

# Agenda

## Licensing sub-committee

Date: **Monday 12 March 2018**

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Time: **2.00 pm**

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Place: **Committee Room 1, The Shire Hall, St Peter's Square,  
Hereford, HR1 2HX**

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Notes: Please note the time, date and venue of the meeting.

For any further information please contact:

**Caroline Marshall, Governance Services**

Tel: 01432 260249

Email: [caroline.marshall3@herefordshire.gov.uk](mailto:caroline.marshall3@herefordshire.gov.uk)

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If you would like help to understand this document, or would like it in another format, please call Caroline Marshall, Governance Services on 01432 260249 or e-mail [caroline.marshall3@herefordshire.gov.uk](mailto:caroline.marshall3@herefordshire.gov.uk) in advance of the meeting.

# Agenda for the Meeting of the Licensing sub-committee

## Membership

Councillor DW Greenow (Chairman)  
Councillor CR Butler  
Councillor PJ Edwards

## Agenda

	Pages
<b>1. APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
<b>2. NAMED SUBSTITUTES (IF ANY)</b> To receive any details of Members nominated to attend the meeting in place of a Member of the committee.	
<b>3. DECLARATIONS OF INTEREST</b> To receive any declarations of interest by Members in respect of items on the agenda.	
<b>4. APPLICATION FOR A NEW PREMISES LICENCE IN RESPECT OF 'THE FUNCTION ROOM, LEOMINSTER SPORTS &amp; SOCIAL CLUB, SOUTH STREET, LEOMINSTER. HR6 8JQ' - LICENSING ACT 2003. TO CONSIDER AN APPLICATION FOR A NEW PREMISES LICENCE IN RESPECT OF 'THE FUNCTION ROOM, LEOMINSTER SPORTS &amp; SOCIAL CLUB, SOUTH STREET, LEOMINSTER. HR6 8JQ' - LICENSING ACT 2003.</b> To consider an application for a new premises licence in of 'The Function Room, Leominster Sports & Social Club, South Street, Leominster. HR6 8JQ.	11 - 70





## The Public's Rights to Information and Attendance at Meetings

### YOU HAVE A RIGHT TO: -

- Attend all Council, Cabinet, Committee and Sub-Committee meetings unless the business to be transacted would disclose 'confidential' or 'exempt' information.
- Inspect agenda and public reports at least five clear days before the date of the meeting.
- Inspect minutes of the Council and all Committees and Sub-Committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
- Access to a public Register stating the names, addresses and wards of all Councillors with details of the membership of Cabinet and of all Committees and Sub-Committees.
- Have a reasonable number of copies of agenda and reports (relating to items to be considered in public) made available to the public attending meetings of the Council, Cabinet, Committees and Sub-Committees.
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## **HEREFORDSHIRE COUNCIL**

**SHIRE HALL, ST PETERS SQUARE, HEREFORD HR1 2HX.**

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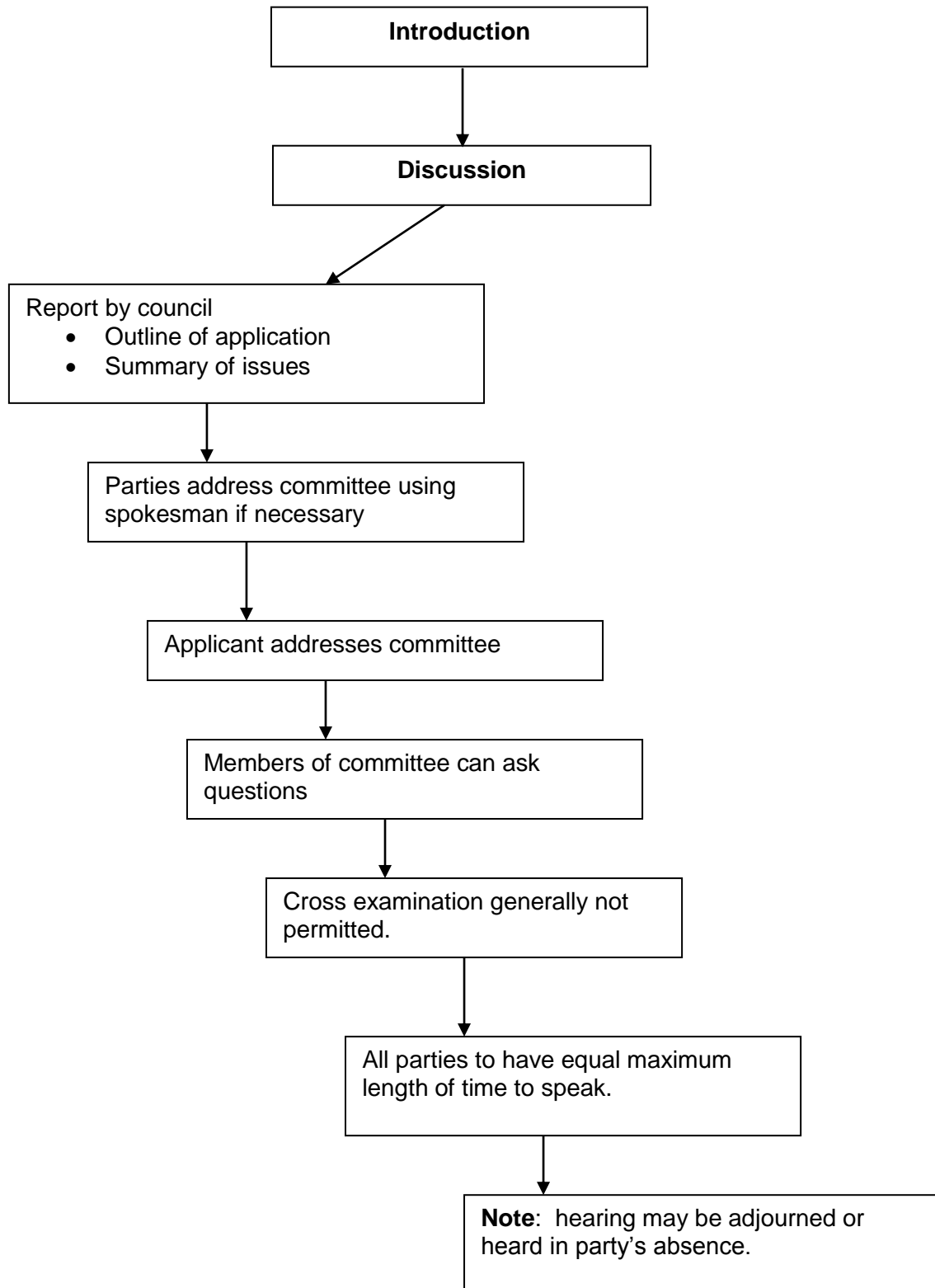
You should then proceed to the Fire Assembly Point which is located in the Shire Hall Side Car Park. A check will be undertaken to ensure that those recorded as present have vacated the building following which further instructions will be given.

Please do not allow any items of clothing, etc. to obstruct any of the exits.

Do not delay your vacation of the building by stopping or returning to collect coats or other personal belongings.



## Licensing Hearing Flowchart







<b>Meeting:</b>	<b>Licensing sub-committee</b>
<b>Meeting date:</b>	<b>Monday 12 March 2018</b>
<b>Title of report:</b>	<b>Application for a new premises licence in respect of 'The Function Room, Leominster Sports &amp; Social Club, South Street, Leominster. HR6 8JQ' – Licensing Act 2003</b>
<b>Report by:</b>	<b>Licensing Technical Officer</b>

## Classification

Open

## Key Decision

This is not an executive decision.

## Wards Affected

Leominster East

## Purpose

To consider an application for a new premises licence in of The Function Room, Leominster Sports & Social Club, South Street, Leominster. HR6 8JQ.

## Recommendation

**THAT:**

**The sub-committee determine the application with a view to promoting the licensing objectives in the overall interests of the local community. They should give appropriate weight to:**

- **The steps that are appropriate to promote the licensing objectives,**
- **The representations (including supporting information) presented by all parties,**
- **The guidance issued to local authorities under Section 182 of the Licensing Act 2003, and**
- **The Herefordshire Council statement of licensing policy 2015 - 2020.**

## Options

1. There are a number of options open to the sub-committee:
  - a) Grant the licence subject to conditions that are consistent with the operating schedule accompanying the application and the mandatory conditions set out in the Licensing Act 2003,
  - b) Grant the licence subject to modified conditions to that of the operating schedule where the committee considers it appropriate for the promotion of the licensing objectives and add mandatory conditions set out in the Licensing Act 2003,
  - c) To exclude from the scope of the licence any of the licensable activities to which the application relates
  - d) To refuse to specify a person in the licence as the premise supervisor, or
  - e) To reject the application.

## Reasons for Recommendations

2. Ensures compliance with the Licensing Act 2003.

## Key Considerations

### Licence Application

3. The application for a Grant of a premises licence has received representation and is brought before the committee for determination.
4. The details of the application are:

Applicant	Leominster Sports & Social Club Limited, Leominster Sports & Social Club, South Street, Leominster. HR6 8JQ	
Solicitor	Heath Thomas, Harrison Clark Rickerbys Solicitors, 5 Deansway, Worcester. WR1 2JG	
Type of application: <b>New Grant</b>	Date received: <b>4 January 2018</b>	28 Days consultation ended <b>1 February 2018</b>

### Summary of Application

5. The application (appendix 1) requests a new premises licence for the Function Room at Leominster Sports & Social Club. Leominster Sports & Social Club already hold a Club Premise Certificate. The application requests the following licensable activities, during the hours shown as follows:



Plays (indoors), Films (indoors), Live Music (Indoors), Recorded Music (indoors), Performance of Dance (Indoors), Anything Similar to Regulated Entertainment (indoors), Sale/Supply of Alcohol (consumption on and off the premises)

Sunday – Thursday 10:00 – 23:30

Friday – Saturday 10:00 – 01:00

Late Night Refreshment

Sunday – Thursday 23:00 – 23:30

Friday – Saturday 23:00 – 01:00

6. This matter is being heard beyond the normal 20 working days due to a request by the applicant's solicitors to extend time for the hearing to be held under regulation 11 of the Licensing Act (Hearings) Regulations 2005 having regard to the public interest considerations.

**Current Club Premise Certificate**

7. The premises currently holds a club premise certificate

Performance of a play:

Annual Christmas pantomime (One performance on a Sunday during the Christmas/New Year period between 14:00 – 19:00)

Films:

Monday-Thursday, Sunday: 10:00 - 23:30

Friday-Saturday: 10:00 - 01:00

Live Music:

Friday-Saturday: 19:00 - 01:00

Sunday: 19:00 - 23:30

Recorded Music

Tuesday & Sunday: 19:00 - 23:30

Friday-Saturday: 19:00 - 01:00

Supply/Sale by retail of alcohol:

Sunday - Thursday: 10:00 - 23:30

Friday-Saturday: 10:00 - 01:00

Additional outside area licensed until 22.30 (as per plan submitted on 22.8.07)

Non Standard Timings:

Live & Recorded music; Supply by retail of alcohol

A further additional hour into the morning following every: -

Friday, Saturday, Sunday and Monday for each May Bank Holiday, spring/Whitsun Bank Holiday and every August Bank Holiday weekend.

Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday weekend.

Christmas Eve and Boxing Day.

Club Christmas Draw and party night 10.00 to 00.30 next day.

A performance of live music

Christmas draw and party night

Christmas Day 11.00 to 13.00, 19.00 to 22.30

Supply of alcohol: End of permitted hours on New years Eve until the start of permitted hours on New Years Day

### Seasonal variations:

Performance of a play - Annual Christmas pantomime with live or recorded music.  
(One performance on a Sunday during the Christmas/New Year period between 14:00 – 19:00)

### **Summary of Representations**

8. Two (2) representations have been received one from a responsible authority (local authority) and one from the public.
9. The local authority has objected (appendix b) to the licence.
10. A member of the public (appendix c) has made representations to the licence.

### **Community Impact**

11. Any decision is unlikely to have any impact on the local community.

### **Equality duty**

12. There are no equality issues in relation to the content of this report.
13. This report has human rights implications for both the premises licence holder and the residents from the local neighbourhood. Any of the steps outlined in section 1 of this report may have financial implications for a licensee's business and livelihood and/or may have impact upon the day to day lives of residents living in close proximity to the premises.
14. Article 8(i) of the European Convention of Human Rights provides that everyone has the right to respect for his/her private and family life and his/her home (which includes business premises). This right may be interfered with by the council on a number of grounds including the protection of rights and freedoms of others. The First Protocol – Article 1 – also provides that every person is entitled to the peaceful enjoyment of his possessions and shall not be deprived of his possessions except in the public interest and conditions provided for by law. Members must accordingly make a decision which is proportionate to the hearing and endeavour to find a balance between the rights of the applicant, residents and the community as a whole.

### **Financial implications**

15. There are unlikely to be any financial implications for the authority at this time.

### **Legal Implications**

16. The licensing authority must have regard to the promotion of the four licensing objectives namely; the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm in exercising its functions under the Licensing Act 2003. Further regard should be had to the statutory guidance under Section 182 of the Act and the Council's own statement of licensing policy. The options available to the licensing authority are set out in section 1 of this report.
17. The Committee should be aware of a number of stated cases which have appeared before the Administrative Court and are binding on the Licensing Authority.
18. The case of Daniel Thwaites Plc v Wirral Borough Magistrates' Court (Case No: CO/5533/2006) at the High Court of Justice Queen's Bench Division Administrative

Court on 6 May 2008, [2008] EWHC 838 (Admin), 2008 WL 1968943, Before the Honourable Mrs Justice Black.

19. In this case it was summed up that: -

A licensing authority must have regard to guidance issued by the Secretary of State under section 182. Licensing authorities may depart from it if they have reason to do so but will need to give full reasons for their actions.

20. Furthermore the Thwaites case established that only conditions should be attached to a licence with a view to promoting the Licensing objectives and that 'real evidence' must be presented to support the reason for imposing these conditions.

21. This judgement is further supported in the case of *The Queen on the Application of Bristol Council v Bristol Magistrates' Court*, CO/6920/2008 High Court of Justice Queen's Bench Division The Administrative Court, 24 February 2009, [2009] EWHC 625 (Admin) 2009 WL 648859 in which it was said:

'Licensing authorities should only impose conditions which are necessary and proportionate for the promotion for licensing objectives'.

22. In addition to this it was stated that any condition attached to the licence should be an enforceable condition.

## Right of Appeal

23. Schedule 5 gives a right of appeal which states:

*Decision to grant premises licence or impose conditions etc.*

- 2 (1) This paragraph applies where a licensing authority grants a premises licence under section 18.
- (2) The holder of the licence may appeal against any decision—
  - (a) to impose conditions on the licence under subsection (2)(a) or (3)(b) of that section, or
  - (b) to take any step mentioned in subsection (4)(b) or (c) of that section (exclusion of licensable activity or refusal to specify person as premises supervisor).
- (3) Where a person who made relevant representations in relation to the application desires to contend—
  - (a) that the licence ought not to have been granted, or
  - (b) that, on granting the licence, the licensing authority ought to have imposed different or additional conditions, or to have taken a step mentioned in subsection (4)(b) or (c) of that section,he may appeal against the decision.
- (4) In sub-paragraph (3) "relevant representations" has the meaning given in section 18(6).

24. Appeals should be made to the Magistrates Court and must be made within 21 days beginning with the day on which the appellant was notified by the licensing authority of the decision appealed against.

## **Risk Management**

25. There is little risk associated with the decision at this time as the legislation allows a right of appeal to the Magistrates Court within a period of 21 days of being notified of the decision in writing.

## **Consultees**

25. All responsible authorities and members of the public living within Herefordshire.

## **Appendices**

- Appendix A Application form  
Appendix B Local authority representation  
Appendix C Public representation  
Appendix D Qualifying conditions relating to club premise certificates  
Appendix E Background relevant information in relation to club premise certificates  
Appendix F Club premise certificate

## **Background Papers**

None.



**Herefordshire**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@herefordshire.gov.uk](mailto:licensing@herefordshire.gov.uk)  
 Telephone: 01432 261761

\* 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  This is the unique reference for this application generated by the system.

Your reference  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?

Yes  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

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

Is the applicant's business registered in the UK with Companies House?  Yes  No

Is the applicant's business registered outside the UK?  Yes  No

Note: completing the Applicant Business section is optional in this form.

Business name

If the applicant's business is registered, use its registered name.

VAT number

Put "none" if the applicant is not registered for VAT.

Continued from previous page...

Legal status

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Applicant Business Address**

If the applicant has one, this should be the applicant's official address - that is an address required of the applicant by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

**Agent Business**

Is your business registered in the UK with Companies House?  Yes  No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Continued from previous page...

Legal status

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent 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 (£)

27,000

### 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

### 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

Leominster Sports & Social Club Ltd

#### Details

Registered number (where applicable)

IP11776R - Industrial & Provident Society

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

Club legal entity ( IP11776R - Industrial & Provident Society)



Continued from previous page...

**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.

Ground floor function room with bar, stage, kitchen, cloakroom, toilet facilities and external smoking area, forming part of the Leominster Sports and Social Club, but separate from its members only area. Proposed function room may be booked and used by members of the public for functions and pre-arranged events.

**Continued from previous page...**

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

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

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.

Will the performance of a play 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.

**Continued from previous page...**

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.

occasional plays and similar performances may take place at the premises.

State any seasonal variations for performing plays

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

Non standard timings. Where the premises will be used for the performance of a play 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.

From the end of permitted hours on New Year's Eve to the commencement of permitted hours on New Years Day.  
An additional hour for:  
Friday, Saturday, Sunday and Monday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend;  
Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday weekend.  
Christmas Eve and Boxing Day.

**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

Continued from previous page...

THURSDAY

Start  End   
Start  End

FRIDAY

Start  End   
Start  End

SATURDAY

Start  End   
Start  End

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.

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.

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.

From the end of permitted hours on New Year's Eve to the commencement of permitted hours on New Years Day.  
An additional hour for:  
Friday, Saturday, Sunday and Monday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend;  
Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday weekend.  
Christmas Eve and Boxing Day.

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**



Continued from previous page...

See guidance on regulated entertainment

Will you be providing indoor sporting events?

Yes

No

**Section 9 of 21**

**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?

Yes

No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

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...

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.

Amplified and un-amplified music may be played in the premises.

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.

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.

From the end of permitted hours on New Year's Eve to the commencement of permitted hours on New Years Day.

An additional hour for:

Friday, Saturday, Sunday and Monday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend;

Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday weekend.

Christmas Eve and Boxing Day.

### 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

Continued from previous page...

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 playing of recorded 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.

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.

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.

From the end of permitted hours on New Year's Eve to the commencement of permitted hours on New Years Day.  
An additional hour for:  
Friday, Saturday, Sunday and Monday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend;

Continued from previous page...

Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday weekend.  
Christmas Eve and Boxing Day.

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

See guidance on regulated entertainment

Will you be providing performances of dance?

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 performance of dance 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.

Occasional performances of dance may take place in the premises.



Continued from previous page...

State any seasonal variations for the performance of dance

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

Non-standard timings. Where the premises will be used for the performance of dance 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.

From the end of permitted hours on New Year's Eve to the commencement of permitted hours on New Years Day.  
An additional hour for:  
Friday, Saturday, Sunday and Monday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend;  
Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday weekend.  
Christmas Eve and Boxing Day.

**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

**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

Continued from previous page...

FRIDAY

Start 10:00

End 23:30

Start

End

SATURDAY

Start 10:00

End 23:30

Start

End

SUNDAY

Start 10:00

End 23:30

Start

End

Give a description of the type of entertainment that will be provided

Will this entertainment 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.

State any seasonal variations for entertainment

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

Non-standard timings. Where the premises will be used for entertainment 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.

From the end of permitted hours on New Year's Eve to the commencement of permitted hours on New Years Day.  
An additional hour for:  
Friday, Saturday, Sunday and Monday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend;  
Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday weekend.  
Christmas Eve and Boxing Day.

Continued from previous page...

### LATE NIGHT REFRESHMENT

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.

Occasional late night refreshment may take place during events/functions in the premises.

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.

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.

From the end of permitted hours on New Year's Eve to the commencement of permitted hours on New Years Day.  
An additional hour for:  
Friday, Saturday, Sunday and Monday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend;  
Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday weekend.  
Christmas Eve and Boxing Day.

**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.

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.

From the end of permitted hours on New Year's Eve to the commencement of permitted hours on New Years Day.  
An additional hour for:  
Friday, Saturday, Sunday and Monday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend;  
Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday weekend.  
Christmas Eve and Boxing Day.

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

*Continued from previous page...*

**Enter the contact's address**

Building number or name

Street

District

City or town

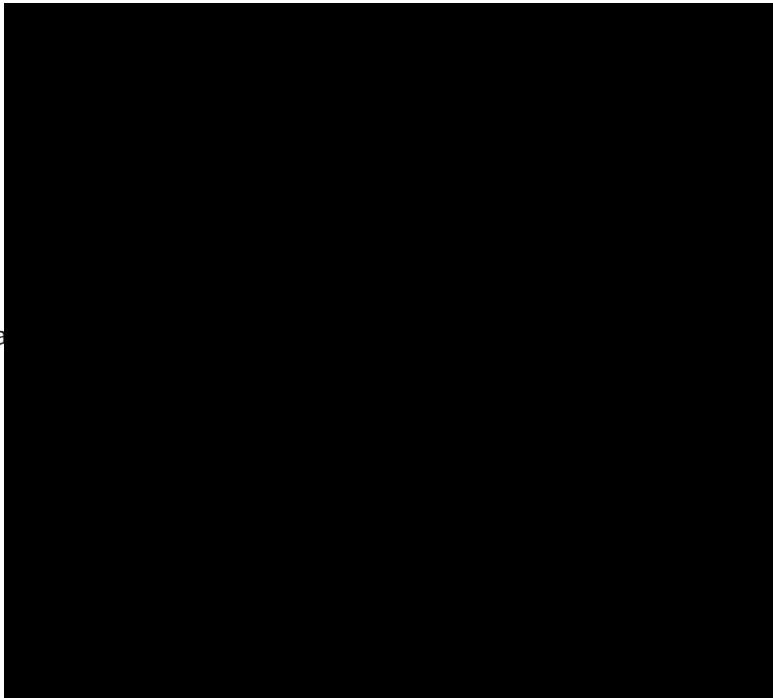
County or administrative area

Postcode

Country

Personal Licence number  
(if known)

Issuing licensing authority  
(if known)



**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**

Continued from previous page...

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

State any seasonal variations

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

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.

From the end of permitted hours on New Year's Eve to the commencement of permitted hours on New Years Day.  
An additional hour for:  
Friday, Saturday, Sunday and Monday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend;



*Continued from previous page...*

Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday weekend.  
Christmas Eve and Boxing Day.

**Section 18 of 21**

**LICENSING OBJECTIVES**

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.

b) The prevention of crime and disorder

CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions. Cameras shall encompass all ingress and egress to the premises, outside areas, and all areas where the sale/ supply of alcohol occurs.

Equipment must be maintained in good working order, be correctly time and date stamped, recordings must be kept in date order, numbered sequentially and kept for a period of 31 days and handed to the police on demand.

The premises licence holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format to the police/local authority on demand.

The Premises Licence Holder will employ SIA Licensed Door Supervisors at appropriate times when risk assessment dictates door supervision to be necessary. Door supervisors will be required to wear appropriate clothing to enable them to be clearly identified.

The Premises Licence Holder or a person nominated by them in writing for the purpose, shall maintain a register of Licensed Door Supervisors which shall be kept on the premises showing the names and addresses of the Licensed Door Supervisors and shall be signed by the Door Supervisors as they commence and conclude duty. The register shall be made available on demand for inspection by an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), or the Police (or an authorised officer of the SIA.)

An incident log must be kept at the premises, and made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police, which must record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received
- (d) any incidents of disorder
- (e) any refusal of the sale of alcohol
- (f) any visit by a relevant authority or emergency service

All bar staff engaged in the sale of alcohol to be trained in Responsible alcohol retailing to the minimum standard of BIIAB level 1 or any other training recognised and agreed with Herefordshire Council Trading Standards within one month of the date that this condition appears on this licence. (Where there are existing staff this training shall be completed within 3 months of the date that this condition first appears on the licence). Training records shall be kept on the premises and shall be produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.

c) Public safety

A fire risk assessment will be conducted and implemented in the premises.

The maximum permitted numbers of persons in the premises including staff shall not exceed the numbers set within the



**Continued from previous page...**

fire risk assessment for the premises.

d) The prevention of public nuisance

Noise or vibration shall not emanate from the premises so as to cause a nuisance.

All doors and windows at the premises shall be kept closed after 2300 except during immediate access and egress.

Any speaker within the premises shall be directed away from any residential property.

Any musical amplification system/equipment located in the function room prior to use, shall be wired through a sound limiting device located in a separate and remote lockable cabinet. The level shall be pre-set by a responsible person in charge of the premises to ensure that no noise nuisance is caused to local residents. The operational panel of the noise limiter shall then be secured. The keys securing the noise limiter shall be held by the premises licence holder or authorised (in writing) manager only, and shall not be accessed by any other person.

Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed at all exits to any smoking area or similar, requesting the public to respect the needs of local residents and to be quiet.

e) The protection of children from harm

The premises shall operate a Challenge 21 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of an authorised person' (as defined by Section 13 of the Licensing Act 2003) or the police or an authorised Trading Standards Officer of Herefordshire Council. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at least one location behind any bar advertising the scheme operated.

A written register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records shall be kept for a period of 12 months and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.

## **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 by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

**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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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.
- 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.



*Continued from previous page...*

- 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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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.

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.

## **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:
  - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.



**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](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

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

190.00

**DECLARATION**

**Continued from previous page...**

\* 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.

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I

\* understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

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	Heath Thomas, Harrison Clark Rickerbys Solicitors
* Capacity	Solicitor on behalf of the applicant
* Date	21 / 12 / 2017 dd mm yyyy

Add another signatory

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/herefordshire/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**

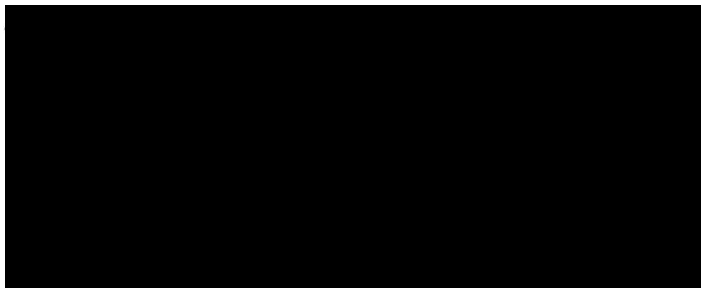
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Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
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Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
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**Consent of individual to being specified as premises supervisor**

I WILLIAM JOHN JOHNSON  
*[full name of prospective premises supervisor]*

of



*[home address of prospective premises supervisor]*

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for  
grant of a new premises licence

*[type of application]*

by

Leominster Sports & Social Club Ltd

*[name of applicant]*

relating to a premises licence *[number of existing licence, if any]*

for

Function Room  
Leominster Sports and Social Club  
South Street  
Leominster  
HR6 8JQ

*[name and address of premises to which the application relates]*



and any premises licence to be granted or varied in respect of this application made by

Leominster Sports and Social Club Ltd

-----  
*[name of applicant]*

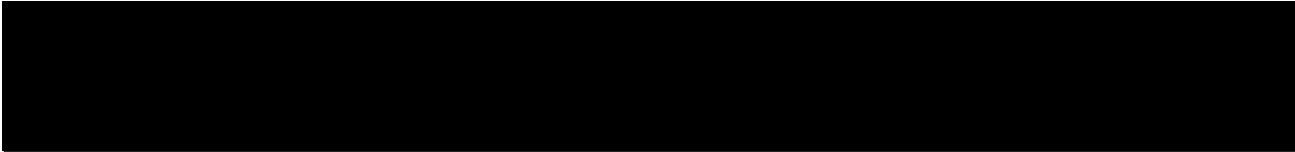
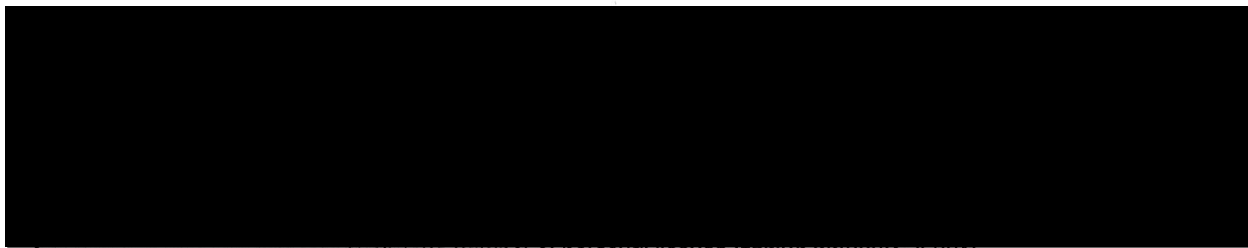
concerning the supply of alcohol at

Function Room  
Leominster Sports and Social Club  
South Street  
Leominster  
HR6 8JQ

-----  
*[name and address of premises to which application relates]*

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

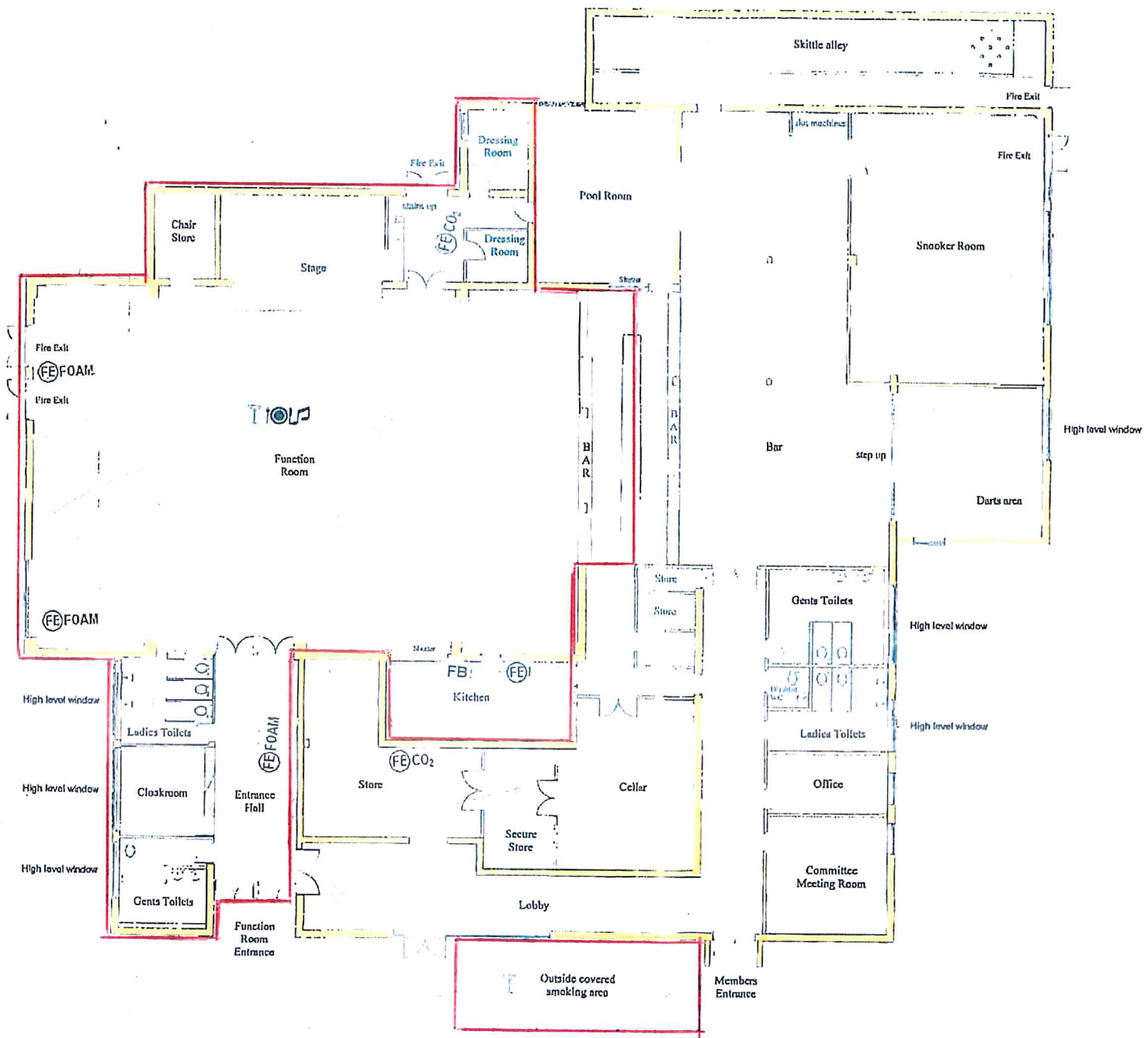


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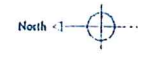
WILLIAM JOHN JOHNSON

Date

21/12/17



Ground Floor Plan



Scale bar 1:100

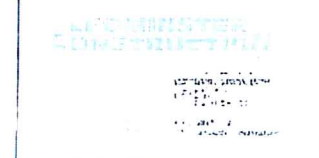
DRG. No. 3567

- FB** FIRE BLANKET
- FE CO<sub>2</sub>** FIRE EXTINGUISHER CO<sub>2</sub>
- FE FOAM** FIRE EXTINGUISHER FOAM
- FE** FIRE EXTINGUISHER CHEMICAL

**KEY TO LICENSED AREAS**

- Sale & Supply of Alcohol
  - Late Night Refreshment
  - Regulated entertainment
  - Outside consumption
- licensable activity & consumption of alcohol area.*

Ref.	Revision	Date:



**Client:**  
Leominster Sports & Social Club Ltd.

**Site:**  
Leominster Sports & Social Club Ltd.  
South Street, Leominster,  
Herefordshire,  
HR6 8JQ

**Drawing Title:**  
Plan of Club

**DRAWN:** M Williams  
**DATE:** October 2017  
**SCALE:** 1:100 at A1  
**CHECKED BY:** M Williams

**Drawing No:** 3567

**Representation made by the Local Authority 31 January 2018**

I am an officer authorised under the Licensing Act 2003 and I make this representation on behalf of the Local Authority

I refer to the grant application made in respect of the Function Room, Leominster Sports & Social Club, South Street, Leominster.

The Function Room is covered by a Club Premises Certificate which is subject of this application for a Premises Licence.

It is noted that the premises which forms the Leominster Sports & Social Club is one building and to the man of the street would be seen as one premises and not two. The function room and the club premises are connected internally by a foyer. Whilst the Licensing Act does only more than one authorisation to be in place there are certain circumstances where such does not and will not work and this is one of those cases.

The Licensing Act 2003 only allows the Licensing Authority to grant a Club Premises Certificate where a club meets certain qualifying conditions. Section 63 of the Licensing Act lays out those qualify conditions and the authority is satisfied that if this application was to be granted then the club would no longer meet those qualify conditions. If granted the authority would seek revocation of the Club Premises Certificate under Section 90 of the Licensing Act.

The Licensing Authority therefore objects outright to the application.

If the applicant was to make application to remove the Function Room from the Club Premises Certificate then the authority would be willing to offer a set of conditions to allow it to operate on a premises licence.



**Fred Spriggs**  
**Licensing Officer**



As ward member I have a number of reservations concerning this Grant of License.

Prevention of public nuisance - I have in the past received verbal complaints about excessive noise from the club and from members and guests leaving the club. I note the hours applied for are for late night functions of all categories of entertainment listed on the application form, and additional hours at bank holidays.

The club has a large car park area and outside seating but there is no mention of how the outside will be monitored. This also concerns me.

Further - is the club seeking to operate more like a pub? I have a number of concerns that there is a blurring of roles and responsibilities that could impact on public safety if there was an incident and it is unclear where responsibility lies.

To my mind this creates a more complex set of considerations to take into account beyond those normally presented in a licensing application. I am therefore content to leave this to licensing to determine whether this is a valid and allowable application.

Regards,

[Redacted]

[Redacted]



**QUALIFYING CLUB CONDITIONS**

[Sections 61, 62, 64 and 66 Licensing Act 2003]

- Condition 1:** Under the rules of the Club persons may not –
- a) be admitted to membership, or
  - b) be admitted, as candidates for membership, to any of the privileges of membership,
- without an interval of least two days between their nomination or application for membership and their admission.
- Condition 2:** Under the rules of the club persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission.
- Condition 3:** the club is established and conducted in good faith as a club. In determining this, the following matters are to be taken into account –
- a) any arrangements restricting the club's freedom of purchase of alcohol;
  - b) any provision in the rules, or arrangements, under which –
    - i) money or property of the club, or
    - ii) any gain arising from the carrying on of the club' is or may be applied otherwise than for the benefit of the club as a whole or for charitable, benevolent or political purposes;
  - c) the arrangements for giving members information about the finances of the club;
  - d) the books of account and any records kept to ensure the accuracy of that information;
  - e) the nature of the premises occupied by the club.
- Condition 4:** the club has at least 25 members;
- Condition 5:** alcohol is not supplied, or intended to be supplied, to the members on the premises otherwise than by or on behalf of the club.

**Miners' Welfare Institutes**

- Condition 6:** that,
- (a) the institute is managed by a committee or board, and
  - (b) at least two thirds of the committee or board consists –
    - (i) partly of persons appointed or nominated, or appointed or elected from among persons nominated, by one or more licensed operators within the meaning of the Coal Industry Act 1994, and
    - (ii) Partly of persons appointed or nominated, or appointed or elected from among persons nominated, by one or more organisations representing persons employed in or about coalmines.
- Condition 7:** that,
- (a) the institute is managed by committee or board, but
  - (b) the making of an appointment or nomination as in (b) (i) and (ii) of the first condition is not practicable or would not be appropriate, and
  - (c) at least two thirds of the committee or board consists –
    - (i) partly of persons employed, or formerly employed, in or about coal mines, and
    - (ii) partly of persons appointed by the Coal Industry Social Welfare Organisation or a body or person to which the functions of that Organisation have been transferred under section 12(3) of the Miners' Welfare Act 1952

### **Additional conditions for the supply of alcohol –**

- Condition 8:** the purchase of alcohol for the club, and the supply of alcohol by the club, are managed by a committee whose members –
- a) are members of the club;
  - b) have attained the age of 18 years; and
  - c) are elected by the members of the club

[Please note – there special provisions set out under Section 65 for industrial & provident societies, friendly societies etc]

- Condition 9:** no arrangements are, or are intended to be, made for any person to receive at the expense of the club any commission, percentage or similar payment on, or with reference to, purchase of alcohol by the club.

- Condition 10:** no arrangements are, or are intended to be, made for any person directly or indirectly to derive any pecuniary benefit from the supply of alcohol by or on behalf of the club to members or guests, apart from –
- a) any benefit accruing to the club as a whole, or
  - b) any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the club.

### **Industrial and provident societies, friendly societies etc**

1. Any such club is taken to satisfy Condition 8 if and to the extent that –
  - (a) the purchase of alcohol for the club, and
  - (b) the supply of alcohol by the clubare under the control of members or of a committee appointed by the members
2. “Incorporated Friendly Society” has the same meaning as in the Friendly Societies Act 1992 and in determining whether an incorporated friendly society is a qualifying club in relation to a qualifying club activity, the society is to be taken to satisfy Conditions 3, 5, 8, 9 and 10 specified above.



**Licensing Act 2003 – Section 60 – 65 and Section 90 - Club premises certificates**

**60 Club premises certificate**

(1) In this Act “club premises certificate” means a certificate granted under this Part—

- (a) in respect of premises occupied by, and habitually used for the purposes of, a club,
- (b) by the relevant licensing authority, and
- (c) certifying the matters specified in subsection (2).

(2) Those matters are—

- (a) that the premises may be used by the club for one or more qualifying club activities specified in the certificate, and
- (b) that the club is a qualifying club in relation to each of those activities (see section 61).

**61 Qualifying clubs**

(1) This section applies for determining for the purposes of this Part whether a club is a qualifying club in relation to a qualifying club activity.

(2) A club is a qualifying club in relation to the supply of alcohol to members or guests if it satisfies both—

- (a) the general conditions in section 62, and
- (b) the additional conditions in section 64.

(3) A club is a qualifying club in relation to the provision of regulated entertainment if it satisfies the general conditions in section 62.

**62 The general conditions**

(1) The general conditions which a club must satisfy if it is to be a qualifying club in relation to a qualifying club activity are the following.

(2) Condition 1 is that under the rules of the club persons may not—

- (a) be admitted to membership, or
- (b) be admitted, as candidates for membership, to any of the privileges of membership,

without an interval of at least two days between their nomination or application for membership and their admission.

(3) Condition 2 is that under the rules of the club persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission.

(4) Condition 3 is that the club is established and conducted in good faith as a club (see section 63).

(5) Condition 4 is that the club has at least 25 members.

(6) Condition 5 is that alcohol is not supplied, or intended to be supplied, to members on the premises otherwise than by or on behalf of the club.

### **63 Determining whether a club is established and conducted in good faith**

(1) In determining for the purposes of condition 3 in subsection (4) of section 62 whether a club is established and conducted in good faith as a club, the matters to be taken into account are those specified in subsection (2).

(2) Those matters are—

(a) any arrangements restricting the club's freedom of purchase of alcohol;

(b) any provision in the rules, or arrangements, under which—

(i) money or property of the club, or

(ii) any gain arising from the carrying on of the club,

is or may be applied otherwise than for the benefit of the club as a whole or for charitable, benevolent or political purposes;

(c) the arrangements for giving members information about the finances of the club;

(d) the books of account and other records kept to ensure the accuracy of that information;

(e) the nature of the premises occupied by the club.

(3) If a licensing authority decides for any purpose of this Act that a club does not satisfy condition 3 in subsection (4) of section 62, the authority must give the club notice of the decision and of the reasons for it.

### **64 The additional conditions for the supply of alcohol**

(1) The additional conditions which a club must satisfy if it is to be a qualifying club in relation to the supply of alcohol to members or guests are the following.

(2) Additional condition 1 is that (so far as not managed by the club in general meeting or otherwise by the general body of members) the purchase of alcohol for the club, and the supply of alcohol by the club, are managed by a committee whose members—

(a) are members of the club;

(b) have attained the age of 18 years; and

(c) are elected by the members of the club.

This subsection is subject to section 65 (which makes special provision for industrial and provident societies, friendly societies etc.).

(3)Additional condition 2 is that no arrangements are, or are intended to be, made for any person to receive at the expense of the club any commission, percentage or similar payment on, or with reference to, purchases of alcohol by the club.

(4)Additional condition 3 is that no arrangements are, or are intended to be, made for any person directly or indirectly to derive any pecuniary benefit from the supply of alcohol by or on behalf of the club to members or guests, apart from—

(a)any benefit accruing to the club as a whole, or

(b)any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the club.

### **65 Industrial and provident societies, friendly societies etc.**

(1)Subsection (2) applies in relation to any club which is—

(a)a registered society, within the meaning of the Industrial and Provident Societies Act 1965 (c. 12)(see section 74(1) of that Act),

(b)a registered society, within the meaning of the Friendly Societies Act 1974 (c. 46) (see section 111(1) of that Act), or

(c)a registered friendly society, within the meaning of the Friendly Societies Act 1992 (c. 40) (see section 116 of that Act).

(2)Any such club is to be taken for the purposes of this Act to satisfy additional condition 1 in subsection (2) of section 64 if and to the extent that—

(a)the purchase of alcohol for the club, and

(b)the supply of alcohol by the club,

are under the control of the members or of a committee appointed by the members.

(3)References in this Act, other than this section, to—

(a)subsection (2) of section 64, or

(b)additional condition 1 in that subsection,

are references to it as read with subsection (1) of this section.

(4)Subject to subsection (5), this Act applies in relation to an incorporated friendly society as it applies in relation to a club, and accordingly—

(a)the premises of the society are to be treated as the premises of a club,

(b)the members of the society are to be treated as the members of the club, and

(c)anything done by or on behalf of the society is to be treated as done by or on behalf of the club.

(5) In determining for the purposes of section 61 whether an incorporated friendly society is a qualifying club in relation to a qualifying club activity, the society is to be taken to satisfy the following conditions—

- (a) condition 3 in subsection (4) of section 62,
- (b) condition 5 in subsection (6) of that section,
- (c) the additional conditions in section 64.

(6) In this section “incorporated friendly society” has the same meaning as in the Friendly Societies Act 1992 (see section 116 of that Act).

### **90 Club ceasing to be a qualifying club**

(1) Where—

- (a) a club holds a club premises certificate, and
  - (b) it appears to the relevant licensing authority that the club does not satisfy the conditions for being a qualifying club in relation to a qualifying club activity to which the certificate relates (see section 61),
- the authority must give a notice to the club withdrawing the certificate, so far as relating to that activity.

(2) Where the only reason that the club does not satisfy the conditions for being a qualifying club in relation to the activity in question is that the club has fewer than the required number of members, the notice withdrawing the certificate must state that the withdrawal—

- (a) does not take effect until immediately after the end of the period of three months following the date of the notice, and
- (b) will not take effect if, at the end of that period, the club again has at least the required number of members.

(3) The references in subsection (2) to the required number of members are references to the minimum number of members required by condition 4 in section 62(5) (25 at the passing of this Act).

(4) Nothing in subsection (2) prevents the giving of a further notice of withdrawal under this section at any time.

(5) Where a justice of the peace is satisfied, on information on oath, that there are reasonable grounds for believing—

(a) that a club which holds a club premises certificate does not satisfy the conditions for being a qualifying club in relation to a qualifying club activity to which the certificate relates, and

(b) that evidence of that fact is to be obtained at the premises to which the certificate relates,

he may issue a warrant authorising a constable to enter the premises, if necessary by force, at any time within one month from the time of the issue of the warrant, and search them.

(6)A person who enters premises under the authority of a warrant under subsection (5) may seize and remove any documents relating to the business of the club in question.



**LICENSING ACT 2003  
Part A – Club Premises Certificate**

**Club premises certificate number CP00063 (App to Vary Club Premise Certificate)  
Club details**

Name of club in whose name this certificate is granted and relevant postal address of club <b>LEOMINSTER SPORTS &amp; SOCIAL CLUB</b>	
Address <b>SOUTH STREET</b>	
Post town <b>LEOMINSTER</b>	Post code <b>HR6 8JQ</b>
Telephone number <b>01568 612660</b>	

If different from above the postal address of club premises to which this certificate relates, if any, or if none, ordnance survey map reference or description <b>Not Applicable</b>
--

Where the club premises certificate is time limited the dates <b>Not applicable</b>
--

Qualifying club activities authorised by the certificate  <b>Plays (Indoors)</b> <b>Films</b> <b>Indoor sporting event</b> <b>Live music (Indoors)</b> <b>Recorded music (Indoors)</b> <b>The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club – on and off the premises</b> <b>The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place.</b>  <b>Further details</b> <b>(Performance of a play) Annual Christmas pantomime with live or recorded music. (One performance on a Sunday during the Christmas/New Year period.)</b> <b>(A performance of live music) Musical or comedy acts with live or recorded music once or twice a week. We want to retain our two live performers in the bar option.</b> <b>The ballroom to maintain its current situation.</b> <b>(Any playing of recorded music) Old time dancing on Tuesday evenings. Occasional senior discos for club members only on Friday evenings and at weekends.</b>
---



The times the certificate authorises the carrying out of qualifying club activities

**Performance of a play:**

**Annual Christmas pantomime (One performance on a Sunday during the Christmas/New Year period between 14:00 – 19:00)**

**Films:**

**Monday-Thursday, Sunday: 10:00 - 23:30**

**Friday-Saturday: 10:00 - 01:00**

**Live Music:**

**Friday-Saturday: 19:00 - 01:00**

**Sunday: 19:00 - 23:30**

**Recorded Music**

**Tuesday & Sunday: 19:00 - 23:30**

**Friday-Saturday: 19:00 - 01:00**

**Supply/Sale by retail of alcohol:**

**Sunday - Thursday: 10:00 - 23:30**

**Friday-Saturday: 10:00 - 01:00**

**Additional outside area licensed until 22.30 (as per plan submitted on 22.8.07)**

**Non Standard Timings:**

**Live & Recorded music; Supply by retail of alcohol**

**A further additional hour into the morning following every: -**

**Friday, Saturday, Sunday and Monday for each May Bank Holiday, spring/Whitsun Bank Holiday and every August Bank Holiday weekend.**

**Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday weekend.**

**Christmas Eve and Boxing Day.**

**Club Christmas Draw and party night 10.00 to 00.30 next day.**

**A performance of live music**

**Christmas draw and party night**

**Christmas Day 11.00 to 13.00, 19.00 to 22.30**

**Supply of alcohol: End of permitted hours on New years Eve until the start of permitted hours on New Years Day**

**Seasonal variations:**

**Performance of a play - Annual Christmas pantomime with live or recorded music. (One performance on a Sunday during the Christmas/New Year period between 14:00 – 19:00)**

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

**The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club – on and off the premises**

**The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place.**

The opening hours of the club

**Sunday – Thursday 10:00 – 24:00**

**Friday – Saturday 10:00 – 01:30**

**Non-Standard Timings**

**End of permitted hours on New years Eve until the start of permitted hours on New Years Day**

**Sunday before a bank Holiday until 01:00**

**Part 2**

**Irresponsible Drinks Promotions**

1. (1) The responsible person must 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—
  - (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 in a manner which carries a significant risk of undermining a licensing objective;
  - (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 in a manner which carries a significant risk of undermining a licensing objective;
  - (d) 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;
  - (e) dispensing alcohol 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).

**Free Drinking Water**

2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

**Age verification**

3. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) 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 either—
  - (a) a holographic mark, or

- (b) an ultraviolet feature.

**Small Measures**

4. 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;
  - (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.

**Below Cost Price**

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.

**Mandatory conditions where licence authorises supply of alcohol**

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.

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

**Door supervision**

Each individual required to carry out a security activity must be licensed by the Security Industry Authority

**Mandatory condition: exhibition of films**

Admission of children to the exhibition of any film must be restricted in accordance with any recommendation made by the film classification body or that body specified in the licence unless

- (a) the film classification body is not specified in the licence, or
- (b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question

admission of children must be restricted in accordance with any recommendation made by that licensing authority

In this section-

"children" means persons aged under 18; and

"film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

**Certificate authorising supply of alcohol for consumption on the premises**

1. The supply of alcohol must be made at the time when the premises are open for the purposes of supplying alcohol, in accordance with the club premises certificate, to members of the club for consumption on and off the premises.
2. Any alcohol supplied for consumption off the premises must be in a sealed container.
3. Any supply of alcohol for consumption off the premises must be made to a member of the club in person.

**Annex 2 - Conditions consistent with the Club Operating Schedule****Licensing objectives****General****Prevention of Crime & Disorder:**

CCTV will be provided in the form of a recordable system, capable of providing pictures of EVIDENTIAL QUALITY in all lighting conditions particularly facial recognition.

Cameras shall encompass all ingress and egress to the premises, outside areas, and all areas where the sale/ supply of alcohol occurs.

Equipment MUST be maintained in good working order, be correctly time and date stamped, recordings MUST be kept in date order, numbered sequentially and kept for a period of 31 days and handed to Police on demand.

The Premises Licence Holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format EITHER DISC or VHS to the Police/Local Authority on demand.

The Recording equipment and tapes/discs shall be kept in a secure environment under the control of the DPS or other responsible named individual. An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant, in the event of any failings actions taken are to be recorded.

In the event of technical failure of the CCTV equipment the Premises Licence holder/DPS MUST report the failure to the Police on contact number 0300 333 3000 immediately.

The Premise Licence Holder will employ SIA doorstaff at appropriate times when risk assessment dictates door supervision to be necessary. Door supervisors will be required to wear appropriate clothing to enable them to be clearly identified.

The Premises Licence Holder or a person nominated by them in writing for the purpose shall maintain a register of Stewards (and door supervisors if applicable) which shall be kept on the premises showing the names and addresses of the stewards (door supervisors) and shall be signed by the Stewards (door supervisors) as they commence and conclude duty. The register shall be made available on demand for inspection by an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), or the Police or an authorised officer of the SIA.

All bar staff engaged in the sale of alcohol to be trained in Responsible alcohol retailing to the minimum standard of BIIAB level 1 or any other training recognised and agreed with Herefordshire Council Trading Standards. (All existing staff shall be trained within one month of the date that this condition appears on this licence. Training records shall be kept on the premises and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.

## **Appendix F**

An incident log must be kept at the premises, and made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police, which must record the following:

- (a) all crimes reported to the venue
- (b) all ejections of patrons
- (c) any complaints received
- (d) any incidents of disorder
- (e) any refusal of the sale of alcohol
- (f) any visit by a relevant authority or emergency service

### **Public Safety:**

#### First aid

A HSE Compliant Industrial High Response First Aid Kit for 21-50 people shall be kept fully stocked at the premises and kept behind the bar. Such kit shall contain:

- 1 x Guidance Leaflet
- 60 x Washproof Plasters
- 6 x Eye Pads with Bandage
- 8 x Triangular Bandages
- 12 x Safety Pins
- 16 x Assorted Sterile Dressings
- 20 Moist Wipes
- 3 Pairs Disposable Gloves

#### Electrical & Gas Installations

All electrical wiring and distribution systems shall be tested at least once a year and signed off by a competent person whose name is shown within the Local Authority Building Control Part P Competent Persons Register (<http://www.competentperson.co.uk/search.asp>). The sign off certificate shall be produced to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or Police on demand.

Any and all gas appliances (except cellar gas) used in the premises must be tested at least once a year and signed off by a competent person whose name appears within the current Gas Safety register (GSR). The sign off certificate shall be produced to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or Police on demand.

#### Maintenance, Repair and Cleanliness

All parts of the premises and all fixtures and fittings therein including seating, door fastenings, notices, floors, carpets and furniture shall be kept clean and maintained in good order.

Automatic emergency lighting, powered by an independent source, shall be provided. Any emergency lighting batteries shall be fully charged before the admission of the public, members or guests. In the event of the failure of normal lighting, arrangements shall be in place to ensure that the public, members or guests leave the premises within the period of one-third of the total predicted life of the emergency lighting battery, unless within that time normal lighting has been restored and the battery has been fully re-charged.

#### Curtains, hangings, decorations and upholstery

No curtain, temporary decoration or item of a similar description shall obstruct any exit

#### Capacity limits

The maximum permitted numbers of persons in the premises including staff shall not exceed the numbers set within the fire risk assessment for the premises.

The capacity limit for the premises shall be: 500

**Licensing Section, Herefordshire Council  
8 St Owen Street, Hereford. HR1 2PJ**

**Prevention of Public Nuisance:**

Noise and vibration shall not emanate from the premises so as to cause a public nuisance.

All doors and windows at the premises shall be kept closed after 2300 except during immediate access and egress.

Any speaker within the premises shall be directed away from any residential property

Where regulated entertainment is provided in the Bar area, the nominated steward will monitor noise emanating from the premises at least hourly to ensure that no noise nuisance is being caused and where there is shall cause the noise to be reduced. A written record shall be kept on the premises detailing the name of the person carrying out the monitoring, the monitoring locations, the date and time and the result obtained. Such record shall be made available on demand of an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or police.

Any musical amplification system/equipment located in the Hall, prior to use, shall be wired through a sound limiting device located in a separate and remote lockable cabinet. The level shall be pre-set by a responsible person in charge of the premises to ensure that no noise nuisance is caused to local residents. The operational panel of the noise limiter shall then be secured. The keys securing the noise limiter cabinet shall be held by the premises licence holder or authorised (in writing) manager only, and shall not be accessed by any other person.

No waste such as bottles or refuse shall be placed outside the premises between 23:00hrs and 08.00hrs

Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

Prominent, clear and legible signage (in not less than 32 font bold) shall be displayed at all exits to any beer garden, patio area, smoking area or similar, requesting the public to respect the needs of local residents and to be quiet.

**Protection of Children from Harm:**

Persons under the age of 18 years shall not be admitted to the club premises unless accompanied by a parent or responsible adult over 18 year.

No person under the age of 18 years shall be eligible for membership.

The premises shall operate a Challenge 25 Policy. Such policy shall be written down and kept at the premises. The policy shall be produced on demand of an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the police or an authorised Trading Standards Officer of Herefordshire Council. Prominent, clear and legible signage (in not less than 32 font bold) shall also be displayed at all entrances to the premises as well as at, at least one location behind any bar advertising the scheme operated.

A written register of refusals will be kept including a description of the people who have been unable to provide required Identification to prove their age. Such records shall be kept for a period of 12 months and will be collected on a daily basis by the Club Steward or Relief Steward and produced to the police or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or an authorised Trading Standards Officer of Herefordshire Council on demand.



**Appendix F**

No adult entertainment or services or activities must take place at the premises (Adult Entertainment includes, but is not restricted to, such entertainment or services which would generally include topless bar staff, striptease, lap-table, or pole-dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language).

**Annex 3 - Conditions attached after a hearing by the licensing authority**

Not applicable

**Annex 4 – Plans**

As Attached and amended 22.8.07 drawing no 1589 variation for the provision of a smoking area

**LICENSING ACT 2003  
Part B – Club Premises Certificate Summary**

**Club premises certificate number CP00063 (App to Vary Club Premise Certificate)  
Club details**

Name of club in whose name this certificate is granted and relevant postal address of club <b>LEOMINSTER SPORTS &amp; SOCIAL CLUB</b>	
Address <b>SOUTH STREET</b>	
Post town <b>LEOMINSTER</b>	Post code <b>HR6 8JQ</b>
Telephone number <b>01568 612660</b>	

If different from above the postal address of club premises to which this certificate relates, if any, or if none, ordnance survey map reference or description <b>Not Applicable</b>
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Where the club premises certificate is time limited the dates <b>Not applicable</b>
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Qualifying club activities authorised by the certificate  <b>Plays (Indoors)</b> <b>Films</b> <b>Indoor sporting event</b> <b>Live music (Indoors)</b> <b>Recorded music (Indoors)</b> <b>The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club – on and off the premises</b> <b>The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place.</b>  <b>Further details</b> <b>(Performance of a play) Annual Christmas pantomime with live or recorded music. (One performance on a Sunday during the Christmas/New Year period.)</b> <b>(A performance of live music) Musical or comedy acts with live or recorded music once or twice a week. We want to retain our two live performers in the bar option.</b> <b>The ballroom to maintain its current situation.</b> <b>(Any playing of recorded music) Old time dancing on Tuesday evenings. Occasional senior discos for club members only on Friday evenings and at weekends.</b>
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The times the certificate authorises the carrying out of qualifying club activities

**Performance of a play:**

**Annual Christmas pantomime (One performance on a Sunday during the Christmas/New Year period between 14:00 – 19:00)**

**Films:**

**Monday-Thursday, Sunday: 10:00 - 23:30**

**Friday-Saturday: 10:00 - 01:00**

**Live Music:**

**Friday-Saturday: 19:00 - 01:00**

**Sunday: 19:00 - 23:30**

**Recorded Music**

**Tuesday & Sunday: 19:00 - 23:30**

**Friday-Saturday: 19:00 - 01:00**

**Supply/Sale by retail of alcohol:**

**Sunday - Thursday: 10:00 - 23:30**

**Friday-Saturday: 10:00 - 01:00**

**Additional outside area licensed until 22.30 (as per plan submitted on 22.8.07)**

**Non Standard Timings:**

**Live & Recorded music; Supply by retail of alcohol**

**A further additional hour into the morning following every: -**

**Friday, Saturday, Sunday and Monday for each May Bank Holiday, spring/Whitsun Bank Holiday and every August Bank Holiday weekend.**

**Thursday, Friday, Saturday, Sunday and Monday for the Easter Bank Holiday weekend.**

**Christmas Eve and Boxing Day.**

**Club Christmas Draw and party night 10.00 to 00.30 next day.**

**A performance of live music**

**Christmas draw and party night**

**Christmas Day 11.00 to 13.00, 19.00 to 22.30**

**Supply of alcohol: End of permitted hours on New years Eve until the start of permitted hours on New Years Day**

**Seasonal variations:**

**Performance of a play - Annual Christmas pantomime with live or recorded music. (One performance on a Sunday during the Christmas/New Year period between 14:00 – 19:00)**

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

**The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club – on and off the premises**

**The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place.**

The opening hours of the club

**Sunday – Thursday 10:00 – 24:00**

**Friday – Saturday 10:00 – 01:30**

**Non-Standard Timings**

**End of permitted hours on New years Eve until the start of permitted hours on New Years Day**

**Sunday before a bank Holiday until 01:00**

State whether access to the club premises by children is restricted or prohibited

**Persons under the age of 18 years shall not be admitted to the club premises unless accompanied by a parent or responsible adult over 18 years.**

**No person under the age of 18 years shall be eligible for membership.**

**The premises shall operate a Challenge 25 Policy**

**No adult entertainment or services or activities shall take place at the premises.**

