Committee should be aware that such departures could give rise to an appeal or judicial review.
- 6.7 Where relevant representations are made, the Sub-Committee must in accordance with s18(4) of the Licensing Act 2003 have regard to the representations and take such steps (if any), as it considers necessary for the promotion of the licensing objectives. The steps are:
- (a) to grant the licence subject to the conditions as consistent with the operating schedule accompanying the application, and as modified by agreement with the applicant, the Police and Environmental Health, or modified to such extent as the authority considers appropriate for the promotion of the licensing objectives; or
 - (b) to exclude from the scope of the licence any of the licensable activities to which the application relates; or
 - (c) to reject the application.
- 6.8 The Sub-Committee must only consider relevant representations which are for the purposes of this application.
- 6.9 It is considered inappropriate for Officers involved in the administration of applications to make recommendations. However, officers from the responsible authorities may request conditions be imposed on a licence and make recommendations with regard to the licensing objectives.
- 6.10 The Sub-Committee must give full reasons for its decision.
- 6.11 The applicant and other persons who made representations in relation to the application have a right of appeals to the Magistrates' Court should they disagree with the Sub-Committee decision. This has to be lodged within 21 days beginning with the date of notification of the decision.

APPENDIX A



Council Offices, Station Road East, Oxted RH8 0BT

PREMISES LICENCE

Premises Licence Number

TAND/PREM/05/003

Date of Issue

24 MAY 2005

Part 1 – Premises Details

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

The Godstone Hotel
87 High Street

Post town GODSTONE

Postcode RH9 8DT

Telephone number 01883 742461

Where the licence is time limited the dates

N/A

Licensable activities authorised by the licence

1. Sale by retail of alcohol
2. Provision of regulated entertainment, namely: Live music
3. The provision of late night refreshment

The times the licence authorises the carrying out of licensable activities

1. The sale of alcohol may take place during the following hours:
10:00 – 01:00 for non-residents
00:01 – 24:00 for hotel residents
2. Regulated Entertainment, namely: Live music may take place during the following hours:
12:00 – 24:00
3. Late Night Refreshment may take place during the following hours:
23:00 – 01:00 for non-residents
23:00 – 05:00 for hotel residents

The opening hours of the premises

N/A

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

On only

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Godstone Limited, 20-22 Wenlock Street, London, N1 7GU
Tel: 01883 742461 Email: js@innmanagement.co.uk

Registered number of holder, for example company number, charity number (where applicable)

N/A

Name, address and telephone number of designated premises supervisor where the licence authorises for the supply of alcohol

John Sinclair

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Annex 1 – Mandatory conditions

Mandatory conditions where the licence authorises the supply of alcohol:

1. No supply of alcohol may be made under the premises licence –
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

The Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 as amended:

1. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—

- (i) the outcome of a race, competition or other event or process, or
- (ii) the likelihood of anything occurring or not occurring;

(e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
3. The responsible person must ensure that free tap water is provided on request to customers where it is reasonably available.
4. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.
5. The responsible person must ensure that—
 - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml; and
 - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
 - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

The Licensing Act 2003 (Mandatory Conditions) Order 2014:

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
2. For the purposes of the condition set out in paragraph 1—
 - (a) 'duty' is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
 - (b) 'permitted price' is the price found by applying the formula—

$$P = D + (D \times V)$$

Where —

- (i) P is the permitted price,
 - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) 'relevant person' means, in relation to premises in respect of which there is in force a premises licence—
- (i) the holder of the premises licence,

- (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
 - (d) 'relevant person' means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
 - (e) 'valued added tax' means value added tax charged in accordance with the Value Added Tax Act 1994.
3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
 4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
 (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Annex 2 – Conditions consistent with the operating schedule

Live music and provision of facilities for making music each as background music for diners.

Annex 3 – Conditions attached after a hearing by the licensing authority

N/A

Annex 4 – Plans

See attached plans

Note: The authority of this licence does not overrule any other legislative conditions or requirements.

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	GI-OCT2021	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant? <input type="radio"/> Yes <input checked="" type="radio"/> No		Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name	John	
* Family name	Sinclair	
* E-mail	admin@godstoneinn.com	
Main telephone number		Include country code.
Other telephone number		
<input type="checkbox"/> Indicate here if you would prefer not to be contacted by telephone		
Are you: <input checked="" type="radio"/> Applying as a business or organisation, including as a sole trader <input type="radio"/> Applying as an individual		A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note: completing the Applicant Business section is optional in this form.
Registration number	13480774	
Business name	Godstone Premises Ltd	If your business is registered, use its registered name.
VAT number	- NONE	Put "none" if you are not registered for VAT.
Legal status	Private Limited Company	

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

Section 4 of 21

NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Private Limited Company registered in England

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

* Nationality [Documents that demonstrate entitlement to work in the UK](#)

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of 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 for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Detached period property comprising of a Bar, Restaurant and small function room together with ancillary facilities to include a Kitchen, Prep room and storage areas used for the operation of the business of a Hotel, Restaurant and Bar. Adjacent to and combined with the property is a separate brick built block which comprises 8 en-suite hotel rooms and a general storage/laundry room. The building are situated on a good sized plot which provides amenities to include car

Continued from previous page...

parking, gardens and a large patio area. Off sales are provided for consumption off the premises and no alternative facilities for the consumption of off sales on the premises is offered or provided.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the exhibition of films take place indoors or outdoors or both?

- Indoors
- Outdoors
- Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

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.

Films will be both for entertainment and educational purposes. Film Clubs and educational organizations will be the primary source of engagements. Food will generally be served as part of the offering. Sound will be amplified.

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

None

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes
- No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes
- No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

Continued from previous page...

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

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.

Live music will be both amplified and unamplified. The entertainment will generally relate to celebratory functions associated with the hotel and restaurant use of the premises i.e. weddings, birthdays and other similar celebrations.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Continued from previous page...

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

An extra hour to those detailed above on any of the following days: Friday, Saturday Sunday and Monday on Statutory Bank Holiday Weekend periods and the Thursday before Good Friday.

Christmas Eve : 10:00 to 03:00

New Years Eve : 10:00 to opening time the following day.

Boxing Day: 10:00 to 02:00

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Indoors Outdoors Both

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.

Recorded music will be both amplified and unamplified. The entertainment will generally relate to celebratory functions associated with the hotel and restaurant use of the premises i.e. weddings, birthdays and other similar celebrations. In addition background music will be played throughout the day.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

An extra hour to those detailed above on any of the following days: Friday, Saturday Sunday and Monday on Statutory Bank Holiday Weekend periods and the Thursday before Good Friday.
Christmas Eve : 10:00 to 03:00
New Years Eve : 10:00 to opening time the following day.
Boxing Day: 10:00 to 02:00

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Yes No

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes No

Section 14 of 21

LATE NIGHT REFRESHMENT

Continued from previous page...

Will you be providing late night refreshment?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

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.

N/A

Continued from previous page...

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Monday to Sunday: 23:00 - 05:00 For Hotel Residents

An extra hour to those detailed above on any of the following days: Friday, Saturday Sunday and Monday on Statutory Bank Holiday Weekend periods and the Thursday before Good Friday.

Christmas Eve : 10:00 to 03:00

New Years Eve : 10:00 to opening time the following day.

Boxing Day: 10:00 to 02:00

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

An extra hour to those detailed above on any of the following days: Friday, Saturday Sunday and Monday on Statutory Bank Holiday Weekend periods and the Thursday before Good Friday.

Christmas Eve : 10:00 to 03:00

New Years Eve : 10:00 to opening time the following day.

Boxing Day: 10:00 to 02:00

The times above to apply for non resident guests.

The following to apply to Hotel Residents & Bonafide Guests - Monday to Sunday (inclusive): 00:01 to 24:00

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Date of birth / /
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>
Personal Licence number (if known)	<input type="text"/>
Issuing licensing authority (if known)	<input type="text"/>

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

None

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

Page 25
End

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.

Continued from previous page...

TUESDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="01:30"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="01:30"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="01:30"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="01:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="01:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="01:30"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

An extra hour to those detailed above on any of the following days: Friday, Saturday Sunday and Monday on Statutory Bank Holiday Weekend periods and the Thursday before Good Friday.

Christmas Eve : 10:00 to 03:00

New Years Eve : 10:00 to opening time the following day.

Boxing Day: 10:00 to 02:00

The times above to apply for non resident guests.

The following to apply for Hotel Residents & Bona-fide Guests - Monday to Sunday (inclusive): 00:01 to 24:00

Continued from previous page...

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Ensure compliance with mandatory conditions set out in the Licensing Act 2003.

To properly and thoroughly record all reports and incidents of crimes or suspected crimes, faults on CCTV system, visits to the premises by any relevant authority, emergency service or other similar entity. Any disorder, refusal of service or ejection from the premises. This record will be available to Licensing officers upon request.

Regular staff training to include but not limited to an additional member having personal license training.

A well defined Management structure in place so as to ensure there is no confusion over the chain of command.

Staff meetings to discuss, amongst other matters, general and specific customers behavior which may give rise to social and other problems. Discussions on how to monitor and handle potential issues before their development into an incident.

Drink and drug abuse awareness education for staff and a mechanism to report and record such incidences or suspicions if and when they occur. To understand and ensure that any promotions do not encourage excess or binge drinking as this could lead to anti-social behavior, illness, violence or any unwelcome combination. Additionally the local community may suffer as result of staff complacency in this respect, particularly when a drinks promotion or special event is being held.

Challenge 25 is a good starting point for control and sends a direct message from the venue which reinforces the need for relevant and acceptable proof of age.

b) The prevention of crime and disorder

Staff are regularly reminded of the following red flags:

Underage Drinking, Drunkenness, Drugs, Violent and/or Anti-social behavior

Any of the above is reported to Management without delay to ensure that no escalation can be allowed take place and action is taken to remove or if appropriate detain the offenders in a calm and reasonable fashion. If necessary call the required emergency service or services and preserve any crime scene.

Provision of CCTV system with 30/31 day recording with public notices in prominent show.

Trained staff who recognize anti-social behavior likely to lead to disorder. Responsible Management and Supervision to ensure compliance with licensing conditions. Implementation of Incident Recording Policy. Application of Challenge 25 to prevent underage drinking with the appropriate signage in place to ensure awareness and to prevent customer confusion when employing the policy. Maintain refusal record book. When required only SIA Licensed and Registered door staff are contracted.

Toughened glass is the standard and when required or appropriate the use of plastic glasses.

Lockable secure deposit box for confiscated items.

c) Public safety

All regulatory public safety measures are in place: Fire, Health and Safety, Fire Risk Assessment and Emergency Plan.

Staff fully briefed on procedures required in the event of an emergency.

Ensure occupancy is monitored and capped in accordance with agreed capacity and ensure sufficient staff on duty to supervise and maintain safety of patrons. Provision of CCTV system with 30/31 day recording .

First aid facilities and a premises accident book is maintained.

Toughened glass is the standard and when required or appropriate the use of plastic glasses.

Regular testing of procedures and appliances etc.

d) The prevention of public nuisance

The layout of the property and its position at the end of the High Street is such that noise has not historically affected neighboring residents, however a noise (DB) measuring device is used regularly to monitor sound both inside and outside the venue to ensure any sound from the building is at acceptable level. Good parking is available on site and is situated to the rear of the property substantially away from other property. The car park is well lit and access is easy and straightforward. Patrons are reminded to be respectful of our neighbors and village when leaving the premises whether on foot or by car and signage acts as a further reminder. There are existing arrangements with a number of Taxi companies for

Continued from previous page...

the collection of patrons throughout the evening when required. Windows are closed during event nights. We are currently looking to fit secondary double glazing (subject to listed building rules) over the next 12 months . Fans are in place to assist with ventilation, airflow and comfort. The outside patio area overlooks the car park and the adjoining fields and is not close to or connected with any other property and is regularly checked as routine. CCTV is in place on the High Street elevations and Patio area.

Patrons are discouraged from gathering outside the premises and if and when necessary politely moved on.

There are rubbish bins and cigarette disposal units available on the patio. All rubbish is cleared regularly.

Commercial rubbish is taken by contractors during normal working hours so as to ensure noise is not an issue.

e) The protection of children from harm

Employment of the Challenge 25 policy for which there will be adequate signage.

Customers attempting to buy for underage will be refused service and advised of the consequences of such action.

Staff with the training spot underage customers and handle their refusal professionally and properly record the event.

Children must be accompanied by 'responsible' adults and in normal circumstances will be required to leave the premises by 9.00pm. (Hotel guests eating in the restaurant are provided with more latitude)

Children at a certain age will be excluded from events that may not be suitable for their age. (For example a comedy night).

Proof of age must be in an acceptable format e.g. Driving License or other Government Photo ID.

Ensure that staff numbers are always sufficient to provide children vigilant protection from harm when on the premises.

The venue is clear as to the conduct required of children and their responsible adults when on the premises.

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o 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.
 - o 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.
 - o 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.
 - o 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:
 - o 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.
 - o 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.
 - o 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.

Continued from previous page...

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

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £87000	£315.00
Band D - £87001 to £125000	£450.00*
Band E - £125001 and over	£635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £125000	£900.00
Band E - £125001 and over	£1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39999	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00

Continued from previous page...

Capacity 80000-89999 £56,000.00
Capacity 90000 and over £64,000.00

* Fee amount (£)

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to 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.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/tandridge/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

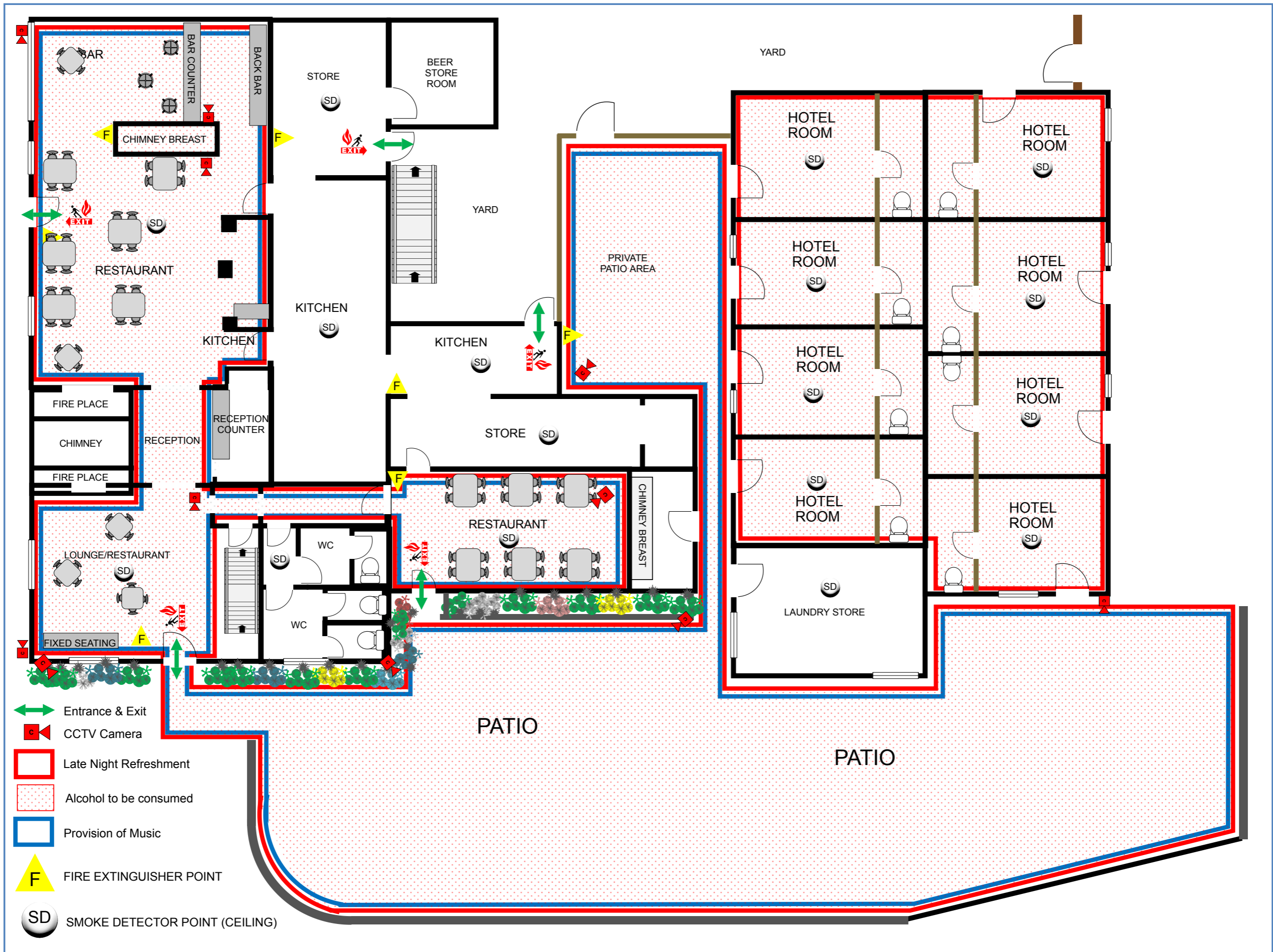
IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

OFFICE USE ONLY

Applicant reference number	<input type="text" value="GI-OCT2021"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)

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Site:	Godstone Inn & Coach House, 87 High St, Godstone.	Drawing:	21/005	Project:	0000416	Drawn:	Godstone Premises Ltd	Notes:	Godstone Premises Ltd 87 High Street Godstone, SURREY, RH9 8DT
Title:	Premises Licence - Godstone Inn & Coach House Restaurant	Scale:	1:100	Date:	06/OCT/2021	Rev:	A3		

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Hello,

A licence Application number 3480774 submitted by John Sinclair, tenant of The Godstone Inn (hotel).

This license application, which one can view on the T.D. council website under licenses, is for:

www.tandridge.gov.uk/Business-and-licensing/Licences/Alcohol-and-regulated-entertainment-licences/Premises-licences-applications

- 1 Sale of alcohol indoors and outdoors from 10.00 hrs to 01.00 hrs daily.
- 2 To play recorded music indoors and outdoors from 08.00 hrs to 24.00 hrs but yet later over Christmas, and all night on Christmas Eve !
- 3 Play live music indoors and outdoors 12.00 hrs to 24 hrs but 12.00 hrs to 01.00 hrs on Fridays and Saturdays.
- 4 Show films from 10.00 hrs to 24 hrs.

This license application will be **considered on Nov 5th** so any comments/complaints need to reach Tandridge DC before then.

Representations must be in writing and can be made via email to: licensing@tandridge.gov.uk or by post to: Licensing Department, Tandridge District Council, The Council Offices, 8 Station Road East, Oxted, Surrey RH8 0BT.

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APPENDIX E2

From: Admin GI
Sent: 03 November 2021 16:55
To: Ian Garrod
Subject: Re: Some more objections.

Hi Ian,

Please advise all objectors that I am withdrawing Regulated Music outdoors from the application.

Thanks

Regards

john

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APPENDIX E3

From: Admin GI
Sent: 04 November 2021 14:31
To: Ian Garrod
Subject: Re: Latest update on objectors

Hi Ian,

In an effort to bring a halt to the current objections I have decided to reduce the hours and

remove the application for Regulated Entertainment.

Please take this communication as my confirmation that I wish to reduce the Alcohol hours to

10:00 to 24:00 for non-residents and

00:01 to 24:00 for hotel residents

Please also remove our request for All Regulated Entertainment

Please amend the Late Night Refreshment to 23:00 to Midnight for non-residents and

23:00 to 3:00am for Hotel

Residents

The purpose of this request is to encourage the mediation process with the withdrawal of objections to enable a speedy processing of the application.

Kind Regards

John Sinclair

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APPENDIX F1

From: Philippa Keith

Sent: 30 October 2021 15:17

To: Licensing

Subject: Application Reference GI-OCT2021 Godstone Inn, High Street, Godstone

This is a representation regarding the captioned. We note that the applicant wishes to apply for a licence for live and recorded music, amplified and unamplified, indoors and outdoors for every day of the week between 0800 am to 1200 midnight and later on specified days.

My wife and I work from home on a semi permanent basis post pandemic. To have such a licence granted will create a nuisance and significantly adversely impact not only our private lives but our livelihood as well. We already suffer from loud music emanating from the White Hart Barn, and St Nicholas' Hall on days when there are celebrations, as well as when the dance classes are provided. We have grave concerns that granting the application will create a significant disturbance and noise nuisance, not only during the licensing hours but also late into the night when the establishment closes throughout the week with people leaving the premises. We already have people leaving beer glasses and bottles on our property, albeit on a fairly infrequent basis, from the existing establishments in the village and we are concerned that this will exacerbate this antisocial behaviour. We also have concerns that the additional activity will further agitate the applicant's dogs leading to further noise nuisance.

We do not wish to stop the applicant's fair effort to make his business successful but we feel very strongly that the times and dates are excessive. We understand that applications can be made for specific events which seems to be working well at the moment.

We object to the licence application.

Andrew and Philippa Keith

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APPENDIX F2

From: Evelyn Randall
Sent: 03 November 2021 16:06
To: Licensing
Subject: licence

I I wish to object to everything proposed by John Sinclair in Application number 3480774. If granted this would cause extreme discomfort to residents and panic animals in the adjoining field.

Douglas Randall

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APPENDIX F3

From: Evelyn Randall
Sent: 03 November 2021 15:09
To: Licensing
Subject: Application 3480774

Re: Application Number 3480774

I should like to register my strong objection to the proposals made by John Sinclair, tenant of the Godstone Inn to sell alcohol until 1.00hrs daily and to play music indoors and outdoors until midnight or later, and all night on Christmas Eve. This would be an intrusion on the tranquillity of residents of Godstone, and probably much further afield when played outdoors. I hope the Council will NOT grant permission for this licence.

Evelyn Randall

From: Evelyn Randall **Sent:** 04 November 2021 15:09
To: Ian Garrod
Subject: Re: Applicants comments to Godstone Inn hotel Application

Good afternoon,
Thank you for your replies to my concerns.
I am glad to hear that there will be no outside music.
I consider that the Godstone Inn should not be open beyond 23.00. Likewise, I think that drinking and entertainment should stop at 23.00. There should certainly not be all-night entertainment on Christmas Eve, as it is after all a religious festival, and worshippers at St Nicholas Church would be disturbed if they use the Bay Path for their journey to and from the Church. Many thanks,
Evelyn Randall

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APPENDIX F4

From: f.meades

Sent: 02 November 2021 20:40

To: Licensing **Subject:** Licence Application 3480774 - John Sinclair The Godstone Inn (Hotel)

Tandridge District Council
The Council Offices
8 Station Road East
Oxted
Surrey
RH8 0BT

2nd November 2021

Dear Sirs,

Licence Application No 3480774 submitted by John Sinclair, tenant of The Godstone Inn (Hotel).

I object to the application based on the following concerns:

- 1 The location is extremely close to residential housing. The granting of this licence will greatly diminish the enjoyment of the local residential area.
- 2 A business whose principle hours of business are late at night is not compatible with this location.
- 3 Where late night drinking of alcohol is involved the possibility for inappropriate behaviour is increased.
- 4 As there are residential properties and gardens in the immediate vicinity, a service yard with the inevitable opportunities that stored rubbish and materials present to persons that are, possibly, not in control of all faculties could lead to the disposal of rubbish into local residents' gardens and surrounding areas.
- 5 In addition the late night serving of food also presents a risk of inappropriate disposal of rubbish in local residential gardens and surrounding areas.
- 6 The inevitable increase in traffic late at night will bring further disruption and noise to the local residential area in the high street.

- 7 As the main high street is very narrow in the vicinity of these premises there is limited parking for local residents. Assuming that the application for these premises has included adequate provision for parking when maximizing the external space for parties and live entertainment, any overspill of vehicles would mean putting additional stress on parking in the high street which has inevitable risks attached. The access in and out of the premises is not adequate and very restricting, increasing the risk of road accidents involving through traffic in the high street.
- 8 If the risk of possible disturbance and damage is increased by introducing a considerable number of people late at night and having been in an environment where alcohol and possibly other substances are involved, then this is not an acceptable risk to have placed on existing residents.
- 9 Generally any activity involving increased numbers of people, vehicles, music and alcohol after 11.30pm at night is not appropriate for a residential area and it increases the possibility of becoming a public nuisance and significantly raises the risk of criminal and disorderly behaviour.
- 10 The application is made by the tenant of The Godstone Inn, a hotel and restaurant. However this licence is for late night drinking and provision of food, outside live entertainment and cinema; one must ask what the intended activity at these premises is and are they appropriate for this area?
- 11 If the intention is for the property to be used as a late night club, then the potential risks to local residents are considerably different to those of a hotel and restaurant.

Yours sincerely

Frank and Sue Meades

From: f.meades
Sent: 10 November 2021 15:35
To: Ian Garrod
Subject: Re: Premises Licence Application Godstone Inn
Importance: High

Good Afternoon,

Thank you for your recent emails and my apologies for not responding sooner to your request in connection with the revised licence application for Godstone Inn. Further to my earlier objection to this licence application, I wish to continue with my objection to the proposed revised licencing times. Please be advised that I object to the application to extend the drinking hours from 10hr to 24hr for non residents. I would propose 11hr to 23hr for non residents. Likewise I object to the late night refreshments extending from 23hr to midnight for non residents. I would propose ending at 23 hrs. I note that a notice is already displayed outside the Godstone Inn inviting passing trade to breakfast from 6.30hrs to 10.30 hrs. This breakfast time period conveniently runs into the new proposed alcohol licence opening times. My concern is that the proposed application is attempting to create an all day eating and drinking establishment. A change of use which brings with it disturbance to local residents from early hours in the morning until late at night, associated parking problems in the High Street which is severely narrow around the Godstone Inn. Also the increase in public nuisance of unwanted discarded food rubbish in the streets and gardens of local residents and the increased risk of illegal and excessive drinking and misuse of substances by young people.

Likewise I'm of the opinion that resident guests should cease eating and drinking by no later than midnight.

I understand that we are now in the consultation phase of this application.

Kindest Regards

Frank Meades

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APPENDIX F5

From: Graham Powell

Sent: 04 November 2021 12:19

To: Licensing **Subject:** Opposition to License application no. 3480774 by Mr J. Sinclair re! The Godstone Inn

To whom it may concern,

I wish to oppose Mr. Sinclair's application in total on the basis of extreme likelihood of causing both a Public Nuisance and the prevention of Probable Public Disorder.

Considering the size and layout of this listed building there is insufficient space to accommodate the large influx of people inside the bar/restaurant that would accompany such activities as film shows or live music, also the toilet facilities are certainly insufficient for such activities. The building is listed and could not be adapted to have any sort of large room to accommodate either cinematic or live music activities.

Therefore any such activities would have to occur outside (or possibly in a marquee) and would undoubtedly cause a public nuisance to the Godstone residents through excessive noise and amount of people, considering the extensive opening times applied for **7 days a week & 14hours a day** 10.00 hrs to 24.00hrs at least; there are even longer extended opening hours proposed by Mr Sinclair in his application of opening for **up to 24hours on New Years' Eve!** Considering the above the probability of a level of public disorder is almost guaranteed.

To apply for a license to serve alcohol, show films, play recorded and live music for a minimum of 14 hours a day, 7 days a week both in and outdoors can only be deemed as ludicrous in such a place as Godstone. **It's not, and never could be Glastonbury...** and that's a festival that's only on for THREE DAYS A YEAR not 365 days a year!

Godstone village is one of the most outstanding ancient villages in Surrey (and possibly the whole of England) and is also a conservation area with many listed buildings, places of interest and walks for residents and visitors alike, that being the case surely the village needs some form of protection from this kind of entrepreneurial vandalism? To date and taking the Covid situation into account, sadly since Mr. Sinclair took over the tenancy of The Godstone Inn the restaurant seems to rarely have been open, a significant fact considering his future ambition.

We have innumerable facilities here... a lovely pub with good food and two pub/restaurants with ample bar areas, a well run social club with occasional live music, two cafés and many other facilities to cater for peoples needs. **I hope and pray that Tandridge District Council will agree with my request to refuse Mr Sinclair's application on all counts and help to keep Godstone the beautiful village it is.**

Also, Oxted has a properly run cinema and innumerable eateries of all types which begs the question why Mr. Sinclair would be applying for such extensive in and outdoor licensing?

With regard, Graham Powell

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APPENDIX F6

Licensing Dept
Tandridge District Council
The Council Offices
8 Station Road East
Oxted
Surrey
RH8 0BT

4th November 2021

Dear Sirs

Ref:- Licence Application No 3480774 submitted by John Sinclair, tenant of the
Godstone Inn Hotel

Our comments on the above application are thus:-

1 Sale of alcohol to non-residents of the hotel restricted to 10.00 hours to 23.00 hours.

2 The playing of recorded music outside restricted to 10.00 hours to 23.00 hours,
generally. No playing of outside music on Christmas day and outside music to finish
at 24.00 hours on Christmas Eve.

3 The playing of live music inside and outside restricted to 12.00 hours to 23.00 hours
and restricted to 12.00 hours to 24.00 hours on Fridays and Saturdays. With no live
music played on Sundays.

4 The road outside the said property is very narrow, hopefully parking will be
contained within the boundaries of the said property as any overspill of parking onto
the outside road is likely to cause some problems particularly as the entrance and exit
from the said property is restricting when viewed from the point of through traffic.

Yours faithfully

Keith and Marion Brandwood

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APPENDIX F7

From: sallypowell

Sent: 04 November 2021 18:18

To: Licensing **Subject:** Opposition to License application no. 3480774 by Mr J. Sinclair re' The Godstone Inn

To whom it may concern,

I wish to object to all of Mr. Sinclair's above application on the basis that the activities are not in line with the requirements of Godstone village, its residents and visitors.

Before COVID and the inherent restrictions, The Godstone Inn was a poorly frequented restaurant/hotel that appeared to be run in a rather haphazard and unprofessional way which does not give me confidence that an extension of opening hours of the business will improve its efficiency.

The residents of Godstone do not wish to be disturbed by music, large numbers of people and vehicles at various times of the night and I am seriously concerned this will contribute to potential public disorder.

Godstone village is a highly-valued ancient village in Surrey which is also a conservation area with many listed buildings, places of interest and country walks for residents and visitors to enjoy. There is no requirement for further 'entertainment' and I would urge Tandridge Council to give serious consideration to NOT approving Mr Sinclair's application.

With regards,
Sally Powell

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APPENDIX F8

From: sarah keogh
Sent: 04 November 2021 16:59
To: Licensing <Licensing@tandridge.gov.uk>
Subject: OBJECTION to application 3480774

Dear Licensing department,

This email is being sent to voice my very strong objections to the licensing application for The Godstone Inn, number 3480774.

I have been a resident of Godstone village for 13 years.

My concerns detailed below are echoed by many of the residents in the village.

I feel the application for a licence to sell alcohol until 1am 7 days a week is completely disproportionate and unnecessary to the needs of the residents of this village. This is a family friendly village and a venue being open until 1am is neither fitting or necessary. It is very concerning to think of the type of clientele and anti social behaviour this venue would bring to our lovely little village.

The application for live indoor and outdoor music is also very concerning. The Godstone Inn is situated in the middle of a quiet residential area. To allow this venue to play live music until 1am weekly on a Friday and Saturday and 24hours over the Christmas period is again completely unacceptable and not fair on the local residents.

Sarah Keogh

From: sarah keogh
Sent: 05 November 2021 10:13
To: Ian Garrod
Subject: Re: Godstone Inn Premises Licence Application

Hi Ian,

With regards for the request for the license to be extended until midnight. I still believe that it is completely unnecessary and disproportionate. I would be interested to know what the applicants reasons are to be able to serve alcohol until midnight?

This is a small family friendly village, not a town full of late night establishments. With regards to anti-social behaviour. With longer drinking hours, I strongly believe that it would encourage all the behaviours you see from late night establishments. For example drunkenness in the street and loud rowdy behaviour.

Thank you again for your reply and for raising my concerns

Sarah.

From: sarah keogh

Sent: 18 November 2021 10:12

To: Ian Garrod

Subject: Re: Licensing Act 2003 - Licensing Hearing - Godstone Inn & Coach House Restaurant

Hi Ian,

Can I please clarify that my objection is to the later license until midnight.

I do not object to the venue holding a usual licence with normal closing times of 2300 hours, like all the other pubs in the village hold.

Thank you.

APPENDIX G

From: David Hackshaw
Sent: 03 November 2021 12:24
To: Licensing
Subject: The Godstone Inn-Application Number-3480774

I understand that the above licence has been applied for by Mr John Sinclair of The Godstone Inn to increase trading hours. I have been a resident of Godstone for 21 years and me and my family have been a regular visitors of these and other similar premises during our time in Godstone. I feel that the owners of this establishment have always offered excellent customer service with a good variety of food and drinks catering for all needs at reasonable cost. As a business owner myself I am always in favour of supporting my local community and would have no objection to any business looking to improve their profile in the village. After reviewing the contents of the application submitted by Mr Sinclair I feel that moving forward his plans would offer greater local hospitality choice and would definitely be beneficial all residents in the area.

Best Regards
David Hackshaw
Resident

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Revised Guidance issued under section 182 of the Licensing Act 2003

Licensing objectives and aims

1.2 The legislation provides a clear focus on the promotion of four statutory objectives which must be addressed when licensing functions are undertaken.

1.3 The licensing objectives are:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance; and
- The protection of children from harm.

1.4 Each objective is of equal importance. There are no other statutory licensing objectives, so that the promotion of the four objectives is a paramount consideration at all times.

1.5 However, the legislation also supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work. They include:

- protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;
- giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;
- recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises;
- providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and
- encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.

Temporary Event Notices (TENs)

7.1 This Chapter covers the arrangements in Part 5 of the 2003 Act for the temporary carrying on of licensable activities which are not authorised by a premises licence or club premises certificate.

General

7.2 The system of permitted temporary activities is intended as a light touch process, and as such, the carrying on of licensable activities does not have to be authorised by the licensing authority on an application. Instead, a person wishing to hold an event at which such activities are proposed to be carried on (the “premises user”) gives notice to the licensing authority of the event (a “temporary event notice” or “TEN”).

7.3 The TEN must be given to the licensing authority in the form prescribed in regulations made under the 2003 Act. The form requires the user to describe key aspects of the proposed event, including the general nature of the premises and the event, the licensable activities intended to be carried on at the proposed event, including whether they will include any relevant entertainment as defined in Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 (i.e. displays of nudity designed to sexually stimulate any member of the audience including, but not limited to, lap dancing and pole dancing). Under the 2003 Act ‘premises’ can mean any place. Events authorised under a TEN will therefore not always be in a building with a formal address and can take place, for example, in public parks and plots within larger areas of land. In all cases, the premises user should provide a clear description of the area in which they propose to carry on licensable activities, including whether the premises are, for example, an open field or a beer tent. Local authorities and “relevant persons” (see below) may wish to make enquiries where appropriate to satisfy themselves of the exact location for where a TEN is being given.

7.4 Unless it is sent electronically, it must be sent to the relevant licensing authority, to the police and “local authority exercising environmental health functions” (“EHA”) at least ten working days before the event. A premises user may also give a limited number of “late TENs” to the licensing authority less than 10 working days before the event to which they relate, although certain restrictions apply (see paragraphs 7.12-7.14). “Working day” under the 2003 Act means any day other than a Saturday, Sunday, Christmas Day, Good Friday or Bank Holiday. For limited purposes in relation to a TEN, the 2003 Act defines a “day” as a period of 24 hours beginning at midnight.

7.5 If a TEN is sent electronically via GOV.UK or the licensing authority’s own facility, the licensing authority must notify the police and EHA as soon as possible and no later than the first working day after the TEN is given.

7.6 The police or EHA (“relevant persons” for the purposes of TENs) may intervene to prevent such an event taking place by sending an objection to the licensing authority, which the licensing authority must consider on the basis of the statutory licensing objectives and decide whether the event should go ahead. A relevant person may also intervene by agreeing a modification of the proposed arrangements directly with the TENs user (see paragraph 7.36). If a relevant person sends an objection, this may result in the licensing authority imposing conditions on a TEN but only where the venue at which the event is to be held has an existing premises licence or club premises certificate. When giving a TEN, the premises user should consider the promotion of the four licensing objectives. The licensing authority may only otherwise intervene if the statutory permitted limits on TENs would be exceeded (see paragraphs 7.15-7.22).

7.7 A TEN does not relieve the premises user from any requirements under planning law for appropriate planning permission where it is required.

Standard and late temporary event notices

7.8 There are two types of TEN: a standard TEN and a late TEN. These are subject to different processes: a standard notice is given no later than ten working days before the event to which it relates; and a late notice is given not before nine and not later than five working days before the event.

Standard temporary event notices

7.9 “Ten working days” (and other periods of days which apply to other requirements in relation to TENs) exclude the day the notice is received and the first day of the event.

7.10 The police and EHA have a period of three working days from when they are given the notice to object to it on the basis of any of the four licensing objectives.

7.11 Although ten clear working days is the minimum possible notice that may be given, licensing authorities should publicise their preferences in terms of advance notice and encourage premises users to provide the earliest possible notice of events planned by them. Licensing authorities should also consider publicising a preferred maximum time in advance of an event by when TENs should ideally be given to them.

Late temporary event notices

7.12 Late TENs are intended to assist premises users who are required for reasons outside their control to, for example, change the venue for an event at short notice. However, late TENs may, of course, be given in any circumstances providing the limits specified at paragraph 7.15 are not exceeded.

7.13 Late TENs can be given up to five working days but no earlier than nine working days before the event is due to take place and, unless given electronically to the licensing authority, must also be sent by the premises user to the police and EHA. A late TEN given less than five days before the event to which it relates will be returned as void and the activities to which it relates will not be authorised.

7.14 A key difference between standard and late TENs is the process following an objection notice from the police or EHA. Where an objection notice is received in relation to a standard TEN the licensing authority must hold a hearing to consider the objection, unless all parties agree that a hearing is unnecessary. If the police, EHA or both give an objection to a late TEN, the notice will not be valid and the event will not go ahead as there is no scope for a hearing or the application of any existing licence conditions.

Limitations

7.15 A number of limitations are imposed on the use of TENs by the 2003 Act:

- the number of times a premises user may give a TEN is 50 times in a calendar year for a personal licence holder and five times in a calendar year for other people;
- the number of times a premises user may give a late TEN is limited to 10 times in a calendar year for a personal licence holder and twice for other people. Late TENs count towards the total number of permitted TENs (i.e. the limit of five TENs a year for non-personal licence holders and 50 TENs for personal licence holders). A notice that is given less than ten working days before the event to which it relates, when the premises user has already given the permitted number of late TENs in that calendar year, will be returned as void and the activities described in it will not be authorised.
- the number of times a TEN may be given for any particular premises is 15 times in a calendar year;
- the maximum duration of an event authorised by a TEN is 168 hours (seven days);

- the maximum total duration of the events authorised by TENs in relation to individual premises is 21 days in a calendar year;
- the maximum number of people attending at any one time is 499; and
- the minimum period between events authorised under separate TENs in relation to the same premises (not including withdrawn TENs) by the same premises user is 24 hours.

7.16 Any associate, relative or business partner of the premises user is considered to be the same premises user in relation to these restrictions. The 2003 Act defines an associate, in relation to the premises user, as being:

- the spouse or civil partner of that person;
- a child, parent, grandchild, grandparent, brother or sister of that person;
- an agent or employee of that person; or
- the spouse or civil partner of a person listed in either of the two preceding bullet points.

7.17 A person living with another person as their husband or wife, is treated for these purposes as their spouse. 'Civil partner' has its meaning in the Civil Partnership Act 2004.

7.18 A TEN that is given may be subsequently withdrawn by the TEN user by giving the licensing authority a notice to that effect no later than 24 hours before the beginning of the event period specified in the TEN. Otherwise, the TEN will be included within the limits of TENs allowed in a given calendar year, even if the event does not go ahead.

7.19 Once these limits have been reached, the licensing authority should issue a counter notice (permitted limits) if any more are given. Proposed activities that exceed these limits will require a premises licence or club premises certificate.

7.20 TENs may be given in respect of premises which already have a premises licence or club premises certificate to cover licensable activities not permitted by the existing authorisation.

7.21 In determining whether the maximum total duration of the periods covered by TENs at any individual premises has exceeded 21 days, an event beginning before midnight and continuing into the next day would count as two days towards the 21-day limitation.

7.22 There is nothing in the 2003 Act to prevent notification of multiple events at the same time, provided the first event is at least ten working days away (or five working days away in the case of a late TEN). For example, an individual personal licence holder wishing to exhibit and sell beer at a series of farmers' markets may wish to give several notices simultaneously. However, this would only be possible where the limits are not exceeded in the case of each notice. Where the events are due to take place in different licensing authority (and police) areas, the respective licensing authorities and relevant persons would each need to be notified accordingly.

Who can give a temporary event notice?

Personal licence holders

7.23 A personal licence holder can give a TEN at any premises on up to 50 occasions in a calendar year. This limit is inclusive of any late TENs given in the same year. The use of each TEN must of course observe the limits described above, including the limit of 15 TENs in respect of each premises in a calendar year.

Non-personal licence holders

7.24 The 2003 Act provides that any individual aged 18 or over may give a TEN to authorise the carrying on of all licensable activities under the Licensing Act 2003, whether or not that individual holds a personal licence. Such an individual will not, therefore, have met the requirements that apply to a personal licence holder under Part 6 of the 2003 Act. Where alcohol is not intended to be sold, this should not matter. However, many events will involve a combination of licensable activities and the 2003 Act limits the number of notices that may be given by any non-personal licence holder to five occasions in a calendar year (inclusive of any late TENs in the same year). In every other respect, the Guidance and information set out in the paragraphs above applies.

Role of the licensing authority

7.25 The licensing authority must check that the limitations set down in Part 5 of the 2003 Act are being observed and intervene if they are not (see paragraph 7.15). For example, a TEN would be void unless there is a minimum of 24 hours between events notified by the same premises user, or an associate or someone who is in business with the relevant premises user in respect of the same premises. This is to prevent evasion of the seven day (or 168 hour) limit on such events and the need to obtain a full premises licence or club premises certificate for more major or permanent events. In addition, for these purposes, a TEN is treated as being from the same premises user if it is given by an associate.

7.26 Where the application is not within the statutory parameters described earlier, the licensing authority will issue a counter notice to the premises user.

7.27 Where the TEN is in order, the relevant fee paid and the event falls within the prescribed limits, the licensing authority will record the notice in its register and send an acknowledgement to the premises user (which may be given electronically). The licensing authority must do so, no later than the end of the first working day following the day on which it was received (or by the end of the second working day if it was received on a non-working day), unless an objection notice is received beforehand from the police or EHA on the basis of any of the four licensing objectives (see paragraphs below).

7.28 If the licensing authority receives an objection notice from the police or EHA that is not withdrawn, it must (in the case of a standard TEN only) hold a hearing to consider the objection unless all parties agree that this is unnecessary. The licensing committee may decide to allow the licensable activities to go ahead as stated in the notice. If the notice is in connection with licensable activities at licensed premises, the licensing authority may also impose one or more of the existing licence conditions on the TEN (insofar as such conditions are not inconsistent with the event) if it considers that this is appropriate for the promotion of the licensing objectives. If the authority decides to impose conditions, it must give notice to the premises user which includes a statement of conditions (a “notice (statement of conditions)”) and provide a copy to each relevant party. Alternatively, it can decide that the event would undermine the licensing objectives and should not take place. In this case, the licensing authority must give a counter notice.

7.29 Premises users are not required to be on the premises during the event authorised by the TEN, but they will remain liable to prosecution for certain offences that may be committed at the premises during the period covered by it. These include, for example, the offences of the sale of alcohol to a person who is drunk; persistently selling alcohol to children and allowing disorderly conduct on licensed premises.

7.30 In the case of an event authorised by a TEN, failure to adhere to the requirements of the 2003 Act, such as the limitation of no more than 499 being present at any one time, would mean that the event was unauthorised. In such circumstances, the premises user would be liable to prosecution.

7.31 Section 8 of the 2003 Act requires licensing authorities to keep a register containing certain matters, including a record of TENs received. Under Schedule 3 of the 2003 Act, the licensing authority must also keep a record of such matters including any notice of withdrawal of a TEN, any counter notice to a TEN given following an objection by a relevant person and any TEN received following modification. If requested to do so, a licensing authority must supply a person with a copy of the information contained in any entry in its register. Each licensing authority must also provide facilities for making the information contained in the entries in its register available for inspection by any person during office hours and without payment. Licensing authorities may wish to consider bringing TENs to the attention of local councillors and residents by making their register available online or including relevant details of a TEN when it is received, along with notice of licence applications on the authority's website. There is no requirement to record all the personal information given on a TEN.

Police and environmental health intervention

7.32 The system of permitted temporary activities gives police and EHAs the opportunity to consider whether they should object to a TEN on the basis of any of the licensing objectives.

7.33 If the police or EHA believe that allowing the premises to be used in accordance with the TEN will undermine the licensing objectives, they must give the premises user and the licensing authority an objection notice. The objection notice must be given within the period of three working days following the day on which they received the TEN.

7.34 Where a standard TEN was given, the licensing authority must consider the objection at a hearing before a counter notice can be issued. At the hearing, the police, EHA and the premises user may make representations to the licensing authority. Following the hearing, the licensing authority may decide to impose conditions which already apply to an existing premises licence or club premises certificate at the venue, or issue a counter notice to prevent the event going ahead. As noted above, there is no scope for hearings in respect of late TENs and if objections are raised by the police or EHA in relation to a late TEN, the notice will be invalid and the event will not go ahead.

7.35 Such cases might arise because of concerns about the scale, location, timing of the event or concerns about public nuisance – even where the statutory limits on numbers are being observed. The premises user who signs the form is legally responsible for ensuring that the numbers present do not exceed the permitted limit at any one time. In cases where there is reason to doubt that the numbers will remain within the permitted limit the premises user should make clear what the nature of the event(s) is and how they will ensure that the permitted persons limit will not be exceeded. For example, where notices are being given for TENs simultaneously on adjacent plots of land it may be appropriate for door staff to be employed with counters. In each case it is important that licensing authorities and relevant persons can consider whether they believe that the premises user intends to exceed the 499 person limit, or will be unable to control or know whether the limit will be exceeded. Where the planned activities are likely to breach the statutory limits or undermine the licensing objectives, it is likely to be appropriate for the police or EHA to raise objections.

7.36 However, in most cases, where for example, alcohol is supplied away from licensed premises at a temporary bar under the control of a personal licence holder, (such as at weddings with a cash bar or small social or sporting events) this should not usually give rise to the use of these powers.

Modification

7.37 As noted above, the police or EHA (as “relevant persons”) may contact the premises user to discuss their objections and try to come to an agreement which will allow the proposed licensable activities to proceed. The TEN can be modified (for example, by changing the details of the parts of the premises that are to be used for the event, the description of the nature of the intended activities or their duration). The other relevant person has to agree for the modification to be made. There is no scope under the 2003 Act for the modification of a late TEN.

Applying conditions to a TEN

7.38 The 2003 Act provides that only the licensing authority can impose conditions to a TEN from the existing conditions on the premises licence or club premises certificate at the venue. The licensing authority can only do so:

- if the police or the EHA have objected to the TEN;
- if that objection has not been withdrawn;
- if there is a licence or certificate in relation to at least a part of the premises in respect of which the TEN is given;
- and if the licensing authority considers it appropriate for the promotion of the licensing objectives to impose one or more conditions.

7.39 This decision is one for the licensing authority alone, regardless of the premises user’s views or willingness to accept conditions. The conditions must be notified to the premises user on the form prescribed by regulations.

Duty of premises users to keep and produce TENs

7.40 Where a TEN is not prominently displayed at the premises, the police and licensing officers have the right under sections 109(5) and (6) of the 2003 Act to request the premises user (or relevant nominated person who has the TEN in their custody) to produce the TEN for examination. If the police do not intervene when a TEN is given, they will still be able to rely on their powers of closure under the Anti-social Behaviour, Crime and Policing Act 2014.

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APPENDIX I

TANDRIDGE DISTRICT COUNCIL - STATEMENT OF LICENSING POLICY 2015

4. FUNDAMENTAL PRINCIPLES

4.1 The Act requires that the Council carry out its various licensing functions so as to promote the following four licensing objectives:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

Each objective is of equal importance

4.2 Nothing in the 'Statement of Licensing Policy' will:

- undermine the rights of any individual to apply under the Act for a variety of permissions and have any such application considered on its individual merits, and/or
- override the right of any person to make representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so under the Act.

4.3 Licensing is about regulating licensable activities on licensed premises, by qualifying clubs and at temporary events within the terms of the Act. Any conditions attached to various authorisations will be appropriate for the promotion of the licensing objectives and proportionate to what they are intended to achieve.

4.4 The Council will, as far as possible, avoid attaching conditions that replicate offences that are set out in the 2003 Act or other legislation.

4.5 The Council acknowledges that licensing law is not the primary mechanism for the general control of anti-social behaviour by individuals once they are away from the premises and beyond the direct control of the individual, club or business holding the licence, certificate or authorisation concerned.

4.6 Conditions attached to authorisations will be focused on matters which are within the control of individual licence holders and others with relevant authorisations, i.e. the premises and its vicinity.

4.7 The Council would prefer a personal licence holder to be on the premises when alcohol is supplied. If the personal licence holder is absent from the premise for a brief period of time, they will still be responsible for the actions of those they authorise to make such sales. It is recommended that authorisations to sell alcohol should be in writing.

5. THE DECISION MAKING PROCESS

5.1 The powers of the Council as the licensing authority under the Act may be carried out by the Licensing Committee, by a Licensing Sub-Committee or by one or more officers acting under delegated authority.

5.2 In the interests of speed, efficiency and cost-effectiveness to all parties involved in the licensing process, the Council has established a scheme of delegation to deal with applications received under the Act and the Table attached at Appendix 1 sets out the delegation of decisions and functions to the Licensing Committee, Licensing Sub-Committee and Officers. This is the scheme recommended by the Secretary of State in guidance to Licensing Authorities issued under section 182 of the Act.

5.3 This form of delegation is without prejudice to Officers referring an application to a Licensing Sub-Committee, or a Licensing Sub-Committee to the Licensing Committee, if considered appropriate in the circumstances of any particular case.

5.4 Officers will notify District Councillors of applications for new premises licences and club premises certificates and of standard variations to such licences and certificates in their Ward.

5.5 Applications for new premises licences and club premises certificates and of variations to such licences and certificates dealt with by Officers will be reported to the next meeting of the Committee for the purposes of information only, but there will be no opportunity to reverse delegated decisions.

5.6 In respect of each of the four licensing objectives:

- applicants will need to provide evidence to the Licensing Authority that suitable and sufficient measures, as detailed in their operating schedule, will be implemented and maintained, relevant to the individual style and characteristics of their premises and events;
- reference will need to be made as to whether additional measures will be taken on a permanent basis or a specific occasion such as when a special event or promotion is planned, which is intended to, or is likely to attract larger audiences.

5.7 When considering applications, the Licensing Authority will have regard to:

- this Policy;
- current guidance issued under Section 182 of the Licensing Act 2003;
- the Licensing Act 2003 generally;
- any supporting regulations;
- the licensing objectives more specifically;
- mandatory conditions specified by Order by the Secretary of State;
- the Council's *current* Community Safety Strategy;
- representations from the Responsible Authorities and other persons;
- and case law.

5.8 Where a notice of hearing is given to an applicant, the applicant will normally be given copies of all the representations made. Representations can be made in opposition to, or in support of, an application and must be directly relevant to one or more of the four licensing objectives.

5.9 Representations must be submitted on paper or by approved electronic means.

5.10 The Police as a responsible authority are an essential source of advice and information on the impact and potential impact of licensable activities, particularly on the crime and disorder objective. Due weight shall be given to what representations the Police make or do not make with regard to an application. A similar approach will be taken to representations made by the other responsible authorities for matters that fall within their remit.

5.11 The Licensing Authority acting in its capacity as a responsible authority will not normally act on behalf of other parties where those parties may make representations etc in their own right.

5.12 Where no representation has been made on an application, the proposals contained in the operating schedule to promote the licensing objectives, where appropriate, shall be replicated in the form of clear and enforceable licence conditions.

8. TEMPORARY EVENT NOTICES

8.1 If an activity will last not more than 168 hours and is for no more than 499 people, a full licence for a licensable activity is not required and a Temporary Event Notice (TEN) can be served on the Council, the Police and Environmental Health (EH). There are two types of TEN, a standard TEN and a late TEN.

8.2 A standard Temporary Event Notice TEN must be received by the Council, the Police and EH at least 10 clear working days before the function. The 10 working days does not include the day on which the notice is received or the day of the event. Bank Holidays, public holidays and weekends are not counted as working days. A late TEN must be received by the Council, the Police and EH at least five but no more than nine clear working days before the function.

8.3 There must be at least 24 hours before the next temporary event at the same premises if it is organised by the same person or his/her associate. So the same person(s) cannot run two consecutive temporary events at the same premises without a break. No premises may be used for temporary events on more than a total of 21 days in any calendar year, and no premises may have more than 12 temporary events in any calendar year.

8.4 A person who does not hold a Personal Licence may submit 5 standard TENs or 2 late TENs a year, whilst a Personal Licence holder may submit 50 standard TENs or 10 late TENs a year.

8.5 The Police and Environmental Health (EH) can object to the TEN and, if they do not object, the function can go ahead. In the event that the Police or EH object to a standard TEN, the application must be heard by the Licensing Authority. There will be no hearing if the Police or EH object to a late TEN and the event will not be permitted. District Councillors can inform the Police or EH should they have concerns about particular TENs.

8.6 Conditions may be applied to TENs if the authority consider it appropriate for the promotion of the licensing objectives, providing the conditions are already imposed on a premises licence or club premises certificate that has effect in respect of the same premises, or any part of the same premises, as the temporary event notice, and the conditions would not be inconsistent with the carrying out of the licensable activities under the temporary event notice.

8.7 Applicants should ensure that they have attached the correct postage, because if it is not correct, delivery of the application may be delayed or refused.

9. THE PREVENTION OF CRIME & DISORDER

9.1 The essential purpose of the licence or certificate in the context of this objective is to regulate the behaviour of persons whilst on licensed premises, or in the immediate vicinity of the premises as they seek to enter or leave.

9.2 The Licensing Authority will expect applicants to include in their operating schedules the steps they propose to take to reduce/deter crime and disorder, both inside and in the immediate vicinity of the premises. These steps will vary from premises to premises and according to the type of licensable activities that are to be carried on. When addressing crime and disorder the applicant should initially identify any particular issues (having regard to the particular type of premises and/or activities) which are likely to adversely affect the promotion of the crime and disorder objective. Such steps as are required to deal with these identified issues should be included within the applicant's operating schedule. In particular, the Licensing Authority will expect applicants to consider addressing, as appropriate, the following matters in their operating schedules-

- Physical security features e.g. use of toughened drinking glasses
- Procedures for the risk assessment of promotions such as 'happy hours' in order to
- minimise the potential for crime and disorder
- The use of licensed door supervisors
- Amount of seating to be provided
- Training given to staff in crime prevention measures
- Protocols agreed with the Police to reduce crime

Events offering alcohol and music and dancing to large numbers of patrons (over 5000) or events of a nature that may attract illegal drug users or suppliers will also be expected to include the following

- Search procedures
- Measures to prevent the use or supply of illegal drugs
- Details of CCTV video cameras and audio recording equipment (including the position and siting of each camera and the period of time for which recordings are to be retained)

Where alcohol is to be sold for consumption on the premises, the applicant is advised to be a member of the local Pubwatch scheme.

9.3 Applicants are recommended to seek advice from the Licensing Section and Surrey Police, as well as taking into account the current Tandridge Community Safety Strategy before preparing their operating schedules.

9.4 In addition to the requirement for the Licensing Authority to promote the licensing objectives, it also has a duty under Section 17 of the Crime and Disorder Act 1998 to exercise its functions with due regard to the likely effect of the exercise of those functions on, and to do all it reasonably can to prevent, crime and disorder in the District.

9.5 The Licensing Authority recognises that public houses, nightclubs, restaurants, hotels, theatres, private members clubs, concert halls and cinemas all sell alcohol, serve food and provide entertainment but with contrasting styles and characteristics. In considering an application for a licence or certificate, due regard will be given to those differences and the differing impact these will have on the local community.

10. PUBLIC SAFETY

10.1 Licences may be sought for a wide range of premises, including, cinemas, concert halls, theatres, nightclubs, public houses, cafes/restaurants and fast food outlets/takeaways.

10.2 The physical safety both of performers and persons attending licensable activities on these premises is a primary objective for the Licensing Authority. The risk to public safety will vary according to the type of premises and the activities in respect of which the applicant seeks approval.

10.3 Conditions that may benefit a person's general health are currently outside the licensing authority's powers under the 2003 Act.

10.4 Where appropriate, the Licensing Authority will expect the applicants to consider including in their operating schedules the steps they propose to take to promote public safety e.g. the use of door supervisors. Applicants are advised to seek advice from the Licensing Unit and the Surrey Fire and Rescue Service before preparing their operating schedules.

10.5 The Department of Communities and Local Government (DCLG) makes available technical guidance on the range of fire safety measures which will need to be considered to deliver compliance via the gov.uk website: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

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