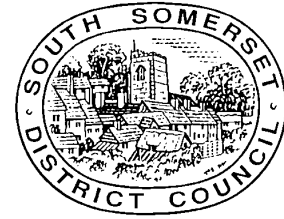


## South Somerset District Council

*Notice of Meeting*



# Licensing Sub Committee

*Making a difference where it counts*

**Monday 6th March 2017**

**10.00 am**

**Main Committee Room  
Council Offices  
Brympton Way  
Yeovil  
BA20 2HT**



(disabled access and a hearing loop are available at this meeting venue)

Members listed on the following page are requested to attend the meeting.

The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, **Jo Morris, Democratic Services Officer**, website: [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

This Agenda was issued on Thursday 2<sup>nd</sup> March 2017.

*Ian Clarke, Assistant Director (Legal & Corporate Services)*

This information is also available on our website  
[www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)



# Licensing Sub Committee Membership

Val Keitch

Jason Baker

Alan Smith (Chairman)

## South Somerset District Council – Council Aims

South Somerset will be a confident, resilient and flexible organisation, protecting and improving core services, delivering public priorities and acting in the best long-term interests of the district. We will:

- Protect core services to the public by reducing costs and seeking income generation.
- Increase the focus on Jobs and Economic Development.
- Protect and enhance the quality of our environment.
- Enable housing to meet all needs.
- Improve health and reduce health inequalities.

## Members Questions on reports prior to the Meeting

Members of the Committee are requested to contact report authors on points of clarification prior to the Committee meeting.

## Information for the Public

The Statutory Licensing Committee has responsibility for all activities under the Licensing Act 2003 and the Gambling Act 2005 except for policies and fees. Established under the Licensing Act 2003, it exercises the functions of the Licensing Authority which itself is the Council.

The Other Licensing Committee can be responsible for all other licensing matters. Established by the Council under discretionary power contained in section 101 of the Local Government Act 1972.

It is lawful for the membership of the two committees to be the same, but they are differently constituted and run under different powers.

Meetings of the Licensing Sub Committee are held as required in the Council Offices, Brympton Way.

Licensing Sub Committee agendas and minutes are published on the Council's website [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

The Council's Constitution is also on the web site and available for inspection in council offices.

Further information can be obtained by contacting the agenda co-ordinator named on the front page.

# Licensing Sub Committee

**Monday 6 March 2017**

## Agenda

### *Preliminary Items*

**1. Declarations of Interests**

In accordance with the Council's current Code of Conduct (adopted July 2012), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting. A DPI is defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No. 1464) and Appendix 3 of the Council's Code of Conduct. A personal interest is defined in paragraph 2.8 of the Code and a prejudicial interest is defined in paragraph 2.9. In the interests of complete transparency, Members of the County Council, who are not also members of this committee, are encouraged to declare any interests they may have in any matters being discussed even though they may not be under any obligation to do so under any relevant code of conduct.

**2. Procedure to be followed when considering licensing applications under the Licensing Act 2003 (Pages 4 - 7)**

**3. Representation following the Application for a New Premises Licence at Westland Leisure Complex, Westborne Grove, Yeovil BA20 2DD (Pages 8 - 32)**

# Agenda Item 2

## Procedure to be followed when considering Licencing Applications under the Licensing Act 2003

Pre meeting Prior to the start of the Hearing the Committee Administrator will check that any person wishing to address the Sub-Committee is either an Interested Party or an authorised representative of an Interested Party or a Responsible Body and is entitled therefore to do so.

Where there is any doubt about the person's eligibility to address the sub-Committee, the Committee Administrator will seek advice from the Legal Officer(s).

### 1. **The Chairman will introduce:**

- members of the Sub-Committee (which will be made up of three District Councillors);
- the officers present;
- the Parties and their representatives (if any).

**The Chairman will ask**, before starting the Hearing, if any representations are being withdrawn.

### 2. At the start of the hearing **the Chairman will advise:-**

- all Parties of the reason for the Hearing and the procedure to be adopted;
- that where a Party wants another person to appear at the Hearing they must ask permission (under Regulation 8(2)) although such permission will not be unreasonably withheld. No permission is needed where the other person is acting only as the Party's representative;
- that if any Party wishes to ask the Sub-Committee to consider documentary or other information at the hearing, which was not provided before the Hearing, then all Parties must consent;
- that if any Party does not attend or is not represented at the hearing, the Hearing can go ahead but the Sub-Committee will consider any application, notice or written representations received by the relevant deadline from that Party;
- that in some circumstances, the Hearing may be adjourned, where the Sub-Committee consider the public interest demands it.

### 3. **The Chairman will ask each Party to confirm receipt** of the following documents:-

- Officer's report relating to the case;
- The procedure to be adopted during the Hearing;
- The documents, which the authority is required to provide under the Regulations – this varies according to the type of application but normally this means checking that the applicant has received copies of all the representations made in response to the application notices.

Any queries on the procedure or the factual content of the Licensing Officer's report should be dealt with at this point, with the assistance of the legal officer(s), as required.

4. **The Chairman will then ask** the Licensing Officer to present their report on the application. The report will include confirmation that the requirements as to advertising the application and the serving of notices have been met.
  5. **The Chairman will inform all present - prior to receiving representations** - that each Party will be given an equal amount of time to make their representations. This will normally be a maximum of five minutes. However, the Chairman has discretion about the time given to each Party and may vary the time limit where reasonable to do so although reasons will be given and fairness maintained.
  6. **The Chairman will invite any Responsible Bodies present** e.g. representatives of Police/Fire Service/ Environmental Services to address the Sub-Committee on any relevant representations they have made.
  7. **The Chairman will then invite:**
    - Parties or their representatives speaking in support of the application (including the applicant for the review) to address the Sub-Committee on their relevant representations. The address shall relate only to those matters already raised in the application, representations or notice (as applicable). No new information can be presented at the hearing unless all Parties agree, however, where the authority has notified the Party that it requires clarification on any points, this should be provided at this stage;
    - Parties or their representatives, speaking in opposition to the application for review, to address the Sub-Committee on their relevant representations. The address shall relate only to those matters already raised in the application, representations or notice (as applicable). No new information can be presented at the hearing unless all Parties agree, however, where the authority has notified the Party that it requires clarification on any points, this should be provided at this stage.
- The Chairman** will permit a Member to seek immediate clarification of a point made by a Party, their representative or any another person permitted to attend where, prior to this point in the Hearing, circumstances arise which make it desirable to do so, provided that the question is relevant and helps the proper conduct of the Hearing. The rules of natural justice will be followed.
- No Cross examination will be permitted without the consent of the sub-Committee and this will only be given where Committee considers that cross-examination is required for it to consider the representations, application or notice.
8. **The Chairman will ask** whether anyone has any further relevant comments to make and whether each Party is satisfied with the conduct of the Hearing.
  9. **The Chairman will then invite** Members of the Sub-Committee to ask any questions of any of the Parties or any other person permitted by the Sub-Committee to appear at the Hearing.
  10. **The Chairman will check with the legal adviser(s) that all relevant points have been addressed before asking the Parties to leave the room while** the Sub-Committee consider its decision in private. Only the clerk and the legal adviser(s) will remain with the Sub-Committee although only the sub-committee will be making the decision.

11. **Once in private the Chairman will advise the other Members** that they must consider all the information before them in making their decision but will disregard any information which is not relevant to the application, representations or notice and which does not relate to promoting the Licensing Objectives. Members will take account of the Statutory Guidance and the Council's Statement of Licensing Policy but shall be free to depart from it where the merits of the case warrant it. Full reasons shall be given for any such departure. If Members require further information from any Party or any further evidence, they will reconvene the hearing with all Parties able to be present.
12. **The Chairman will ensure, on the Parties return to the Hearing room,** that any legal advice given to the Sub-Committee in private is summarised to the Parties.
13. **The Chairman will notify** all Parties of their decision and the reasons for the decision. The decision will normally be given orally, at the Hearing, in a plain English format to help those attending the Hearing to understand it more easily. This is not the official written Notice of Decision which be sent to all of the Parties shortly afterwards.

Where the Sub-Committee is unable to give a decision at the meeting, **the Chairman will advise all Parties when a decision can be expected.** The decision will be sent to all Parties within the timescales set down in the Regulations.

14. **The Chairman will inform all Parties** of their possible rights of appeal (if any).

## **NOTES**

1. A Party is anyone who has submitted an application or made a relevant representation or served a notice.
2. Where an adjournment is granted the Sub-Committee will notify the Parties forthwith of the date, time and place to which the Hearing has been adjourned.
3. Under no circumstances must the Parties or their witnesses offer Members of the Sub-Committee information in the absence of the other Party. Similarly, Members will not attempt to illicit information from any Party to the Hearing in the absence of the other. Members will not make pronouncements on the merits of the case until all the evidence has been heard. These are essential elements of the rules of natural justice.
4. The Chairman may vary this procedure, as circumstances require but will have regard to the rules of natural justice.
5. The Hearing will take place in public. However, the public can be excluded from all or part of the hearing where the Sub-Committee considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public.

The Sub-Committee may also require a Party to leave the hearing if that Party is behaving in a disruptive manner. The Sub-Committee can refuse to readmit the Party or readmit upon conditions but the Party can nevertheless submit to the Sub-Committee before the end of the Hearing any written information it would have

been entitled to submit orally at the Hearing.

6. District Councillors representing the area (District Council Ward) to which the application refers, or have declared an interest, will not form part of the Sub-Committee.
  7. Where any irregularity is brought to the attention of the Sub-Committee during the hearing, the Sub-Committee may, if it feels that a Party has been prejudiced as a result of the irregularity, take such steps as it thinks fit to cure that irregularity before it makes its determination. However, any irregularity from a failure to follow this procedure shall not of itself render the proceedings void and any clerical errors may be corrected.
-

# Agenda Item 3

## **Representation following the Application for a New Premises Licence at Westland Leisure Complex, Westborne Grove, Yeovil BA20 2DD.**

*Assistant Director:* Laurence Willis  
*Report Author:* Anita Legg – Licensing Officer  
*Contact Details:* anita.legg@southsomerset.gov.uk or 01935 462134

### **Purpose of the Report**

To inform members that an application has been received from South Somerset District Council, for a premises licence to be granted under the Licensing Act 2003 at Westland Leisure Complex, Westborne Grove, Yeovil BA20 2DD.

### **Recommendation**

To determine the granting of the premises licence in accordance with the options detailed later in the report.

### **Background**

The Council is the authority responsible for the issue of Premises Licences issued under Section 18 of the Licensing Act 2003.

The Licensing Manager has delegated authority to determine a Premises Licence application, subject to no objections being received from a Responsible Authority or “Other Persons”. In this case, relevant representations were received from two Responsible Authorities (one of which has been subsequently withdrawn): as there is one representation still outstanding it is necessary to convene a hearing to determine the application.

### **Licensing Objectives**

The licensing objectives are:

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

The licensing objectives are to be considered paramount and the Council has a duty to promote them in its decision making process. An application will not be refused in whole or part or any conditions attached except those offered by the applicant or required by law except where appropriate to promote the licensing objectives.

### **Application**

A copy of the application form is enclosed with the agenda; it does not however include a copy of the plan of the premises or the public copy of the Event Management Plan (EMP), which is available for inspection at the Council Offices, Brympton Way, Yeovil.

The details of the application are summarised as follows:

- Applicant: South Somerset District Council



Licensable activities applied for:

**Plays (A) Indoor and Outdoor**

Day	Start Time	Finish Time
Monday	08:00	Midnight
Tuesday	08:00	Midnight
Wednesday	08:00	Midnight
Thursday	08:00	Midnight
Friday	08:00	Midnight
Saturday	08:00	Midnight
Sunday	08:00	Midnight

Seasonal Variations: None

Non-Standard Timings: Outdoor Plays will not start earlier than 08:00 and will finish by 23:00

**Films (B) Indoors Only**

Day	Start Time	Finish Time
Monday	08:00	05:00
Tuesday	08:00	05:00
Wednesday	08:00	05:00
Thursday	08:00	05:00
Friday	08:00	05:00
Saturday	08:00	05:00
Sunday	08:00	05:00

Seasonal Variations: None

Non-Standard Timings: None

**Indoor Sporting Events (C)**

Day	Start Time	Finish Time
Monday	08:00	02:00
Tuesday	08:00	02:00
Wednesday	08:00	02:00
Thursday	08:00	02:00
Friday	08:00	02:00
Saturday	08:00	02:00
Sunday	08:00	02:00

Seasonal Variations: None

Non-Standard Timings: None

**Boxing or Wrestling (D) – Indoors Only**

Day	Start Time	Finish Time
Monday	08:00	03:00
Tuesday	08:00	03:00
Wednesday	08:00	03:00
Thursday	08:00	03:00
Friday	08:00	03:00

Saturday	08:00	03:00
Sunday	08:00	03:00

**Live Music (E) Indoors and Outdoors**

Day	Start Time	Finish Time
Monday	08:00	04:00
Tuesday	08:00	04:00
Wednesday	08:00	04:00
Thursday	08:00	04:00
Friday	08:00	04:00
Saturday	08:00	04:00
Sunday	08:00	04:00

Seasonal Variations: None

Non-Standard Timings: Outdoor live music events shall not commence before 08:00 and shall finish by 23:00

**Recorded Music (F) Indoors and Outdoors**

Day	Start Time	Finish Time
Monday	08:00	04:00
Tuesday	08:00	04:00
Wednesday	08:00	04:00
Thursday	08:00	04:00
Friday	08:00	04:00
Saturday	08:00	04:00
Sunday	08:00	04:00

Seasonal Variations: None

Non-Standard Timings: Outdoor recorded music events shall not commence before 08:00 and shall finish by 23:00

**Performance of Dance (G) Indoors and Outdoors**

Day	Start Time	Finish Time
Monday	08:00	02:00
Tuesday	08:00	02:00
Wednesday	08:00	02:00
Thursday	08:00	02:00
Friday	08:00	02:00
Saturday	08:00	02:00
Sunday	08:00	02:00

Seasonal Variations: None

Non-Standard Timings: Outdoor performance of dance events shall not commence before 08:00 and shall finish by 23:00

**Entertainment of a Similar Nature (H) Indoors only**

Day	Start Time	Finish Time
Monday	08:00	02:00

Tuesday	08:00	02:00
Wednesday	08:00	02:00
Thursday	08:00	02:00
Friday	08:00	02:00
Saturday	08:00	02:00
Sunday	08:00	02:00

Seasonal Variations: None  
 Non-Standard Timings: None

**Late Night Refreshment (I) Indoors and Outdoors**

Day	Start Time	Finish Time
Monday	23:00	05:00
Tuesday	23:00	05:00
Wednesday	23:00	05:00
Thursday	23:00	05:00
Friday	23:00	05:00
Saturday	23:00	05:00
Sunday	23:00	05:00

Seasonal Variations: None  
 Non-Standard Timings: None

**Supply of Alcohol (J) – Consumption On and Off The Premises**

Day	Start Time	Finish Time
Monday	10:00	05:00
Tuesday	10:00	05:00
Wednesday	10:00	05:00
Thursday	10:00	05:00
Friday	10:00	05:00
Saturday	10:00	05:00
Sunday	10:00	05:00

Seasonal Variations: None  
 Non-Standard Timings: None

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

- Certain comedy & music events.

Within the timescales set out above only the following venues stated below will hold regulated entertainment and/or sell alcohol - (where applicable) and only within the specific times set out below:

**Hours premises open to the public (L) – Not a licensable activity, but shown as part of the application.**

Day	Start Time	Finish Time
Monday	00:01	00:00
Tuesday	00:01	00:00

Wednesday	00:01	00:00
Thursday	00:01	00:00
Friday	00:01	00:00
Saturday	00:01	00:00
Sunday	00:01	00:00

Non-Standard Timings:

None

Additional steps put forward by the applicant to comply with licensing objectives. Please see Section M (pages 16B & 16C of the application form (these where appropriate, will become conditions of the licence, subject to the licence being granted, and are in addition to any further conditions imposed by the Licensing Committee).

Evidence that advertising/notice requirements have been complied with:

- The applicant has confirmed that notice(s) were displayed at premises for the requisite period; the Licensing Enforcement Officer has visited the premises and confirmed the notice was in place at the time of his visit. A further notice was placed in the Western Gazette newspaper on 19 January 2017 of which we have a copy.

### **Representation – Responsible Authorities**

A representation was received from Mrs King on behalf of the Chief of Police for Avon & Somerset.

A representation was received from Mr Paul Huntington on behalf of the Environmental Protection team; this was withdrawn due to the applicant amending their operating schedule to contain the following steps to promote the licensing objectives:

- The Licensee shall ensure that a Noise Management Plan is developed for the routine operation of the site. This plan should be submitted to and approved by the licensing authority before licensable activities commence at the site.
- Outdoor stages and outdoor sound systems shall not operate beyond 2300 hours unless agreed with the Local Authority at least 28 days prior to the event taking place.
- Should outdoor stages and sound system be used beyond 23:00hrs the Licensee shall ensure that a Noise Management Plan specific to the event be submitted to and approved by the licensing authority at least 28 days prior to the event taking place.
- Outdoor music events shall be limited to no more than 12 per calendar year. (*This condition would be suspended between the hours of 08:00 and 23:00, whilst the premises are open for the sale of alcohol for consumption on the premises providing the audience does not exceed 500 persons*).
- When performances of live and recorded music are taking place indoors after 23:00hrs, doors and windows at the venue shall be kept closed aside from allowing ingress and egress to the building.
- The Licensee shall maintain a log of noise complaints received. The log shall record the date, time, name of the complainant, cause of the complaint and action taken with respect to the complaint.

## **Representations – Other Persons**

None

## **Relevant Observations**

The following condition “Outdoor music events shall be limited to no more than 12 per calendar year” is suspended between the hours of 08:00 and 23:00, whilst the premises are open for the sale of alcohol for consumption on the premises providing the audience does not exceed 500 persons.

## **Further Information**

None

In determining the application with a view to promoting the licensing objectives in the overall interests of the community, the Committee must have regard to and give appropriate weight to the following considerations:

- Any relevant and valid representation (including supporting documentation received)
- The Latest Guidance issued under s182 of the Act
- The Statement of Licensing Policy issued in January 2014.
- The steps appropriate to promote the licensing objectives as set out in s18(4)
- Human Rights considerations in particular Article 6, Article 8 and Article 1 of Protocol 1

## **Options**

The options available to the committee are stated at section 18 of the Licensing Act 2003 are as follows:

- Grant the licence subject to such conditions which are consistent with the operating schedule modified to such extent as the Authority considers appropriate for the promotion of the Licensing Objectives and any condition, which must under s19-21, be included in the licence s18(4)(a)(i)(ii) together with the current mandatory conditions.
- Exclude from the scope of the licence any of the licensable activities to which the application relates s18(4)(b)
- Refuse to specify a person in the licence as the premises supervisor s18(4)(c)
- Reject the application s18(4)(d).

## **Right of Appeal**

Schedule 5 of the Licensing Act 2003 sets out the rights and procedures for making appeals against the decision of the Licensing Authority:

Where the Licensing Authority has rejected an application for a premises licence, the applicant may appeal to the Magistrates’ Court against the decision to reject.

Where the Licensing Authority has granted the licence, the holder of the licence may appeal to the Magistrates Court against any decision to impose conditions on the licence that are consistent with the operating schedule or imposed where having regard to any relevant representations, are considered appropriate to promote the licensing objectives.

Where the Licensing Authority has granted the licence subject to the exclusion of any of the licensable activities or refused to specify a person as the premises supervisor, the holder of the licence may appeal to the Magistrates Court against the decision.

Where a person who made a relevant representation desires to contend that the licence ought not to have been granted, or that on granting the licence, the Licensing Authority ought to have imposed different or additional conditions, or ought to have taken a step to exclude a licensable activity or refused to have specified a person as the premises supervisor, he may appeal against the decision to the Magistrates Court.

The appellant commences the appeal by giving a notice of appeal to the designated officer for the Magistrates' court within 21 days beginning with the day on which the applicant was notified by the Licensing Authority of the decision appealed against.

On determining the appeal, the court may,

- Dismiss the appeal
- Substitute for the decision appealed against any other decision which could have been made by the Licensing Authority; or
- Remit the case to the Licensing Authority to dispose of it in accordance with the direction of the court.

and may make such order as to costs as it thinks fit.

## **Background Papers**

Licensing Act 2003

SI 2005 No. 44 Licensing Act 2003 (Hearings) (Regulations) 2005

SI 2005 No. 42 Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005

SI 2010 No.860 Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010

The Latest Guidance issued under section 182 of the Licensing Act 2003.

The Statement of Licensing Policy for South Somerset District Council January 2014.

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**South Somerset District Council  
The Council Offices, Brympton Way  
Yeovil, Somerset, BA20 2HT**

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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

You may wish to keep a copy of the completed form for your records.

I/we South Somerset District Council  
*(Insert name(s) of applicant)*

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

**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description			
Westlands Entertainment Venue Westborne Close			
Post town	Yeovil	Postcode	BA20 2DD
Telephone number at premises (if any)	01935 422884		
Non-domestic rateable value of premises	£		

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as

Please tick as appropriate

- |   |                                     |                             |
|---|-------------------------------------|-----------------------------|
| a) an individual or individuals *               | <input type="checkbox"/>            | please complete section (A) |
| b) a person other than an individual *          |                                     |                             |
| i. as a limited company                         | <input type="checkbox"/>            | please complete section (B) |
| ii. as a partnership                            | <input type="checkbox"/>            | please complete section (B) |
| iii. as an unincorporated association or        | <input type="checkbox"/>            | please complete section (B) |
| iv. other (for example a statutory corporation) | <input checked="" type="checkbox"/> | please complete section (B) |

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

\* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a  
 statutory function or   
 a function discharged by virtue of Her Majesty's prerogative

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

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



**SECOND INDIVIDUAL APPLICANT (if applicable)**

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

**(B) OTHER APPLICANTS**

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

Name	South Somerset District Council				
Address	Brympton Way Teovil BA20 2HT				
Registered number (where applicable)					
Description of applicant (for example, partnership, company, unincorporated association etc.)	District Council				
Telephone number (if any)	01935 845930				
E-mail address (optional)	sean.welsh@southsomerset.gov.uk				

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
01	02	2017

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

The premises comprises of a large detached building, it will be used for entertainment and other social activities, a large car park accommodating up to ~~200~~<sup>316</sup> vehicles, it will host a wide range of events inc, music, film, Boxing & Dance. The Premises is on the outskirts of the town.

also on site is a sports pavillion, gym & Bowling green and other outdoor areas which are also part of the premises licensable activities may take place at any location within the red line shown on the site plan as the premises

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

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

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

Provision of regulated entertainment

Please tick any that apply

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

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	8:00	0:00	<u>Please give further details here</u> (please read guidance note 3) Indoor events but may have 1 or 2 events outside. This would tick in with clear parts of form. The maximum number of people permitted to attend an outdoor <del>event</del> <sup>plus</sup> would be 500.	Both	<input checked="" type="checkbox"/>
Tue	8:00	0:00			
Wed	8:00	0:00	<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thur	8:00	0:00			
Fri	8:00	0:00	<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5) Outdoor <del>events</del> <sup>plus</sup> will not start before earlier than 8:00 and will finish by 23:00.		
Sat	8:00	0:00			
Sun	8:00	0:00			

**B**

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place <u>indoors or outdoors or both</u> – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) All films to comply with BBFC also may do live screenings.		
Mon	8.00	05.00			
Tue	8.00	05.00			
Wed	8.00	05.00	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	8.00	05.00			
Fri	8.00	05.00	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	8.00	05.00			
Sun	8.00	05.00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon	8.00	02.00	
Tue	8.00	02.00	
Wed	8.00	02.00	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Thur	8.00	02.00	<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri	8.00	02.00	
Sat	8.00	02.00	
Sun	8.00	02.00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	8.00	03.00	Please give further details here (please read guidance note 3) <i>Touring events of wrestling &amp; boxing &amp; MMA fights in main hall.</i>	Both	<input type="checkbox"/>
Tue	8.00	03.00			
Wed	8.00	03.00	State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur	8.00	03.00			
Fri	8.00	03.00	Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	8.00	03.00			
Sun	8.00	03.00			

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Mon	8:00	04:00	<b>Please give further details here</b> (please read guidance note 3) <i>Live bands / solo / duets, etc.</i> <i>No more than 12 outdoor live music events per calendar year, which shall not commence before 8:00 and finish by 23:00. The maximum permitted attendance would be 500.</i>		
Tue	8:00	04:00			
Wed	8:00	04:00	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Thur	8:00	04:00			
Fri	8:00	04:00	<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat	8:00	04:00			
Sun	8:00	04:00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors or both</u> – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	8:00	04:00	<u>Please give further details here</u> (please read guidance note 3) No more than 12 outdoor recorded music events per calendar year, which shall not commence before 8:00 and will finish by 23:00. Maximum permitted attendees will be 500.	Both	<input checked="" type="checkbox"/>
Tue	8:00	04:00			
Wed	8:00	04:00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur	8:00	04:00			
Fri	8:00	04:00	<u>Non standard timings. Where you intend to use the premises for the            playing of recorded music at different times to those listed in the            column on the left, please list</u> (please read guidance note 5)		
Sat	8:00	04:00			
Sun	8:00	04:00			



G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place <u>indoors or outdoors or both</u> – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	8:00	02:00	<b>Please give further details here</b> (please read guidance note 3) <i>No more than 12 outdoor performances of dance events per calendar year, which shall not commence before 8:00 and will finish by 23:00. Maximum permitted attendees will be 500.</i>		
Tue	8:00	02:00			
Wed	8:00	02:00	<b>State any seasonal variations for the performance of dance</b> (please read guidance note 4)		
Thur	8:00	02:00			
Fri	8:00	02:00	<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat	8:00	02:00			
Sun	8:00	02:00			

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p>Please give a description of the type of entertainment you will be providing <i>Karaoke, Musical Theatre Performances, <del>Live Music</del>, <del>Recorded Music</del>, <del>Performance of Dance</del>.</i></p>	
Day	Start	Finish	<p><b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)</p>	Indoors <input checked="" type="checkbox"/>
Mon	8:00	02:00		Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Tue	8:00	02:00	<p><b>Please give further details here</b> (please read guidance note 3)</p>	
Wed	8:00	02:00		
Thur	8:00	02:00	<p><b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 4)</p>	
Fri	8:00	02:00		
Sat	8:00	02:00	<p><b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 5)</p>	
Sun	8:00	02:00		

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	23:00	05:00	<b>Please give further details here</b> (please read guidance note 3) <i>Hot food &amp; drink</i>		
Tue	23:00	05:00			
Wed	23:00	05:00	<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 4)		
Thur	23:00	05:00			
Fri	23:00	05:00	<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat	23:00	05:00			
Sun	23:00	05:00			

**J**

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)  <i>Alcohol to be served for consumption \$ off premises rarely.</i>	On the premises	<input type="checkbox"/>
Day	Start	Finish		Off the premises	<input type="checkbox"/>
Mon	19:00	05:00	State any seasonal variations for the supply of alcohol (please read guidance note 4)	Both	<input checked="" type="checkbox"/>
Tue	10:00	05:00			
Wed	10:00	05:00			
Thur	10:00	05:00		Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)	
Fri	10:00	05:00			
Sat	10:00	05:00			
Sun	10:00	05:00			

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

Name	<i>Sean Welsh</i>

K

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

Yes - certain comedy & music events will be for over 18s only.

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	00:01	00:00	
Tue	00:01	00:00	
Wed	00:01	00:00	
Thur	00:01	00:00	<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)
Fri	00:01	00:00	
Sat	00:01	00:00	
Sun	00:01	00:00	

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

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)**

See attached page

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

See attached page

**c) Public safety**

See attached page

**d) The prevention of public nuisance**

See attached page

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

See attached page

#### A) General – All four Licensing Objectives

Licensing Act 2003 - All Front Of House (FOH) will be trained on the main aspects of the licence, FOH staff involved in the sale and/or supply of alcohol shall be trained on the offences that can be committed under the Licensing Act 2003 and a detailed written record shall be kept of this training, which includes the training material; all persons receiving this training shall sign and date the record. All staff occupying positions of management shall be aware and trained in Licensing Act 2003.

First Aid training – For all public events a Duty Manager or Duty Technician, who will have First Aid at work training, will be present. Certain events will be risked assessed for example fight nights, where there is a higher chance for injury we will bring in trained First Aid staff (St John's Ambulance / British Red Cross etc. This be updated as required and/or in accordance with any legal obligations

Noise policy – The premises licence holder shall ensure that a noise policy is devised and followed which is to the satisfaction of the Environmental Protection team so that nearby residents are not unduly disturbed by any music emanating from the premises and that notices shall be displayed at the premises requesting patrons to leave the premises quietly. The management will look to work with residents and while wanting to provide a entertainering services to its customers will ensure respect and thought is put into our neighbours.

Drugs – There will be a Zero tolerance policy to drugs and any suspension of the use of illegal substances will be asked to leave the premise and the police will be contacted.

#### B) The prevention of Crime and disorder

Intruder Alarm – An intruder alarm be installed and maintained with monitoring 365 days a year 24/7 with a call-out to alarms. Access will be restricted and recorded.

CCTV – will cover all areas of the building were a risk assessment deems it necessary, including some external cameras, the data will be kept for 2 weeks unless an incident dictates keeping it for criminal evidence. The management team will have access to this data and will liaise with SSDC data protection team to ensure all data protection laws are adhered to. Any external sources that would like the footage would have to follow SSDC policy and data protection laws.

Door staff/stewards – A risk assessment shall be undertaken prior to any public event to ascertain whether any SIA personnel and/or stewards are required and if so, the number(s) of those persons needed and where they will be deployed. However there will be a minimum number of steward to help with any fire evacuation, this will be worked into the Fire plan for the venue.

Pubwatch – The premises licence holder shall become a member of 'Pubwatch' or similar scheme, where it operates in the Yeovil area and shall work with any external security staff to ensure the benefits of pubwatch are used.

#### C) Public Safety

Risk Assessment – The venue will undertake risk assessments for activity taking place and annually review to ensure the highest regard to safety is adhered to. An annual external audit will inspect these assessments and any recommendations will be acted upon. The fire risk assessment will be done on an annual basis and approved by an external company working on behalf of SSDC any reports produced will be dealt with accordingly.

Fire Evacuation – Working with Somerset fire brigade a full plan will be drawn up, this would cover any event on in the building and give out roles for certain people to ensure everything is covered. There will be regally fire drills and staff training and annual training for all staff.

D) The prevention of public nuisance

Security - A risk assessment shall be undertaken prior to any public event to ascertain whether any SIA personnel and/or stewards are required and if so, the number(s) of those persons needed and where they will be deployed. However there will be a minimum number of steward to help with any fire evacuation, this will be worked into with the Fire plan for the venue. This would prevent any issues arising from members of the public becoming drunk and disorderly. Any act were a patron would be causing a nuisance should be acted upon via the SIA staff or police.

Control on deliveries- The premises licence holder shall ensure that deliveries to the premises are not made before 7am or after 10pm to ensure that noise nuisance is not caused to nearby residents, the only exception of this would be the arrival of a visiting company with equipment like sound or lighting, or if the performers are finished and the companys equipment is leaving the venue.

Noise policy – The premises licence holder shall ensure that a noise policy is devised and followed which is to the satisfaction of the Environmental Protection team so that nearby residents are not unduly disturbed by any music emanating from the premises and that notices shall be displayed at the premises requesting patrons to leave the premises quietly. The management will look to work with residents and while wanting to provide a entertainering services to its customers will ensure respect and thought is put into our neighbours.

E) The protection of children from harm

Challenge 25 Policy – The premises licence holder shall operate a challenge 25 policy, so that, all persons involved in the sale of alcohol will ask anyone who looks under 25 for an acceptable form of photographic ID (which shall bear the PASS hologram, such as a driving licence or a passport) to prove they are 18 years or over before they can purchase alcohol.