

# Licensing and Regulatory Sub- Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>
<b>Date:</b>	<b>Thursday 10 May 2018</b>
<b>Time:</b>	<b>10.00 am</b>
<b>Venue:</b>	<b>Ground Floor Room 13, West Suffolk House</b> Western Way Bury St Edmunds
<b>Full Members (3):</b>	Councillor Sarah Broughton Councillor John Burns Councillor Mike Chester
<b>Substitute:</b>	Councillor Susan Glossop
<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>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>	Three Members
<b>Committee administrator:</b>	<b>Christine Brain</b> Democratic Services Officer (Scrutiny) <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>

## St Edmundsbury Borough Council Licensing: Procedures at Hearings

1. The Chairman will introduce Members of the Committee and Officers present and ask all parties to identify themselves to the Hearing.
2. The Chairman will outline the procedure to be followed and:-
  - (a) check that all parties have received copies of relevant representations;
  - (b) ask all parties whether they wish to amend or withdraw their application or representation;
  - (c) ask the Licensing officer whether any party has submitted additional supporting information (only if all parties agree shall the material be distributed to the Sub-Committee);
  - (d) if the Licensing Officer reports any requests for a witness to appear, decide whether to allow the witness to speak and ask whether there are any further declarations of interest;
  - (e) agree how much time each person will need to present their case; and
  - (f) the Sub-Committee will determine whether the Substitute Member is required to hear the application.
3. The Licensing Officer will present the Statement of Facts.
4. The Chairman will invite Members and other parties to the hearing to ask questions of the Licensing Officer about the Statement of Facts.
5. The Chairman will invite the Applicant or representative to present their case and respond to questions from Members, Officers and other parties to the hearing.
6. The Chairman will invite those that have made objections or relevant representations to present their case and respond to questions from Members, Officers and all the other parties.
7. The Chairman will invite all parties to sum up their case and to confirm they are satisfied that they have said all they wish to say. (Nb the applicant should sum up last).
8. Members and Officers may ask any final questions and the Chairman will then give all parties an opportunity to respond on those points (Nb the last word should be from the Applicant).
9. The Sub-Committee, accompanied by the legal advisor and Committee Administrator will retire to determine the application.
10. The Chairman or legal advisor will announce the decision together with the reasons for it and will also outline rights of appeal.

### **General Notes:**

- (i) The hearing may be adjourned at any time at the discretion of the Members.
- (ii) Members may amend the procedure at any time if they consider it to be in the public interest or in the interest of a fair hearing.
- (iii) Members may exclude any person from the hearing if it appears to them to be in the public interest to do so or if that person is being disruptive.
- (iv) No parties will be allowed to cross examine unless Members agree that the procedure should be altered.
- (v) Any advice given in private session will be reported to all parties to the hearing.

# **AGENDA**

## **Procedural Matters**

### **Part 1 - Public**

**1. Apologies for Absence**

**2. Substitutes**

The Member who is substituting for another Member should so indicate together with the name of the relevant absent Member.

**3. Election of Chairman**

**4. Application for New Premises Licence – Guildhall, Guildhall Street, Bury St Edmunds 1 - 40**

Report No: **LSC/SE/18/003**

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# Licensing and Regulatory Sub-Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Application for New Premises Licence – Guildhall, Guildhall Street, Bury St Edmunds</b>	
<b>Report No:</b>	<b>LSC/SE/18/003</b>	
<b>Report to and date:</b>	<b>Licensing and Regulatory Sub-Committee</b>	10 May 2018
<b>Portfolio holder:</b>	Councillor Alaric Pugh Portfolio Holder for Planning and Growth <b>Tel:</b> 07930 460899 <b>Email:</b> <a href="mailto:alaric.pugh@stedsbc.gov.uk">alaric.pugh@stedsbc.gov.uk</a>	
<b>Lead officer:</b>	Brenda Wright Licensing Officer <b>Tel:</b> 01284 757133 <b>Email:</b> <a href="mailto:brenda.wright@westsuffolk.gov.uk">brenda.wright@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To consider an application for a new premises licence submitted by Bury St Edmunds Heritage Trust for Bury St Edmunds Guildhall, Guildhall Street, Bury St Edmunds.  Representations have been received from 'other persons' which have been accepted and the Sub-Committee are, therefore, required to determine the application.	

<b>Recommendation:</b>	<p><b>Members are requested to determine the application having regard to the four licensing objectives; Statement of Licensing Policy; the representations attached to this report; any further relevant information presented to the sub-committee on the day of the hearing; and having regard to the above, take any of the steps set out below provided they are proportionate and appropriate for the promotion of the four licensing objectives:</b></p> <p><b>The steps may be:</b></p> <p><b>(a) Grant the licence as applied for, or</b></p> <p><b>(b) Grant the licence, subject to such conditions as are consistent with the operating schedule accompanying the application, modified to such extent as the authority considers necessary for the promotion of the licensing objectives, or</b></p> <p><b>(c) Reject the whole or part of the application.</b></p>
<b>Key Decision:</b>	No, it is not a Key Decision - <input checked="" type="checkbox"/>
<b>Consultation:</b>	The applicant is required to place a notice on the premises; and advertise the application in a locally circulating newspaper/periodical. The Licensing Authority advertises the application on the Council website. The application met the statutory requirements.
<b>Alternative option(s):</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Implications:</b>	
<i>Are there any <b>financial</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
<i>Are there any <b>staffing</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
<i>Are there any <b>ICT</b> implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •
<i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • See No 2.1 below
<i>Are there any <b>equality</b> implications? 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>

Risk area	Inherent level of risk (before controls)	Controls	Residual risk (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, in determining the application, should have regard to its statement of licensing policy and any 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>		Abbeygate	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>		Licensing Act 2003  S.182 Guidance <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/702660/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/702660/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018 .pdf</a>  <a href="#">St Edmundsbury Borough Council Statement of Licensing Policy</a>	
<b>Documents attached:</b>		<b>Appendix 1</b> – Application  <b>Appendix 2</b> – Basic Location Plan  <b>Appendix 3</b> – Accepted Representations	

## **1. Key issues and reasons for recommendation(s)**

### **1.1 Key Issues**

1.1.1 An application has been received for a new premises licence for the Guildhall, Guildhall Street, Bury St Edmunds. A copy of the application is attached as **Appendix 1**.

1.1.2 The application seeks - supply of alcohol 10.00-00.30 Monday-Saturday and 10.00-23.30 Sunday; plays and films Monday-Sunday 09.00-22.30, live music/recorded music/performance of dance Monday-Saturday 09.00-00.30 and Sunday 09.00-23.30 (outdoor events to end by 21.30); and late night refreshment Monday-Sunday 23.00-00.30. The proposed opening hours are Monday-Saturday 08.00-01.00 and Sunday 08.00-00.00.

A basic location plan is attached as **Appendix 2**.

1.1.3 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

### **1.1.4 Relevant Representations**

(a) The application has to be advertised, both at the premises and in a local newspaper. Details are also available on the Council website.

(b) Four accepted representations have been received and are attached as **Appendix 3**.

The representations are made under the licensing objectives 'The Prevention of Crime and Disorder', 'The Prevention of Public Nuisance' and 'Public Safety'.

The Guildhall has been restored and refurbished and is soon to reopen.

### **1.1.5 Matters for consideration**

(a) Section 17 of the Crime and Disorder Act 1998 imposes a duty on each local authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent crime and disorder in its area.

(b) If the Licensing Authority decides that this application should be refused, it will need to show that to grant the licence would:

- undermine the promotion of the licensing objectives; and



- that appropriate conditions would be ineffective in preventing the problems involved.

If the Licensing Authority cannot show the above, the application should be granted.

- (c) In making their decision, Members are advised to consider the Licensing Act 2003, the Guidance on the Act and the Council's Statement of Licensing Policy.

#### 1.1.6 **Other options considered**

No other relevant options were available.

## **2. Additional supporting information**

### **2.1 Legal and policy implications**

- 2.1.1 The Sub-Committee may take any of the steps set out below, provided they are proportionate and appropriate for the promotion of the licensing objectives:

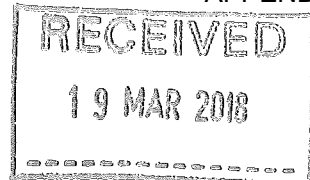
- (a) Grant the licence as applied for, or
- (b) Grant the licence, subject to such conditions as are consistent with the operating schedule accompanying the application, modified to such extent as the authority considers necessary for the promotion of the licensing objectives, or
- (c) Reject the whole or part of the application.

A condition is modified where it is altered or omitted or any new condition is added.

- 2.1.2 Each application should be considered on its own merits, having regard to the Council's Statement of Licensing Policy and the guidance issued under Section 182 of the Licensing Act 2003.

- 2.1.3 The decision may be appealed, by the applicant or any other party to the hearing, within 21 days of written notification of the determination made by the Sub-Committee. The Sub-Committee should state in reaching its determination those matters which it considered relevant, those matters which it did not consider as they were irrelevant, and its reasons for the decision.

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**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.

I/We The Bury St Edmunds Heritage Trust  
*(Insert name(s) of applicant)*

**apply for a premises licence under section 17 of 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 <b>Bury St Edmunds Guildhall</b> Guildhall Street			
<b>Post town</b>	Bury St Edmunds	<b>Postcode</b>	<b>Ip33 1PR</b>

Telephone number at premises (if any)	<b>07787 991304</b>
Non-domestic rateable value of premises	<b>£16,000</b>

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as      Please tick as appropriate

- a) an individual or individuals \*       please complete section (A)
- b) a person other than an individual \*
  - i as a limited company/limited liability partnership       please complete section (B)
  - ii as a partnership (other than limited liability)       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)

- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

**(A) INDIVIDUAL APPLICANTS (fill in as applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> over		I am 18 years old or		<input type="checkbox"/>	Please tick yes
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
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<b>Surname</b>		<b>First names</b>	
<b>Date of birth</b> over		I am 18 years old or	<input type="checkbox"/> Please tick yes
<b>Nationality</b>			
Current residential address if different from premises address			
Post town		Postcode	
<b>Daytime contact telephone number</b>			
<b>E-mail address (optional)</b>			

**(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.

<b>Name</b> Bury St Edmunds Heritage Trust
<b>Address</b> (Registered Office) 79 Whiting Street Bury St Edmunds IP3 1NX
<b>Registered number (where applicable)</b> Registered Charity #1119059
<b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b> Charitable Trust
<b>Telephone number (if any)</b> 07787 991304
<b>E-mail address (optional)</b> manager@burystedmundsguildhall.org.uk

**Part 3 Operating Schedule**

17-04-2018

DD	MM	YYYY
17	04	2018

When do you want the premises licence to start?

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

DD	MM	YYYY

Public Building. Community Premises.

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

no

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

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



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



**In all cases complete boxes K, L and M**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4) For outdoor plays the performance would finish by 9:30pm		
Mon	9:00	22:30			
Tue	9:00	22:30	<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
Wed	9:00	22:30			
Thur	9:00	22:30	<b><u>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</u></b> (please read guidance note 6)		
Fri	9:00	22:30			
Sat	9:00	22:30			
Sun	9:00	22:30			



**B**

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	9:00	22:30	<b>Please give further details here</b> (please read guidance note 4) For outdoor film the performance would finish by 9:30pm	Both	<input checked="" type="checkbox"/>
Tue	9:00	22:30			
Wed	9:00	22:30	<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 5)		
Thur	9:00	22:30			
Fri	9:00	22:30	<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</b> (please read guidance note 6)		
Sat	9:00	22:30			
Sun	9:00	22:30			

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Tue			
Wed			
Thur			<b><u>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</u></b> (please read guidance note 6)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri					
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	9:00	00:30	<b><u>Please give further details here</u></b> (please read guidance note 4) For outdoor live music the performance would finish by 9:30pm	Both	<input checked="" type="checkbox"/>
Tue	9:00	00:30			
Wed	9:00	00:30	<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Thur	9:00	00:30			
Fri	9:00	00:30	<b><u>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</u></b> (please read guidance note 6)		
Sat	9:00	00:30			
Sun	9:00	23:30			

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 4) For outdoor recorded music the performance would finish by 9:30pm		
Mon	9:00	00:30			
Tue	9:00	00:30	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Wed	9:00	00:30			
Thur	9:00	00:30	<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri	9:00	00:30			
Sat	9:00	00:30			
Sun	9:00	23:30			

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	09:00	00:30	<b><u>Please give further details here</u></b> (please read guidance note 4) For outdoor dance the performance would finish by 21:30.	Both	<input checked="" type="checkbox"/>
Tue	09:00	00:30			
Wed	09:00	00:30	<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)		
Thur	09:00	00:30			
Fri	09:00	00:30	<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat	09:00	00:30			
Sun	09:00	11:30			

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun					

**I**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon	23:00	00:30			
			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Tue	23:00	00:30			
			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Wed	23:00	00:30			
Thur	23:00	00:30			
Fri	23:00	00:30			
Sat	23:00	00:30			
Sun	23:00	00:30			



**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8) We may have some bottled drinks available as souvenirs, via our gift shop	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Mon	10:00	00:30			
Tue	10:00	00:30			
Wed	10:00	00:30			
Thur	10:00	00:30			
Fri	10:00	00:30			
Sat	10:00	00:30			
Sun	10:00	23:30			
			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

Name Mrs Suzanne Mary Stevenson	
Date of birth 31/12/1967	
Address West Road Bury St Edmunds	
Postcode	IP33
Personal licence number (if known) Application being processed at same time as this application	
Issuing licensing authority (if known) St Edmundsbury Borough Council	

□□□□

K

**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 9).**  
None

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)
Day	Start	Finish	
Mon	8:00	01:00	<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 6)
Tue	8:00	01:00	
Wed	8:00	01:00	
Thur	8:00	01:00	
Fri	8:00	01:00	
Sat	8:00	01:00	
Sun	8am	00:00	

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

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)**

All staff will promote the four licensing objectives and operate a zero-tolerance policy in terms of violent and anti-social behaviour and underage drinking.

The premises licence holder or appointed member of staff shall provide or have unhampered use of a telephone on the premises for use in an emergency during licensable activities.

All staff engaged in the sale of alcohol to be trained in Responsible Alcohol Retailing within three months of commencing employment at the premises. Training records shall be kept on the premises and produced to the Police and authorised Local Authority Officers on demand. Training should include incidents, refusals, challenge 25, responsible sales, safe dispersal of customers. Training should be reviewed 6 monthly to ensure staff are up to date with the latest legislation and their training records will be endorsed accordingly.

**b) The prevention of crime and disorder**

Staff will support any crime prevention initiatives directed by Police and local authorities.

An incident log book shall be kept on the premises and made available on request to an authorised officer of the Council or Police which will record the following:-

- a. Any incidents of disorder
- b. Any seizures of drugs or offensive weapons
- c. Any ejections of patrons

**c) Public safety**

Staff will ensure that escape routes and exits, including external exits, are maintained to ensure that they are not obstructed, in good order with non-slippery and even surfaces, free of trip hazards and clearly identified.

Fire doors should be regularly maintained and effectively self-closing, all fire-fighting equipment will be checked regularly to ensure they function correctly and entered in a log book on a monthly basis.

Customers will not be permitted to remove glasses or bottles from the premises.

The premises licence holder will keep a risk management assessment which will be checked quarterly and updated where necessary.

The premises licence holder will risk assess whether there is a need to have door staff for specific events, and where used, that they are SIA registered, numbers in guidance with Police requirements.

(This means that it is NOT a requirement to have SIA door staff on any occasion other than when the licence holder deems necessary under a risk assessment, however, if the Police have advised it, the premises licence holder will respond to that advice.

An incident book will be provided for staff to complete when dealing with any incidents of disorder, any seizures of drugs or offensive weapons, any ejections of patrons.

The premises licence holder will maintain a refusals log for any patrons refused alcohol due to

age or drunkenness.

Staff will routinely check the premises before and during opening hours to ensure that the premises is clean and tidy, including the toilets.

Staff will ensure that empty glasses will be regularly collected and any spillage dealt with as soon as practicable.

Complete first aid kits must be located in the premises and readily available to all staff at all times. Kits will be inspected fortnightly and replenished in the event of an item being used. A fortnightly check list will be kept for this purpose.

The Duty Manager will monitor capacity, to avoid overcrowding.

There will be no irresponsible drinks promotions.

The premises licence holder shall take appropriate measures to ensure that patrons leave the premises in a quiet and orderly fashion, ensuring staff are trained and briefed on how to disperse customers safely and quietly.

The premises licence holder shall ensure that adequate measures are in place to prevent the escape of odours from the premises. This includes odours from food preparation and refuse storage.

Loudspeakers and other sound amplification equipment will not be directed outwards towards any street.

All sales of alcohol for consumption off the premises shall be in sealed containers only, and shall not be consumed on the premises.

All waste shall be properly presented and placed out for collection before the scheduled collection times with no obstruction to the public highway.

**d) The prevention of public nuisance**

Appropriate signage will be displayed at the premises requesting customers to leave quietly.

All staff will be trained to ask customers to leave quietly, to form part of their training records.

Playing of recorded music will be turned down if requested by Police/Local Authority if deemed above appropriate levels.

Doors and windows will be kept closed in the room where music is being played, to help prevent noise pollution from the premises.

**e) The protection of children from harm**

The premises will implement a "Challenge 25" policy whereby all customers who appear to be under 25 must produce photographic identification in the form of a passport, driving licence or Proof of Age Scheme (PASS) approved identification before being allowed to purchase alcohol on the premises.

The premises will maintain a refusals log (which may be electronic) on the premises and ensure it is completed whenever a sale is refused to a person who cannot prove they are over the age of 18 or is too drunk to purchase further alcohol. The refusal log will be made available to any authorised responsible authority on request.

**Checklist:**

**Please tick to indicate agreement**

- 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 designated 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.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

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

**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.**

**Part 4 – Signatures** (please read guidance note 11)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>[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).</li> <li>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)</li> </ul>
Signature	
Date	15/3/18
Capacity	Guildhall Manager on Bury St Edmunds Heritage Trust <i>behalf of</i>

**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 13). 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 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

#### Notes for Guidance

- Describe 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.
- In terms of specific regulated entertainments please note that:

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

Mrs Suzanne Mary Stevenson

---

I  
*[full name of prospective premises supervisor]*

of  
West Road  
Bury St Edmunds  
IP33

---

*[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

Provision of regulated entertainment: plays, films, live music, recorded music, performances of dance. Provision of late night refreshment. Supply of alcohol.

---

*[type of application]*

by  
Bury St Edmunds heritage Trust

---

*[name of applicant]*

relating to a premises licence 

---

*[number of existing licence, if any]*

for  
Bury St Edmunds Guildhall  
Guildhall Street  
Bury St Edmunds  
IP33 1PR

---

*[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

Bury St Edmunds Heritage Trust

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

concerning the supply of alcohol at

Bury St Edmunds Guildhall  
Guildhall Street  
Bury St Edmunds  
IP33 1PR

-----  
*[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

Licence is being applied for at the same time

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

Personal licence issuing authority

St Edmundsbury Borough Council

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

Signed

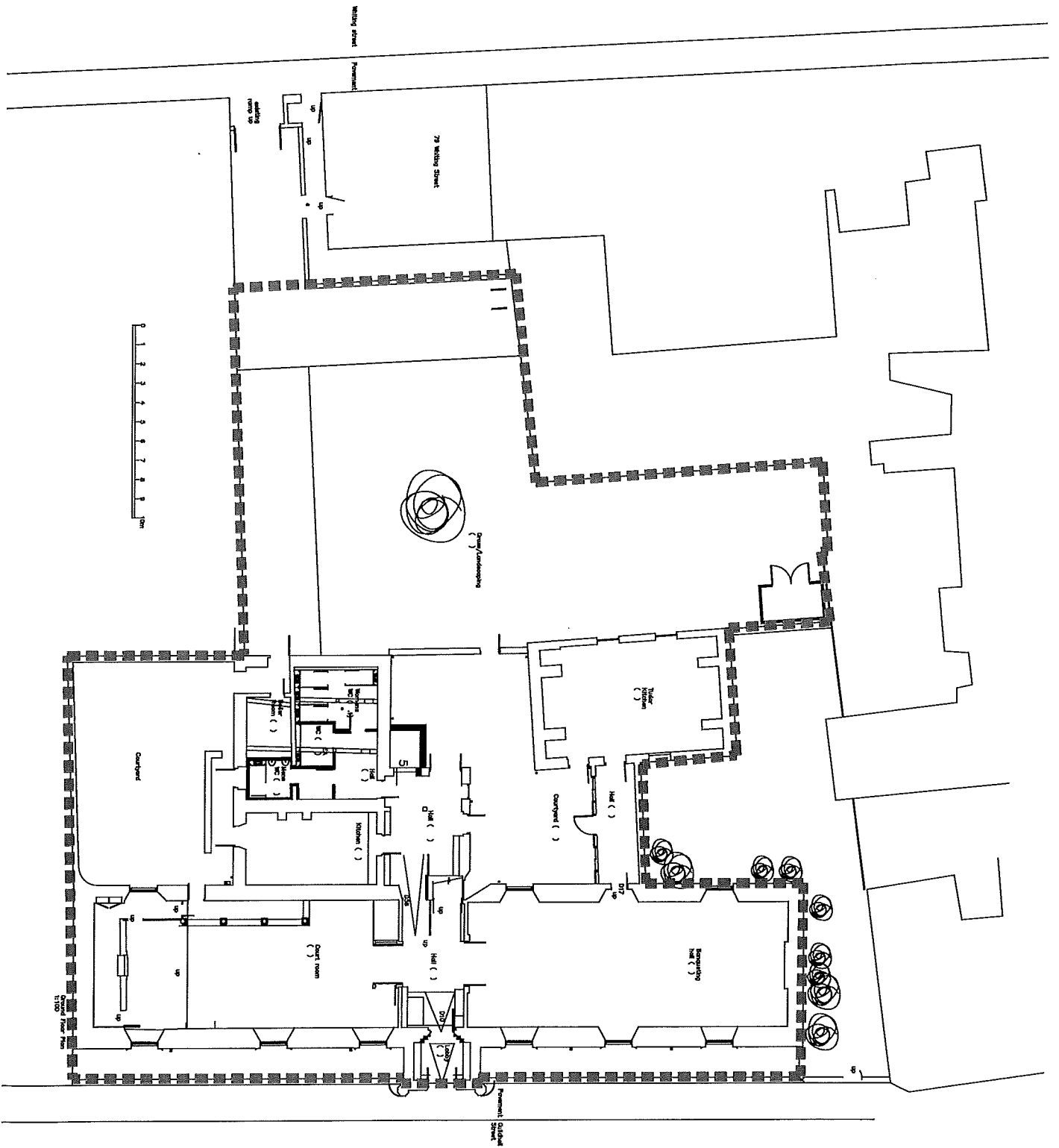
Name (please print)

-----  
MRS SUZANNE MARY STEVENSON

Date

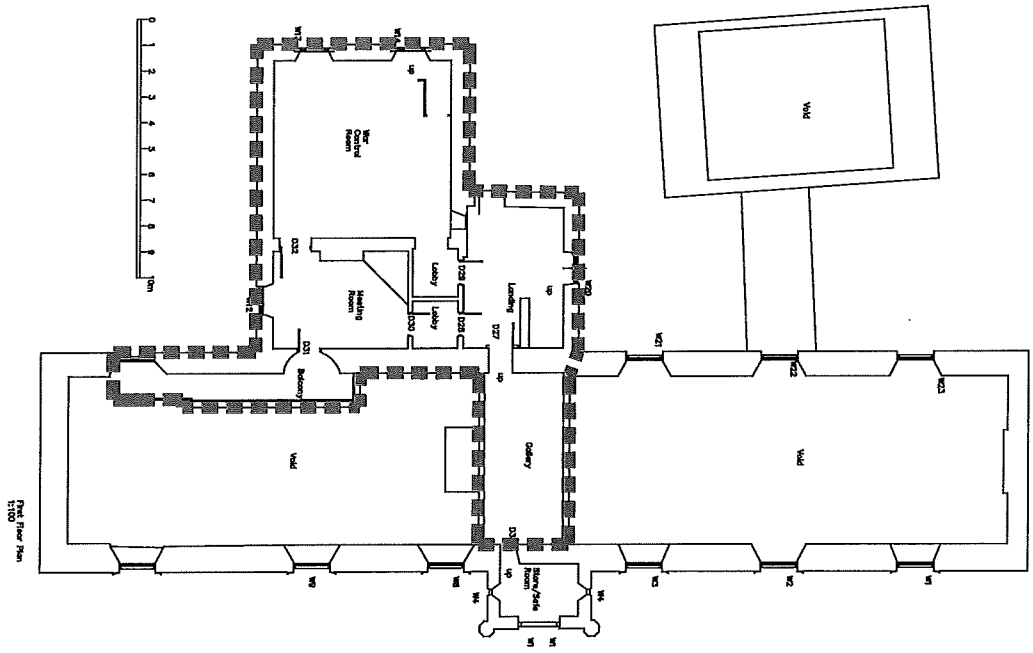
-----  
15-3-18





Client: Bury St Edmunds Heritage Trust  
 Name: Bury St Edmunds Old Hall  
 Address: Bury St Edmunds Old Hall  
 Ground Floor Plan  
 Scale: As Shown  
 Date: Feb 2018  
 Drawing Number: 01  
 4917

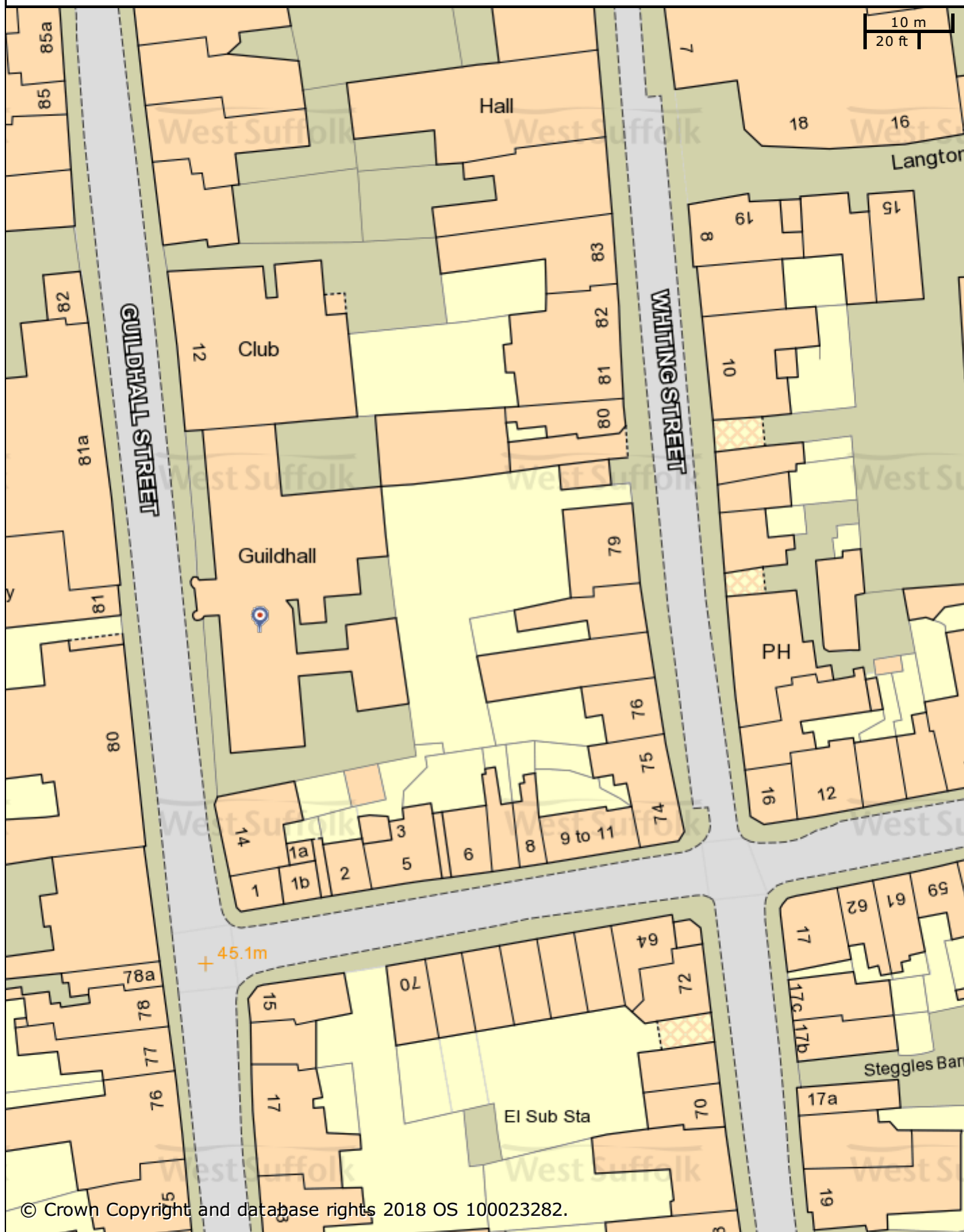




Client: The Bury St Edmunds Heritage Trust  
 Job Title: Bury St Edmunds Outreach  
 Drawing Title: First Floor Plan  
 Drawing No: 1-2001-0-AS  
 Issue No: 01  
 Issue Date: Feb 2018  
 Issue Description: Working Document  
 Drawing Number: 487  
 Scale: 02



# Location Plan - Guildhall



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St Edmundsbury BC  
 Western Way  
 Bury St Edmunds  
 IP33 3YU  
 01284 763233

Forest Heath & St Edmundsbury councils  
**West Suffolk**  
 working together  
 www.westsuffolk.gov.uk

Forest Heath DC  
 College Heath Road  
 Mildenhall  
 IP28 7EY  
 01638 719000

Scale: 1:600  
 Printed on: 27/4/2018 at 11:42 AM by bwright



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 OS 100023282/100019675.

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16 April 2018

Dear Sir/Madam,

Subject: Bury St Edmunds Guildhall Licence Application

This is a representation on behalf of the Churchgate Area Association Committee. Our association membership includes residents and businesses in The Grid. Guildhall Street is a mixed residential and business area.

We have concerns about the proposal to have live music and recorded music outdoors and about the premises opening hours.

We have had reports from some local residents of noise disturbance from the Constitutional Club and the Unitarian Meeting House. Both these premises have licences for indoor music only, but it seems that because of the structure of the building and the type of music played, the noise prevention measures in place are not always effective. It is very likely therefore that outdoor recorded music and amplified live music from the Guildhall garden will be audible in adjacent properties. Although the performances are supposed to finish at 9.30pm, music played continually for several hours could be a Public Nuisance.

With regard to the opening hours we feel that the 1am closing time from Monday to Saturday is too late and suggest that the premises close at midnight to reduce the night time disturbance of residents due to noise in the street from people leaving the premises.

Kind regards  
Cathy Friel  
Licensing Officer  
Churchgate Area Association Committee

15 April 2017

Dear Committee

We live at Guildhall Street and being so near we are concerned about the proposed late closing time and playing music outdoors. I believe the Churchgate Association will be making representations about this and we wish to add our support as residents directly affected. As it is there is likely to be an increase in noise and traffic which is likely to cause a public nuisance.

Regards

Eric and Kathleen Gooch  
Sent from my iPad

17 April 2018

For the attention of the Licensing Authority.

Subject: Licence Application for Guildhall

Re: Application for Alcohol Licence and Dance/Music licence for The Guildhall, Guildhall Street, Bury St Edmunds.

I wish to register my objection to the licensing hours proposed by the Guildhall.

The hours requested are far too long.

Serving alcohol until after midnight will result in more bottles, cans and vomit on the pavements, on our doorsteps and plants ripped out of their pots.

If this licence is granted, this now has the potential to occur on a daily basis.

The music/dance licence is also requested until after midnight. Once granted, we will have NO opportunity to turn down the all too often relentless drumbeat and acoustic noise that 'carries' down the street as it does now from other venues on a Friday and Saturday night.

In addition, once this licence is granted to The Guildhall, what is to stop The Constitutional Club (Guildhall Street) and the cafe 'Guat's Up' (also Guildhall Street) re-submitting their request for a similar licence? On what grounds would you be able to refuse them?

While I realise the ancient but newly refurbished Guildhall needs to justify its existence in Bury St Edmunds, perhaps the Licensing Authority could give some real consideration to the families that live in Guildhall Street?

Yours faithfully,

Jane Cochrane, Mrs.

Guildhall Street,

# LICENSING REPRESENTATION FORM

## Section 1: Licence Application Details

Please tick as appropriate:



I wish to **object** to the following application    I wish to **support** the following application



NAME OF APPLICANT:	Bury St Edmunds Heritage Trust
PREMISES NAME AND ADDRESS:	GUILDHALL GUILDHALL ST Bury St Edmunds, Suffolk
POSTCODE:	IP33 1PR

## Section 2: Your Details

[If you are acting as a representative, please go to Section 3]

TITLE: (Mr, Mrs, Miss, Ms, Other (please state))	<del>Mr</del> <del>Mrs</del> <del>Miss</del> <del>Ms</del> <del>Other</del> ANDREW STANDERS
ADDRESS:	GUILDHALL STREET Bury St Edmunds Suffolk
POSTCODE:	IP33 1PR

[You must provide your full residential address (or business address if your objection relates to the impact of the licence upon your business premises)]

Continued on next page...



**SECTION 3: Representative Details**

[If you represent residents or businesses, please complete the details below]

NAME OF REPRESENTATIVE/ORGANISATION:
ADDRESS OF REPRESENTATION/ORGANISATION:
POSTCODE:

I AM (tick as appropriate)

- |  |   |
|--|---|
| <input type="checkbox"/> Representative of residents association | <input type="checkbox"/> Representative of trade/business association |
| <input type="checkbox"/> Ward Councillor                         | <input type="checkbox"/> Other (please specify)                       |
| <input type="checkbox"/> MP                                      |   |

Continued on next page...

**Section 4: Reason(s) for Representation**

Under the Licensing Act 2003, for a representation to be relevant it must set out the likely effect of granting the application on the promotion of the four licensing objectives. Any representations that are considered to be frivolous or vexatious will not be accepted.

It is important that you set out any personal experiences as these will be considered as relevant.

Please fill in the reason(s) for your representation in the space provided below under each of the Licensing Objectives (where relevant). You need to give as much detail as possible so that the Licensing Authority can assess the relevance of your representation. Please attach any supporting documents/further pages as necessary, numbering all additional pages. Try to be as specific as possible and give examples, where possible.

LICENSING OBJECTIVE	REASON FOR REPRESENTATION
<p><b>PREVENTION OF CRIME AND DISORDER</b></p>	<p>BRUIN OF ALCOHOL UNTIL 00:30 IN RESIDENTIAL AREA</p>
<p><b>PREVENTION OF PUBLIC NUISANCE</b></p>	<p>MUSIC PERFORMANCES OUTDOORS UNTIL 00:30 TOWN SQUARE 13-30 ON SUNDAYS IN A RESIDENTIAL AREA.</p>
<p><b>PROTECTION OF CHILDREN FROM HARM</b></p>	
<p><b>PUBLIC SAFETY</b></p>	

Proposed extension to 01:00

I, \_\_\_\_\_, hereby declare that all information I have submitted is true and correct

SIGNED: \_\_\_\_\_

DATED: 26/09/18

**Please send the completed form to the local authority area in which the premises concerned is situated:**

<p>Business Regulation and Licensing Team <b>Forest Heath District Council</b> College Heath Road Mildenhall Suffolk IP28 7EY</p> <p>Phone: 01638 719733 email: <a href="mailto:licensing@westsuffolk.gov.uk">licensing@westsuffolk.gov.uk</a></p>	<p>Business Regulation and Licensing Team <b>St. Edmundsbury Borough Council</b> West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU</p> <p>Phone: 01284 758050 email: <a href="mailto:licensing@westsuffolk.gov.uk">licensing@westsuffolk.gov.uk</a></p>
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**IMPORTANT NOTE: This form must be returned within the statutory period which is generally either 10 or 28 working consecutive days from the date the Public Notice was displayed on the premises. Please contact the Licensing for confirmation of this date.**

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