

Licensing and Regulatory Sub- Committee



Title	Agenda
Date	Wednesday 22 November 2023
Time	2.30 pm (briefing for Members from 2.00pm)
Venue	Conference Chamber West West Suffolk House Western Way Bury St Edmunds IP33 3YU
Full Members	Roger Dicker Ian Houlder Charlie Lynch
Substitutes	Don Waldron
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, other registerable or non-registerable 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.
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 - St Peter's Church Institute, Victoria Avenue, Brandon

1 - 50

Report No: **LSC/WS/23/006**



Application for the Grant of a Premises Licence – St Peter's Church Institute, Brandon

Report No:	LSC/WS/23/006
Report to and date/s:	Licensing & Regulatory Sub-Committee – 22 November 2023
Cabinet Member:	Councillor Gerald Kelly Portfolio Holder for Governance and Regulatory Tel: 07968 396389 Email: gerald.kelly@westsuffolk.gov.uk
Lead officer:	Gary Moran Licensing Officer Tel: 01284 757120 Email: gary.moran@westsuffolk.gov.uk

Wards impacted: Brandon Central

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 27 September 2023. The application form and associated plan are attached as **Appendix A** and **appendix B** respectively.
- 1.2 The application, made Revd Canon Sharron Coburn, gives the following description of the premises: " This is a church hall with one large hall, small cafe area, Kitchen, storeroom and Toilets. The bar will be situated in the small room which is for the use of St Peter's Church only and not available to be rented out to outside people or organisations. The Hall has a small garden to the rear and seating area with park benches to the front of the building. The hall is part of St Peter's CofE Church which is a registered Charity. The main hall is available for hire and is often hired by local groups and people for family, charity and social functions."

The licensable activities proposed timings as stated within the application are as follows;

Supply of Alcohol (Consumption on the premises only)
Monday - Sunday 10:00 – 23:00

Provision of Films, In/Outdoors
Monday - Sunday 10:00 – 23:00

Live music In/Outdoors
Monday - Sunday 23:00 – 00:00

Recorded music In/Outdoors
Monday - Sunday 23:00 – 00:00

Performance of dance
Monday - Sunday 23:00 – 00:00

- 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 and ended on 26 October 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 five valid representations were received by the Licensing Authority, three from local residents and two from local counsellors within the statutory time frame, The applicant made contact with local counsellors and advised them of the proposed activities. Environmental Health officers-imposed licensing conditions upon the applicant regarding noise and nuisance which have been agreed upon and will form part of the licensing conditions. However, all parties still have concerns regarding noise and public nuisance resulting in the necessitation of this hearing. Copies of the representations are attached as **Appendix C**. (note there are matters within the representations that fall outside the control of any licenced premises and therefore do not form part of this report).

Copy of proposes licence conditions regarding noise/nuisance **Appendix D**.
Examples of licensing conditions that could be imposed upon the licence regarding sale of alcohol are attached as **Appendix E**

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
- Appendix D – proposes licence conditions regarding noise/nuisance.
- Appendix E – proposes licence conditions regarding sale of alcohol.

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	St Peter's Church Institute Licence	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? <input type="radio"/> Yes <input checked="" type="radio"/> No		Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name		
* Family name		
* E-mail		
Main telephone number		Include country code.
Other telephone number		
<input type="checkbox"/> Indicate here if you would prefer not to be contacted by telephone		

Are you:

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

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

Applicant Business

Is your business registered in the UK with Companies House?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is your business registered outside the UK?	<input type="radio"/> Yes <input checked="" type="radio"/> No

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

Business name	Brandon Parochial Church Council	If your business is registered, use its registered name.
VAT number	- none	Put "none" if you are not registered for VAT.
Legal status	Charity or Association	

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Business Address

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

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

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

Premises Address

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

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

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

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...

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.

This is a church Hall with one large Hall, Small Cafe area, Kitchen, storeroom and Toilets. The bar will be situated in the small room which is for the use of St Peter's Church only and not available to be rented out to outside people or organisations. The Hall has a small garden to the rear and seating area with park benches to the front of the building. The hall is part of St Peter's CofE Church which is a registered Charity. The main hall is available for hire and is often hired by local groups and people for family, charity and social functions.

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

Section 7 of 21

PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

Yes

No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

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

Indoors Outdoors Both

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

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

We have from time to time held a 'Pop Up Cinema' or showed film footage as part of a celebration. i.e. Jubilee Celebrations. Amplification will be available inside the building. Although the entertainment will take place inside the venue, people will be able to make use of the garden space to the rear and the benches to the front of the building.

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.

We have held a termly Pop Up Cinema prior to Covid and hope to resume these in the future. They will not occur outside of the hours stated above. When others hire the building for entertainment, they will also have to adhere to the timings and show any relevant licence at the time of hire.

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.

We do not anticipate these events to be very regular at all and would always within the time specified.

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

Yes No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

Continued from previous page...

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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Start

End

SATURDAY

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End

SUNDAY

Start

End

Start

End

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

- Indoors Outdoors Both

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

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

When live music events take place, there would be the availability of voice and music amplification inside the premises. Live music such as orchestral, brass bands, vocalists, contemporary bands. Although the entertainment will take place inside the venue, people will be able to make use of the garden space to the rear and the benches to the front of the building.

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.

Any live music would be within the hours specified above. They will not occur outside of the hours stated above. When others hire the building for entertainment, they will also have to adhere to the timings and show any relevant licence at the

Continued from previous page...

time of hire.

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.

We anticipate these events to be as regular as around once or twice a month would always within the time specified.

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

Yes

No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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End

Continued from previous page...

SUNDAY

Start End
Start End

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

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

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

When recorded music events take place, there would be the availability of voice and music amplification inside the premises.
Such things as recorded concerts where permission to show is given, disco's., backing music for events.
Although the entertainment will take place inside the venue, people will be able to make use of the garden space to the rear and the benches to the front of the building.

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.

Any recorded music events would be within the hours specified above. They will not occur outside of the hours stated above. When others hire the building for entertainment, they will also have to adhere to the timings and show any relevant licence at the time of hire.

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.

These events would always within the time specified.

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

Yes No

Standard Days And Timings

MONDAY

Start End
Start End

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

TUESDAY

Start End
Start End

Continued from previous page...

WEDNESDAY

Start End
Start End

THURSDAY

Start End
Start End

FRIDAY

Start End
Start End

SATURDAY

Start End
Start End

SUNDAY

Start End
Start End

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

Indoors Outdoors Both

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

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

Dance lessons do already take place for leisure in the hall and we can't rule out a dance performance in the future although this is rare. When dance related events take place, there would be the availability of voice and music amplification inside the premises.

Although the entertainment will take place inside the venue, people will be able to make use of the garden space to the rear and the benches to the front of the building.

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.

Any dance events would be within the hours specified above. They will not occur outside of the hours stated above. When others hire the building for entertainment, they will also have to adhere to the timings and show any relevant licence at the time of hire.

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.

These events would always be within the time specified unless it was a national charity event such as a danceathon but this is unlikely.

Continued from previous page...

Section 13 of 21

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

See guidance on regulated entertainment

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

Yes No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

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...

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

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

State any seasonal variations

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

Although we have specified a wide range of hours throughout this form, there will not be activity during all these hours. It is more likely that events will be sporadic and dependent on the hire of the hall and the request for a bar to be available to sell alcohol. At present we would mainly use the bar early in the day for wakes and funeral parties to gather. During the day, it may be such things as Pimms at a fete or a wine tasting afternoon or afternoon cream tea. It is envisaged that the bar will mainly be used of an evening when we have the over 40's youth group, fundraising activities such as a quiz night, social activities such as pop up cinema and charity functions and when others hire the hall for activities, functions and family celebrations.

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.

On New Years eve we anticipate selling alcohol until 00.30 (half past midnight)

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

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

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.

There will not be any adult entertainment in the hall and this is included in our agreement with outside users.

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="07:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="00:00"/>
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.

When there may be a prayer vigil or a charity events such as a danceathon. This would be very rare. Sometimes we host a Covid clinic and other community support from 7am.

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.

Although the hall is open for use by the public where a hire agreement is in place during 07:00 and 00:00, the cafe area where the bar will be situated is not open unless it is booked with St Peter's Church Hall Manager.
The Cafe area is available to the Management committee (Brandon PCC) 24 hours a day for management and maintenance.

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.

The Charity and licensee, shall ensure that when the bar is in operation, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder. All staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage persons. Records will be kept of training and refresher training.

b) The prevention of crime and disorder

Any incidents of a criminal nature that may occur on the premises will be reported to the local Police. The premises has CCTV coverage and can be accessed remotely. There is a camera at the entrance/exit of the building and show in full colour with some sound each person entering and exiting the building. An outside light helps to illuminate each person as they approach the building. There is also a camera inside the main hall which captures the whole overview of the space. The CCTV captures the time and date of any offenses. This system is checked regularly and signage is in place. This system has been used in the past to secure a conviction of two men committing theft so is up to police standard.

c) Public safety

Appropriate fire safety procedures are in place including fire extinguishers, fire blanket, internally illuminated fire exit signs, numerous smoke detectors and a fire detection system with alarm. All appliances are inspected annually. All emergency exits shall be kept free from obstruction at all times.

d) The prevention of public nuisance

All customers will be asked to leave quietly and be mindful of our neighbours. Signs will be in place upon exit to reinforce this message.

e) The protection of children from harm

The licensee and staff will ask persons who appear to be under the age of 25 for photographic ID such as proof of age cards, the Connexions Card and Citizen Card, photographic driving licence or passport, an official identity card issued by HM Forces or by an EU country, bearing the photograph and date of birth of bearer. All staff will be trained for UNDERAGE SALES PREVENTION regularly. A register of refused sales shall be kept and maintained on the premises.

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.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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

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

Continued from previous page...

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

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card. Premises Licence Fees are determined by the non-domestic rateable value of the premises. 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 your 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...

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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.

Continued from previous page...

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)

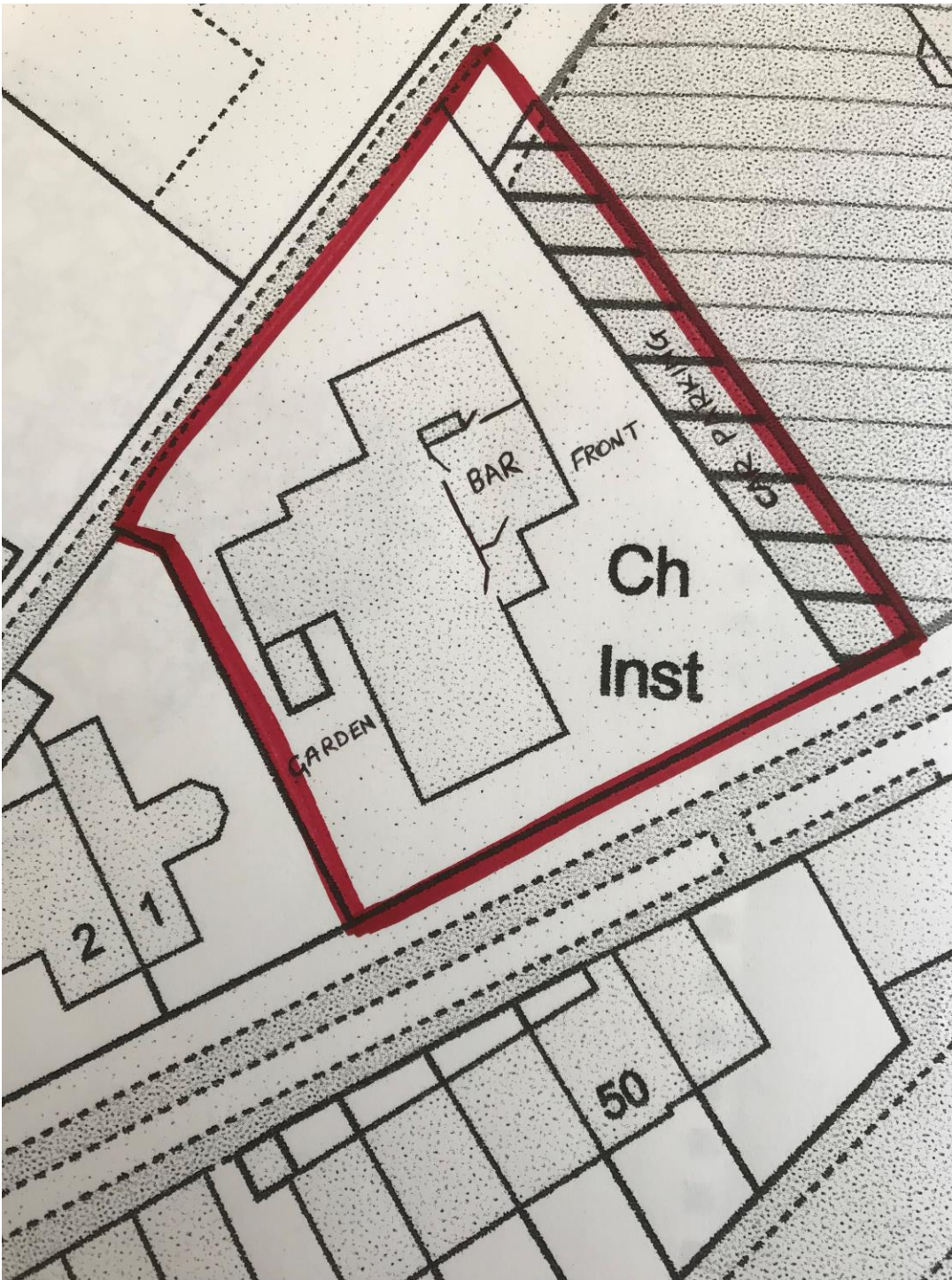
Once you're finished you need to do the following:

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



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Construction and Renewables

To West Suffolk Council Licensing Authority,

I am emailing to object to the Premises Licence application made by Sharon Coburn in relation to St Peters Church Institute, Victoria Avenue, Brandon, Suffolk, IP27 0JA.

I walk my dogs along here and there is no parking, the conversion of the building opposite, into a chinese takeaway, has caused enough problems with cars pulling onto the pavement to collect food, they cannot park on the road as there are drives opposite and it is a pinch point on London Road that has been subject to many accidents. I have seen, on many occasions, people struggling to get past cars parked on said path, particularly on mobility scooters or with pushchairs, this is a more serious issue when it is dark, given the License Application is up to 23.00hrs.

I think it is highly irresponsible of the Church to make such an application given the poor access and no parking.

I have friends that live adjacent to the Church Institute building, it has many domestic residences around it, and there will soon be more as planning has been granted for dwellings in front of it, as such I don't think it is acceptable to be making a noise until 23.00hrs seven days a week, this will have an adverse effect on property prices and greatly reduce the enjoyment of peoples homes that are in the vicinity.

For the above reasons I strongly object to the Application for a Premises License at St Peters Church Institute, Victoria Avenue, Brandon, IP27 0AJ

Best Regards
Wayne Bland

Connaught House
High Street
Brandon
IP27 0AU

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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:	SHARON COBURN	BRANDON PAROCHIAL CHURCH COUNCIL
PREMISES NAME AND ADDRESS:	ST PETERS CHURCH INSTITUTE VICTORIA AVENUE BRANDON SUFFOLK	
POSTCODE:	IP27 0JA	

Section 2: Your Details

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

TITLE: (Mr, Mrs, Miss, Ms, Other (please state))	MR PHILIP WITTAM
ADDRESS:	THE RECTORY . AVENUE HOUSE 40 . LONDON ROAD . BRANDON
POSTCODE:	IP27 0HY

[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
PREVENTION OF CRIME AND DISORDER	PLEASE SEE SEPARATE NOTE .
PREVENTION OF PUBLIC NUISANCE	PLEASE SEE SEPARATE NOTE .
PROTECTION OF CHILDREN FROM HARM	
PUBLIC SAFETY	

I Philip Wittam, hereby declare that all information I have submitted is true and correct

SIGNED: 

DATED: 25TH OCT 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.

Prevention of crime and disorder

The basis for this opposition is that granting a licence for these premises will not promote the licensing objectives, particularly the prevention of crime, disorder and antisocial behaviour.

The Church Institute is basically a Church Hall and could become the target for burglary due to alcohol being stored within it. This especially so, because the applicant, Rev Sharon Coburn, nor anyone else, will be living on the premises as a deterrent.

Brandon is well served by Licensed Premises (Public Houses) that serve alcohol. Drunken and Disorderly behaviour is already a great cause for concern to both the local residents and to the Police.

There does not appear to be any proposed measures within the application designed to manage or prevent drunken and disorderly behaviour by customers of the Church Institute should this Premises License for the sale of alcohol be granted.

It is wholly unacceptable that that the Local Vicar, Rev Sharon Coburn, should be promoting the consumption of alcohol on Church premises.

It is wholly unacceptable that the Diocese of Ipswich, as representatives of the Church of England, should be condoning the consumption of alcohol within its premises.

It is totally unacceptable that the local Vicar, the Brandon Parochial Church Council, and, the Diocese of Ipswich should be attempting to profit from the sale of alcohol.

Many people that frequent the Church Institute drive motor vehicles to and from it. It begs the question as to why the local Vicar Sharon Coburn appears to be promoting drink driving, and apparently doing so with the blessing of the Diocese of Ipswich.

Prevention of public nuisance

Live music (in/outdoors)

Recorded music (in/outdoors)

Performance of dance (in/outdoors)

The Church Institute located in Victoria Avenue is surrounded by residential properties, some only a matter of a few metres away. My own house is in very close proximity to the site.

The noise created will be a great Public nuisance, and, cause distress and alarm to all people living in the immediate area.

Many families living near to the Church Institute have young children. The noise of live music and recorded music will undoubtedly adversely affect the sleep patterns of their children.

Other nearby residents are elderly folk retired to live in a quiet residential area of the town of Brandon. I am one such person. The performance of music at this most unsuitable venue will have a great effect upon me and these people causing enormous disruption and nuisance to them. Also potentially devaluing their properties.

I suspect that the customers of the Church Institute, who could attend for dance, are most unlikely to be quiet either. Especially if 'fuelled' by the alcohol that will undoubtedly be sold to them if this License application were approved.

There will be considerable public nuisance generated by these proposed activities at all hours and especially late at night.

There are no proposals or strategies mentioned within the application that would limit the disruption that would likely be imposed upon local residents.

I am Councillor Jools Savage, Ward Councillor for Brandon Central.

I have received numerous comments and complaints from people living in close proximity to the St Peters Church Institute. All are concerned with the application for a Premises License for the Church Institute.

Their main concerns are that it will, if granted, encourage drunken and disorderly behaviour in the area. (A problem which Brandon has it's fair share of).

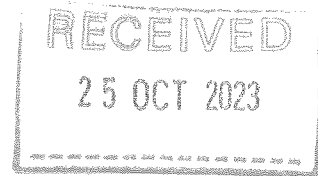
It somewhat surprises myself and others that the local Vicar is encouraging the consumption of alcohol on Church premises, and indeed those who move in elevated circles are condoning this. It beggars the question of conscience regarding making a profit from the sale of alcohol and potentially encouraging drink driving.

Many who have spoken to me are also very concerned about Public Nuisance arising from the potential noise of outside music, live and recorded, and dance. Some folk live only a matter of a few meters from this site. These are families with young children, the elderly etc, etc. Especially when events go on way into the twilight hours and night.

After all, St Peters Church Institute is a building in the centre of a quiet residential area of our Town. Residents living nearby surely have a right to peace and quiet. They do not want to be disturbed by the inevitable increase in vehicular activity at all hours. They do not want to be disturbed by possible drunken, untoward behaviour at all hours. They do not want to be disturbed by music and dance right on their doorsteps at all hours.

I therefore, As Ward Councillor ask you to take account of the majority of people and to please decline this application.

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Post

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:	Mr and Mrs Robert Evans
PREMISES NAME AND ADDRESS:	24 London Road Brandon Suffolk
POSTCODE:	JP 27 0HS

Section 2: Your Details

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

TITLE: (Mr, Mrs, Miss, Ms, Other (please state))
ADDRESS:
POSTCODE:

[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>Sale of Alcohol on premises can lead to disorder in this residential area, as the control of the venue will be supervised by the applicant.</p>
<p>PREVENTION OF PUBLIC NUISANCE</p>	<p>Some years previous the Noise nuisance of Mr. G's Disco's (at a similar distance) caused much distress in the Neighbourhood when Forest Heath Council got involved to have the full licence withdrawn.</p>
<p>PROTECTION OF CHILDREN FROM HARM</p>	<p>There is no sound proofing in place, let alone for music outdoors.</p>
<p>PUBLIC SAFETY</p>	<p>For large gatherings, there is not sufficient parking at the venue, so will cause congestion in the area away from this premises.</p> <p>"One has to live here to know"</p>

I Robert Evans, hereby declare that all information I have submitted is true and correct

SIGNED: 

DATED: 22.10.2023

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.

RECEIVED

24 OCT 2023

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: BRANDON PAROCHIAL CHURCH COUNCIL
PREMISES NAME AND ADDRESS: ST PETER'S CHURCH INSTITUTE VICTORIA AVENUE BRANDON SUFFOLK
POSTCODE: IP27 0JA

Section 2: Your Details

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

TITLE: (Mr, Mrs, Miss, Ms, Other (please state)) MR R. PHIPPS
ADDRESS: ABBOTTS COURT VICTORIA AVENUE BRANDON
POSTCODE: IP27 0HZ

[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)

- Representative of residents association
- Representative of trade/business association
- Ward Councillor
- Other (please specify)
- MP

(CLOSE) RESIDENTS
TO
VENUE.

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>PREVENTION OF PUBLIC NUISANCE</p>	<p>DUE TO NO POLICE PRESENCE THE AVENUE IS ALREADY USE AS A MEETING PLACE FOR DRUGS & DRINKING. THE NOISE LEVEL & DISTURBANCE WILL INCREASE & THE LITTER SITUATION, I.E PLASTIC BOTTLES, BASS & SYRINGES WILL INCREASE</p>
<p>PROTECTION OF CHILDREN FROM HARM</p>	<p>THE AVENUE IS USE BY CHILDREN TO & FRO FROM SCHOOL</p>
<p>PUBLIC SAFETY</p>	<p>PARKINGS ON THE SMALL LANE LEADING TO THE AVENUE FROM LONDON RD WILL INCREASE MAKING IT DANGEROUS TO PEDESTRIANS & DISABLE MOBILITY USERS THAT USE THE AVENUE</p>

I R. Phipps, hereby declare that all information I have submitted is true and correct

SIGNED: R. Phipps

DATED: 11 Oct 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.

APPENDIX D

Dear Licensing,

Please accept this email as formal notification on behalf of the Private Sector Housing and Environmental Health (PSH & EH) Team that I have **NO REPRESENTATIONS** to submit in respect of the above application, **subject to the conditions below being attached to any licence issued**, as agreed with by the applicant (see email trail below).

For ease of reference the agreed conditions are as follows:

1. Prominent, clear and legible notices shall be displayed at all entrances and exits for the premises requesting patrons to respect the needs of local residents and to leave the premises and the area quietly and promptly.
2. Where a microphone is available at the end of any regulated entertainment provided, customers will be asked to leave the premises and the area quietly and be mindful of the neighbours.
3. Disposal of empty bottles into waste receptacles outside the premises shall not be permitted to take place between the hours of 20:00 hrs and 08:00 hrs to minimise disturbance to nearby properties.
4. Any external lighting shall not cause a nuisance by virtue of correctly locating, using, aiming and shielding luminaires while still providing sufficient lighting in the interests of prevention of crime and disorder and for public safety.
5. Doors and windows facing residential properties shall be kept closed during the provision of any live or recorded music entertainment after 22:30 hours, save for access and egress to / from the premises or in the event of an emergency.
6. A responsible member of staff shall carry out proactive noise assessments around the outside of the premises at least once an hour during the provision of live or recorded music or any form of regulated entertainment after 20:00 hours to ensure that noise is not audible at the boundary of the nearest and / or most affected noise sensitive residential property or business and remedial action shall be taken where noise is found to be audible.
7. A written record of proactive external noise assessments and, where applicable, remedial action taken shall be kept for a minimum of 31 days from the date of the last entry in the record and this record shall be available for inspection on demand by Council Officers at all times the premises are open.
8. No live or recorded music regulated entertainment shall be provided in or for the direct benefit of the outside garden space to the rear of the premises at any time, nor for the benches to the front of the building save for occasional / incidental festive activities such as Christmas carol singing or Auld Lang Syne sung on New Year (this is not exhaustive and other occasional / incidental activities are permitted unless these give rise to complaints).
9. Any external hirer or user of the premises, whether paid for or not, shall be provided with a copy of the conditions of the Premises Licence, including the

activities and times they are authorised by this Premises Licence, and it shall be a term and condition of use that any external user will abide by said conditions and times.

Kindest regards,

Example conditions

Licensing objectives

General

- All staff working will be trained in Responsible Alcohol Retailing. This training can be administered in house. Staff will be briefed on licensing conditions that are attached to the premises licence and fully understand the terms of the licence.
- Training records will be kept documenting the above training, including the names of people undertaking it and the date. Training records shall be kept on the premises and produced to the Police/Local Authority on request.

Prevention of Crime and disorder

- This relates to any crime, disorder or anti-social behaviour related to the management of the premises. The licence-holder cannot be responsible for the conduct of individuals once they leave the vicinity of the premises.
 - CCTV will be installed at the premises. The cameras will cover all public areas of the premises, including entry and exit points. Additionally:
 - a. The system will record the correct date and time of images
 - b. Images will be in real time and stored on hard drive with the ability to copy disks for other agencies, such as the police (in accordance with the Data Protection Act 1998 or any replacement legislation)
 - c. Images are stored and accessible for a minimum period of 14 days
 - d. Relevant staff are trained in the maintenance and operation of such systems with a record of kept of the date and name of the person trained. Records should be made available for inspection by the police or licensing authority.
 - e. A trained member of staff will be on duty to operate the system whenever the premises are open.
 - An Incident log will be kept at the premises, recording all incidents and refusals of the sale of alcohol. It will be made available to an authorised officer of the Police or Council on request. It must be completed within 24 hours of the occurrence and must record:
 - a. the date and time of occurrence,
 - b. names of staff and persons involved (if known),
 - c. details of all incidents, crimes reported, refusals of the sale of alcohol, ejections, seizures of drugs/weapons and/or the banning of customers, and
 - d. any visits by relevant authorities or emergency services, and the purpose of the visit.

Public safety

- This relates to the safety of the public on the premises, such as fire safety, lighting and fire exits
 - A full risk assessment taking into account public safety will be carried out to identify potential hazards posed to staff or customers and setting out precautions to manage the hazards
 - Glassware will be regularly collected

Prevention of public nuisance

- This can relate to hours of operation, noise and vibration, noxious smells, light pollution, and litter.
 - A noise management policy is in place that sets out sound attenuation measures to prevent or control music, singing and speech noise breakout from the premises. Methods for monitoring noise are included in the noise policy. *Methods could range from simple perimeter checks and listening tests by the licence holder/staff to a detailed measurement taken by a qualified consultant using sound measuring equipment.
 - A log book will be kept of any noise monitoring carried out, the findings and any action taken. The log will indicate whether it was routine noise monitoring or the result of a complaint. The log book is available for inspection by the licensing authority or environmental health as a responsible authority.
 - A contact telephone number/ email will be made available to local residents and businesses which they can use to report noise disturbances to a responsible person at the venue. The phone line/ email will be available at all times the premises are open.
 - Prominent notices close to the exit doors, requesting patrons to leave the premises quickly and quietly.
 - Notices in car parks reminding patrons that they are in a residential area and to leave quickly and quietly and not to slam doors, rev engines, sound horns or play loud music.
 - Commercial deliveries, collections and storage/ disposal of waste, including beer deliveries, refuse collections and storage / disposal of waste and recyclables in external areas will be restricted to normal working hours between 8am and 7pm Monday to Friday.

Protection of children from harm

- This relates to protecting children from the activities carried out on the premises whilst they are on the premises. The law does provide Specific protection for children, such as making it illegal for children under 18 to buy alcohol.
 - The premises will operate a Challenge 25 scheme whereby anyone attempting to purchase alcohol who appears to be under the age of 25 will be required to provide ID. Only photographic ID is accepted (passport, driving licence, proof of age card with PASS hologram, or military ID). If the customer is unable to provide identification then no sale is made.
 - All refused sales will be recorded in a refusals book, which will be made available for inspection by Police or Licensing Officers of the local authority.
 - Notices are prominently displayed in the premises to advise patrons and staff that a 'Challenge 25' scheme operates.