

# AGENDA

## Regulatory Sub Committee

Date: **Thursday 17 December 2009**

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Time: **2.00 pm**

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Place: **The Council Chamber, Brockington, 35 Hafod Road,  
Hereford**

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

For any further information please contact:

**Ricky Clarke, Democratic Services Officer**

Tel: 01432 261885

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

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If you would like help to understand this document, or would like it in another format or language, please call Ricky Clarke, Democratic Services Officer on 01432 261885 or e-mail [rclarke@herefordshire.gov.uk](mailto:rclarke@herefordshire.gov.uk) in advance of the meeting.

# Agenda for the Meeting of the Regulatory Sub Committee

## Membership

Councillor JW Hope MBE  
Councillor A Seldon  
Councillor JD Woodward

## **GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS**

The Council's Members' Code of Conduct requires Councillors to declare against an Agenda item(s) the nature of an interest and whether the interest is personal or prejudicial. Councillors have to decide first whether or not they have a personal interest in the matter under discussion. They will then have to decide whether that personal interest is also prejudicial.

A personal interest is an interest that affects the Councillor more than most other people in the area. People in the area include those who live, work or have property in the area of the Council. Councillors will also have a personal interest if their partner, relative or a close friend, or an organisation that they or the member works for, is affected more than other people in the area. If they do have a personal interest, they must declare it but can stay and take part and vote in the meeting.

Whether an interest is prejudicial is a matter of judgement for each Councillor. What Councillors have to do is ask themselves whether a member of the public – if he or she knew all the facts – would think that the Councillor's interest was so important that their decision would be affected by it. If a Councillor has a prejudicial interest then they must declare what that interest is. A Councillor who has declared a prejudicial interest at a meeting may nevertheless be able to address that meeting, but only in circumstances where an ordinary member of the public would be also allowed to speak. In such circumstances, the Councillor concerned will have the same opportunity to address the meeting and on the same terms. However, a Councillor exercising their ability to speak in these circumstances must leave the meeting immediately after they have spoken.

**AGENDA**

	<b>Pages</b>
<b>1. ELECTION OF CHAIRMAN</b> To elect a Chairman for the hearing.	
<b>2. APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
<b>3. NAMED SUBSTITUTES (IF ANY)</b> To receive details any details of Members nominated to attend the meeting in place of a Member of the Committee.	
<b>4. DECLARATIONS OF INTEREST</b> To receive any declarations of interest by Members in respect of items on the Agenda.	
<b>5. APPLICATION FOR A PREMISES LICENCE 'CUSOP VILLAGE HALL, LOWER MEAD, HAY-ON-WYE, HEREFORD, HR3 5RW.'</b> To consider an application for a premises licence in respect of Cusop Village Hall, Lower Mead, Hay-on-Wye, Hereford, HR3 5RW.	1 - 6
<b>Background Papers - Cusop Village Hall - Application Form</b>	7 - 22
<b>Background Papers - Cusop Village Hall - Public Representation</b>	23 - 24



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- 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.
- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title.
- Copy any of the documents mentioned above to which you have a right of access, subject to a reasonable charge (20p per sheet subject to a maximum of £5.00 per agenda plus a nominal fee of £1.50 for postage).
- Access to this summary of your rights as members of the public to attend meetings of the Council, Cabinet, Committees and Sub-Committees and to inspect and copy documents.

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## **HEREFORDSHIRE COUNCIL**

**BROCKINGTON, 35 HAFOD ROAD, HEREFORD.**

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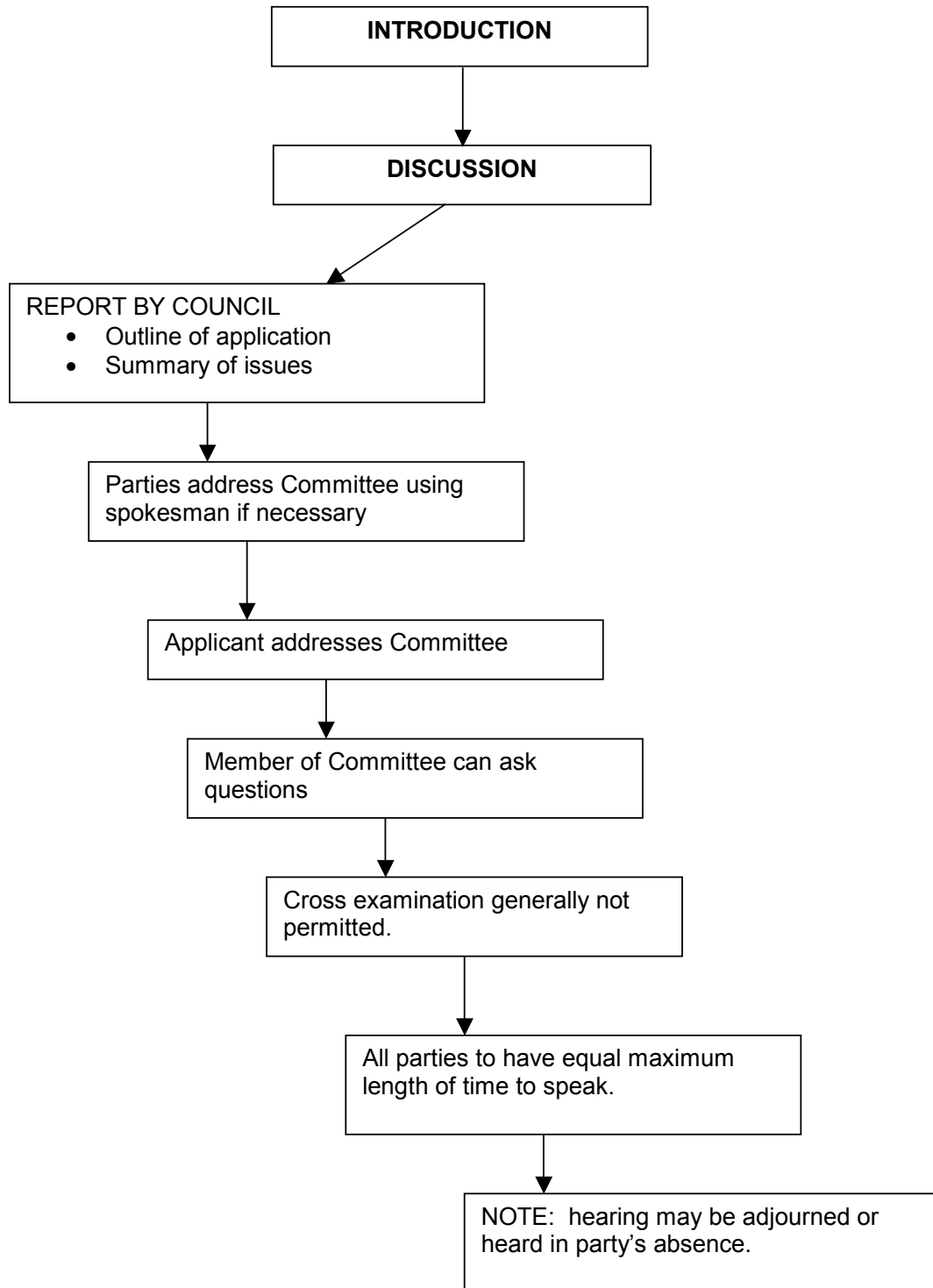
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## LICENCING HEARING FLOW CHART







<b>MEETING:</b>	<b>REGULATORY SUB-COMMITTEE</b>
<b>DATE:</b>	<b>17 DECEMBER 2009</b>
<b>TITLE OF REPORT:</b>	<b>APPLICATION FOR GRANT OF PREMISES LICENCE 'CUSOP VILLAGE HALL, LOWER MEAD, HAY-ON-WYE, HEREFORD, HR3 5RW.' - LICENSING ACT 2003</b>
<b>PORTFOLIO AREA:</b>	<b>ENVIRONMENT &amp; CULTURE</b>

**CLASSIFICATION:** Open

### **Wards Affected**

Golden Valley North

### **Purpose**

To consider an application for a premises licence in respect of the Cusop Village Hall, Lower Mead, Hay-on-Wye, Hereford, HR3 5RW.

### **Key Decision**

This is not a Key Decision.

### **Recommendation**

THAT 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 necessary 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 Licensing Policy.

### **Key Points Summary**

- 1 Public Representations against the application signed by 7 local residents
- 2 responses from the Responsible Authorities with 'No representation to make'.

### **Options**

- 1 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,

Further information on the subject of this report is available from  
Fred Spriggs – Licensing Officer 01432 383542

- b) Grant the licence subject to modified conditions to that of the operating schedule where the committee considers it necessary 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.

## Introduction and Background

### 3 Background Information

Applicant	<b>Cusop Village Hall</b>	
	<b>Woodlands, Cusop Dingle, Hay-on-Wye, Hereford, HR3 5RQ</b>	
Solicitor	N/A	
Type of application:	Date received:	28 Days consultation
<b>New Application</b>	<b>23/10/09</b>	<b>19/11/09</b>

### Licence Application

- 4 The application for a new premises licence has received representations and is brought before the committee for determination.

### Summary of Application

- 5 The application is for the following activities indoors only: -  
Films and Indoor Sporting Events,
- 6 The application applies for the following activities indoors and outdoors: -  
Plays, Live Music, Recorded Music, Performance of Dance, Anything of a similar nature to live/recorded music or performance of dance, the Provision of facilities for making music and dancing or entertainment facilities of a similar nature.

The following hours have been applied for in respect of: -

All licensable activities  
All days of the week 09:00 to 23:00

- 7 The premises to be open to the public:-

All days of the week 09:00 to 23:00

- 8 There is no application for non-standard timings.

### **Summary of Representations**

- 9 A copy of the representation can be found within the background papers.
- 10 Representations have been received from the Police and Fire Authority as responsible authorities and neither have any comment to make.
- 11 1 Letter of representation against the application has been received which is signed by 7 local residents.
- 12 This in main addresses the licensing objective of 'prevention of public nuisance'.

### **Key Considerations**

- 13 To consider what action should be taken, if any, to promote the four licensing objectives in accordance with the recommendation.

### **Community Impact**

- 14 The granting of the licence as applied for may have an impact on the Community.

### **Legal Implications**

- 15 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.
- 16 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.
- 17 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.
- 18 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.
- 19 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'.
- 20 It was further said in this case that the Licensing Authority have a duty:

“For some premises, it is entirely possible that no measures will be needed to promote one or more of the licensing objectives, for example, because they are adequately dealt with by other existing legislation.”

- 21 It was also said that;  
‘to translate the proposals contained in the operating schedule to promote the licence objectives into clear and understandable conditions’.
- 22 The Committees attention is therefore drawn to Section P – Page 14 of the application (Appendix 1) where the applicant offers additional conditions.
- 23 The Licensing Authority will transpose the following conditions offered onto the premises licence, if granted, as shown below: -

*General*

The management committee must ensure that any hirer is supplied with a copy of the licence at the commencement of any licensable activity

*Prevention of Crime and Disorder*

Only plastic glasses will be used outside of the premises

*Public Safety*

The management committee must ensure that the maximum capacity permitted in the premises based on their risk assessment is not exceeded.

*Prevention of Public Nuisance*

Prominent, clear and legible notices shall be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

*Protection of Children from Harm*

Proven methods shall be employed for the prevention of unlawful supply, consumption and use of alcohol

The premises will operate a Challegne 25 policy

No person under 18 must be permitted in the premises unless accompanied by an adult.

No gambling or entertainment of an adult or sexual nature must be permitted on the premises.

- 24 Schedule 5 gives a right of appeal to: -

Rejection of applications relating to premises licences

1 Where a licensing authority—

- (a) rejects an application for a premises licence under section 18,
- (b) rejects (in whole or in part) an application to vary a premises licence under section 35,
- (c) rejects an application to vary a premises licence to specify an individual as the premises supervisor under section 39, or

- (d) rejects an application to transfer a premises licence under section 44,  
the applicant may appeal against the decision.

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).

25 Section 9 states that any such appeal must be made to a Magistrates Court for the area in which the premises are situated within 21 days of notification of the decision.

## Consultees

26 Responsible authorities and persons living within the vicinity or with a business interest within the vicinity of the premises.

27 A copy of the application was served on the responsible authorities. This was backed up by an email sent to them by the Licensing Authority.

28 The notice of application was displayed on the premises prior to the start of the consultation period and for a period of 28 days. In addition, notice of the application was required to be published in a newspaper which was circulated within the vicinity of the premises.

29 The applicant has produced a copy of that advertisement. Whilst this covers the main application no reference has been made to the provision of regulated entertainment outside.

## Appendices

- 30 Appendix 1. Application
- Appendix 2. Public Representations

## Background Papers

Background papers are available for inspection in the Council Chamber, Brockington, 35 Hafod Road, Hereford 30 minutes before the start of the hearing.



[Insert name and address of relevant licensing authority and its reference number (optional)]

**Application for a premises licence to be granted  
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form  
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that  
your answers are inside the boxes and written in black ink. Use additional sheets if necessary.  
You may wish to keep a copy of the completed form for your records.

CUSOP VILLAGE HALL  
I/We MANAGEMENT COMMITTEE apply for a premises licence under section 17 of  
(Insert name(s) of applicant)  
the Licensing Act 2003 for the premises described in Part 1 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

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description	
CUSOP VILLAGE HALL LOWER MEAD HAY-ON-WYE	
Post town	Post code
HEREFORD	HR3 5RW

Telephone number at premises (if any)

NONE

Non-domestic rateable value of premises

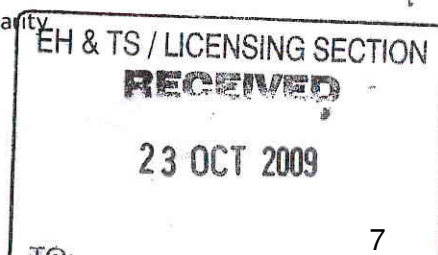
£ 1,375

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as

Please tick ✓ yes

- a) an individual or individuals\*  please complete section (A)
- b) a person other than an individual\*  
i. as a limited company  please complete section (B)  
ii. as a partnership  please complete section (B)  
iii. as an unincorporated association or  please complete section (B)  
iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)



SECOND INDIVIDUAL APPLICANT (if applicable)

Mr

Mrs

Miss

Ms

Other title  
(for example, Rev)

Surname

First names

Please tick

✓ yes

I am 18 years old or over

Current postal  
address  
if different from  
premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address  
(optional)

(B) OTHER APPLICANTS.

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

Name	CUSOP VILLAGE HALL
Address	WOODLANDS CUSOP DINGLE HAY-ON-WYE HEREFORD. HR3 5RQ
Registered number (where applicable)	Charity Registration No. 1101354
Description of applicant (for example partnership, company, unincorporated association etc)	CHARITABLE TRUST
Telephone number (if any)	01497 821401
E-mail address (optional)	villagehall@cusop.net



### Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
01	11	2009

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day	Month	Year

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

Please give a general description of the premises (please read guidance note1)

Cusop Village Hall is a charitable community hall run by a management committee, they are elected members of the public, who are managing trustees of the charity.

The hall will be hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities, some of which are licensable. A written hiring agreement based on the national model provided by ACRE has been adopted and the booking secretary draws the hirer's attention to the health and safety and licensing obligations which this places on them. The hall is not staffed when in use and hirers are expected to provide attendants to meet the requirements of licensing conditions.

As the premises serves the community's needs it is difficult to predict which licensable activities will take place, when or how often and in order to provide the flexibility to accommodate ordinary community events the timings given on this form cover the whole week from morning to evening.

What licensable activities do you intend to carry on from the premises?  
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Please tick  yes

**Provision of regulated entertainment**

- |  |                                     |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A)   | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B)   | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C)  | <input checked="" type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)   | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)  | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)  | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)   | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g)<br>(if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |

**Provision of entertainment facilities for:**

- |  |                                     |
|--|-------------------------------------|
| i) making music (if ticking yes, fill in box I)  | <input checked="" type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J)   | <input checked="" type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j)<br>(if ticking yes, fill in box K) | <input checked="" type="checkbox"/> |

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

**Supply of alcohol** (if ticking yes, fill in box M)

**In all cases complete boxes N, O and P**

## A

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)</b>	Indoors	
Day	Start	Finish		Outdoors	
Mon	9 am	11 pm	<b>Please give further details here (please read guidance note 3)</b> DAYS AND TIMES NOT YET KNOWN.  REGULAR BOOKINGS NOT EXPECTED.  <b>State any seasonal variations for performing plays (please read guidance note 4)</b>  None  <b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)</b>	Both	<input checked="" type="checkbox"/>
Tue	9 am	11 pm			
Wed	9 am	11 pm			
Thur	9 am	11 pm			
Fri	9 am	11 pm			
Sat	9 am	11 pm			
Sun	9 am	11 pm			

## B

<b>Films</b> Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)</b>	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	
Mon	9 am	11 pm	<b>Please give further details here (please read guidance note 3)</b> DAYS & TIMES NOT YET KNOWN REGULAR BOOKINGS NOT EXPECTED.  <b>State any seasonal variations for the exhibition of films (please read guidance note 4)</b>  None  <b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)</b>	Both	
Tue	9 am	11 pm			
Wed	9 am	11 pm			
Thur	9 am	11 pm			
Fri	9 am	11 pm			
Sat	9 am	11 pm			
Sun	9 am	11 pm			

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b>Please give further details</b> (please read guidance note 3)
Day	Start	Finish	
Mon	9am	11pm	DAYS & TIMES NOT YET KNOWN
Tue	9am	11pm	
Wed	9am	11pm	<b>State any seasonal variations for indoor sporting events</b> (please read guidance note 4)
Thur	9am	11pm	
Fri	9am	11pm	<b>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</b> (please read guidance note 5)
Sat	9am	11pm	
Sun	9am	11pm	

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [Y]</b> (please read guidance note 2)	
Day	Start	Finish	Indoors	Outdoors
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				
Sun				



**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)</b>	Indoors	
Day	Start	Finish		Outdoors	
Mon	9 am	11 pm	<b>Please give further details here (please read guidance note 3)</b>  DAYS & TIMES NOT YET KNOWN	Both	<input checked="" type="checkbox"/>
Tue	9 am	11 pm			
Wed	9 am	11 pm	<b>State any seasonal variations for the performance of live music (please read guidance note 4)</b>		
Thur	9 am	11 pm			
Fri	9 am	11 pm	<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)</b>		
Sat	9 am	11 pm			
Sun	9 am	11 pm			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)</b>	Indoors	
Day	Start	Finish		Outdoors	
Mon	9 am	11 pm	<b>Please give further details here (please read guidance note 3)</b>  DAYS & TIMES NOT YET KNOWN THE HALL WILL BE AVAILABLE FROM 09:00 to 23:00	Both	<input checked="" type="checkbox"/>
Tue	9 am	11 pm			
Wed	9 am	11 pm	<b>State any seasonal variations for playing recorded music (please read guidance note 4)</b>		
Thur	9 am	11 pm			
Fri	9 am	11 pm	<b>Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)</b>		
Sat	9 am	11 pm			
Sun	9 am	11 pm			

## G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon	9am	11pm	Please give further details here (please read guidance note 3)  DAYS & TIMES NOT YET KNOWN			
Tue	9am	11pm				
Wed	9am	11pm		State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	9am	11pm				
Fri	9am	11pm				
Sat	9am	11pm		Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun	9am	11pm				
					Both	<input checked="" type="checkbox"/>

## H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing	Will this entertainment take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	
Day	Start	Finish		Indoor	Outdoor
Mon	9am	11pm	Please give further details here (please read guidance note 3)		
Tue	9am	11pm			
Wed	9am	11pm	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Thur	9am	11pm			
Fri	9am	11pm			
				Both	<input checked="" type="checkbox"/>

Sat	9 am	11 pm	<b>Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 5)
Sun	9 am	11 pm	

<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the facilities for making music you will be providing</b>	
			<b>Will the facilities for making music be indoors or outdoors or both – please tick [Y] (please read guidance note 2)</b>	
Day	Start	Finish	Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input checked="" type="checkbox"/>
Mon	9 am	11 pm	<b>Please give further details here</b> (please read guidance note 3)  DAYS & TIMES NOT YET KNOWN	
Tue	9 am	11 pm		
Wed	9 am	11 pm	<b>State any seasonal variations for the provision of facilities for making music</b> (please read guidance note 4)	
Thur	9 am	11 pm		
Fri	9 am	11 pm	<b>Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5)	
Sat	9 am	11 pm		
Sun	9 am	11 pm		

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b>Will the facilities for dancing be indoors or outdoors or both – please tick [Y] (see guidance note 2)</b>	
Day	Start	Finish	Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input checked="" type="checkbox"/>
			<b>Please give a description of the facilities for dancing you will be providing</b>	



Mon	9 am	11 pm	Please give further details here (please read guidance note 3)  DAYS & TIMES NOT YET KNOWN
Tue	9 am	11 pm	
Wed	9 am	11 pm	State any seasonal variations for providing dancing facilities (please read guidance note 4)
Thur	9 am	11 pm	
Fri	9 am	11 pm	Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)
Sat	9 am	11 pm	
Sun	9 am	11 pm	

### K

<b>Provision of facilities for entertainment of a similar description to that falling within I or J</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the type of entertainment facility you will be providing</b>	
Day	Start	Finish	<b>Will the entertainment facility be indoors or outdoors or both – please tick [Y] (please read guidance note 2)</b>	Indoor
				Outdoor
Mon	9 am	11 pm		Both <input checked="" type="checkbox"/>
Tue	9 am	11 pm	Please give further details here (please read guidance note 3)  DAYS & TIMES NOT YET KNOWN	
Wed	9 am	11 pm		
Thur	9 am	11 pm	State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within j or k (please read guidance note 4)	
Fri	9 am	11 pm		
Sat	9 am	11 pm	Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sun	9 am	11 pm		



Sun			
-----	--	--	--

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

Name.....

Address.....

Postcode.....

Personal Licence number(if known) .....

Issuing licensing authority (if known).....

**N**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)**

NONE

**O**

<b>Hours premises are open to the public</b> Standard timings (please read guidance note 6)			<b>State any seasonal variation</b> (please read guidance note 4)
Day	Start	Finish	
Mon	09:00	23:00	NONE
Tue	09:00	23:00	
Wed	09:00	23:00	
Thur	09:00	23:00	
Fri	09:00	23:00	
Sat	09:00	23:00	
Sun	09:00	23:00	

**Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list** (please read guidance note 5)

NONE

# P

## a) General

1. The management committee will, through a written hiring agreement, require all hirers holding licensable activities to comply with the safety points relating to the management of premises (see points headed Hirer)
2. The management committee will, as managers of the premises, endeavor to provide premises which are safe for public use. Where the committee is organising a function itself it will also comply with the points hirers would usually be expected to comply with.
3. The booking secretary will draw the attention of hirers to these conditions and acquaint them with the location and use of the hall's emergency equipment, evacuation procedure and "In Case of Fire" instructions.
4. The booking secretary will also draw the attention of hirers to the need to avoid the creation of public nuisance or disorderly and drunken behavior.
5. Contact telephone numbers for committee members will be available on the premises in case of difficulty.

## b) The Prevention of Crime and Disorder

Hirer Ensure no drunken and disorderly behavior takes place  
No illegal drugs shall be brought on to the premises  
Ensure plastic glasses are used outside

## c) Public Safety

### Committee

- Carry out a Fire Safety Risk Assessment annually and record the results
- Carry out a general Risk Assessment of the premises every two years and record the results
- Provide premises that are safe and free from fire hazards
- Provide hirers with a copy of the Operating Schedule and Licensing conditions, including maximum capacities.
- Provide fire precautions, Emergency lighting and exit signs as advised by the fire authority or Fire Risk Assessment and keep them in good working order
- Keep a "Safety Log Book" and record in this checks made before events of fire exits, emergency lighting, presence of fire fighting equipment etc.
- Provide notices detailing the action to be taken in case of fire or other emergency in the entrance hall.
- Provide a first aid kit

### Hirer

- Ensure fire exits are not blocked by furniture or equipment
- Ensure all escape routes are kept free from obstruction and can be safely used
- That any fire doors are not wedged open
- That exit signs and the emergency lighting supply illuminating exit signs and routes is turned on the whole time an event is in progress
- That there are no obvious fire hazards on the premises
- Ensure that the number of people on the premises at any time does not exceed the agreed capacity for seated or dancing audiences
- Ensure the fire brigade is called to every outbreak of fire, however, slight and that details are given to the booking secretary.
- Shall ensure no performances are given which involve danger to the public
- Shall not permit highly flammable substances to be brought into, or used in any portion of the premises
- Shall not erect decorations of a combustible nature e.g. polystyrene or cotton wool without the consent of the management committee
- Shall not use unauthorised heating appliances when the premises are open to the public without the consent of the management committee. Portable Liquid Petroleum Gas appliances shall not be used
- Shall not bring any portable electrical appliances onto the premises unless they have been Portable Appliance Tested.
- Ensure that adequate arrangements are made for the safe evacuation of disabled people

## d) Prevention of Public Nuisance

### Committee

- Shall appraise hirers of the licensing hours
- Shall appraise hirers of the importance of avoiding creating a public nuisance when the premises are vacated
- Shall post notices reminding users of the importance of leaving the premises quietly

### Hirer

- Shall not permit activities to extend beyond the licensing hours.
- Endeavour to ensure those leaving the premises at night do so quietly

## e) Protection of Children from Harm

### Committee

- Provide premises that are safe for the use of children as far as possible

### Hirer

- No alcohol shall be supplied to those aged under 18.
- No children shall be allowed on the premises unless accompanied by an adult supervisor.
- No illegal drugs shall be brought onto the premises
- No children shall be admitted to films who are below the age classification for the film(s) on show.
- No gambling or entertainment of an adult or sexual nature shall be permitted
- Bullying, shouting, physical violence, sexism and racism towards children shall not be permitted.

Please tick  yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

**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**

**Part 4 – Signatures** (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 11) If signing on behalf of the applicant please state in what capacity.

Signature

.....

Date.....

.....

Capacity

.....

For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent. (please read guidance note 12) If signing on behalf of the applicant please state in what capacity.

Signature

.....

Date.....

.....

Capacity

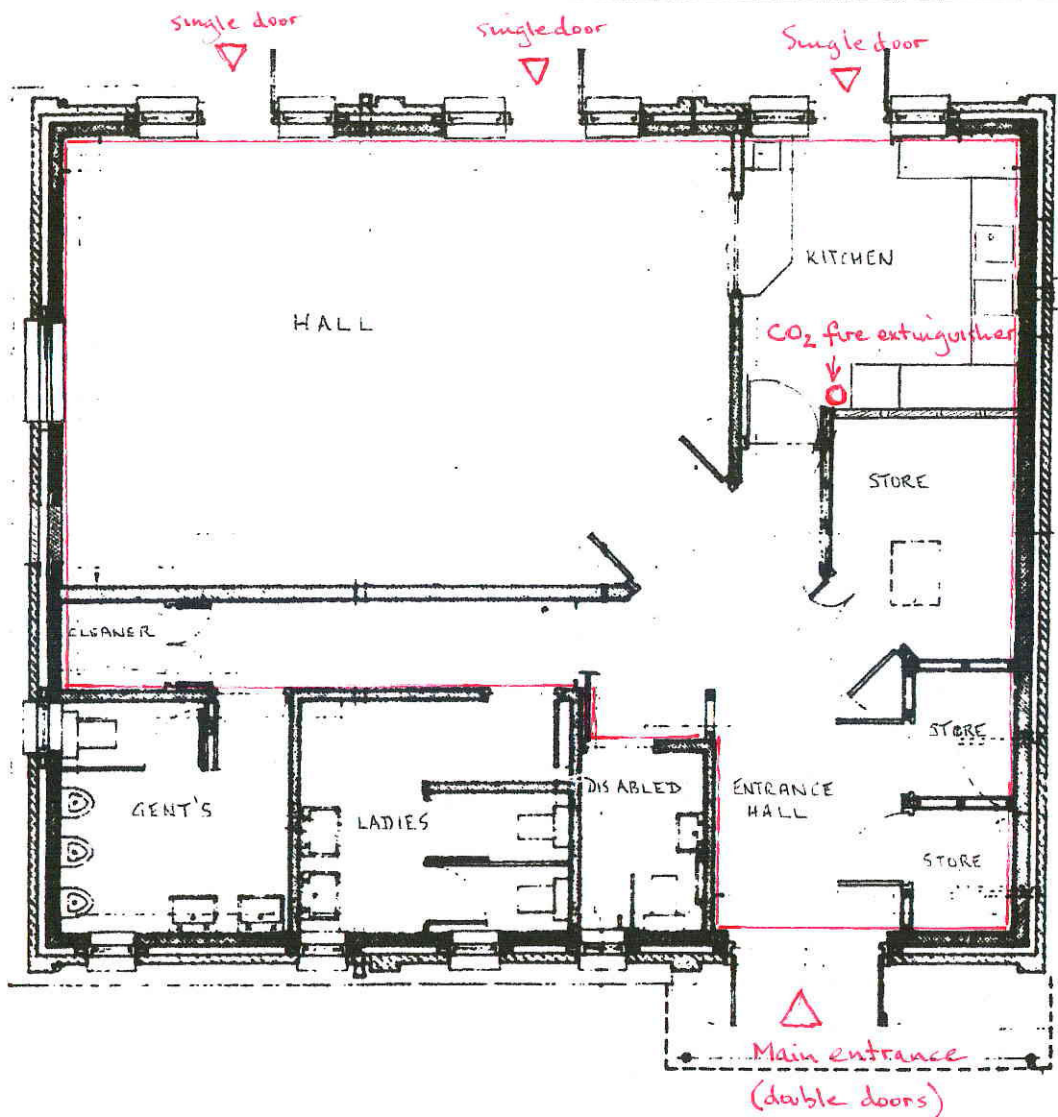
.....

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)	
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	



# CUSOP VILLAGE HALL

1:100



△ doors with Emergency exit signs

□ premises license area

Fire alarm system and emergency lighting installed





INFO IN HEREFORDSHIRE  
10 NOV 2009  
WASTE PERMITS

EH & TS / LICENSING SECTION  
**RECEIVED**  
18 NOV 2009  
TO:

**LICENSING SECTION  
HEREFORD COUNCIL OFF.  
BATH STREET  
HEREFORD**

Dear Sirs,

Re: APPLICATION FOR ENTERTAINMENT LICENSE by the Cusop Village Hall Management Committee for CUSOP VILLAGE HALL, LOWER MEAD, CUSOP HR3 5RW

We, the undersigned, share serious concerns regarding this application for an entertainment license as described in the poster on this site. It is, we feel, socially inappropriate for these activities, with their attendant disturbance, to take place directly adjacent to a community of retired people. We fervently hope that the licensing authority will share this view, and refuse such use of these premises.

Mead, Cusop HR3 5RW. 4/11/09  
Mead Cusop HR3  
" " 5TW  
" " 4/11/09  
" " 4/11/09  
" " 4/11/09  
" " 4/11/09  
" " 7/11/09  
lead.  
LOWER MEAD  
ad.

[r@gmx.co.uk](mailto:r@gmx.co.uk)  
co.uk

