

# Agenda

## Licensing sub-committee

Date: **Thursday 28 November 2019**

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Time: **3.30 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, Democratic 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, Democratic 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 Alan Seldon**  
Councillor Polly Andrews  
Councillor Jeremy Milln

## 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 declarations of interests in respect of Schedule 1, Schedule 2 or Other Interests from members of the committee in respect of items on the agenda.	
<b>4. APPLICATION FOR A GRANT OF A PREMISES LICENCE IN RESPECT OF 'GRANGE COURT, PINSLEY ROAD, LEOMINSTER. HR6 8NL'-LICENSING ACT 2003</b> To consider an application for a grant of a premise licence in respect of Grange Court, Pinsley Road, Leominster, HR6 8NL.	11 - 66





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

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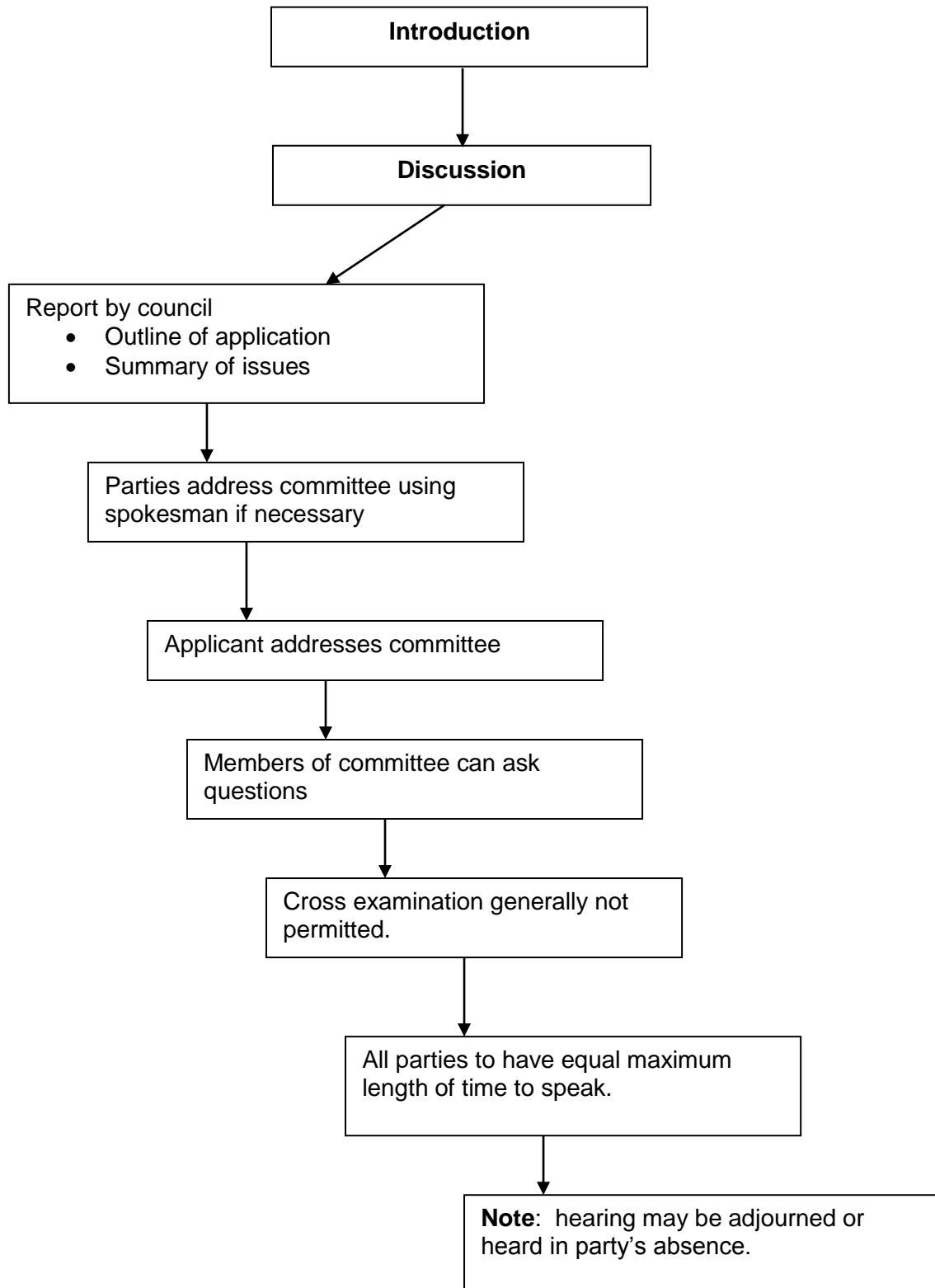
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Do not delay your vacation of the building by stopping or returning to collect coats or other personal belongings.



## Licensing Hearing Flowchart







<b>Meeting:</b>	<b>Licensing sub-committee</b>
<b>Meeting date:</b>	<b>28 November 2019</b>
<b>Title of report:</b>	<b>Application for a grant of a premises licence in respect of 'Grange Court, Pinsley Road, Leominster. HR6 8NL' – 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 grant of a premise licence in respect of Grange Court, Pinsley Road, Leominster, HR6 8NL.

## 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 sub-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 the grant of a premises licence has received a relevant representation and is brought before the sub committee for determination.
- 4. The previous hearing on 1 October 2019 was opened and adjourned to enable committee members to do a site visit. The site visit was carried out on 14 October 2019. The hearing was re-scheduled for 15 November but this was postponed to the adverse weather conditions
- 5. The details of the application are:

Applicant	LARC Development Trust	
Agent	Not applicable	
Type of application:	Date received:	28 Days consultation ended
Grant	26 July 2019	22 August 2019
Re-start consultation period	10 August 2019	6 September 2019

### Summary of Application

- 6. The application (appendix 1) requests the grant of a premises licence to allow the following licensable activities, during the hours shown, as follows:



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

Monday-Sunday 10:00 - 23:00

7. The consultation period was re-started at the request of the applicant due to the advert being placed incorrectly, therefore not meeting legislation.

### **Summary of Representations**

8. Three (3) representations have been received from the responsible authorities (Environmental Protection, Trading Standards and West Mercia Police). These representations have been agreed by the applicant and can be found at appendices 2, 3 and 4 respectively.
9. One (1) representation has been received from a member of the public that the licensing authority has accepted as being relevant and can be found at appendix 5. The representation listed 12 signatures of support of the objection.
10. A letter of support was received on 26 September 2019 (outside the consultation period) from Leominster Town Council and can be found at appendix 6. This was included in the previous hearing of 1 October 2019 as a supplemental document.

### **Background Information**

11. The premises is situated in an area of Leominster that is covered by the Herefordshire Council - Public Spaces Protection Orders – Alcohol Control which came into force on 1 May 2018. Public Spaces Protection Orders are intended to protect local communities' quality of life and safe access to public areas (appendix 7).
12. On Monday 5 August 2019, Leominster Town Council Planning and Highways Committee met to discuss the application for Grange Court (item number PH45/19). The committee had no objection to the licence application submitted by Grange Court, subject to the licence being for events only (appendix 8).
13. On Monday 19 August 2019 Leominster Town Council Planning and Highways Committee met and noted the re-submitted application for Grange Court (item number PH56/19). The committee made no comments regarding the resubmitted application.

### **Community Impact**

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

### **Equality duty**

15. There are no equality issues in relation to the content of this report.
16. 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.

17. 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**

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

## **Legal Implications**

19. As relevant representations have been received, the sub committee must determine the application under Section 3.5.7 (c) of the Herefordshire Council constitution. The representations must relate to the licensing objectives and the sub committee must determine the likely effect of the grant of the premises licences on the promotion of the licensing objectives.
20. 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.
21. The sub committee should be aware of a number of stated cases which have appeared before the Administrative Court and are binding on the Licensing Authority.
22. 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. 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.
23. 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.
24. 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'.

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

## Right of Appeal

26. Schedule 5 of the Licensing Act 2003 gives a right of appeal which states:

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

- (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).
27. 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

28. 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

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

## Appendices

- Appendix 1 - Application Form
- Appendix 2 – Environmental Protection representation
- Appendix 3 – Trading Standards representation
- Appendix 4 – West Mercia Police representation
- Appendix 5 – Public representation
- Appendix 6 – Leominster Town Council letter of support
- Appendix 6 – Herefordshire Council - Public Spaces Protection Orders - Alcohol Control

Appendix 7 – Leominster Town Council minutes dated 5 August 2019

## **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 you would prefer not to be contacted by telephone

Are you:

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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

Is your business registered in the UK with Companies House?  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.

Legal status

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

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

**Premises Address**

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

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)



**Section 3 of 21****APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

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

**Confirm The Following**

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

**Section 4 of 21****NON INDIVIDUAL APPLICANTS**

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

**Non Individual Applicant's Name**

Name

LARC Development Trust

**Details**

Registered number (where applicable)

1142290

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

Continued from previous page...

Company limited by guarantee & Registered Charity

**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

\* 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.

Grange Court is a Grade II\* listed building dating from 1633. The building underwent substantial refurbishment commencing in 2009 and comprises the original building and a modern annexe, all compliant with current accessibility and health and safety regulations. The building is a community heritage centre, open to visitors and a community enterprise hub offering accommodation to local businesses and charities. A community cafe operates in the modern annexe. All rooms in the heritage building can be hired for functions, training events, exhibitions, concerts, etc., by members of the



Continued from previous page...

community and businesses. Strict regulations are in place regarding the number of people able to be accommodated in each room and the total number of people allowed on the premises.

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

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

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End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Continued from previous page...

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.

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.

Any performances will be time limited, taking place occasionally within the stated hours. Performances will be predominantly inside the building but may occasionally take place in our grounds.

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.

## 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 10:00

End 23:00

Start

End

FRIDAY

Start 10:00

End 23:00

Start

End

SATURDAY

Start 10:00

End 23:00

Start

End

SUNDAY

Start 10:00

End 23:00

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.

Any screenings would be time limited and would take place occasionally within the stated hours. Screenings would take place predominantly within the building in the John Abel Room, but very occasional outdoor screenings may take place in our grounds.

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.

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

See guidance on regulated entertainment



Continued from previous page...

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

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

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Start

End

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.

Live music performances will be time limited and will take place occasionally within the stated hours, for example: fund raising concerts, instrumental and choral concerts, family and community events with music. Indoor events would be predominantly staged in the John Abel Room or Foyer area within the building but there may be occasional events held within our own grounds.

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.

### 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

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WEDNESDAY

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THURSDAY

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FRIDAY

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Start  End

SATURDAY

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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.

Recorded music may be played in the foyer area during public opening hours in connection with the cafe. On an occasional basis recorded music will be played at time limited events during the stated hours at fund raising, corporate or family events.

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.



Continued from previous page...

**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

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THURSDAY

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FRIDAY

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SATURDAY

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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.

Dance performances, dance workshops, demonstrations and tea dances will be time limited and take place on an occasional basis within the stated hours.

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.

**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

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WEDNESDAY

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THURSDAY

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End



Continued from previous page...

FRIDAY

Start  End   
Start  End

SATURDAY

Start  End   
Start  End

SUNDAY

Start  End   
Start  End

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

Exhibition openings, book launches, poetry reading and story telling, food and drink festivals, wedding fayres.

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.

Such events will be occasional and time limited within the stated hours. Any music may on occasion be amplified.

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.

**Section 14 of 21**

**LATE NIGHT REFRESHMENT**

Continued from previous page...

Will you be providing late night refreshment?

- Yes  No

**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

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

**Continued from previous page...**

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

The provision of alcohol will only be on an occasional basis in connection with specific room/premises hire, at our own or community/business events or for sale in the community cafe area. Stocks of alcohol will be obtained only in connection with each event and will be appropriate to the numbers of people involved.

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.

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

**Name**

First name

Russell

Family name

Sutcliffe

Date of birth

dd mm yyyy

**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)

Harrow

**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



Continued from previous page...

- 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.

Not applicable

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

State any seasonal variations

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

The premises are closed to the public on Saturdays during the months of January and February. The building is closed to the public for the Christmas and New Year period.

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.

When there are special events such as those listed under A to I, members of the public may be admitted if appropriate outside the usual opening hours and days.

## 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.

In addition to the member of the Board of Trustees who is applying to act as Designated Premises Supervisor, another member of our Board of Trustees hold BIIAB Level 2 Certification. Training will be given to all staff on duty during events to ensure that we comply with licensing objectives.

b) The prevention of crime and disorder

Supervision of our premises and grounds will be ensured using suitably trained personnel. We will closely work with the local police officers. Any stock of alcohol obtained in advance of an event will be stored in a secure area. Staff will be trained in the use of Challenge 25 scheme.

c) Public safety

We have undertaken a full risk assessment of the premises in relation to the licensing objectives. In addition, individual risk assessments for specific events will be required as appropriate both by ourselves and third parties hiring the building.

d) The prevention of public nuisance

Respect for our neighbours and local residents is a top priority and their needs will always be carefully considered. We notify all immediate neighbours of events which take place outside our usual public opening hours and seek to ensure that these are held without causing nuisance. We are mindful of our responsibility to adequately supervise events and the levels of

**Continued from previous page...**

alcohol consumption.

e) The protection of children from harm

We are acutely aware of our responsibility for the safeguarding of children. Open communication is encouraged and a safeguarding policy is in place. All event organisers as well as our own staff will be made aware of their responsibilities to safeguard children and young people, including with regard to the legal alcohol purchasing regulations.

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



**Continued from previous page...**

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

**Section 21 of 21**

**PAYMENT DETAILS**

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

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

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](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**

1

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.

1 [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).

1 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

Martin Hereward Baines

\* Capacity

Chair of Trustees

\* Date

16 / 07 / 2019  
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**

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

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

**Consent of individual to being specified as premises supervisor**

Russell David Sutcliffe

I .....  
*[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

Grange Court

.....  
*[type of application]*

by

Russell Sutcliffe

.....  
*[name of applicant]*

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

for

Grange Court, Pinsley Road LEOMINSTER, Herefordshire HR6 8NL

.....  
*[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

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

concerning the supply of alcohol at

-----  
*[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



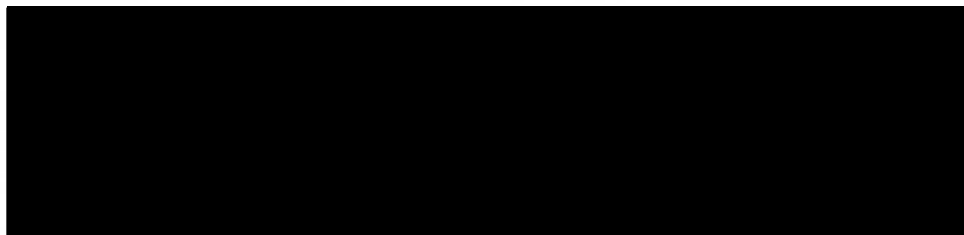
-----  
*[insert personal licence number, if any]*

Personal licence issuing authority

Harrow

-----  
*[insert name and address and telephone number of personal licence issuing authority, if any]*

Signed

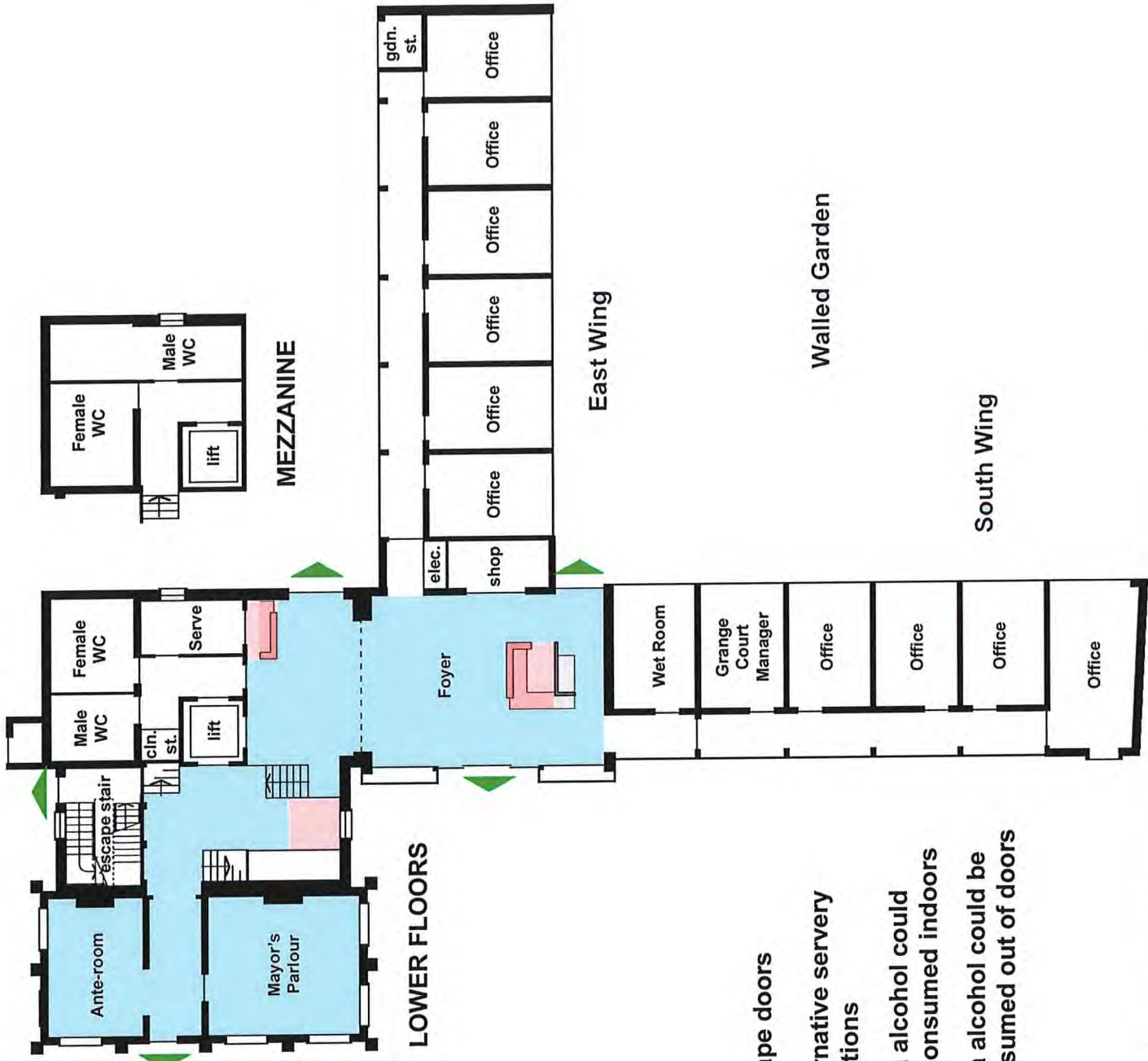


Name (please print)

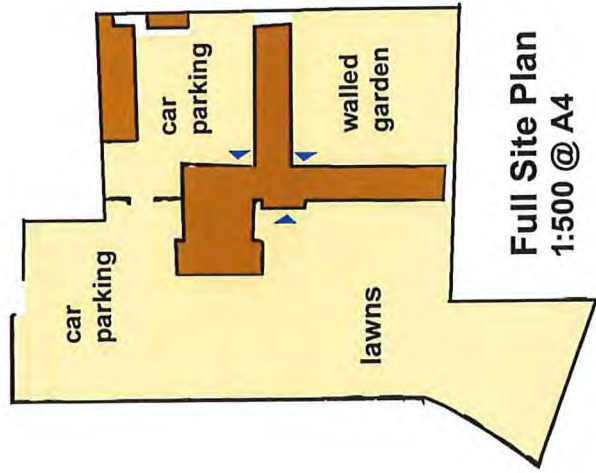
R D Sutcliffe  
-----

Date

18<sup>th</sup> April 2019  
-----



-  escape doors
-  alternative servery locations
-  area alcohol could be consumed indoors
-  area alcohol could be consumed out of doors

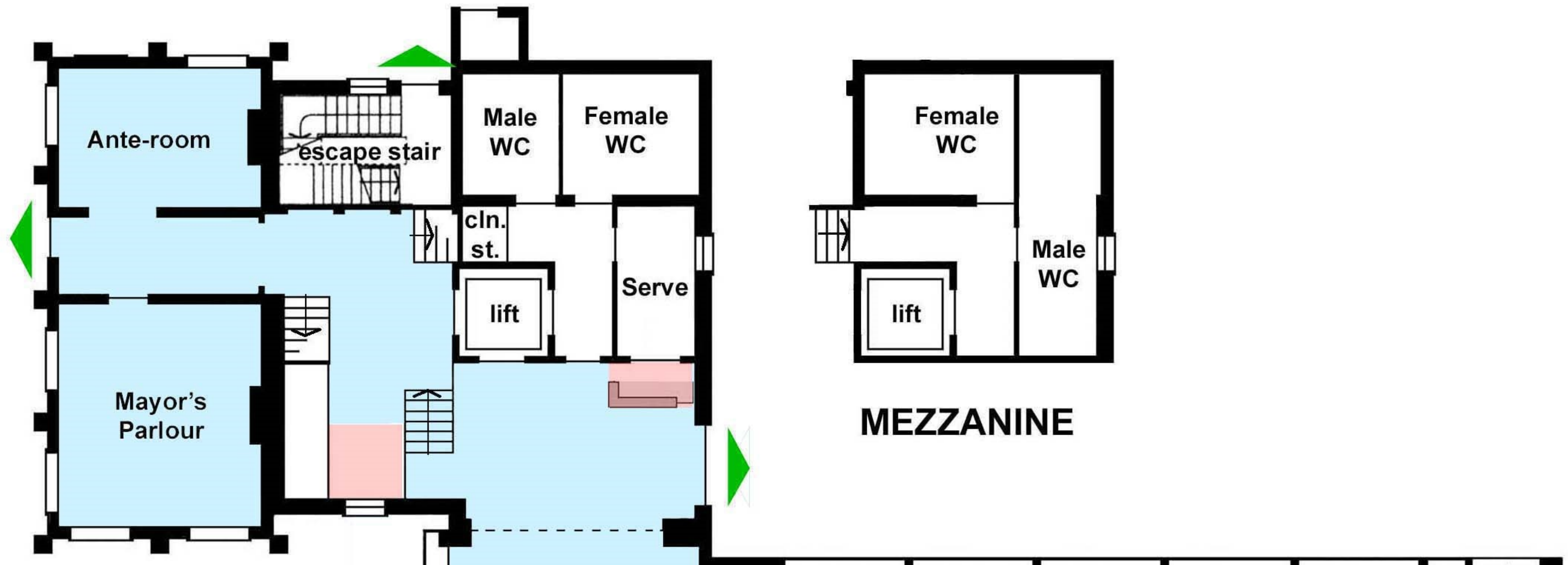


**Grange Court, Leominster  
Licensed Premises Plan**  
Scale: 1:200 @ A4, 1:100 @ A2

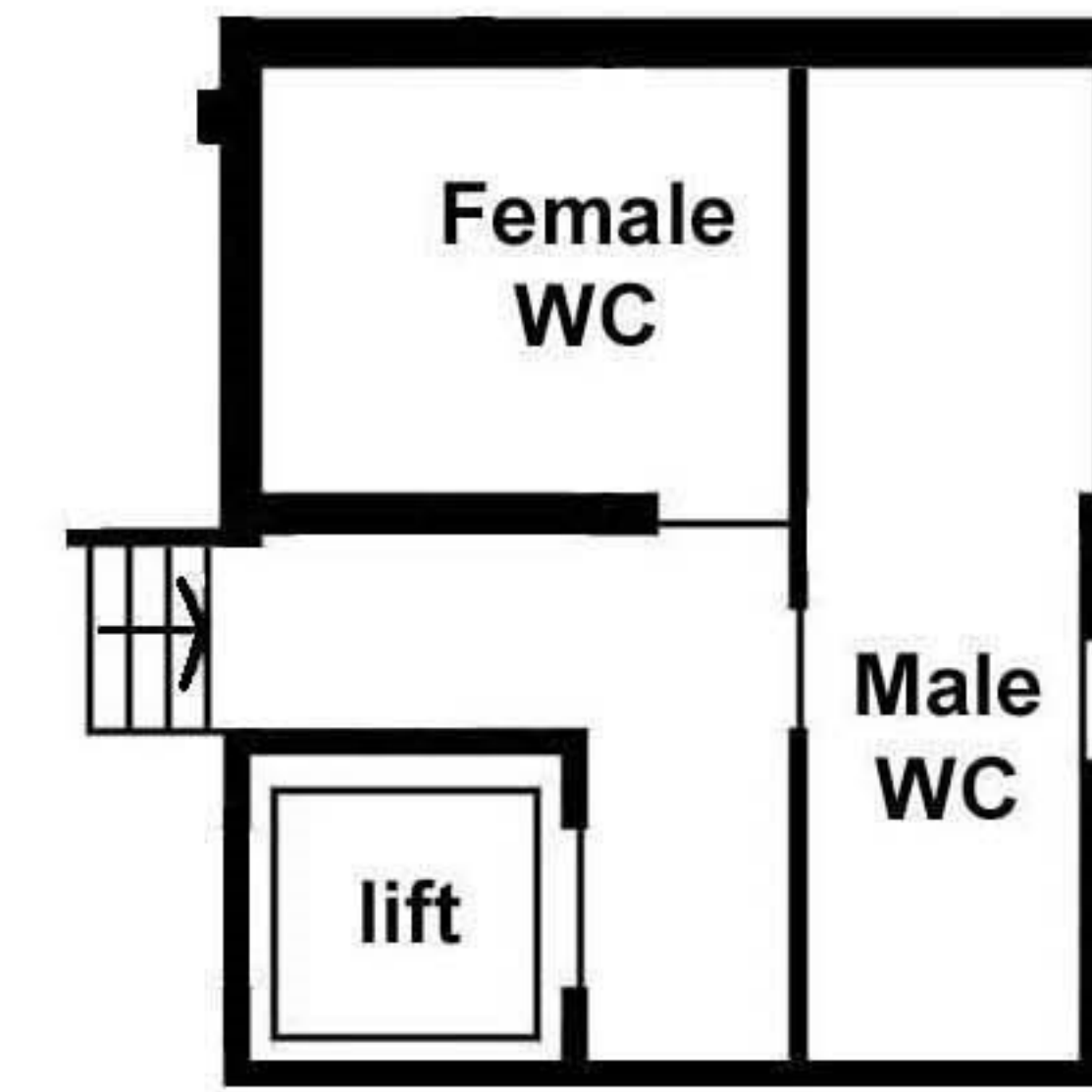




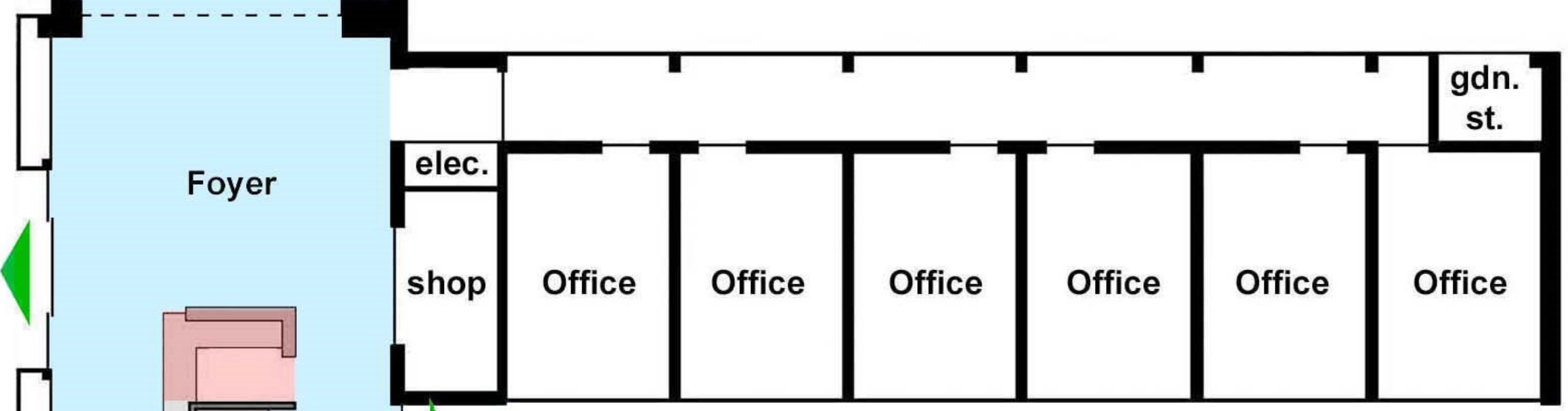
UPPER FLOORS



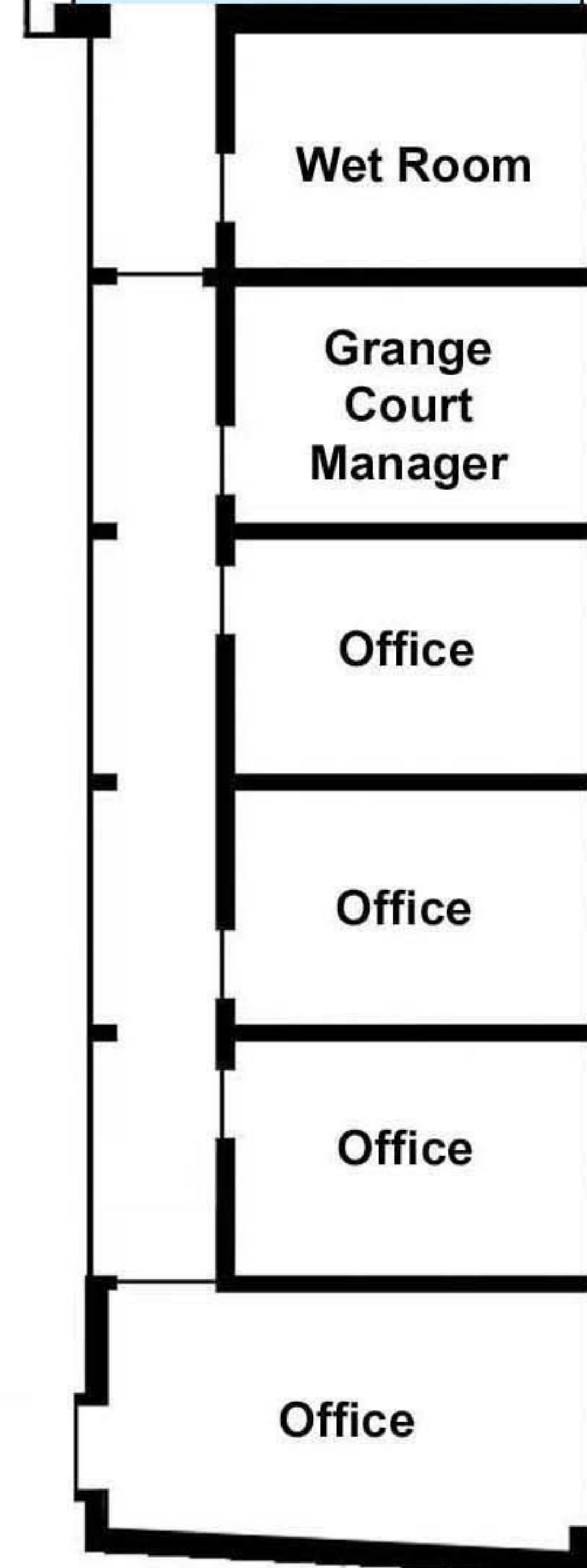
LOWER FLOORS



MEZZANINE

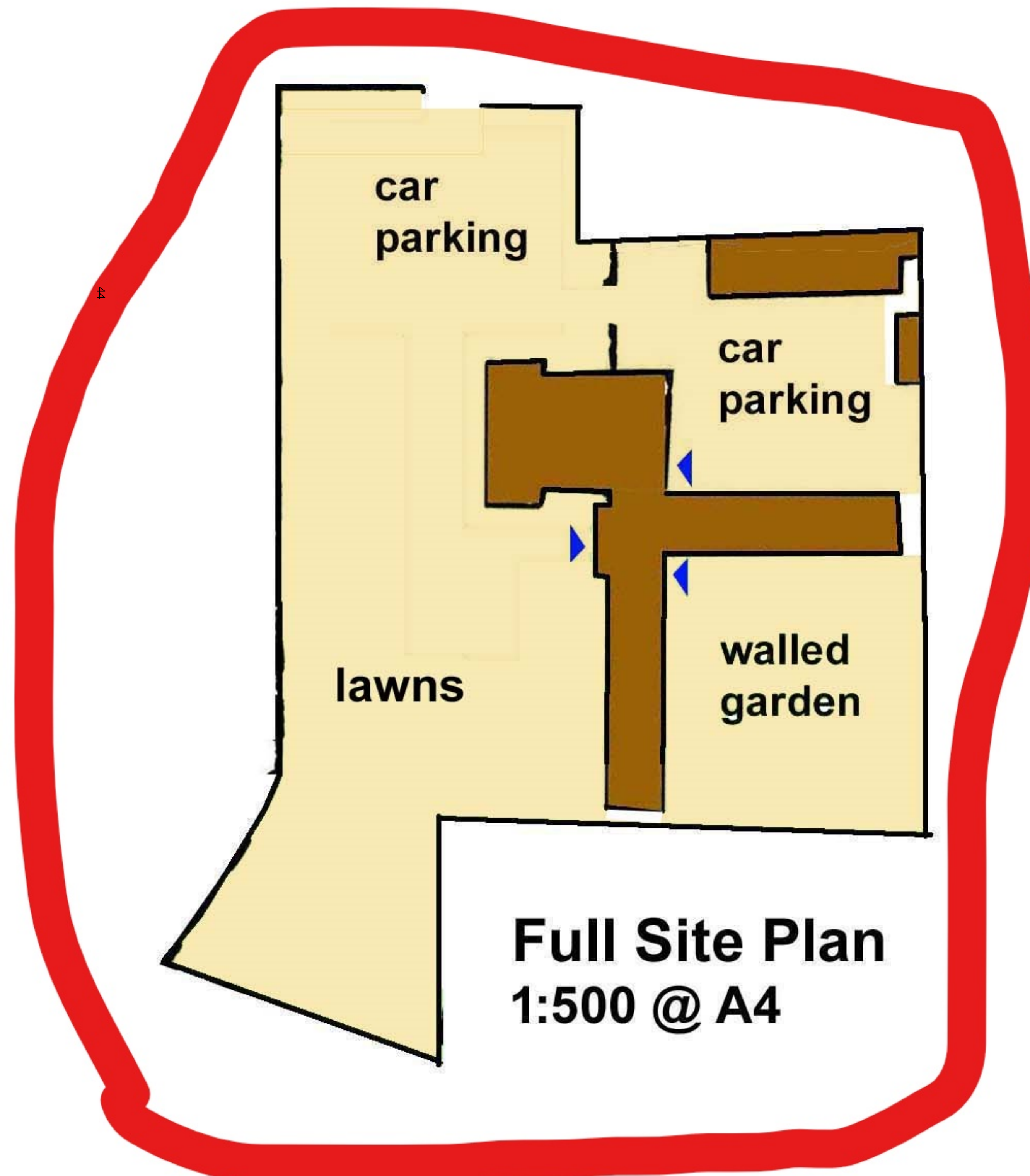


East Wing



South Wing

Walled Garden



Full Site Plan  
1:500 @ A4

-  escape doors
-  alternative servery locations
-  area alcohol could be consumed indoors
-  area alcohol could be consumed out of doors

**Grange Court, Leominster  
Licensed Premises Plan**

Scale: 1:200 @ A4, 1:100 @ A2



## MEMORANDUM

To : LICENSING OFFICER  
 From : ENVIRONMENTAL HEALTH OFFICER  
 Tel : 01432 261761 My Ref : ATR/288569/  
 Date : 14 August 2019 Your Ref :

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**LICENSING ACT 2003**  
**APPLICATION FOR NEW OR VARIATION OF PREMISES LICENCE**  
**Grange Court Grange Court, The Grange, Leominster, Herefordshire, HR6 8NL**

Having assessed the above application, I would like to make the following representation:

Representation	Industry Guidance
PREVENTION OF CRIME & DISORDER	N/A
PUBLIC SAFETY	N/A
PREVENTION OF PUBLIC NUISANCE Please see my representation to the earlier consultation ,dated 30/7/19, i.e. I request these additional conditions -  Noise or vibration shall not emanate from the premises so as to cause a nuisance.  The Premises Licence Holder or DPS must immediately comply with any request to adjust noise levels/ frequency spectra made by an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) or the Police. These still remain appropriate . I understand that the applicant has agreed with their inclusion. It might be helpful to confirm that this is still the case	
PROTECTION OF CHILDREN FROM HARM	N/A

**REFERENCES**

Please Reference the industry guidance from which your representation has been sourced.

**ENVIRONMENTAL HEALTH OFFICER  
HEREFORDSHIRE COUNCIL**

Dear Mr Baines

As an authorised body under the Licensing Act 2003, Herefordshire Council Environmental Health and Trading Standards have received details of your application for a premises licence for Grange Court, Pinsley Road, Leominster, Herefordshire HR6 8NL.

Trading Standards have the responsibility for enforcing the Licensing Act 2003 in respect of sales of alcohol to anyone under the age of eighteen.

After looking at your application under the section protection of children from harm we would seek to include the following conditions on the premises licence in addition to those already specified on the application:

1. All permanent staff engaged in the sale of alcohol to be trained in responsible alcohol retailing to the minimum standard of BIIAB level 1 or any equivalent training course within 1 month of commencing employment at the premises. Where there are existing staff this training shall be completed within 3 months of the date that this condition first appears on the licence. No person shall be authorised to sell or supply alcohol until this training is completed. Refresher training will be conducted at 12 monthly intervals. All temporary staff must be trained before an event takes place or have undertaken the training within 12 months prior to any event taking place. 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.
2. A written or electronic 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. It will be collected and reviewed on a weekly basis by the Designated Premises Supervisor 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.
3. 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 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. 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 sale area advertising the scheme operated.

Please reply email if you agree to these conditions.

Kind regards

Principal Trading Standards Officer  
Herefordshire Council  
01432 260012

"Any opinion expressed in this e-mail or any attached files are those of the individual and not necessarily those of Herefordshire Council, Herefordshire Clinical Commissioning Group (HCCG), Wye Valley NHS Trust or 2gether NHS Foundation Trust. You should be aware that Herefordshire Council, Herefordshire Clinical Commissioning Group (HCCG), Wye Valley NHS Trust & 2gether NHS Foundation Trust monitors its email service. This e-mail and any attached files are confidential and intended solely for the use of the addressee. This communication may contain material protected by law from being passed on. If you are not the intended recipient and have received this e-mail in error, you are advised that any use, dissemination, forwarding, printing or copying of this e-mail is strictly prohibited. If you have received this e-mail in error please contact the sender immediately and destroy all copies of it."



**NOT PROTECTIVELY MARKED**

West Mercia Police are in receipt of an application for a new premises licence in the name of **Grange Court, The Grange, Leominster**. The application is for the licensable activities of the sale/supply of alcohol and regulated entertainment. The applicant seeks to specify the designated premises supervisor as Russell Sutcliffe.

West Mercia Police do not object to this application.

The applicant has put forward a number of statements to promote the licensing objectives. None of these statements are conditions that can be enforced.

The location is within an area covered by a local authority Public Spaces Protection Order - in place to control the possession/consumption of alcohol due to the level of alcohol related disorder. This has not been recognised as part of the application. Part of the plan provided includes areas covered by this order. There is no indication that any dispensation has or is being sought to cover this matter.

West Mercia Police has the following representations to promote the licensing objectives. These are based on the history of the area and with the need to promote the licensing objectives in an enforceable, achievable and proportionate manner.

1. An incident log must be kept at the premises. Incident log records will be retained for a period of 12 months from the date it occurred. It will be made immediately available on request to an 'authorised person' (as defined by Section 13 of the Licensing Act 2003), an authorised Herefordshire Trading Standards Officer or the Police, which must record the following:
  - (a) all crimes (relevant to the licensing objectives) reported to the venue
  - (b) any complaints (relevant to the licensing objectives) received
  - (c) any faults in the CCTV system or searching equipment or scanning equipment
  - (d) any refusal of the sale of alcohol
  - (e) any visit by a relevant authority or emergency service
  
2. All 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 as equivalent. (All existing staff shall be trained within one month of the date that this condition appears on this licence. All new staff shall be trained within one month of taking up employment. All staff shall be re-trained twelve months thereafter. Training records shall be kept on the premises which shall show the name of the training course attended, the date of the training, the name of the person undertaking the training and shall be produced to the police, an authorised Herefordshire Trading Standards Officer or an 'authorised person' (as defined by Section 13 of the Licensing Act 2003) on demand
  
3. 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), an authorised Herefordshire Trading Standards Officer or the police. 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 serving counter advertising the scheme operated.

These are the minimum conditions West Mercia Police would wish to see applied to any premises licence granted to this location.



**HEREFORDSHIRE COUNCIL**  
Licensing Act 2003

**REPRESENTATION FORM – INTERESTED PARTIES**

On making your representation please have regard to the 'Making Representations Guidance Notes' which further explains the process and the information that can be considered by the licensing authority.

When completing this form please print clearly and legibly.

Please return this form, and any additional information within the statutory period to:  
**The Licensing Section,**  
**Herefordshire Council,**  
**8 St Owen Street,**  
**Hereford,**  
**HR1 2PJ**  
licensing@herefordshire.gov.uk

<b>Your Name:</b> [REDACTED]	<b>Contact Telephone No</b> [REDACTED]
<b>Address:</b> [REDACTED]	<b>E-mail address:</b> [REDACTED]
	<b>Please state your interest in the premises you are making a representation about:</b> eg local resident/local business AS A NEIGHBOUR.
<b>Name &amp; Address of premises you are making a representation about:</b> GRANGE COURT, PINSLEY ROAD, LEOMINSTER HEREFORDSHIRE HR6 8NL	

**DATA PROTECTION ACT 1998. Please indicate by ticking here .... if you are not content for your personal details to be circulated as necessary prior to any hearing .**

A representation must reflect one or more of the licensing objectives, therefore please write the details of your representation in the relevant boxes below:

<b>To Prevent Crime &amp; Disorder</b> 1. REAL LACK OF SECURITY - ONLY AN ALARM THAT OFTEN GOES OFF AND MANY TIMES NOT ATTENDED, ALLOWING THE AUTO SHOT DOWN. 2. AREA (GRANGE COURT) PLAGUED WITH DRUGS + ALCOHOLICS AT NIGHT.
<b>Public Safety</b>
<b>To Prevent Public Nuisance</b> 1. ALTHOUGH NO PROBLEM AT PRESENT, IS IN A VERY RESIDENTIAL AREA - ALCOHOL SHOULD NOT BE PRESENT AT ALL. 2. THERE WOULD BE A NOISANCE (IF THE INNER GARDEN WAS USED) AS IT IS JETT (RIGHT NEXT DOOR TO GRANGE END) <sup>ALWAYS</sup> CAN BE A NUISANCE WHEN PEOPLE GATHER WITHOUT ALCOHOL.
<b>To Protect Children from Harm</b>

Signed: [REDACTED]  
Date: 4th SEPTEMBER 2019.

ELI REPRE – 1 Representation Form – Interested Parties

If you have any queries about this form or are unsure of when the statutory period ends please contact the Licensing Helpline on 01432 261761

PLEASE SEE ACCOMPANYING LETTER.



**Representation Form – Interested Parties  
Suggested Conditions**

Premise: GRANGE COURT. Your name: 

It would help us with this application if you could suggest conditions you would be happy for the premise to operate under to rectify the problems you are experiencing.

All suggested conditions shall be considered in line with the Herefordshire Council Licensing Policy, the Licensing Act 2003 and the Licensing Objectives.

**To Prevent Crime and Disorder**

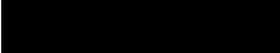
NO ALCOHOL STORED ON PREMISE, AND TEMPORARY LICENSE WHEN NEEDED TO DETER THE THOUGHT THAT ALCOHOL WAS PRESENT.

**Public Safety**

**Prevent Public Nuisance**

ALCOHOL SHOULD ONLY BE CONSUMED INSIDE PREMISES NOT ON INNER GARDEN, AND IN FRONT OF GRANGE COURT.

**Protect Children from Harm**

Signed: 

Date: 4th SEPT 2019

If you have any queries about this form or are unsure of when the statutory period ends please contact the Licensing Helpline on 01432 261761



[REDACTED]

.....

Wednesday, 04 September 2019

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

Dear Sirs

May I first state that there was NO listing of this application on the licensing website until yesterday. I had to ring up on Monday to raise this point, so full details were not visible.

To fully explain my objections re the licensing of Grange Court I will explain further. Grange Court has habitually been a nuisance many times a month, alarm going off and not attended just allowed to run and invariably goes off again. I have had cause only 2 weeks ago to ring Police.

There are no perimeter deterrents and it has been common to see people scale the wall onto the building smashing tiles etc.

The fact that alcohol will be stored on the premises will only add to the nuisance I am certain. The area of Grange Court has been used for drug dealing and many times there is a gathering of alcohol fuelled youngsters making a noise either just on the seating area adjacent or under the light on Grange court, listening to loud music and making a noise etc, without any interference to their activities.

I live next door to Grange court, their inner garden is feet away from my back door and noise can and is a nuisance at times when guests are using it. But these hours have been within what I would call 'acceptable'. The hours the license covers puts that way beyond the acceptable.

This is a an established residential area and we have all accepted the change to Grange Court but a promise was made at the last meeting by the head of LARC that NO alcohol license would be sought. This was a important part of the sale pitch because of the nearness to houses. It also directly competes with other establishments- but a one off license for very special events [as a wedding]with alcohol only consumed inside and also NOT stored on the premises would be totally acceptable.

I trust this matter will be considered as I believe that a nuisance will be caused, above and beyond what we the neighbours have to put up with at present

[REDACTED]

Other neighbours that concur with these points are as below

[REDACTED]



# LEOMINSTER TOWN COUNCIL



11 Corn Square  
Leominster  
Herefordshire  
HR6 8YP

Tel: 01568 611734

Email: [townclerk@leominstertowncouncil.gov.uk](mailto:townclerk@leominstertowncouncil.gov.uk)

Mr Baines  
Grange Court  
Pinsley Road  
Leominster  
Herefordshire  
HR6 8NL

26<sup>th</sup> September 2019

Dear Martin,

## LICENSING APPLICATION, GRANGE COURT

The Town Council has requested that I formally contact you in support of the current licensing application for Grange Court to help add to the overall offer of the venue.

The matter was considered at the Planning & Highway meeting on 5<sup>th</sup> August and then again on 19<sup>th</sup> August 2019. It is understood that the licence will be used to cover events such as wine tasting evenings, weddings and other events held at the venue.

The Town Council has no objection to the application and would like to support it to help ensure the sustainability of the venue going forward.

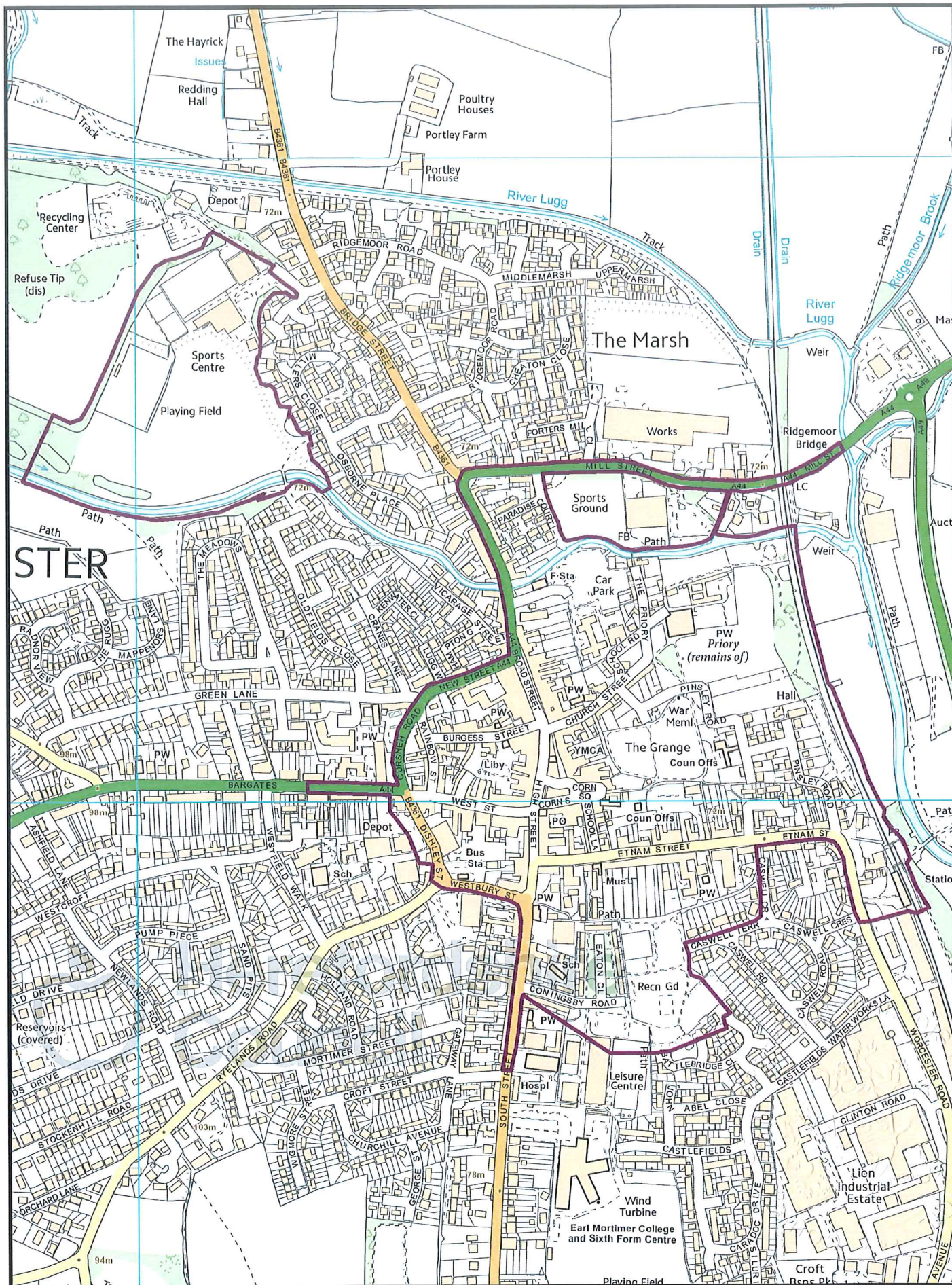
Yours sincerely,

A handwritten signature in black ink, appearing to read 'Paul Russell', written over a circular stamp or seal.

Paul Russell  
Town Clerk







**Leominster Alcohol Restriction Zones**

Scale 1:7,500

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**Herefordshire Council**  
 Environmental Health and Trading Standards  
 8 St Owen Street  
 Hereford HR1 2PJ



## THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

### HEREFORDSHIRE COUNCIL - PUBLIC SPACES PROTECTION ORDER – ALCOHOL CONTROL

This Public Spaces Protection Order shall come into effect on 1<sup>st</sup> May 2018 for a period of three years.

Herefordshire Council (“the council”) in exercise of its power under section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”) and of all other enabling powers being satisfied that the conditions set out in Section 59 of the Act have been met and hereby makes the following order:

1. This order relates to the public space within the area edged red on the plans of Herefordshire, attached as Appendix 1, being a public space in the Council’s area to which the Act applies.
2. The Council is satisfied that the three conditions below have been met, in that:-
  - a) Activities carried out in the restricted area as described below have had a detrimental effect on the quality of life of those in the locality, or it is likely that these activities will be carried on in the public place and they will have such an effect.
  - b) The effect, or likely effect or the activities is, or is likely to be, of a persistent or continuing nature, is, or is likely to be, such as to make the activities unreasonable, and justifies the restrictions imposed by the Order.
  - c) The restricted behaviour is, or is likely to be unreasonable.

#### 3. **Authorised Officer**

In this Order “an authorised officer” means an authorised officer of the council, a police officer, a police community support officer or an officer accredited under the community safety accreditation scheme as designated by the council.

4. The effect of the Order is to impose the following prohibitions and/or requirements at all times:-

**Alcohol** – Restrictions apply, at any time for person(s) consuming alcohol or having an alcohol container, in the restricted area unless subject to exemptions listed in Appendix 2 below.

- a) In this area, Appendix 1, any person who without reasonable excuse continues drinking intoxicating liquor in the restricted area when asked to stop by an authorised officer, commits an offence.
- b) Or fails to surrender any intoxicating liquor in their possession when asked to do so by an authorised Officer, commits an offence.
- c) An authorised person who imposes a requirement under paragraph 4a or 4b must tell the person that failing without reasonable excuse to comply with the requirement is an offence.

## 5. Penalty

Liable on summary conviction a fine not exceeding £1000, level 3 on the standard scale or a Fixed Penalty Notice (FPN) of £100 can be issued reduced to £50 if paid within 10 working days. Failure to pay may lead to prosecution.

### Appendix 1

Maps/List of areas.

### Appendix 2

- a) Premises authorised by a premises licence or a temporary event notice to be used for the supply of alcohol
- b) Premises authorised by a club premises certificate to be used by the club for the supply of alcohol
- c) A place within the curtilage of premises within paragraph (a) or (b).

Dated the                      day of                      2018

THE COMMON SEAL of the COUNTY OF  
HEREFORDSHIRE DISTRICT COUNCIL  
was hereunto affixed BY ORDER

..... Authorised Officer



**THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING  
ACTION 2014**

**HEREFORDSHIRE COUNCIL**

**VARIATION TO THE PUBLIC SPACES PROTECTION  
ORDER FOR ALCOHOL CONSUMPTION**

Herefordshire Council has made the following variation to the Public Spaces Protection Order – Alcohol Control under section 61, 64 and 72 of the Anti-Social Behaviour, Crime and Policing Act 2014 which is dated 1<sup>st</sup> May 2018.

On the 3<sup>rd</sup> July 2019 the Public Space Protection Order Alcohol Control is varied as follows comes into force on *3<sup>rd</sup> July 2019*

**The Variation made to Appendix 1**

- 1) An amended map covering the alcohol control area for Ross on Wye
- 2) A new map covering the Knapp at Bromyard
- 3) A new map covering the cemetery at Leominster

Amended map list

- 1) Bromyard Alcohol Control Area
- 2) The Knapp, Bromyard alcohol Control Area
- 3) Hereford Alcohol Control Area
- 4) Ledbury Alcohol Control Area
- 5) Leominster Alcohol Control Area
- 6) The Cemetery at Leominster Alcohol Control Area
- 7) Ross on Wye Alcohol Control Area

THE COMMON SEAL of the COUNTY OF  
HEREFORDSHIRE DISTRICT COUNCIL

Was hereunto affixed BY ORDER

.....*H. G. P. H.*..... Authorised Officer





# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 5<sup>th</sup> August 2019 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Rosser (Chair), Herschy, Preece, Rumsey, Thomas and Williams.

**OFFICER PRESENT:** Town Clerk.

**PH36/19 APOLOGIES FOR ABSENCE**

There were no apologies received.

**PH37/19 DECLARATIONS OF INTEREST**

The following Declarations of Interest was made:

- Cllr Herschy: LARC Trustee.

**PH38/19 HEREFORDSHIRE COUNCIL MEMBERS**

There were no Herefordshire Councillors present sitting on the Committee.

**PH39/19 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

**PH40/19 QUESTIONS FROM THE PUBLIC**

There were no members of the public present. No issues were raised.

**PH41/19 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 8<sup>th</sup> July 2019 be agreed and signed as a correct record.

It was agreed to ask for clarification from the Planning Authority as to why so many of the comments submitted by the Committee appeared not to have been taken into consideration.

**PH42/19 PLANNING**

(a) **Planning applications** – It was **RESOLVED** to submit the following comments to Herefordshire Council:

**APPLICATION:** P192449

**SITE:** Cherries, 24 Osborne Place, Leominster HR6 8BW

**DESCRIPTION:** Proposed single storey extension which extend beyond the rear wall of the dwelling by 3.5 metres. The maximum height of the enlarged part of the

**COMMENT:** dwellinghouse is 3.3 metres and the height of the eaves of the enlarged part of the dwellinghouse is 3 metres. No objection. Request clarification as to whether this development required planning permission.

**APPLICATION:** P192078  
**SITE:** Land adjacent right bank of the River Lugg Bypass Channel Leominster, Herefordshire.  
**DESCRIPTION:** Proposed Flood Risk Management Strategy, will protect up to 251 properties from flooding, by raising the existing railway embankment over a length of 800m of the right bank of the River Lugg Bypass Channel from SO 49232 59963 (B4361, Bridge Street) to SO 49998 59710 (Railway Bridge). Approximately 100m of the embankment will be retained by a concrete flood wall to account for the constrained width of the river bank. A flood wall up to 20m in length, will tie-in the raised defences to the Network Rail Bridge.

**COMMENT:** No objection.

**APPLICATION:** P192342  
**SITE:** Ivington Mill, Ivington, Leominster, HR6 0JH  
**DESCRIPTION:** Replacement garage/car port.  
**COMMENT:** No objection.

**APPLICATION:** P192407  
**SITE:** 18 Burgess Street, Leominster, HR6 8DE  
**DESCRIPTION:** Change of use of ground floor former commercial unit to form 4 no. residential apartments, with alterations to the Burgess Street elevation (part retrospective).

**COMMENT:** Recommend refusal for the following reasons:

- The application did not clarify whether this would be an HMO residence (Home in Multiple Occupation);
- The provision of one kitchen between at least four double room occupants was considered to be inadequate;
- There was inadequate provision for a suitable fire escape route for future residents;
- The living space was considered too small and inadequate for the basic needs of future residents;
- No provision has been included for the storage and collection of waste;
- There appears to be inadequate provision for the basic needs of future residents, including a suitable heating system, which suggests that the design proposed is not fit for purpose;
- Council fully supported the objections submitted by Environmental Health Officer;

- The proposal would result in the loss of a commercial unit close to the town centre and was against the current LANP policy.

## PH43/19 DECISIONS

Committee noted the following planning decisions by Herefordshire Council:

- APPLICATION:** P190558  
**SITE:** 8 West Street, Leominster, Herefordshire, HR6 8ES  
**DESCRIPTION:** Change of use from A1 to A5 take away shop.  
**COMMENT:** No objection.  
**DECISION** Approved with Conditions
- APPLICATION:** P190675  
**SITE:** Land behind 13-15 Drapers Lane, Leominster.  
**DESCRIPTION:** Proposed one bedroomed residential unit.  
**COMMENT:** Recommend Refusal to this application. Committee **RESOLVED** to recommend that applications 190674, 190675 and 190678 be submitted as a single application as each proposal would have a significant impact on a listed building. Applications 190677 and 190680 for Listed Building Consent should also be a single application.  
**DECISION** Approved with Conditions
- APPLICATION:** P190677  
**SITE:** Land behind 13-15 Drapers Lane, Leominster.  
**DESCRIPTION:** Listed Building Consent: Proposed one bedroomed residential unit.  
**COMMENT:** Recommend Refusal to this application. Committee **RESOLVED** to recommend that applications 190674, 190675 and 190678 be submitted as a single application as each proposal would have a significant impact on a listed building. Applications 190677 and 190680 for Listed Building Consent should also be a single application.  
**DECISION** Approved with Conditions
- APPLICATION:** P190680  
**SITE:** 13-15 Drapers Lane, Leominster, Herefordshire.  
**DESCRIPTION:** Listed Building Consent: Proposed conversion of second floor into self-contained flat.  
**COMMENT:** Recommend Refusal to this application. Committee **RESOLVED** to recommend that applications 190674, 190675 and 190678 be submitted as a single application as each proposal would have a significant impact on a listed building. Applications 190677 and 190680 for Listed Building Consent should also be a single application.

**DECISION** Approved with Conditions

**APPLICATION:** P191419  
**SITE:** 47 Bargates, Leominster, HR6 8EY  
**DESCRIPTION:** Retrospective proposal for demolition and renovation of existing rear extension.  
**COMMENT:** No objection.  
**DECISION** Approved with Conditions

**APPLICATION:** P191420  
**SITE:** 47 Bargates, Leominster, HR6 8EY  
**DESCRIPTION:** Listed Building Consent: Retrospective proposal for demolition and renovation of existing rear extension.  
**COMMENT:** No objection.  
**DECISION** Approved with Conditions

**APPLICATION:** P191587  
**SITE:** Land to the rear of 20 and 22 Etnam Street, Leominster  
**DESCRIPTION:** Proposed works to Tree Ref: OBNG (Tag) 577 Fell within 12 months. Works recommended on tree survey.  
**COMMENT:** Committee would recommend that the tree is pollarded rather than felled to help elongate the life of the tree.  
**DECISION** Trees in Conservation Area – Works can proceed

**APPLICATION:** P190952/190953  
**SITE:** Ivington Park, Ivington, Leominster, HR6 0J  
**DESCRIPTION:** Proposed two storey extension linking the main house and adjacent outbuilding to the east (east range). Alterations to main house. Alterations to the east range including removal of external steps. Alterations to outbuilding to the west (west range).  
**COMMENT:** No objection provided that the materials used were in keeping and compatible with existing materials, the works to be undertaken adhered to Listed Building regulations and that the comments submitted by PROW be taken into consideration.  
**DECISION** Approved with Conditions

**APPLICATION:** P191614  
**SITE:** 86-88 Etnam Street, Leominster, HR6 8AN  
**DESCRIPTION:** Proposed drop kerbs in front of property to allow off road parking.  
**COMMENT:** No objection.  
**DECISION** Approved with Conditions

**APPLICATION:** P191893  
**SITE:** 14 School Lane, Leominster, HR6 8AA  
**DESCRIPTION:** Change of use from residential flat back into a retail unit (retrospective).

**COMMENT:** Committee wished to support this application.  
**DECISION** Approved with Conditions

**APPLICATION:** P191012  
**SITE:** 8 South Street, Leominster, Herefordshire, HR6 8JB  
**DESCRIPTION:** Change of use from retail shop to catering use.  
**COMMENT:** No objection.  
**DECISION** Approved with Conditions

**APPLICATION:** P191990  
**SITE:** Carpenter Goodwin, 31 Bridge Street, Leominster HR6 8DU  
**DESCRIPTION:** Proposed ground floor extension.  
**COMMENT:** No objection subject to the provision of a sump or bund in case of spillage.  
**DECISION** Approved with Conditions

#### **PH44/19 HIGHWAYS AND PARKING MATTERS**

- (a) **The Hum** – Committee note that the annual catch-up meeting between the Town Council, BPI and Herefordshire Council would be arranged following the August shutdown.
- (b) **Highway & Parking Matters** – The following matters were considered:
- Committee agreed to support the request received for the VW Camper Ice Cream van to extend the number of days it was allowed to trade in Corn Square;
  - It was agreed to report the development in Bridge Street, which was considered unacceptable and inappropriate;
  - Committee would continue to monitor recent licence approvals.

#### **PH45/19 LICENCING MATTERS**

Committee had no objection to the licence application submitted by Grange Court, subject to the licence being for events only.

#### **PH46/19 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 19<sup>th</sup> August 2019 in the Council Offices, 11 Corn Square, Leominster, HR6 8YP commencing at 6pm.

There being no other business the meeting closed at 6.40pm.

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**CHAIR:**

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**DATE:**



