

# Licensing and Regulatory Sub- Committee



Forest Heath  
District Council

<b>Title:</b>	<b>Agenda</b>
<b>Date:</b>	<b>Wednesday 17 February 2016</b>
<b>Time:</b>	<b><u>9.30am</u> – Briefing for the Members of the Sub-Committee to be held in the Members’ Room</b>  <b><u>10.00am</u> – Hearing Commences</b>
<b>Venue:</b>	<b>Council Chamber District Offices</b> College Heath Road Mildenhall
<b>Full Members (3):</b>	Brian Harvey Bill Sadler Reg Silvester
<b>The membership of this Sub-Committee is drawn from Members of the full Licensing Committee and needs not to be politically balanced.</b>	
<b>Substitutes:</b>	Named substitutes are not appointed
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
<b>Quorum:</b>	Two Members
<b>Committee administrator:</b>	<b>Helen Hardinge</b> Democratic Services Advisor <b>Tel:</b> 01638 719363 <b>Email:</b> <a href="mailto:helen.hardinge@westsuffolk.gov.uk">helen.hardinge@westsuffolk.gov.uk</a>

## **HEARING PROCEDURE**

### **Pre-Hearing Matters**

1. Declaration of Interests
2. Chairman will introduce members of the Hearing Panel
3. Chairman will ask those present to introduce themselves in the following order:
  - Applicant and any person representing or assisting them (Confirmation also should be given that copies of the relevant representations to be considered at the Hearing have been received);
  - The Officer of the Licensing Authority, the Committee Administrator and the Legal Advisor to the Hearing Panel;
  - Responsible authorities that have made a relevant representation;
  - Interested parties who have made a relevant representation (Interested parties should confirm whether a spokesperson has been nominated and, if so identify them);
  - In the event of a review hearing, the respondent.
4. The Chairman will ask all parties to the Hearing whether they wish to withdraw their application or representation.
5. The Chairman will ask the Officer of the Licensing Authority to report:
  - Any requests from a party to the Hearing for permission for a witness to appear in support of their representation. Any such requests will be determined by the Hearing Panel.
  - Any documentary or other information that a party to the Hearing wishes to present. If there is any such material, the Chairman will ask all the other parties to the Hearing whether they consent to it being presented. If they agree, the material will be distributed. If not, the said material may not be distributed unless there are exceptional circumstances which in the Chairman's opinion render it necessary and appropriate for the said material to be presented to the Hearing Panel. In this regard the Chairman's decision will be final.
6. The Chairman will invite the applicant or his representative to estimate the time required to present their case and ask questions of other parties to the Hearing. He will then ask the other parties to the Hearing whether they will require a longer period to present their representation and question the applicant. The Hearing Panel will determine the maximum period of time allowed for each party to put their

case. This decision will be final.

### **THE HEARING**

Immediately the pre-Hearing matters have been dealt with the Hearing will commence.

1. The Chairman will ask the Officer of the Licensing Authority to summarise the matter under consideration.
2. The members of the Hearing Panel, the applicant, and those making representations may ask questions of the Officer of the Licensing Authority.
3. Starting with the applicant and, in the event of a review, concluding with the respondent, each party will exercise their rights within the identified maximum time, as follows:
  - Each party to present their case, including responding to any points of which the Licensing Authority has previously given notice, and call any approved witness or witnesses in support of their case.
  - If given permission by the Chairman, and only through the Chairman of the Hearing, each member of Sub Committee, office of the Licensing Authority or any party may raise questions of any other party or witness/witnesses.
4. Starting with the applicant and, in the event of a review hearing, concluding with the respondent, each party will be asked to sum up their case.
5. All those present, other than the members of the Hearing Panel, their Legal Advisor and the Committee Administrator, will be asked to leave the meeting to allow Members to determine the application.
6. All parties will be recalled. The Legal Advisor to the Hearing Panel will advise those present of any advice that has been provided during the determination. The Chairman will then:
  - either announce the decision, together with the reasons for it if it is a Hearing in relation to an application for which the Licensing Authority may make its determination at the conclusion of the Hearing;or
  - advise all the parties that the Licensing Authority will make its determination within 5 working days, in which case notification of the determination will be sent out in writing (including the rights of appeal) to

all relevant parties not later than 5 working days after the Hearing date.

7. In the event of the Licensing Authority making its determination at the conclusion of the Hearing the Chairman will outline the rights of appeal. The decision and rights of appeal will also be confirmed in writing by the Officer of the Licensing Authority forthwith.
  8. Nothing within paragraph 6 above will preclude a Licensing Authority from making its determination at the conclusion of any Hearing, should the Hearing Panel so decide. It is entirely within the discretion of the Members of the said Panel whose decision in this regard will be final.
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# **Agenda**

## **Procedural Matters**

### **Part 1 - Public**

- 1. Apologies for Absence**
- 2. Substitutes**
- 3. Election of Chairman**
- 4. The attached Hearing Procedure will be adopted in considering the undermentioned item: **1 - 26****

Report No: **LSC/FH/16/001**

- (a) Temporary Event Notice for the Sale of Alcohol and Provision of Regulated Entertainment at West Row Playing Fields

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# Licensing and Regulatory Sub-Committee



Forest Heath  
District Council

<b>Title of Report:</b>	<b>Temporary Event Notice for the Sale of Alcohol and Provision of Regulated Entertainment at West Row Playing Fields</b>	
<b>Report No:</b>	<b>LSC/FH/16/001</b>	
<b>Decisions plan reference:</b>	N/A	
<b>Report to and date/s:</b>	Licensing & Regulatory Sub-Committee	17 February 2016
<b>Portfolio holder:</b>	Councillor James Waters Portfolio Holder for Environment and Waste <b>Tel:</b> 07771 621038 <b>Email:</b> <a href="mailto:james.waters@forest-heath.gov.uk">james.waters@forest-heath.gov.uk</a>	
<b>Lead officer:</b>	Sheila Gowans Licensing Officer <b>Tel:</b> 01638 719369 <b>Email:</b> <a href="mailto:sheila.gowans@westsuffolk.gov.uk">sheila.gowans@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	This report concerns a standard Temporary Event Notice under the Licensing Act 2003, received on 3 February 2016. There has been one representation from Environmental Services, and the Sub-Committee are, therefore, required to determine the outcome.	

<b>Recommendation:</b>	<p><b>It is recommended that the Sub-Committee consider the objection notice and take one of the following decisions:</b></p> <p><b>(1) Decide that the event would undermine the licensing objectives and should not take place. In which case give a counter notice; or</b></p> <p><b>(2) Impose one or more of the existing licence conditions on the TEN if it considers that this is appropriate for the promotion of the licensing objectives; or</b></p> <p><b>(3) Decide to allow the licensable activities to go ahead as stated in the notice.</b></p>		
<p><b>Key Decision:</b></p> <p><i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>		
<b>Consultation:</b>	See Paragraph 4 below		
<b>Alternative option(s):</b>	N/A		
<b>Implications:</b>			
Are there any <b>financial</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Are there any <b>staffing</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Are there any <b>ICT</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Are there any <b>legal and/or policy</b> implications? <i>If yes, please give details</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> See Paragraph 5 below		
Are there any <b>equality</b> implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Any decision reached which is not in accordance with the Act and any regulations made under the Act may be considered ultra vires and could be subject to an application for Judicial Review	High	The Sub-Committee, should have regard to it's statement of licensing policy and any other guidance issued under section 182 of the Licensing Act 2003, but may depart from these where reasons are given.	Low
<b>Ward(s) affected:</b>		Eriswell & The Rows	



<p><b>Background papers:</b></p>	<p>Licensing Act 2003  S.182 Guidance  <a href="https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003">https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003</a></p> <p>Forest Heath Statement of Licensing Policy  <a href="http://www.forestheath.gov.uk/info/2/00063/licences_and_street_trading/22/statement_of_licensing_policy">http://www.forestheath.gov.uk/info/2/00063/licences_and_street_trading/22/statement_of_licensing_policy</a></p>
<p><b>Documents attached:</b></p>	<p>Appendix 1 – Notice  Appendix 2 - Objection  Appendix 3 – Current Premises Licence  Appendix 4 – Map of the immediate area</p>

## **1. Key issues**

- 1.1 A Standard Temporary Event Notice (TEN) has to be received at least ten working days before the event. The TEN was received on 3 February 2016 and relates to an event on 16/17 July 2016 at West Row Playing Fields. The notice giver is Michael Peachey. The TEN was correctly received and accepted.
- 1.2 The licensable activities are the sale of alcohol by retail from 23.00 to 01.30 and the provision of regulated entertainment (live and recorded music) from 23:00 to 02.00 in a marquee.
- 1.3 The TEN notice is attached as **Appendix 1** to this report.
- 1.4 The four Licensing Objectives of the Licensing Act 2003 are set out below. Any representations for consideration must relate to one or more of these objectives.
  - Prevention of Crime and Disorder
  - Public Safety
  - Prevention of Nuisance
  - Protection of Children from Harm

## **2. Relevant Representations**

- 2.1 A TEN has to be served on the Police and Environmental Services.
- 2.2 An objection notice has been received from Environmental Services in relation to prevention of nuisance and is attached as **Appendix 2**.

## **3. Matters for consideration**

- 3.1 The Licensing Act 2003 allows for the Police and Environmental Services to give an objection notice to a temporary event notice.
- 3.2 A hearing must then be held to consider the objection notice.
- 3.3 Having regard to the objection notice Members (the Licensing Authority) may:
  - a) Decide that the event would undermine the licensing objectives and should not take place. In which case give a counter notice; or
  - b) Impose one or more of the existing licence conditions on the TEN (insofar as such conditions are not inconsistent with the event) if it considers that this is appropriate for the promotion of the licensing objectives, or
  - c) Allow the event to take place as per the notice given.
- 3.4 There are no specific conditions on the current premises licence that relate to noise nuisance – see **Appendix 3**.
- 3.5 This TEN should be considered on its own merits, having regard to the Licensing Act 2003, the Government's Guidance on the Act and the Council's Statement of Licensing Policy.

#### **4. Consultation**

- 4.1 A temporary event notice is not required to be advertised, a copy has to be served on the Licensing Authority, the Police and Environmental Services.

#### **5. Legal and policy implications**

- 5.1 Temporary event notices are governed by the Licensing Act 2003 and the Statement of Licensing Policy. There is a right of appeal to the Magistrates' Court. No appeal may be brought later than five working days before the day on which the event period specified in the TEN begins.
- 5.2 Where there is a premises licence in existence for all or part of the same premises for which a TEN is submitted, the licensing authority can add conditions from the premises licence to the TEN. Provided such conditions are appropriate for the promotion of the licensing objectives and are consistent with the carrying out of the licensable activities under the TEN.
- 5.3 The licensing authority will notify the applicant of its decision at least 24 hours before the beginning of the event period specified in the temporary event notice.

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Paid online  
£21 RB.

**FHDC**  
03 FEB 2016

Environment Services  
**Application for a Temporary Event Notice**  
**Licensing Act 2003**

TE230



For help contact  
licensing@westsuffolk.gov.uk  
Telephone: 01284 757400

\* required information

**Section 1 of 9**

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 address**

**Main telephone number**

**Other telephone number**

Include country code.

- 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

Is your business registered outside the UK?       Yes       No

**Business name**

**VAT number**

**Legal status**

If your business is registered, use its registered name.

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

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

**Business Address**

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 9**

**APPLICATION DETAILS (See also guidance on completing the form, general notes and note 1)**

Have you had any previous or maiden names?

Yes

No

Your date of birth  /  /   
dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

**Correspondence Address**

Is the address the same as (or similar to) the address given in section one?

Yes

No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

**Additional Contact Details**

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes  No

E-mail

Telephone number

Other telephone number

**Section 3 of 9**

**THE PREMISES**

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). (See also guidance on completing the form, note 2)

Does the premises have an address?

Yes  No

**Address**

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes  No

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

Neither  Premises licence  Club premises certificate

Premises licence number

**Location Details**

Provide further details about the location of the event

The field to the South of the village hall. It is effectively the 'back garden' to the village hall. The field is grassed, with both a hedge and 6ft chain-link fence running around the perimeter.





**Continued from previous page...**

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

Music 23:00 - 02:00, Alcohol 23:00 - 01:30

(see also guidance on completing the form, note 9)

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

499

Note that the maximum number of people cannot exceed 499.

(see also guidance on completing the form, note 10)

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

(see also guidance on completing the form, note 11):

- On the premises only  
 Off the premises only  
 Both

**Section 5 of 9**

**RELEVANT ENTERTAINMENT** (See also guidance on completing the form, note 12)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

No.

**Section 6 of 9**

**PERSONAL LICENCE HOLDERS** (See also guidance on completing the form, note 13)

Do you currently hold a valid personal licence?  Yes  No

**Section 7 of 9**

**PREVIOUS TEMPORARY EVENT NOTICES** (See also guidance on completing the form, note 14)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?  Yes  No

*Continued from previous page...*

Have you already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or  Yes  No
- b) Begins 24 hours or less after the event period proposed in this notice?

**Section 8 of 9**

**ASSOCIATES AND BUSINESS COLLEAGUES (See also guidance on completing the form, note 15)**

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

- Yes  No

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or  Yes  No
- b) Begins 24 hours or less after the event period proposed in this notice?

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

- Yes  No

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or  Yes  No
- b) Begins 24 hours or less after the event period proposed in this notice?

Continued from previous page...

**Section 9 of 9**

**CONDITION (See also guidance on completing the form, note 17)**

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

**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.

This formality requires a fixed fee of £21

**DECLARATION (See also guidance on completing the form, note 18)**

\* The information contained in this form is correct to the best of my knowledge and belief

\* I understand that it is an offence:

\* (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and

\* (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both

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

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

Full name

Capacity

Date  /  /   
dd mm yyyy

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

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/forest-heath/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.

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**Gowans, Sheila**

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**From:** Roberts, Julie  
**Sent:** 08 February 2016 12:09  
**To:** licensing  
**Subject:** Temporary Event Notice - West Row Village Hall, 16/7/16

Please consider this a representation against the Temporary Event Notice identified above. The objection is on the grounds of Prevention of Public Nuisance, and the reason for the objection is the proposed finish time of 0200 hrs for an event comprising amplified music held in a tent type structure.

No objection would be raised on the grounds of Prevention of Public Nuisance if the event were to finish on or before midnight.

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Julie Roberts  
Public Health and Housing Officer  
Direct dial: 01284 757044  
Email: [Julie.Roberts@westsuffolk.gov.uk](mailto:Julie.Roberts@westsuffolk.gov.uk)  
[www.westsuffolk.gov.uk](http://www.westsuffolk.gov.uk)  
**Forest Heath District and St Edmundsbury Borough councils**

**[Report, pay and apply online 24 hours a day](#)**  
**[Find my nearest for information about your area](#)**

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**Forest Heath**  
District Council

**Licensing Section**  
Forest Heath District Council  
College Heath Road  
Mildenhall  
BURY ST EDMUNDS  
Suffolk IP28 7EY

Licensing Act 2003  
**Premises Licence** **PL227**

Part 1 - Premises Details

**POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION**

**West Row Village Hall Field**  
Beeches Road, West Row, Bury St Edmunds, Suffolk, IP28 8NP.

**WHERE THE LICENCE IS TIME LIMITED THE DATES**

Not applicable

**LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE**

- a performance of live music
- any playing of recorded music
- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance
- the supply of alcohol

**THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES**

Activity (and Area if applicable)	Description	Time From	Time To
E. Performance of live music (Indoors & Outdoors)	Saturday	10:00am	11:00pm
F. Playing of recorded music (Indoors & Outdoors)	Saturday	10:00am	11:00pm
H. Entertainment of a similar description to that falling within E, F, or G (Indoors & Outdoors)	Saturday	10:00am	11:00pm
J. Supply of alcohol for consumption ON and OFF the premises	Saturday	10:00am	11:00pm

**THE OPENING HOURS OF THE PREMISES**

Description	Time From	Time To
Saturday	10:00am	11:00pm

**WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES**

- J. Supply of alcohol for consumption ON and OFF the premises



**Forest Heath**  
District Council

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Suffolk IP28 7EY

Licensing Act 2003  
**Premises Licence**

**PL227**

Part 2

**NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE**

West Row Playing Fields & Village Hall Association    Village Hall, Beeches Road, West Row, Bury St Edmunds, Suffolk, IP28.

**REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)**

West Row Playing Fields & Village Hall Association    304922

**NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL**

Lynn MORLEY    113 Friday Street, West Row, Bury St Edmunds, Suffolk, IP28 8PB.  
Telephone 01638 715077 or 07771 537 856

**PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL**

Licence No. FH0336    Issued by Forest Heath





**Forest Heath**  
District Council

**Licensing Section**  
Forest Heath District Council  
College Heath Road  
Mildenhall  
BURY ST EDMUNDS  
Suffolk IP28 7EY

Licensing Act 2003  
**Premises Licence**

**PL227**

**ANNEXES**

**ANNEX 1 - MANDATORY CONDITIONS**

1. No supply of alcohol may be made under this licence.

At a time when there is no designated premises Supervisor in respect of it or,  
At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

2. Every retail sale or supply of alcohol made under this licence must be made or authorised by a person who holds a personal licence.

**New Mandatory Conditions effective 1 October 2014**

1. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises -

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to -

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise):

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective:

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective:

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

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).



**Licensing Section**  
Forest Heath District Council  
College Heath Road  
Mildenhall  
BURY ST EDMUNDS  
Suffolk IP28 7EY

# Forest Heath

District Council

## Licensing Act 2003 Premises Licence

# PL227

ANNEXES continued ...

2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
3. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.  
  
(2) The designated premises supervisor in relation to the premises licence must ensure that the supply at the premises is carried on in accordance with the age verification policy.  
  
(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request before being served alcohol, identification bearing their photograph, date of birth and either -
  - (a) A holographic mark, or
  - (b) An ultraviolet feature
4. The responsible person must ensure that -
  - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures -
    - (i) beer or cider: ½ pint;
    - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - (iii) still wine in a glass: 125 ml; and
  - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
  - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

### Mandatory Licence Condition from 28 May 2014

- 1) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
- 2) In this condition:-
  - (a) 'permitted price is the price found by applying the formula  $P = D + (D \times V)$  where-



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College Heath Road  
Mildenhall  
BURY ST EDMUNDS  
Suffolk IP28 7EY

# Forest Heath

District Council

## Licensing Act 2003 Premises Licence

# PL227

ANNEXES continued ...

- (i) P is the permitted price
  - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
  - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol:
- (b) 'duty' is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- (c) 'relevant person' means, in relation to premises in respect of which there is in force a premises licence-
- (i) the holder of the premises licence,
  - (ii) the designated premises supervisor (if any) in respect of such a licence, or
  - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) 'relevant person' means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) 'value added tax' means value added tax charged in accordance with the Value Added Tax Act 1994.
- 3) Where the permitted price would not be a whole number, the permitted price shall be taken to be the price rounded up to the nearest penny.
- 4) Where the permitted price on a day ('the first day') would be different from the permitted price on the next day ('the second day') as a result of a change to the rate of duty or value added tax, the permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

### ANNEX 2 - CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

1. Valid Public Liability insurance shall be in force and a copy will be displayed in the hall.
2. Lighting will be provided outside the premises during the hours of darkness.



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## Licensing Act 2003 Premises Licence

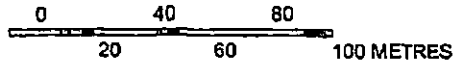
# PL227

### ANNEXES continued ...

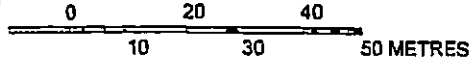
3. Abusive behaviour and/or drunkenness and/or under age drinking and/or drug misuse will not be tolerated on the premises. Stewards will patrol area to ensure safety.
5. A Risk Assessment will be carried out on the premises.
6. Plastic glasses, cutlery and paper plates will be used for all beverages and food.
7. Emergency exits will be clearly identified and maintained.
8. Red Cross personnel will be on site on Band Day event.
9. No unaccompanied children will be allowed on the premises during licensable events.
10. Any person selling or supplying alcohol under the authority of a personal licence holder will ask for a photo ID proof of age when they have reason to believe that person is under 18 years of age.
11. There will be a local Band Day event once a year and there will be no more than 4 other licensable events under this licence in any one year.
12. There will be no functions involving adult entertainment or services. There will be no cigarettes sold on site or gaming machines provided.

### **ANNEX 3 - CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY**

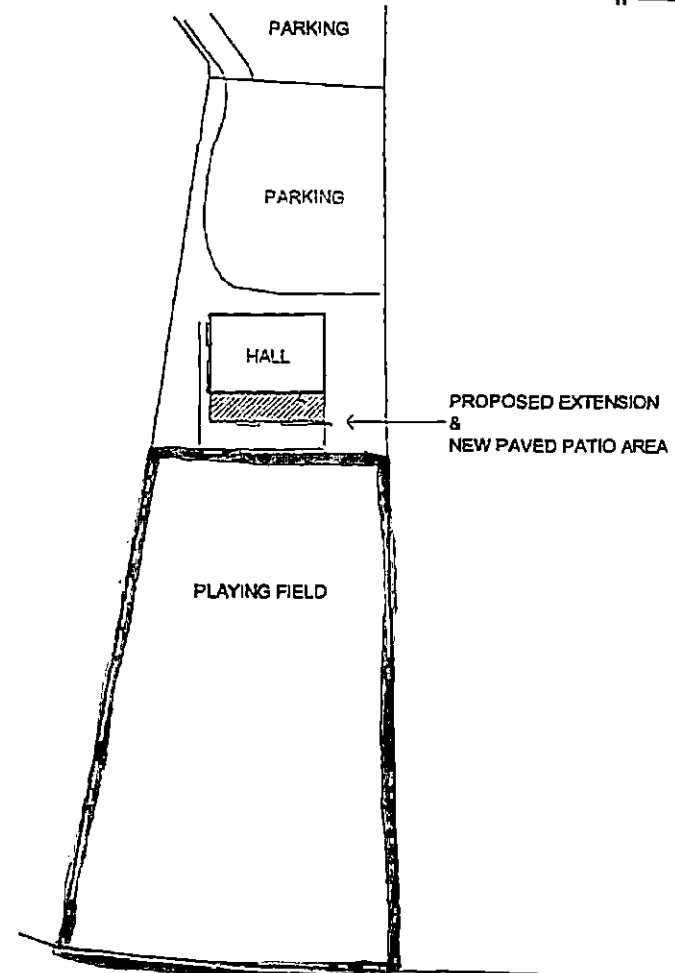
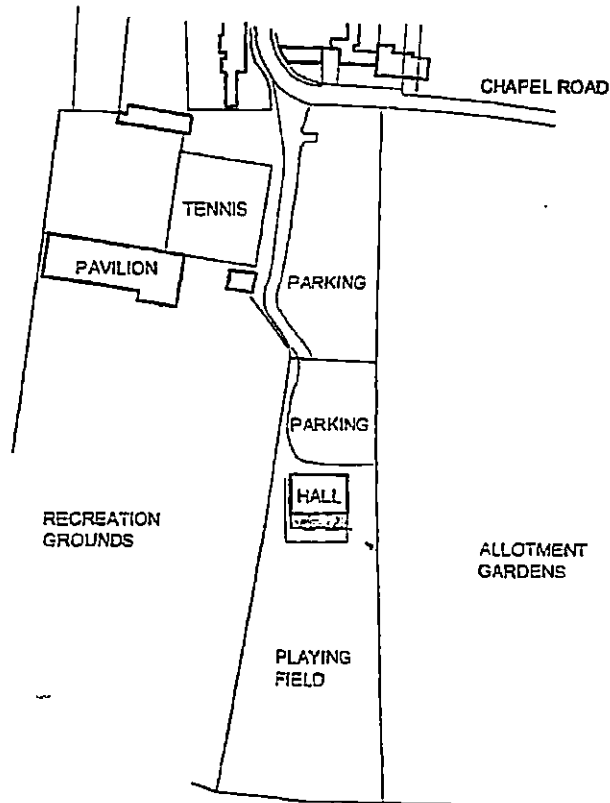
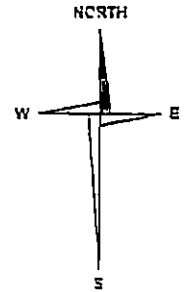
SCALEBAR 1:2500



SCALEBAR 1:1250



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Page 23

LOCATION PLAN 1:2500

BLOCK PLAN 1:1250

Date Last Edited : 01.04.2010

DRAWING NUMBER  
2010-16-BD2

PROPOSED EXTENSION  
VILLAGE HALL, CHAPEL ROAD, WEST ROW  
for WEST ROW VILLAGE HALL & PLAYING FIELDS ASSOCIATION

© KEVIN BURTON M.C.I.A.T.  
ARCHITECTURAL TECHNOLOGIST  
BUILDING DESIGN CONSULTANT  
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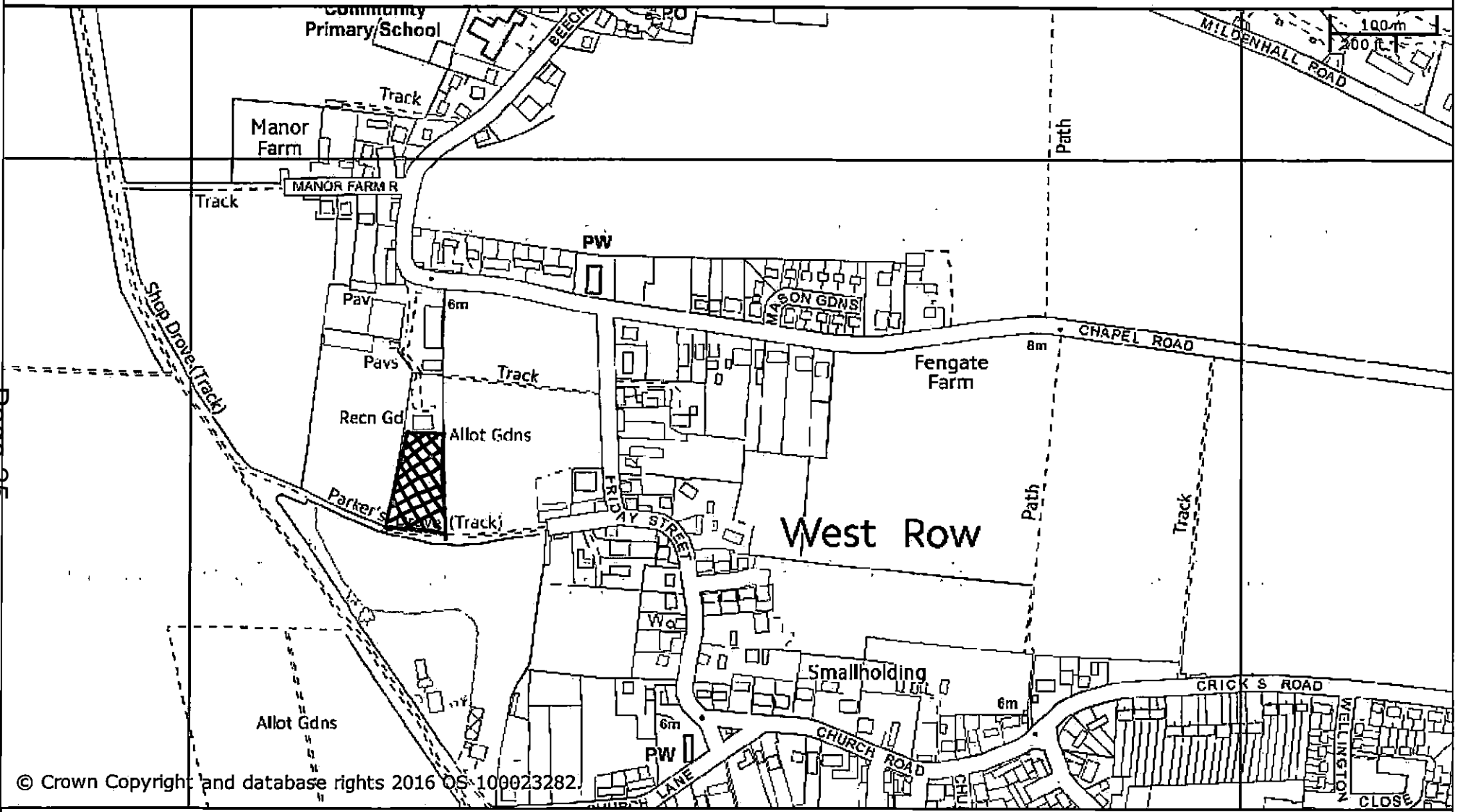


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# West Row Village Hall Playing Fields



Page 25

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 01284 763233

Forest Heath & St Edmundsbury councils  
**West Suffolk**  
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