

Licensing and Regulatory Sub- Committee



Title	Agenda
Date	Tuesday 11 April 2023
Time	10.00 am (briefing/training for Members from 9.30am)
Venue	Room GFR12 West Suffolk House Western Way Bury St Edmunds IP33 3YU
Full Members	Carol Bull Brian Harvey Rachel Hood
Substitutes	Robert Nobbs
Membership is drawn from the full membership of the Licensing and Regulatory Committee and is politically balanced as far as is practicable.	
Interests – declaration and restriction on participation	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.
Quorum	Three Members
Committee administrator	Helen Hardinge Democratic Services Officer Telephone 01638 719363 Email democratic.services@westsuffolk.gov.uk

Hearing procedure

Pre-hearing matters

1. Declaration of interests
2. Legal Advisor will introduce members of the Hearing Panel
3. Legal Advisor 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 Democratic Services Officer 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 Legal Advisor will ask all parties to the hearing whether they wish to withdraw their application or representation.
5. The Legal Advisor 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 Chair 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 Chair's opinion render it necessary and appropriate for the said material to be presented to the Hearing Panel. In this regard the Chair's decision will be final.
6. The Legal Advisor 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 Chair 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 Chair, and only through the Chair of the Hearing, each member of sub-committee, officer 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 Democratic Services Officer, 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 Chair 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 five 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 five working days after the hearing date.
7. In the event of the licensing authority making its determination at the conclusion of the Hearing the Chair 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.

Agenda

Part 1 – public

Procedural matters

1. Election of Chair

To seek nominations for the election of Chair for this sub-committee meeting.

2. Apologies for absence

3. Substitutes

Any member who is substituting for another member should so indicate, together with the name of the relevant absent member.

4. Declarations of interest

Members are reminded of their responsibility to declare any pecuniary or local non pecuniary interest which they have in any item of business on the agenda, **no later than when that item is reached** and, when appropriate, to leave the meeting prior to discussion and voting on the item.

The attached hearing procedure will be adopted in considering the undermentioned item:

**5. Application for the Grant of a Premises Licence -
Basement, 3 Charter Square, Bury St Edmunds**

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Report No: **LSC/WS/23/002**

Application for the Grant of a Premises Licence – Basement, 3 Charter Square, Bury St Edmunds

Report No:	LSC/WS/23/002
Report to and date/s:	Licensing & Regulatory Sub-Committee – 11 April 2023
Cabinet Member:	Councillor Andy Drummond Portfolio Holder for Planning & Regulatory Services Tel: 01638 751411 Email: andy.drummond@westsuffolk.gov.uk
Lead officer:	Lisa Wright Licensing Officer Tel: 01284 757120 Email: lisa.wright@westsuffolk.gov.uk

Wards impacted: **Abbeygate**

Recommendation: **It is recommended that, in determining the application with a view to promoting the licensing objectives in the overall interests of the local community, Members give appropriate weight to, the steps that are appropriate to promote the licensing objectives; West Suffolk Council’s Statement of Licensing Policy; Guidance issued under section 182 of the Licensing Act 2003; the representations attached to this report, and any further relevant information presented to the Sub-Committee on the day of the hearing**

The steps may be:

- (a) 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 licencing objectives; OR**
- (b) Exclude from the scope of the licence any of the licensable activities to which the application relates, OR**
- (c) Reject the application**

1. Background / Context

1.1 An application for the Grant of a Premises Licence, made under the Licensing Act 2003, was received, and accepted by the Licensing Authority on 16th February 2023. The application form and associated plan are attached as **Appendix A** and **Appendix B** respectively.

1.2 The application, made by Everyman Media Ltd, gives the following description of the premises: "The premises are an Everyman Cinema with 3 auditoriums and a bar and lounge area. The premises provide greater space and comfort in the auditoriums than a general multiplex cinema which is reflected in the ticket prices".

The licensable activities proposed timings stated within the application have since been amended by the applicant during the consultation period. The new proposed licensable activities and timings are as follows;

- Supply of Alcohol (Consumption on the premises only)
Sunday - Thursday 08:00 – 24:00
Friday – Saturday 08:00 – 01:00
- Provision of Plays, Films, Live Music, Recorded Music, Performances of Dance and the Provision of anything of a similar description to Live Music, Recorded Music or Performances of Dance (All Indoors only)
Sunday - Thursday 08:00 – 24:00
Friday – Saturday 08:00 – 01:00
- Late Night Refreshment (Indoors only)
Sunday - Thursday 08:00 – 24:00
Friday – Saturday 08:00 – 01:00

1.3 The Licensing objectives which must be actively promoted by the applicant/holder of any Premises Licence issued under the Licensing Act 2003 are as follows;

- The Prevention of Crime and Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

1.4 A statutory 28-day consultation period started on 17th February 2023 and ended on 16th March 2023. This enabled Responsible Authorities and 'Other Persons' to make representations towards the application. 'Other Persons' includes any individual, body or business whether or not they live in the vicinity.

1.5 The details of the application were published in the local newspaper, displayed on the exterior of the premises, and advertised on the Council's website during the consultation period, as per the regulations.

1.6 There were no representations received from any of the responsible authorities.

- 1.7 A total of two representations were received by the Licensing Authority from 'Other Persons' within the statutory time frame, The applicant's solicitor made contact with both parties and advised them of the new proposed timings however both still had concerns resulting in the necessitation of this Hearing. Copies of the two representations are attached as **Appendix C**.

2. Proposals

- 2.1 Members should seek to focus the Hearing on the steps considered appropriate to promote the particular licence objective or objectives that have given rise to the specific representation and avoid straying into undisputed areas.

3. Legal Compliance

- 3.1 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, 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 licencing objectives
 - (b) Exclude from the scope of the licence any of the licensable activities to which the application relates, or
 - (c) Reject the application

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

- 3.2 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.
- 3.3 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.

4. Appendices

- 4.1 Appendix A – Application
Appendix B – Plan of Premises
Appendix C – Representations (1 & 2)

5. Background documents

- 5.1 Licensing Act 2003 - <http://www.legislation.gov.uk/ukpga/2003/17/contents>

Guidance issued under S.182 of the Licensing Act 2003 –
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705588/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018_.pdf

West Suffolk Council Statement of Licensing Policy –
<https://www.westsuffolk.gov.uk/Business/Licensing-and-regulation/Licensing/upload/WSC-Statement-of-Licensing-Policy.pdf>

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

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

Your reference

EVE001-59-8

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

Everyman Media Limited

* Family name

.

* E-mail

[REDACTED]

Main telephone number

Include country code.

Other telephone number

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

Is the applicant:

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

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

Applicant Business

Is the applicant's business registered in the UK with Companies House?

Yes No

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

Registration number

03883018

Business name

Everyman Media Limited

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

VAT number

-

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

Legal status

Private Limited Company

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

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

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

Agent Business

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

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...

Your position in the business

Home country

United Kingdom

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

St James House

Street

28 Park Place

District

City or town

Leeds

County or administrative area

Postcode

LS1 2SP

Country

United Kingdom

Section 2 of 21

PREMISES DETAILS

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

Premises Address

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

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Everyman Cinema
Basement Floor

Street

3 Charter Square

District

City or town

Bury St Edmunds

County or administrative area

Suffolk

Postcode

IP33 3FD

Country

United Kingdom

Further Details

Telephone number

Non-domestic rateable value of premises (£)

0

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Continued from previous page...

Private Limited Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

* Nationality [Documents that demonstrate entitlement to work in the UK](#)

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

The premises are an Everyman Cinema with 3 auditoriums and a bar and lounge area. The premises provide greater space and comfort in the auditoriums than a general multiplex cinema which is reflected in the ticket prices.

Continued from previous page...

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

Section 6 of 21

PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

- Yes No

Standard Days And Timings

MONDAY

Start 08:00

End 03:00

Start

End

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

TUESDAY

Start 08:00

End 03:00

Start

End

WEDNESDAY

Start 08:00

End 03:00

Start

End

THURSDAY

Start 08:00

End 03:00

Start

End

FRIDAY

Start 08:00

End 03:00

Start

End

SATURDAY

Start 08:00

End 03:00

Start

End

SUNDAY

Start 08:00

End 03:00

Start

End

Will the performance of a play take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Continued from previous page...

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for performing plays

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

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

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WEDNESDAY

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Continued from previous page...

THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Will the exhibition of films take place indoors or outdoors or both?

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

- Indoors Outdoors Both

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for the exhibition of film

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

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing indoor sporting events?

Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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Continued from previous page...

SUNDAY

Start

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End

Will the performance of live music take place indoors or outdoors or both?

- Indoors
- Outdoors
- Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for the performance of live music

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

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes
- No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

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Continued from previous page...

WEDNESDAY

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Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for playing recorded music

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

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Will the performance of dance take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Continued from previous page...

State any seasonal variations for the performance of dance

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

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

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WEDNESDAY

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THURSDAY

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Continued from previous page...

FRIDAY

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SATURDAY

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SUNDAY

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End

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

Will this entertainment take place indoors or outdoors or both?

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

- Indoors Outdoors Both

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for entertainment

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

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

Will you be providing late night refreshment?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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SUNDAY

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End

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Continued from previous page...

State any seasonal variations

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

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

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WEDNESDAY

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THURSDAY

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FRIDAY

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Continued from previous page...

SATURDAY

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SUNDAY

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End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

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

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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

Name

First name

Family name

Date of birth / /
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>
Personal Licence number (if known)	<input type="text" value="003787"/>
Issuing licensing authority (if known)	<input type="text" value="Newcastle-Under-Lyme Borough Council"/>

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

Continued from previous page...

TUESDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="03:30"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="03:30"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="03:30"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="03:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="03:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="03:30"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

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

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 18 of 21

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

Please see b), c), d) and e) below.

b) The prevention of crime and disorder

1. The premises shall only be operated as a cinema. All licensable activities must be ancillary to the use of the premises as a cinema.
2. Alcohol may only be sold to customers who are attending the premises for an event, show, production or screening.
3. A selection of food and non-intoxicating beverages, including drinking water, shall be available in the premises.
4. No off sales.
5. A dedicated telephone number for the Designated Premises Supervisor or the duty manager shall be maintained for use by any person who may wish to make a complaint.
6. A documented staff training programme shall be provided to key members of staff at the premises in respect of the:
 - Age verification policy;
 - The licensing objectives; and
 - Opening times for the venue;With such records being kept for a minimum of six months (for the avoidance of doubt, the six month period relates to each respective entry in the log book and runs from the date of that particular entry).
7. The premises shall install and maintain a CCTV system covering the main entry and exit points and enabling frontal identification of every person entering and leaving. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 30 days with date and time stamping. Viewing of recordings shall be made available upon the request of Police or authorised officer throughout the preceding 31 day period.
8. The licence holder shall ensure that the details of all complaints are recorded in an occurrence book and such book shall be available for police inspection.
9. Only alcohol purchased within the Everyman Cinema may be consumed on the premises.
10. The ticket price shall not include a pre-payment for alcohol nor may alcohol be used as and inducement to attend a performance unless it is ancillary to a film presentation.

c) Public safety

11. Members of the public will be prevented from accessing hot food preparation areas to prevent risk of scald or burns.

d) The prevention of public nuisance

12. No music shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance at the nearest noise sensitive premises.
13. Clearly legible notices shall be displayed at all exits of the premises requesting patrons to respect the needs of local

Continued from previous page...

residents and to leave the premises and area quietly.

14. Between the hours of 23:00 and 08:00 there must be total sound containment within the premises.

e) The protection of children from harm

15. The premises shall operate a Challenge 21 Policy.

16. Where the film classification body is specified in the licence, unless sub-section (3)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body. In circumstances in which (a) the film classification body is not specified in the licence all (b) the relevant Licensing Authority has notified the holder of the licence that this sub-section applies to the film in question, admission of children must be restricted in accordance with any recommendation made by the Licensing Authority.

17. Access to the auditoriums will be restricted to those persons who meet the required age limit (if any) in line with any certificate granted by the British Board of Film Classification or in specific cases a certificate given to the film by the Local Authority.

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

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

Section 21 of 21

PAYMENT DETAILS

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

Premises Licence Fees are determined by the non-domestic rateable value of the premises. Please see https://www.westsuffolk.gov.uk/Business/Regulation_and_Licensing/Licensing/Alcohol_and_entertainment/premiseslicence.cfm for more information.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

In all other cases, the premises shall be in Band A (i.e where NNDR does not apply) except where the premises is under construction, in which case it shall be in Band C.

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

100.00

Continued from previous page...

DECLARATION

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

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

* CHECKLIST

* I have made or enclosed payment of the fee.

* I have enclosed the plan of the premises clearly indicating the area in which the licensable activities will take place

* 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 and put up my blue notices

* I understand that if I do not comply with the above requirements my application will be rejected

Privacy Statement: West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data protection Officer can be contacted at the same address. We are collecting your personal information in order to process your application under the Licensing Act 2003. Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation. Your data will be kept for 7 years post licence expiry/surrender in line with our retention policy. You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer. Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113. If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence. For further information on our Data protection Policies please go to our website: How we use your information or email: data.protection@westsuffolk.gov.uk

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

Continued from previous page...

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

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/west-suffolk/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

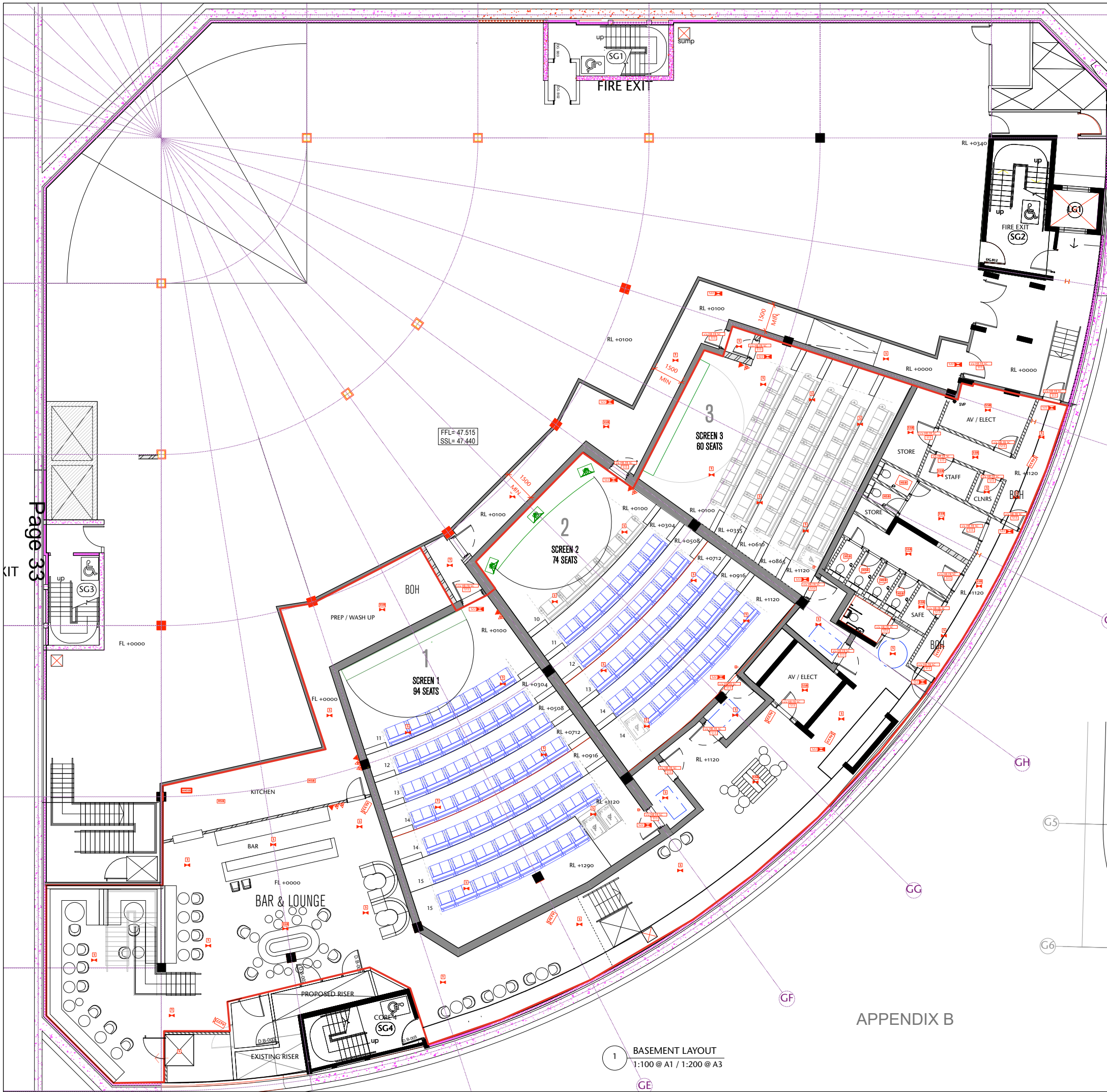
IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

OFFICE USE ONLY

Applicant reference number	<input type="text" value="EVE001-59-8"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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

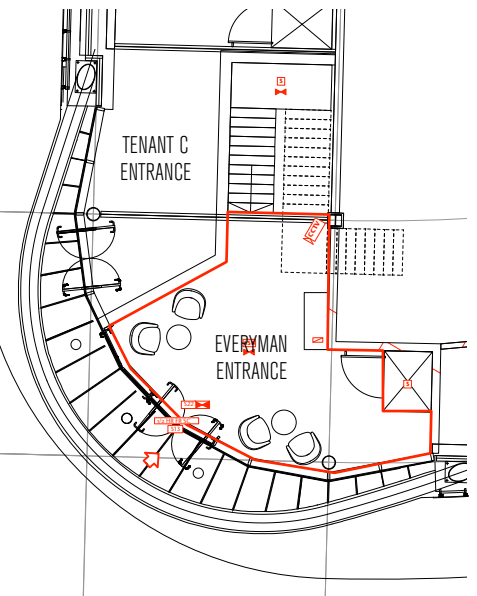


BASEMENT AREA APPROX.	10,730 SQ FT
GROUND AREA APPROX.	350 SQ FT.
TOTAL AREA APPROX.	11,080 SQ FT
AUDITORIUM OCCUPANCY	228
BAR COVERS APPROX	100

FIRE SAFETY STANDARDS AND TECHNICAL NOTES FOR LICENCING APPLICATIONS

- DOORS AND PARTITIONS REQUIRED TO BE FIRE RESISTING ARE IN ACCORDANCE WITH BS475, 1972 AS AMENDED
- FIRE RESISTING DOORS REQUIRED TO RESIST THE PASSAGE OF SMOKE AT AMBIENT TEMPERATURE CONDITIONS ARE, UNLESS TESTED IN ACCORDANCE WITH BS476, SECTION 31.1, 1983, FITTED WITH A SMOKE SEAL
- THE FIRE ALARM SYSTEM COMPLIES WITH BS 5839 PART 1, 2002. THE ATTENTION OF THE DESIGN/INSTALLING ENGINEER SHOULD BE DRAWN TO PARAGRAPH 3.1 (CONSULTATIONS AND RECORDS) OF BS 5839, PART 1, 2002, WHICH REQUIRES CONSULTATIONS TO BE MADE WITH THE FIRE AUTHORITY.
- THE EMERGENCY LIGHTING INSTALLATION IS TO COMPLY WITH BS5266, PART 1 1999.
- THE ATTENTION OF THE DESIGN/INSTALLING ENGINEER SHOULD BE DRAWN TO PARAGRAPH 3.1 (CONSULTATIONS AND RECORDS) OF BS 5839, PART 1, 2002, WHICH REQUIRES CONSULTATIONS TO BE MADE WITH THE FIRE AUTHORITY.
- FIRE SAFETY RELATED SIGNS AND NOTICES CONFORM WITH BS5499, PART 1 1999.
- ILLUMINATED "EXIT" SIGNS CONFORM WITH BS2560
- FIRE FIGHTING EQUIPMENT TO COMPLY WITH BS5423, 1987, AND BS5306 PART 3 1985.
- UPHOLSTERED SEATING FURNITURE MUST SATISFY, AS A MINIMUM STANDARD IGNITION SOURCE (CIGARETTE TEST) AND CRIB IGNITION SOURCE 5 AS SPECIFIED IN BS 5852:1999, "METHODS OF TEST FOR ASSESSMENT OF THE IGNITABILITY OF UPHOLSTERED SEATING BY SMOLDERING AND FLAMING IGNITION SOURCES"
- IF IN ORDER TO SOURCE COMPLIANCE WITH THE ABOVE STANDARDS THE FABRIC SUBMITTED FOR TEST BEEN TESTED BEFORE HAND WITH A FIRE RETARDANT PRODUCT, THE TESTING LABORATORY MUST BE INSTRUCTED TO SUBJECT TO SUBJECT THE SAMPLES SO TREATED TO WATER SOAK TEST. IN ACCORDANCE WITH BS3851:1989, PARAGRAPH 3, BEFORE THE BS 5852 TESTS ARE CARRIED OUT.
- A COPY OF THE LABORATORY TEST REPORT FROM AN ACCREDITED TESTING LABORATORY IDENTIFYING COMPLIANCE OF THE FURNISHING COMPOSITE WITH THE ABOVE MENTIONED BRITISH STANDARDS MUST BE FORWARDED TO THIS AUTHORITY BEFORE INSTALLATION AND CONFIRMATION THAT THE FURNISHINGS SPECIFIED IN THIS CERTIFICATE HAVE BEEN INSTALLED IN THE PREMISES.
- CURTAINS AND OTHER TEXTILE HANGINGS MUST BE INHERENTLY FLAME RETARDANT OR BE TREATED WITH A DURABLE FLAME RETARDANT. THEY MUST CAPABLE OF COMPLYING WITH "TYPE B" PERFORMANCE REQUIREMENTS AS SET OUT BY BS5867, PART 2 1980, "SPECIFICATION FOR FABRICS FOR CURTAINS AND DRAPES - FLAMMABILITY REQUIREMENTS"
- ARTIFICIAL FOLIAGE AND OTHER DECORATIVE EFFECTS ARE TO BE FIRE RETARDANT TO THE SATISFACTION OF THE FIRE AUTHORITY.
- LININGS AND SURFACE FINISHES OF WALLS AND CEILINGS HAVE A SURFACE SPREAD OF FLAME RATING AS DEFINED IN THE BUILDING REGS 1991
- TEXTILE FLOOR COVERINGS CONFORM TO BS5287 WHEN TESTED IN ACCORDANCE WITH BS4799, 1987
- CERTIFICATES OF INSTALLATION TEST WILL BE REQUIRED IN RESPECT OF ITEMS NUMBERED 3,4,6,8 AND 9 ABOVE AND MAY BE REQUIRED FOR ITEM 2.
- ALL FIRE ESCAPE DOORS TO INCORPORATE PANIC TYPE-OPENING LATCHES FOR EMERGENCY ESCAPE.

KEY - FIRE SAFETY	
	ALARM SOUNDER
	FIRE INDICATOR PANEL
	EMERGENCY LIGHTING 5 HOUR NON MAINTAINED
	SMOKE DETECTOR
	SMOKE DETECTOR, ELECTRONIC VOICE SOUNDER AND BEACON UNIT
	HEAT DETECTOR, ELECTRONIC VOICE SOUNDER AND BEACON UNIT
	HEAT DETECTOR
	VOID DETECTION
	Co2 EXTINGUISHER
	FOAM EXTINGUISHER
	WATER EXTINGUISHER
	WET CHEMICAL EXTINGUISHER
	CALL POINT
	FIRE BLANKET
	1/2 HOUR FIRE RESISTANT SELF CLOSING DOOR WITH SMOKE SEALS AND INTUMESCENT STRIPS
	1 HOUR FIRE RESISTANT SELF CLOSING DOOR WITH SMOKE SEALS AND INTUMESCENT STRIPS
	FIRE EXIT DOORS FITTED WITH EMERGENCY PUSH BAR FACILITY
	SIMPLE FASTENING
	VISION PANEL
	SIGN- EMERGENCY EXIT NOTICE - INDICATES THAT THE NOTICE IS INTERNALLY ILLUMINATED
	SIGN- FIRE DOOR KEEP SHUT
	SIGN- FIRE DOOR KEEP LOCKED
	SIGN- FIRE DOOR KEEP CLEAR
	POINT OF CUSTOMER ACCESS
	CCTV CAMERA
	MANUAL CALL POINT
	ANSUL PULL SWITCH



1 BASEMENT LAYOUT
1:100 @ A1 / 1:200 @ A3

2 GROUND FLOOR LAYOUT
1:100 @ A1 / 1:200 @ A3

APPENDIX B

FUSION
design and architecture

4 Riborough Street London SE1 OHE
Tel: 020 7928 9982 Fax: 020 7928 9994
email: mail@fusionna.co.uk

Job Name: **EVERYMAN CINEMA BURY ST EDMUNDS**

Site Address:

Drg Name: LICENSING

Status: FOR INFORMATION

Drawn by: LW/HK Checked by:

Scale: 1:100@A1 1:200@A3 Date: JAN 2023

Job/Drg No: **106.BSE/SK03** /

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From: [Murray, Tom \[BTC\]](#)
To: [licensing](#)
Subject: everyman cinemas 3. charter square arc shopping centre former Debenhams building
Date: 27 February 2023 12:08:18

Dear Sir or Madam,

I have seen the notice of licence application on the former Debenhams building, which will be the site of the new cinemas.

I wish to ask for a denial of this licence for the following reasons.

1. Under the Prevention of crime and disorder.

the areas already has late night problems and as well as being known to have drug users plying their trade.

The whole of Arc I understood has a covenant to protect families who live in Arc shopping centre it covers late night venues, music etc, I understand this could be seen as breaching that covenant.

2. Public safety.

There have been stories in the local press about problems in the near area, so bad that police are more active and even MacDonaldis have had to employ a security guard, will the everyman cinemas be responsible for security in these late night hours or will it be Arc shopping. The two local night clubs have extensive security available when late night Friday and Saturday.

3 Prevention of public nuisance. This should relate to the 19 hours of operation, extra noise, more litter. I doubt arc shopping will keep their toilets open and available 19 hours a day.

4 Protection of children from harm. It is illegal for children under 18 to purchase alcohol, yet it will be available for 19 hours a day 7 days a week. It is a concern that children/teenagers etc could get alcohol whilst attending the cinema's.

While I do support new business with Bury St Edmunds, it is a grave concern that those hours if agreed open a can of worms, that could prove detrimental to people living within the Arc and resident in our local streets, already a concern voiced by the local police and media. I'm sure that the cinemas do not need such a blanket licence, with such late night hours, that can and would affect those living in its surrounds

I understand that one cinema does have a 9 to midnight licence for its customers, which to me sounds totally sufficient.?

Many thanks

Tom Murray

12 Prospect Row, Bury St Edmunds Suffolk,



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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:	<i>Everyman Media Ltd</i>
PREMISES NAME AND ADDRESS:	<i>Basement floor, 3 Charter Square Bury St. Edmunds, Suffolk IP33 3FD</i>
POSTCODE:	<i>IP33 3FD</i>

Section 2: Your Details

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

TITLE: (Mr, Mrs, Miss, Ms, Other (please state))	<i>Mr. John Biggs & Mrs Jane Biggs</i>
ADDRESS:	<i>8 Hengham House, Auction Street, Bury St Edmunds</i>
POSTCODE:	<i>IP33 3FE</i>

[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>PREVENTION OF CRIME AND DISORDER</p>	<p><i>This is in effect, changing the application for a bar cinema into partly a night club which would result in late night drunkenness and disorder</i></p>
<p>PREVENTION OF PUBLIC NUISANCE</p>	<p><i>The Arc has 62 residential apartments. We have always been told by Arc management that there must be a quiet period from 11:00pm until 7:00am. Noise from music and drunks coming out into Chester Square in the early hours would be unfair on the residents</i></p>
<p>PROTECTION OF CHILDREN FROM HARM</p>	
<p>PUBLIC SAFETY</p>	

I  JOHN BIGGS & JANE BIGGS, hereby declare that all information I have submitted is true and correct

SIGNED: 

DATED: 14/3/2023

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

<p>Business Regulation and Licensing Team Forest Heath District Council College Heath Road Mildenhall Suffolk IP28 7EY</p> <p>Phone: 01638 719733 email: licensing@westsuffolk.gov.uk</p>	<p>Business Regulation and Licensing Team St. Edmundsbury Borough Council West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU</p> <p>Phone: 01284 758050 email: licensing@westsuffolk.gov.uk</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.

5/97

0400-10

Business Regulation & Licensing Team

St. Edmundsbury Borough Council

West Suffolk House

Western Way

Bury St. Edmunds

POST ROOM

16 MAR 2023

POST QUEEN K HOUSE

1072 2V11

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