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**South Somerset District Council**

*Notice of Meeting*

# Licensing Sub Committee

*Making a difference where it counts*

## Tuesday 5th May 2015

## 10.00 am

## Coker Room
## Council Offices
## Brympton Way
## Yeovil
## BA20 2HT

(disabled access is available at this meeting venue)

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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

This Agenda was issued on Wednesday 29th April 2015.

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

**This information is also available on our website**
**www.southsomerset.gov.uk**

INVESTORS IN PEOPLE

# Licensing Sub Committee Membership

Nigel Mermagen Roy Mills Martin Wale

## South Somerset District Council – Council Plan

**Our focuses are:** (all equal)

- Jobs – We want a strong economy which has low unemployment and thriving businesses
- Environment – We want an attractive environment to live in with increased recycling and lower energy use
- Homes – We want decent housing for our residents that matches their income
- Health and Communities – We want communities that are healthy, self-reliant and have individuals who are willing to help each other

## 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

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

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

# Tuesday 5th May 2015

# 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 1 - 4)

**3. Representation following the Application for a New Premises Licence at Ilminster Sports Club, Land adjacent to Canal Way, Ilminster, Somerset, TA19 0EB** (Pages 5 - 37)

## 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.

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# Representation following the Application for a New Premises Licence at Ilminster Sports Club, Land adjacent to Canal Way, Ilminster, Somerset, TA19 0EB

*Assistant Director:* *Laurence Willis*
*Report Author:* *Rachel Lloyd – Licensing Officer*
*Contact Details:* *rachel.lloyd@southsomerset.gov.uk or 01935 462134*

## Purpose of the Report

To inform members that an application has been received from Ilminster Sports Club Limited, for a premises licence to be granted under the Licensing Act 2003 for Ilminster Sports Club, The Land Adjacent to Canal Way, Ilminster, Somerset, TA19 0EB.

## 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 have been received from one Responsible Authority, necessitating the convening of a hearing.

## 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, which is available for inspection at the Council offices, Brympton Way, Yeovil.

The details of the application are summarised as follows:

- Applicant: Ilminster Sports Club Limited

Licensable activities applied for:

**Plays**

| Day | Start Time | Finish Time |
|---|---|---|
| Monday | - | - |
| Tuesday | - | - |
| Wednesday | - | - |
| Thursday | 08:00 | 20:00 |
| Friday | 08:00 | 20:00 |
| Saturday | 08:00 | 20:00 |
| Sunday | 08:00 | 20:00 |

Further Details: None.

Seasonal Variations: None.

Non-Standard Timings: None.

**Films**

| Day | Start Time | Finish Time |
|---|---|---|
| Monday | 09:00 | 23:59 |
| Tuesday | 09:00 | 23:59 |
| Wednesday | 09:00 | 23:59 |
| Thursday | 09:00 | 23:59 |
| Friday | 09:00 | 23:59 |
| Saturday | 09:00 | 23:59 |
| Sunday | 09:00 | 23:59 |

Location: Indoors

Further Details: Karaoke, race nights (as fundraiser)

Seasonal Variations: Christmas Eve and New Year's Eve – START: 09:00 FINISH: 01:00 the following day.

Non-Standard Timings: None.

**Indoor Sporting Events**

| Day | Start Time | Finish Time |
|---|---|---|
| Monday | 18:00 | 23:00 |
| Tuesday | 18:00 | 23:00 |
| Wednesday | 18:00 | 23:00 |
| Thursday | 18:00 | 23:00 |
| Friday | 18:00 | 23:00 |
| Saturday | 18:00 | 23:00 |
| Sunday | 18:00 | 23:00 |

Further Details: The playing on indoor games/sporting events such as skittle and darks which may, on occasion attract an audience.

Seasonal Variations: None

Non Standard Timings: None

**Live Music**

| Day | Start Time | Finish Time |
|---|---|---|
| Monday | - | - |
| Tuesday | - | - |
| Wednesday | - | - |
| Thursday | - | - |
| Friday | 18:00 | 23:59 |
| Saturday | 18:00 | 23:59 |
| Sunday | - | - |

Location: Indoors
Location: Outdoors

Further Details: Live music including bands of up to 15 members. Music will be amplified. If or when performances are outside they will take place on the main pitch only. This activity would be restricted to a maximum of 4 time per year and during the period of May – August.

Seasonal Variations: Christmas Eve and New Year's Eve START: 18:00 FINISH: 01:00 the following day.

Non-Standard Timings: None.

**Recorded Music**

| Day | Start Time | Finish Time |
|---|---|---|
| Monday | 09:00 | 23:59 |
| Tuesday | 09:00 | 23:59 |
| Wednesday | 09:00 | 23:59 |
| Thursday | 09:00 | 23:59 |
| Friday | 09:00 | 23:59 |
| Saturday | 09:00 | 23:59 |
| Sunday | 09:00 | 23:59 |

Location: Indoors

Further Details: Discos, juke box and karaoke.

Seasonal Variations: Christmas Eve and New Year's Eve START: 09:00 FINISH: 01:00 the following day.

Non-Standard Timings: None.

**Performances of Dance**

| Day | Start Time | Finish Time |
|---|---|---|
| Monday | 09:00 | 23:00 |
| Tuesday | 09:00 | 23:00 |
| Wednesday | 09:00 | 23:00 |

| | | |
|---|---|---|
| Thursday | 09:00 | 23:00 |
| Friday | 09:00 | 23:59 |
| Saturday | 09:00 | 23:59 |
| Sunday | 09:00 | 22:00 |

Location: Indoors

Further Details: None.

Seasonal Variations: None

Non Standard Timings: None

**Anything of a similar description to that falling within Live Music (e), Recorded Music (f) or Performances of Dance (g)**

| Day | Start Time | Finish Time |
|---|---|---|
| Monday | 11:00 | 23:00 |
| Tuesday | 11:00 | 23:00 |
| Wednesday | 11:00 | 23:00 |
| Thursday | 11:00 | 23:00 |
| Friday | 11:00 | 23:59 |
| Saturday | 00:00<br>11:00 | 02:00<br>23:59 |
| Sunday | 00:00<br>11:00 | 02:00<br>22:30 |

Location: Indoors

Please give a description of the type of entertainment you will be providing: Activity like music/dance. Comedy, after dinner speaker.

**Supply of Alcohol – On and Off Sales**

| Day | Start Time | Finish Time |
|---|---|---|
| Monday | 11:00 | 23:00 |
| Tuesday | 11:00 | 23:00 |
| Wednesday | 11:00 | 23:00 |
| Thursday | 11:00 | 23:00 |
| Friday | 11:00 | 23:59 |
| Saturday | 00:00<br>11:00 | 02:00<br>23:59 |
| Sunday | 00:00<br>11:00 | 02:00<br>22:30 |

Seasonal Variations: Christmas Eve and New Year's Eve START: 11:00 FINISH: 02:00 the following day.

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.**

We may want to have adult entertainment but will restrict this to over 18's only and we will have the door supervisors present.

**Hours Open to the Public – Not a licensable activity, but shown as part of the application.**

| Day | Start Time | Finish Time |
|---|---|---|
| Monday | 00:00<br>09:00 | 00:30<br>23:59 |
| Tuesday | 00:00<br>09:00 | 00:30<br>23:59 |
| Wednesday | 00:00<br>09:00 | 00:30<br>23:59 |
| Thursday | 00:00<br>09:00 | 00:30<br>23:59 |
| Friday | 00:00<br>09:00 | 00:30<br>23:59 |
| Saturday | 00:00<br>09:00 | 02:30<br>23:59 |
| Sunday | 00:00<br>09:00 | 02:30<br>23:59 |

Seasonal Variations: Christmas Eve and New Year's Eve START: 09:00 FINISH: 02:30 the following day.

Non-Standard Timings: None

Additional steps put forward by the applicant to comply with licensing objectives. Please see the typed and hand written pages submitted with 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 and a Licensing Officer saw the notice on display at the premises on 7 April. A further notice was placed in the Chard and Ilminster News on 18 March 2015 of which we have a copy.

## Representation – Responsible Authorities

A representation was made by Mrs Nicola King on behalf of Avon and Somerset Constabulary

## Representations – Other Persons

None

## Relevant Observations

None

## 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 in this case 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 new 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

- 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** ILMINSTER SPORTS CLUB LIMITED
*(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 | | | |
|---|---|---|---|
| ILMINSTER SPORTS CLUB LIMITED<br>THE LAND ADJACENT TO CANAL WAY<br>ILMINSTER<br>SOMERSET | | | |
| **Post town** | ILMINSTER | Postcode | TA 19 0EB |

| | |
|---|---|
| Telephone number at premises (if any) | |
| 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 * | ☐ | please complete section (A) |
| b) | a person other than an individual * | | |
| | i. as a limited company | ☑ | please complete section (B) |
| | ii. as a partnership | ☐ | please complete section (B) |
| | iii as an unincorporated association or | ☐ | please complete section (B) |
| | iv. other (for example a statutory corporation) | ☐ | please complete section (B) |

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

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

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 ☐ | Mrs ☐ | Miss ☐ | Ms ☐ | Other Title (for example, Rev) | |
| **Surname** | | | **First names** | | |
| I am 18 years old or over | | | | ☐ 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 ☐ | Mrs ☐ | Miss ☐ | Ms ☐ | Other Title (for example. Rev) | |
| **Surname** | | | **First names** | | |
| I am 18 years old or over | | | | ☐ 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 ILMINSTER SPORTS CLUB LIMITED

Address
THE LAND ADJACENT TO CANAL WAY.
ILMINSTER
SOMERSET
TA 19 OEB

Registered address
1 Cornhill
Ilminster
Somerset
TA19 0AD

Registered number (where applicable)
9473005

Description of applicant (for example, partnership, company, unincorporated as
LIMITED COMPANY

Telephone number (if any)

E-mail address (optional)

**Part 3 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

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

CLUBHOUSE WITH CHANGING ROOMS AND FUNCTION ROOM

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)

| | Please tick any that apply |
|---|---|
| ed entertainment | |
| ıg yes, fill in box A) | ☐ |
| ıg yes, fill in box B) | ☐ |
| g events (if ticking yes, fill in box C) | ☑ |
| stling entertainment (if ticking yes, fill in box D) | ☐ |
| icking yes, fill in box E) | ☑ |
| c (if ticking yes, fill in box F) | ☑ |
| 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 | ☑ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ☐ |
| Mon | | | **Please give further details here** (please read guidance note 3) ~~NATIVITY~~ PLAYS | | |
| Tue | | | | | |
| Wed | | | **State any seasonal variations for performing plays** (please read guidance note 4) | | |
| Thur | 0800 | 2000 | | | |
| Fri | 0800 | 2000 | **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** (please read guidance note 5) | | |
| Sat | 0800 | 2000 | | | |
| Sun | 0800 | 2000 | | | |

**B**

| **Films** Standard days and timings (please read guidance note 6) | | | **Will the exhibition of films take place indoors or outdoors or both – please tick** (please read guidance note 2) | Indoors | ☑ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ☐ |
| Mon | 0900 | 23 59 | **Please give further details here** (please read guidance note 3)<br>KARAOKE, RACE NIGHTS (AS FUND RAISER) | | |
| Tue | 0900 | 23 59 | | | |
| Wed | 0900 | 23 59 | **State any seasonal variations for the exhibition of films** (please read guidance note 4)<br>CHRISTMAS EVE AND NEW YEARS EVE 0900 UNTIL 0100 THE FOLLOWING DAY | | |
| Thur | 0900 | 23 59 | | | |
| Fri | 0900 | 23 59 | **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 | 0900 | 23 59 | | | |
| Sun | 0900 | 23 59 | | | |

C

| **Indoor sporting events** Standard days and timings (please read guidance note 6) | | | **Please give further details** (please read guidance note 3) |
|---|---|---|---|
| Day | Start | Finish | THE PLAYING OF INDOOR GAMES/ SPORTING EVENTS SUCH AS SKITTLES AND DARTS WHICH MAY, ON OCCASION ATTRACT AN AUDIENCE |
| Mon | 1800 | 2300 | |
| Tue | 1800 | 2300 | **State any seasonal variations for indoor sporting events** (please read guidance note 4) |
| Wed | 1800 | 2300 | |
| Thur | 1800 | 2300 | **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** (please read guidance note 5) |
| Fri | 1800 | 2300 | |
| Sat | 1800 | 2300 | |
| Sun | 1800 | 2300 | |

**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 | ☐ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ☐ |
| Mon | | | **Please give further details here** (please read guidance note 3) | | |
| Tue | | | | | |
| Wed | | | **State any seasonal variations for boxing or wrestling entertainment** (please read guidance note 4) | | |
| Thur | | | | | |
| Fri | | | **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 | | | | | |
| Sun | | | | | |

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 | ☐ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ☑ |
| Mon | | | **Please give further details here** (please read guidance note 3)<br>LIVE MUSIC INCLUDING BANDS OF UP TO 15 MEMBERS. MUSIC WILL BE AMPLIFIED | | |
| Tue | | | | | |
| Wed | | | **State any seasonal variations for the performance of live music** (please read guidance note 4)<br>CHRISTMAS EVE AND NEW'S YEAR'S EVE 1800 – UNTIL 0100 THE FOLLOWING DAY | | |
| Thur | | | | | |
| Fri | 1800 | 2359 | **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** (please read guidance note 5) | | |
| Sat | 1800 | 2359 | | | |
| Sun | | | | | |

IF OR WHEN PERFORMANCES ARE OUTSIDE THEY WILL TAKE PLACE ON MAIN PITCH ONLY. THIS ACTIVITY WOULD BE RESTRICTED TO A MAXIMUM OF 4 TIMES PER YEAR AND DURING THE PERIOD OF MAY – AUGUST.

**F**

| **Recorded music** Standard days and timings (please read guidance note 6) | | | **Will the playing of recorded music take place indoors or outdoors or both – please tick** (please read guidance note 2) | Indoors | ☑ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ☐ |
| Mon | 0900 | 2359 | **Please give further details here** (please read guidance note 3)<br>DISCO'S, JUKE BOX AND KARAOKE | | |
| Tue | 0900 | 2359 | | | |
| Wed | 0900 | 23 59 | **State any seasonal variations for the playing of recorded music** (please read guidance note 4)<br>CHRISTMAS EVE & NEW YEARS EVE 0900 UNTIL 0100 THE FOLLOWING DAY | | |
| Thur | 0900 | 23 59 | | | |
| Fri | 0900 | 23 59 | **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** (please read guidance note 5) | | |
| Sat | 0900 | 23 59 | | | |
| Sun | 0900 | 23 59 | | | |

**G**

| **Performances of dance** Standard days and timings (please read guidance note 6) | | | **Will the performance of dance take place indoors or outdoors or both – please tick** (please read guidance note 2) | Indoors | ☑ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ☐ |
| Mon | 0900 | 2300 | **Please give further details here** (please read guidance note 3) | | |
| Tue | 0900 | 2300 | | | |
| Wed | 0900 | 2300 | **State any seasonal variations for the performance of dance** (please read guidance note 4) | | |
| Thur | 0900 | 2300 | | | |
| Fri | 0900 | 2359 | **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** (please read guidance note 5) | | |
| Sat | 0900 | 2359 | | | |
| Sun | 0900 | 2200 | | | |

**H**

| **Anything of a similar description to that falling within (e), (f) or (g)**<br>Standard days and timings (please read guidance note 6) | Please give a description of the type of entertainment you will be providing<br>ACTIVITY LIKE MUSIC / DANCE<br>COMEDY. AFTER DINNER SPEAKER | | |
|---|---|---|---|
| Day / Start / Finish | **Will this entertainment take place indoors or outdoors or both – please tick** (please read guidance note 2) | Indoors | ☑ |
| Mon 1100 2300 | | Outdoors | ☐ |
| | | Both | ☐ |
| Tue 1100 2300 | **Please give further details here** (please read guidance note 3)<br>AMPLIFIERS / MICROPHONES MAY BE USED AS APPROPRIATE | | |
| Wed 1100 2300 | | | |
| Thur 1100 2300 | **State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)** (please read guidance note 4)<br>CHRISTMAS EVE AND NEW YEAR'S EVE 11.00 UNTIL 0200 THE FOLLOWING DAY | | |
| Fri 1100 2359 | | | |
| Sat 0000 0200 | **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** (please read guidance note 5) | | |
| 1000 2359 | | | |
| Sun 0000 0200 | | | |
| 1100 2230 | | | |

**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 | ☐ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ☐ |
| Mon | | | **Please give further details here** (please read guidance note 3) | | |
| Tue | | | | | |
| Wed | | | **State any seasonal variations for the provision of late night refreshment** (please read guidance note 4) | | |
| Thur | | | | | |
| Fri | | | **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** (please read guidance note 5) | | |
| Sat | | | | | |
| Sun | | | | | |

**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) | | |
|---|---|---|---|---|---|
| | | | | On the premises | ☐ |
| | | | | Off the premises | ☐ |
| Day | Start | Finish | | Both | ☑ |
| Mon | 1100 | 2300 | **State any seasonal variations for the supply of alcohol** (please read guidance note 4) CHRISTMAS EVE AND NEW YEAR'S EVE 1100 UNTIL 0200 THE FOLLOWING DAY | | |
| Tue | 1100 | 2300 | | | |
| Wed | 1100 | 2300 | | | |
| Thur | 1100 | 2300 | **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 | 1100 | 23.59 | | | |
| Sat | 00.00 | 0200 | | | |
| | 1100 | 2359 | | | |
| Sun | 0000 | 0200 | | | |
| | 1100 | 1030 | | | |

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

| | |
|---|---|
| Name | |
| Address | |
| Postcode | |
| Personal licence number (if known) | |
| Issuing licensing authority (if known) | |

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).

WE MAY WANT TO HAVE ADULT ENTERTAINMENT BUT WILL RESTRICT THIS TO OVER 18'S ONLY AND WE WILL HAVE DOOR SUPERVISORS PRESENT.

L

**Hours premises are open to the public** Standard days and timings (please read guidance note 6)

| Day | Start | Finish |
|---|---|---|
| Mon | 0000 | 0030 |
| | 0900 | 2359 |
| Tue | 0000 | 0030 |
| | 0900 | 2359 |
| Wed | 0000 | 0030 |
| | 0900 | 2359 |
| Thur | 0000 | 0030 |
| | 0900 | 2359 |
| Fri | 0000 | 0030 |
| | 0900 | 2359 |
| Sat | 0000 | 0230 |
| | 0900 | 2359 |
| Sun | 0000 | 0230 |
| | 0900 | 2359 |

**State any seasonal variations** (please read guidance note 4)

CHRISTMAS EVE AND NEW YEARS EVE 0900 UNTIL 0230 THE FOLLOWING DAY.

**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** (please read guidance note 5)

**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)

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

**c) Public safety**

d) The prevention of public nuisance

e) The protection of children from harm

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee. ☑
- I have enclosed the plan of the premises. ☑
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☑
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☑
- I understand that I must now advertise my application. ☑
- I understand that if I do not comply with the above requirements my application will be rejected. ☑

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

| | |
|---|---|
| Signature | [illegible] |
| Date | 11TH MARCH 2015. |
| Capacity | DIRECTOR |

**For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent** (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

| | |
|---|---|
| Signature | |
| Date | |
| Capacity | |

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

EMAIL. eafish@btinternet.com

PHONE NO° 07875378663

| | | | |
|---|---|---|---|
| Post town | | Postcode | |
| Telephone number (if any) | | | |

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

# South Somerset District Council

**The Council Offices, Brympton Way, Yeovil BA20 2HT**

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

I .....
[*full name of prospective premises supervisor*]

of .....

.....

.....
[*home address of prospective premises supervisor*]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

.....
[*type of application*]

by

.....
[*name of applicant*]

relating to a premises licence .....
[*number of existing licence, if any*]

for .....
[*name and address of premises to which the application relates*]

and any premises licence to be granted or varied in respect of this application made

by .....
[*name of applicant*]

concerning the supply of alcohol at

.....

.....

.....
[*name and address of premises to which application relates*].

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number .....
[*insert personal licence number, if any*]

Personal licence issuing authority

.....

.....

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

Signed: .....

Name (please print): .....

Dated: .....

**Notes for Guidance**

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please 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.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please 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 or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

**General - all objectives**

~~1. A personal licence holder will be on the premises at all times the licence is being used for licensable activities.~~

**Prevention of Crime & Disorder**

1. CCTV to be installed to the satisfaction of Avon and Somerset Constabulary and to be retained for a period of 31 days. The images shall be made available to the Police and SSDC upon request. The correct time and day shall be generated onto the recording. If the CCTV system fails, then the Police and SSDC Licensing to be informed immediately.
2. There must be at least one trained person available who can operate and create evidential discs at the premises whilst licensable activities are taking place.
3. ~~A risk assessment must be carried out in respect of the premises to determine the number of door supervisors who shall be on duty for each public opening. Where the venue is booked for an 18th Birthday, 21st Birthday or Prom (a celebratory gathering of young people predominantly under the age of 22 years) there shall be a minimum of two door supervisors present from the start of the event to 15 minutes After the event finishing.~~
4. The Premises Licence Holder will ensure that where door supervisors are employed at the premises, they enter in a register kept for the purpose their full name, badge number (including expiry date) and time they began their duty and the time they completed their duty, immediately after doing so. The register is to be kept at the premises at all times and should be so maintained as to enable a Police or
Licensing Officer to establish the particulars of all door supervisors engaged at the premises during the period of not less than 21 days prior to the request and shall be open to inspections by officers of the Licensing Authority or Police Officers upon request.
5. Any female customer who needs to be searched will be searched by a female door supervisor or a female member of staff.
6. The Premises Licence Holder will co-operate with the Responsible Authorities in relation to dealing with the issues of drugs on the premises. A drug policy will be drawn up and agreed with the Police. This Policy to be reviewed 6 monthly.
7. Drugs policies/notices will be displayed on the premises.
8. Random searching will be carried out of these individual suspected of carrying drugs or offensive weapons.
9. Confiscated drugs or weapons will be held in the premises safe and the Police will be notified without unreasonable delay.

3. RISK ASSESSMENTS WILL BE CARRIED OUT FOR FUNCTIONS TAKING PLACE TO DETERMINE IF DOOR SUPERVISORS ARE REQUIRED AND NUMBER OF DOOR SUPERVISORS REQUIRED.

10. The Premises Licence Holder shall ensure that any OPEN bottles or glasses are removed from persons leaving the premises.
11. The Challenge 21 Scheme shall be operated at the premises. A refusals register will be maintained at the premises and will be reviewed weekly by the Designated Premises Supervisor. This document will be made available to Responsible Authorities upon request.
12. The Premises Licence Holder shall be an active member in any Pub watch or similar scheme that operates in Ilminster.
13. An incident book will be kept at the premises in which will be recorded all incidents of crime and disorder. Senior management in association with the Designated Premises Supervisor will review this book. This book shall be made available to the Licensing Authority or Police Officer upon request.
14. All staff who work behind the bar will be fully trained to ensure that no person who is knowingly drunk or disorderly or appears to be under the age of 18 years is served with intoxicating liquor, such training will be repeated every 6 months and training records retained. Training of all staff will include the requirement for Persons looking under the age of 21 to be asked for photographic evidence by way of passport or drivers licence. The records should be made available to the Licensing Authority or Police Officer upon request.
15. A dispersal policy to be drawn up and agreed with the Police. This is to be reviewed 6 monthly.
16. A Smoking Policy to be drawn up and agreed with the Police and Licensing Authority.
17. ~~No drinks to be taken outside into the smoking area.~~
18. Adequate lighting must be provided.

**Public Safety**

1. Special effects such as smoke machines are prohibited.
2. An adequate and appropriate supply of first aid equipment and materials must be made available.
3. ~~No drinks shall be permitted on the balcony unless they are in plastic containers/plastic glasses. Any bottles shall be departed.~~

**Prevention of Public Nuisance**

1. Noise patrols must take place when licensable activities are taking place.
2. Doors and windows to be closed when any regulated entertainment is taking place.
3. Notices asking patrons to leave quietly must be displayed.
4. Wind down music policies must be in place.
5. ~~A noise meter must be installed to cut power to the music amplifiers if a specified noise level is exceeded.~~

NO. 10 CONTINUED.

PEOPLE WILL BE ABLE TO TAKE DRINKS OUTSIDE, BUT THEY MUST BE IN PLASTIC GLASSES.
RESTRICTION WILL BE ON TERRACED AREA SHOWN ON PLAN AND WE WILL ALLOW PEOPLE TO DRINK FROM PLASTIC GLASSES WHEN FOOTBALL IS BEING PLAYED ON MAIN PITCH IN A CLEARLY MARKED AREA CLOSE TO THE CLUBHOUSE.
SHOWN IN PLAN (WITH HATCHING). THE CLEARLY MARKED AREA WILL HAVE SIGNS PUT UP. / PTO

WHEN LIVE MUSIC EVENTS TAKE PLACE ON THE MAIN PITCH (BETWEEN MAY AND AUGUST) PEOPLE CAN CONSUME ALCOHOL ON THE PITCH BUT ALL DRINKS WILL BE IN PLASTIC GLASSES.

**Protection of Children**

1. All children under 16 to be accompanied by an adult in ~~areas where licensable activities take place~~ THE BAR AREAS. (shown on plan as seating area and function room).
2. The applicant will have a robust child/vulnerable person protection policy in place applicable for both day-to-day operation and for any hirer of the premises.
3. All appropriate staff must be checked by the Criminal Records Bureau or the body currently exercising this authority/power.