



LICENSING OF ALCOHOL & GAMBLING SUB-COMMITTEE AGENDA

TUESDAY 18 JUNE 2013 AT 2.30 PM

COUNCIL CHAMBER, CIVIC CENTRE, HEMEL HEMPSTEAD

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillors Lawson (Chairman), Sutton and Taylor

For further information, please contact Pat Duff, Member Support Officer on Tel: 01442 228558, or Email: pat.duff@dacorum.gov.uk. Information about the Council can be found on our website: www.dacorum.gov.uk.

PART I

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1. INTRODUCTIONS

2. MINUTES

To confirm the minutes of the meeting held on 22 May 2013, to be circulated separately.

3. APOLOGIES FOR ABSENCE

To receive any apologies for absence

4. DECLARATIONS OF INTEREST

A member with a disclosable pecuniary interest or a personal interest in a matter who attends a meeting of the authority at which the matter is considered -

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent

and, if the interest is a disclosable pecuniary interest, or a personal interest which is also prejudicial

- (ii) may not participate in any discussion or vote on the matter (and must withdraw to the public seating area) unless they have been granted a dispensation.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Members' Register of Interests, or is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal and prejudicial interests are defined in Part 2 of the Code of Conduct For Members

[If a member is in any doubt as to whether they have an interest which should be declared they should seek the advice of the Monitoring Officer before the start of the meeting].



AGENDA ITEM: 5

SUMMARY

Report for:	Licensing of Alcohol and Gambling Sub-Committee
Date of meeting:	18th June 2013
PART:	1
If Part II, reason:	

Title of report:	Application to Vary Premises Licence: Ashridge (Bonar Law Memorial) Trust, Ashridge House, Ashridge, Nr Berkhamsted Herts HP4 1NS
Contact:	Ross Hill – Licensing Team Leader, Legal Governance
Purpose of report:	This report sets out details of an application in respect of the variation of a premises licence, which requires consideration and determination by the Sub-Committee in accordance with the adopted scheme of delegation.
Recommendations	That the Sub-Committee consider the contents of the report, and representations made in respect of the application, and determine the application in accordance with the options set out below.
Corporate objectives:	<p>Safe and Clean Environment</p> <ul style="list-style-type: none"> • Applications are required to be considered with regard to the promotion of four licensing objectives, comprising the prevention of crime and disorder, public safety, prevention of public nuisance, and protection of children from harm. <p>Dacorum Delivers</p> <ul style="list-style-type: none"> • Consideration of applications for premises licences and club premises certificates is a statutory function, with a risk of judicial proceedings and reputational damage should the authority fail to properly exercise its functions.
Implications:	Applications are to be determined under existing policies. No new policy implications arise.

Consultees:	Consultation requirements are prescribed by legislation, and differ depending upon the type of application. Details of representations made by consultees are set out below.
Background papers:	Licensing Act 2003, and associated regulations Dacorum Borough Council's Statement of Licensing Policy Guidance to Licensing Authorities under section 182 of the Licensing Act 2003 (Home Office, October 2012)
Glossary of acronyms and any other abbreviations used in this report:	

1. Background

- 1.1. The supply of alcohol, provision of regulated entertainment and sale of late night refreshment are licensable activities under the Licensing Act 2003. Authorisation from the Council, in its role as the licensing authority, is required in order to carry on any of these activities at premises within the borough.
- 1.2. The Act provides several forms of authorisation for different scenarios. Persons or organisations wishing to carry on activities at premises on a regular basis, or at larger one-off events, will require a premises licence to authorise those activities. Members' clubs, satisfying a number of statutory criteria, may alternatively hold a club premises certificate.
- 1.3. Under the scheme of delegation adopted by the Council, the Licensing of Alcohol & Gambling Sub-Committee ("the Sub-Committee") is responsible for the exercise of many of the functions of the licensing authority, including determination of applications where representations have been received.

2. Applications

- 2.1. The application detailed in part 5 of this report has been made to the licensing authority and requires consideration and determination by the Sub-Committee.
- 2.2. Notice of application was given by the applicant through service of a copy of the application on specified 'responsible authorities' (this obligation is fulfilled by officers where the application was given electronically). The applicant was also required to give public notice of the application, by way of publication of details in a local newspaper, and by displaying a statutory notice at or near the premises. Failure to comply with these requirements would render an application invalid. Officers have undertaken checks to ensure that these requirements were satisfied.
- 2.3. The applicant and persons making representations have been given notice of the hearing in accordance with statutory requirements.

3. General principles to be followed when determining applications

- 3.1. When considering applications, the licensing authority is required to carry out its functions with a view promoting the licensing objectives, which are:
 - the prevention of crime and disorder;
 - public safety;
 - the prevention of public nuisance; and
 - the protection of children from harm.
- 3.2. The licensing authority must also have regard to its Statement of Licensing Policy, and to the statutory guidance issued by the Home Office under section 182 of the Act. Attention is drawn to specific, relevant provisions from these documents, with the details of the applications in the Appendices.
- 3.3. The Sub-Committee must ensure that all licensing decisions have a direct relationship to the promotion of one or more of the licensing objectives. Every application should be considered on its merits, and there must not be a 'blanket policy' to the extent that it is applied so rigidly that an exercise of discretion in each individual case is precluded. Applications must be considered with regard to the principles of fair process and the Human Rights Act.
- 3.4. The Statement of Licensing Policy makes clear to applicants and persons who have made representations the considerations that will be taken into account when determining applications. It is also intended to guide the Sub-Committee when considering licensing applications; however, the Sub-Committee may depart from either the Statement of Licensing Policy or the statutory guidance where the circumstances of the application justify it and if there are good reasons for doing so. Full reasons must be given and Sub-Committees should be aware that such departures could give rise to an appeal or judicial review.
- 3.5. The provisions of chapter 10 of the statutory guidance highlight that only precise, necessary and proportionate conditions, which promote one or more of the licensing objectives, should be attached to the licence or certificate. The Sub-Committee should only impose such conditions as are necessary to promote the licensing objectives arising out of the consideration of the representations received, and should avoid straying into undisputed areas. Conditions duplicating other statutory provisions are not considered to be appropriate.
- 3.6. It is considered inappropriate for officers involved in the administration of applications to make recommendations. However officers from the Responsible Authorities may request conditions be imposed on a licence and make recommendations with regard to the licensing objectives.
- 3.7. Parties to a hearing, including the applicant and persons who made relevant representations, may have rights of appeal against any decision made by the Sub-Committee, dependent upon the nature of the decision. Appeals may be instituted by way of written notice to a Magistrates Court, within 21 days of being notified of the decision.

4. Options available to the Sub-Committee

- 4.1. While considering an application for the variation of an existing licence, only the proposed variation may be considered. No changes can be made to a licence or the conditions attached unless they are (part of) the subject of the variation application.
- 4.2. When determining an application for the variation of a premises licence (under section 34), the Sub-Committee must, having regard to relevant representations made in respect of that application, take such of the following steps as it considers appropriate for the promotion of the licensing objectives:
 - (a) modify the conditions of the licence (by way of alteration, omission or addition);
 - (b) reject the whole or part of the application.

If neither of these steps are to be taken the application shall be granted.

5. Details of application

- 5.1. The following applications require consideration and determination by the Sub-Committee. Further details on each application are contained in the indicated appendix:

Appendix	Premises name / address	Type of application
A	Ashridge (Bonar Law Memorial) Trust, Ashridge House, Ashridge, Berkhamsted, Herts HP4 1NS	Variation (under section 34 of the Licensing Act)

APPENDIX A

Applicants name	Ashridge (Bonar Law Memorial) Trust
Name and address of premises	Ashridge House Ashridge Berkhamsted Hertfordshire HP4 1NS
Ward	Ashridge

1. Current Licence

1.1 Ashridge House is subject to a premises licence, number DAC7964. The licence has been held by Ashridge (Bonar Law Memorial) Trust since it was first granted during the transitional period in 2005. There have been no variations to the licence from then until the present application.

1.2 The current licence currently permits the following activities:

Sale by retail of alcohol (for consumption on/off the premises):

Monday to Sunday 09:00 hours until 01:00 hours

Late Night Refreshment (indoors):

Monday to Sunday 23:00 hours until 01:00 hours

Live music, Recorded music, Performances of dance, Entertainment similar to music/dance (all indoors):

Monday to Sunday 09:00 hours until 01:30 hours

The current licence also includes the provision of facilities for making music and dancing, and entertainment similar to these activities. However, due to recent changes in respect of the Live Music Act 2012, these activities are no longer licensable, and will be removed from the licence when it is next amended.

1.3 The current licence permits the provision of the specified licensable activities within the following rooms:

Main House: Hoskins Room, Old Library, Lady Marion Alford Conference Room, Wyatt Room, Bar, Dining Hall, Scroops, Broughton Room, Staff Dining Room, Brindley Foyer, Red Lodge Coffee Room

Fairhaven Building: Coffee Lounge

Lazell Building: Ground floor Coffee Lounge

Angus Building: Coffee Area (G11), Foyer (G30)

1.4 The current premises licence is reproduced at Annex B.

2. Application

2.1 An application has been made for the variation of the current premises licence, under section 34 of the Licensing Act 2003. The variation seeks to authorise plays and films for the first time, to extend the permitted hours for authorised

activities to 24 hours a day, and to expand the area covered by the licence to include a number of new spaces, including external garden and terrace spaces, within the grounds. The variation application is reproduced at Annex A.

- 2.2 The application requests authorisation for the following licensable activities:

Sale by retail of alcohol (for consumption on/off the premises):

Monday to Sunday 24 hours a day

Late Night Refreshment (indoors and outdoors):

Monday to Sunday 23:00 hours until 05:00 hours

Plays, Films, Live music, Recorded music, Performances of dance, Entertainment similar to music/dance (all indoors and outdoors):

Monday to Sunday 24 hours a day

- 2.3 The application also requests the removal or amendment of conditions from the existing licence, in respect of applications for occasional liquor licences and the classes of person to whom alcohol may be supplied. Both of these conditions were converted from the original Justices liquor licence.

- 2.4 In addition to the rooms currently licensed, as listed at paragraph 1.3, the application seeks to expand the licence to authorise activities in the following additional rooms and locations:

Main House: Room E16, Sitting Room, Main Hall, Ante Room, Chapel, Brindley Meeting Room, Brindley Courtyard, Red Lodge Meeting Room, Teaching Rooms 31/39/40/42, Ellis Room

Orangery (Library): Whole structure

Monks Barn: Ground floor

Lazell Building: Room L1, Room L2

Fernery: Whole structure

Coach House: Foyer

Fairhaven Building: Stables Exhibition Area, Rooms F1a/F1b

Angus Building: Teaching Room (G25)

External: Main House Terrace, Main House Gardens, Football/Cricket pitch (across road, north of site), Monks Barn Courtyard, Fernery Gardens, Garden behind Monks Barn, Lazell Building Garden, Angus Building Terrace, Fairhaven Building Garden, Lifestyle Centre Terrace

A map of the vicinity and a plan of the site are attached at Annex C.

3. Details of Representations

- 3.1 Representations could be made in respect of this application between the 25th April and the 23th May 2013.
- 3.2 A total of seven relevant representations opposing the application have been received; five from residents living in the locality, one from Little Gaddesden Parish Council and one from the Rural Heritage Society of Little Gaddesden, Ringshall, Hudnall and Ashridge. These are set out at Annexes E1 to E7.
- 3.3 At the time of going to print, the applicant was attempting mediation with those parties who had made representations. Any agreement reached as a result of this process will be reported to the Sub-Committee at the meeting.

- 3.4 The following responses were received from responsible authority officers in respect of the application:

Police: See paragraph 3.5

Fire officer: no relevant representations

Environmental Health (Pollution): no relevant representations

- 3.5 Following discussions with Hertfordshire Constabulary, the applicant has agreed a modification to the operating schedule in respect of giving of notice for any events to be attended by more than 500 people. Agreement by the applicant, and confirmation of the amendments from the Police are set out at Annexes D1 and D2.

4. Observations

- 4.1 Relevant extracts from the Council's statement of Licensing Policy and the statutory guidance are set out at Annex F.

ANNEX A: Variation application

Licensing, Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, HP1 1HH

Revised October 2012



RECEIVED
25 APR 2013

Application to vary a premises licence 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 ASHRIDGE (BONAC LAW MEMORIAL) TRUST
(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below.

Premises licence number	DAC 007964
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Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
ASHRIDGE HOUSE ASHRIDGE			
Post town	BERKHAMSTED	Post code	HP4 1NS

Telephone number at premises (if any)	01442 843491
Non-domestic rateable value of premises	£ 427,500

Part 2 – Applicant Details

Daytime contact telephone number	ANVA BROWN 01442 841039		
Email address (optional)	anna.brown@ashridge.org.uk		
Current postal address if different from premises address			
Post town		Post code	

Part 3 – Variation

Please tick ✓ as appropriate

Do you want the proposed variation to have effect as soon as possible? Yes No

If not, from what date do you want the variation to take effect?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please describe briefly the nature of the proposed variation (Please see guidance note 1)

EXTENDING AREAS OF USE OF SITE FOR ENTERTAINMENT & SALE/CONSUMPTION OF ALCOHOL, AS PER ATTACHED PLAN TO INCLUDE GARDENS (IMMEDIATELY BEYOND TERRACE (FERNERY)) AND THE FOOTBALL/CRICKET PITCH OPPOSITE MAIN HOUSE ON OTHER SIDE OF ACCESS ROAD.

EXTENDING CURRENT HOURS OF 0900-0130 TO 24 HOURS

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

Part 4 – Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment

Please tick ✓ all that apply

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

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

Sale by retail 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	0000	2359	Please give further details here (please read guidance note 3) CULTURAL EVENTS EG. SHAKESPEARE AMATEUR DRAMATICS PRODUCTIONS	Both	<input checked="" type="checkbox"/>
Tue	0000	2359			
Wed	0000	2359	State any seasonal variations for performing plays (please read guidance note 4)		
Thur	0000	2359			
Fri	0000	2359	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	0000	2359			
Sun	0000	2359			

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	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	0000	2359	Please give further details here (please read guidance note 3) DELEGATES WATCHING FILM AS PART OF THEIR COURSE CONTENT ONE-OFF EVENTS OUTSIDE - PLANNED & INVITATION ONLY	Both	<input checked="" type="checkbox"/>
Tue	0000	2359			
Wed	0000	2359	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	0000	2359			
Fri	0000	2359	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	0000	2359			
Sun	0000	2359			

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	
Mon			
Tue			
Wed			
Thur			State any seasonal variations for indoor sporting events (please read guidance note 4)
Fri			
Sat			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)
Sun			

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 type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Both	<input type="checkbox"/>	Please give further details here (please read guidance note 3)
Tue					
Wed					
Thur			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Fri					
Sat			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)		
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	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	0000	2359	Please give further details here (please read guidance note 3) ORGAN RECITALS IN CHAPEL JAZZ/CLASSICAL/EASY LISTENING ETC MAINLY FOR WEDDINGS + FUNCTIONS ONE-OFF EVENTS - PLANNED & INVITATION ONLY		
Tue	0000	2359			
Wed	0000	2359	State any seasonal variations for the performance of live music (please read guidance note 4) CHRISTMAS CAROLS IN CHAPEL EASTER SERVICE		
Thur	0000	2359			
Fri	0000	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	0000	2359			
Sun	0000	2359			

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	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	0000	2359	Please give further details here (please read guidance note 3) FOR WEDDINGS + FUNCTIONS (VIA DJ) GRADUATION CELEBRATION FOR STUDENTS (MATURE) FOR FAMILY & FRIENDS		
Tue	0000	2359			
Wed	0000	2359	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	0000	2359			
Fri	0000	2359	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	0000	2359			
Sun	0000	2359			

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	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	0000	23:59	Please give further details here (please read guidance note 3) <i>BALLET/MUSICAL</i> <i>ONE OFF EVENTS - PLANNED & TICKET ONLY ENTRANCE</i> <i>CHOREOGRAPHY WORKSHOP - PART OF COURSE PROGRAMME</i>	Both	<input checked="" type="checkbox"/>
Tue	0000	23:59			
Wed	0000	23:59	State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	0000	23:59			
Fri	0000	23:59	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	0000	23:59			
Sun	0000	23:59			

H

Anything of a similar description to that falling within e, f or g Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing <i>QUIZ NIGHTS, PANTOMIME, OPERA</i> <i>PLANNED EVENTS BY INVITATION OR TICKET ONLY ENTRANCE</i>	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	0000	23:59	Will this entertainment take place indoors or outdoors or both – please tick ✓ (please read guidance note 2)	Both	<input checked="" type="checkbox"/>
Tue	0000	23:59	Please give further details here (please read guidance note 3)		
Wed	0000	23:59			
Thur	0000	23:59	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri	0000	23:59			
Sat	0000	23:59	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)		
Sun	0000	23:59			

Where are the sections for 'Provision of facilities for making music and dancing'?

Changes under the Live Music Act mean that from the 1st October 2012, you no longer need a licence to provide facilities for making music, or facilities for dancing, or facilities for entertainment similar to music and dancing.

You will still need a licence if you are providing the entertainment, rather than simply providing facilities for use by customers.

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"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	2300	0500	Please give further details here (please read guidance note 3) WEDDING BUFFET BARBEQUE (PLANNED EVENT)	Both	<input checked="" type="checkbox"/>
Tue	2300	0500			
Wed	2300	0500	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur	2300	0500			
Fri	2300	0500	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	2300	0500			
Sun	2300	0500			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption: (Please tick box ✓) (please read guidance note 7)	On the premises	<input type="checkbox"/>
Day	Start	Finish		Off the premises	<input type="checkbox"/>
Mon	0000	2359	State any seasonal variations for the supply of alcohol (please read guidance note 4)	Both	<input checked="" type="checkbox"/>
Tue	0000	2359			
Wed	0000	2359			
Thur	0000	2359		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	0000	2359			
Sat	0000	2359			
Sun	0000	2359			

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)

CASINO NIGHTS (CRANALING)
PARTICIPANTS GIVEN TOKENS TO USE WITH NO MONETARY VALUE
OR GAIN. PURELY FOR ENTERTAINMENT.

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	0000	2359	
Tue	0000	2359	
Wed	0000	2359	
Thur	0000	2359	
Fri	0000	2359	
Sat	0000	2359	
Sun	0000	2359	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

2. CONFINEMENT TO PARTS OF PREMISES IDENTIFIED ON PLAN TO BE REMOVED OR EXTENDED TO INCLUDE ADDITIONAL AREAS.

3. NO APPLICATION SHALL BE MADE FOR GRANT OF OCCASIONAL LICENCE.

1. REMOVE LIST OF RESTRICTIONS OR ADD TO LIST:

- TLC MEMBERS
- GUESTS OF WEDDINGS + PRIVATE FUNCTIONS
- MEMBERS OF PUBLIC ATTENDING SPECIFIC, ORGANISED EVENTS.

Please tick ✓ as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below

Reasons why I have failed to enclose the premises licence or relevant part of premises licence

M Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

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

M+S PROCEDURES - RISK ASSESSMENT FOR PROVISION OF BAR
SALE OF ALCOHOL POLICY (AGE & INTOXICATION)

PREMISES RUN AS BUSINESS SCHOOL + CONFERENCE CENTRE (MON-FRI)
WHERE DELEGATES COME TO LEARN. MOST CLIENTS AGED 30-50 YEARS.
EVENTS ARE PLANNED TO RAISE MONEY FOR THE CHARITY TO FUND
REPAIRS + CONSERVATION OF HISTORIC BUILDING + GARDENS.

b) The prevention of crime and disorder

MANNEED SECURITY 24/7
CCTV COVERAGE - IMAGES RECORDED ARE RETAINED FOR PERIOD OF
31 DAYS + AVAILABLE TO VIEW UPON REQUEST IN WRITING BY POLICE
OR OTHER AUTHORISED ENFORCEMENT AGENCIES

c) Public safety

HQS POLICY & PROCEDURES
NO ACCESS TO BUILDING TO GENERAL PUBLIC UNLESS ATTENDING
HOUSE TOUR WHICH IS RESTRICTED TO CERTAIN DAYS + TIMES
OR A PLANNED EVENT.

d) The prevention of public nuisance

ALL EVENTS ARE PLANNED & INVITATION OR TICKET ONLY.
DISTURBANCE PREVENTED BY IN-HOUSE SECURITY TEAM.
NO CROWD ATTENDANCE OR MASS OF PEOPLE LEAVING SITE AT
ANY ONE TIME.

e) The protection of children from harm

ATTENDANCE BY CHILDREN IS USUALLY ONLY AS A GUEST OF
WEDDING FAMILY OR PRIVATE FUNCTION.
AGE VERIFICATION POLICY IN PLACE FOR SALE OF ALCOHOL - SEE
ATTACHED DOCUMENT.

Checklist:

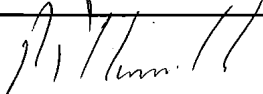
Please tick ✓ to indicate agreement

- I have made or enclosed payment of the fee
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I understand that I must now advertise my application
- I have enclosed the premises licence or relevant part of it or explanation
- 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 5 – Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 11). If signing on behalf of the applicant please state in what capacity.


Signature	
Date	24/4/2013
Capacity	CHIEF OPERATIONS OFFICER

Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) 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 address for correspondence associated with this application. (please read guidance note 13)

Telephone number (if any)	
If you would prefer us to correspond with you by email your email address (optional)	

 ASHRIDGE	Ashridge Health & Safety Procedures	
Sale of Alcohol	Ref: ASH/H&SP/29	Version 1 (April 2013)

AGE VERIFICATION

Employees who sell or serve alcoholic beverages must ensure that all individuals who appear to be under the age of 18 years of age are asked to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic mark. This can include, for example:

- A photo card driving licence
- A passport
- A proof of age card bearing the PASS hologram

Validate ID by asking for a sample signature or seeing if they know their address or zodiac sign.

SIGNS OF INTOXICATION

Alcohol affects each individual differently. What happens to a person when they drink depends on the person's mood, the time of day, amount of food in the stomach, how fast drinks are consumed, mixers used (carbonated mixers speed the passage of alcohol into the bloodstream), medications or other drugs, gender (women are affected by alcohol more quickly than men), reasons for drinking, etc.

Employees who sell or serve alcoholic beverages should be aware of the following signs of intoxication:

Coordination - Stagger, sways while attempting to stand still; holding on to bar, chair, etc.

Vision - Eyes glassy, dilated pupils, lack of focus, droopy eyelids or tired appearance.

Reflexes - Spills drink; misses mouth with glass, unable to pick up money or drops money; unable to count out correct amount for drink

One sign of intoxication alone may not be cause to suspect intoxication. However, two or more of these signs would lead someone to suspect the person is intoxicated or becoming intoxicated.

Refusing Service

Get to know your customers to ensure any refusal of service is based on their state of sobriety, not a disability. It is important to be careful not to confuse a disability characteristic with a sign of intoxication. Determine if the symptoms of apparent intoxication could mimic symptoms of a disability or medical condition. Isolate and evaluate each symptom in order to determine if there is a possible disability or medical condition. If questions still remain, when possible, interview the apparently intoxicated person in a discreet manner.

Drinking can put people on the defensive. It gives them a sense of power and a false sense of security. You are no longer dealing with the logical, rational person of several drinks ago, because judgment is the faculty affected.

1. Be courteous but firm, avoid confrontation and don't bargain or back down.
2. Don't make statements that will embarrass or provoke a customer, such as "you're drunk", or "you're eighty-sixed", or "you've had too much".
3. Don't give the customer the impression you know what's best for him/her.
4. Count drinks, but also be aware that new customers may have been drinking elsewhere.
5. Chat briefly with customers to help determine their sobriety. If the intoxicated person is part of a group, suggest to a sober member that the person be taken home (not allowed to drive home).
6. Slow the frequency of service down when a customer orders rapidly.
7. When a customer begins to show signs of intoxication, do not continue to serve weakened (feathered) drinks. **No** amount of liquor may be served to an apparently intoxicated person and you **must remove** any alcoholic drinks in their possession.
8. After telling a customer that you cannot serve him/her another drink – *remove any existing drinks and walk away*. It is harder for a person to argue when you're not there.

The Law

- Licensees and staff must meet all requirements of the Liquor Control and Licensing Act and Regulation.
- Licensees and their staff owe a duty of care to patrons and innocent third parties. Duty of care lasts until the patron arrives home or somewhere he or she can sober up.
- Licensees and their staff have a responsibility to patrons on the premises, patrons leaving the establishment, and the general public who may be affected by patrons' behaviour.

Reduce the Risk

- Control the environment
- Serve no one to the point of intoxication; refuse service and/or remove intoxicated people.
- Ensure an intoxicated person has a safe ride home.
- Do not serve or sell alcohol to minors or intoxicated persons.
- Regularly review the Act, Regulation, and terms and conditions of licences.
- Call the police when necessary.

Conditions of Licence

The sale of alcohol on the premises is extended for planned events only or with the express permission of the Designated Premises Supervisor.



Ashridge Risk Assessment

Provision of Bar		Ref: ASH/Site/09	Version 1 April 2013	
Hazards	1	Alcoholic poisoning		
	2	Violent behaviour		
	3	Slips, trips and falls		
	4	Fire		
	5	Electricity		
	6	Noise		
	7	Under age drinking		
Persons who may be harmed	Staff and visitors			
Measures taken to reduce risk	1	Conditions of license will be adhered to and alcohol will not be served to customers who have drunk to excess		
	2	Excess drinking is controlled, bar staff will be in attendance and security staff will also be available for assistance. Regular glass collection implemented for busy events		
	3	Staff clean up spillages immediately and leave the floor dry. Good housekeeping maintains a tidy work area		
	4	All fire exits are kept clear and along with call points and fire extinguishers are clearly marked and visible. Staff are trained to ensure the building is evacuated promptly		
	5	Fixed wiring checked every 5 years and regular PAT completed by qualified electrician. Staff instructed to check for damaged plugs, cables and fittings on equipment and remove anything damaged from use		
	6	Bands and DJs located in function rooms and focussed on dance floor away from seating areas and bar		
	7	Staff request ID for anyone considered to be under 18 and refuse to serve alcohol to them if this is not provided		
Risk Rating	Severity			
Likelihood		Minor	Moderate	Major
	Very Likely	3 Low	6 High	9 High
	Likely	2 Low	4 Medium	6 High
	Unlikely	1 Low	2 Low	3 Low
Outcome				
Additional controls for action				
LOW	No further action required			
MEDIUM	Ensure a supervised safe system is in place with all control measures			
HIGH	Requires a permit to work to be issued			
<p>This assessment is to be reviewed following any accident, or if the task or environment alters. If there are any potential environmental impacts you must notify the Facilities Manager by email who will carry out an assessment. See the EMS intranet for a full list of potential impacts.</p>				

ANNEX B: Current Premises Licence



PREMISES LICENCE

Licensing Act 2003

Premises Licence Number: DAC 007964

Part 1 – Premises details

Postal address of premises, or if none, ordnance survey map reference or description: Ashridge Management College			
Address: Ashridge			
Post town:	Berkhamsted	Post code:	HP4 1NS
Telephone number:	843491 EXT1311		

Licensable activities authorised by the licence:

Sale by retail of alcohol
The provision of late night refreshment
Performance of live music
Playing of recorded music
Performance of dance
Entertainment of a similar description to that falling within the performance of live music, the playing of recorded music and the performance of dance
Provision of facilities for making music
Provision of facilities for dancing
Provision of facilities for entertainment of a similar description to making music or for dancing

The times the licence authorises the carrying out of licensable activities:

The opening hours of the premises:

Monday 09.00 hours until 01.30 hours
Tuesday 09.00 hours until 01.30 hours
Wednesday 09.00 hours until 01.30 hours
Thursday 09.00 hours until 01.30 hours
Friday 09.00 hours until 01.30 hours
Saturday 09.00 hours until 01.30 hours
Sunday 09.00 hours until 01.30 hours

The premises are not strictly open to the public but are only open to those attending courses or pre-booked events.

Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead HP1 1HH
Tel. 01442 228000 Minicom 01442 228656 www.dacorum.gov.uk

**The times the licence authorises the carrying out of licensable activities
(continued):**

Sale by retail of alcohol

Monday	09.00 hours until 01.00 hours
Tuesday	09.00 hours until 01.00 hours
Wednesday	09.00 hours until 01.00 hours
Thursday	09.00 hours until 01.00 hours
Friday	09.00 hours until 01.00 hours
Saturday	09.00 hours until 01.00 hours
Sunday	09.00 hours until 01.00 hours

For consumption On and Off the Premises

The provision of late night refreshment

Monday	23.00 hours until 01.00 hours
Tuesday	23.00 hours until 01.00 hours
Wednesday	23.00 hours until 01.00 hours
Thursday	23.00 hours until 01.00 hours
Friday	23.00 hours until 01.00 hours
Saturday	23.00 hours until 01.00 hours
Sunday	23.00 hours until 01.00 hours

Indoors only

Performance of live music

Monday	09.00 hours until 01.30 hours
Tuesday	09.00 hours until 01.30 hours
Wednesday	09.00 hours until 01.30 hours
Thursday	09.00 hours until 01.30 hours
Friday	09.00 hours until 01.30 hours
Saturday	09.00 hours until 01.30 hours
Sunday	09.00 hours until 01.30 hours

Indoors only

To allow the playing of music at pre-booked events, as at present

Playing of recorded music

Monday	09.00 hours until 01.30 hours
Tuesday	09.00 hours until 01.30 hours
Wednesday	09.00 hours until 01.30 hours
Thursday	09.00 hours until 01.30 hours
Friday	09.00 hours until 01.30 hours
Saturday	09.00 hours until 01.30 hours
Sunday	09.00 hours until 01.30 hours

Indoors only

To allow the playing of music at pre-booked events, as at present

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**The times the licence authorises the carrying out of licensable activities
(continued):**

Performance of dance

Monday	09.00 hours until 01.30 hours
Tuesday	09.00 hours until 01.30 hours
Wednesday	09.00 hours until 01.30 hours
Thursday	09.00 hours until 01.30 hours
Friday	09.00 hours until 01.30 hours
Saturday	09.00 hours until 01.30 hours
Sunday	09.00 hours until 01.30 hours

Indoors only

To allow the performance of dance at pre-booked events, as at present

**Entertainment of a similar description to that falling within the performance of
live music, the playing of recorded music and the performance of dance**

Monday	09.00 hours until 01.30 hours
Tuesday	09.00 hours until 01.30 hours
Wednesday	09.00 hours until 01.30 hours
Thursday	09.00 hours until 01.30 hours
Friday	09.00 hours until 01.30 hours
Saturday	09.00 hours until 01.30 hours
Sunday	09.00 hours until 01.30 hours

Indoors only

Provision of facilities for making music

Monday	09.00 hours until 01.30 hours
Tuesday	09.00 hours until 01.30 hours
Wednesday	09.00 hours until 01.30 hours
Thursday	09.00 hours until 01.30 hours
Friday	09.00 hours until 01.30 hours
Saturday	09.00 hours until 01.30 hours
Sunday	09.00 hours until 01.30 hours

Indoors only

Provision of facilities for dancing

Monday	09.00 hours until 01.30 hours
Tuesday	09.00 hours until 01.30 hours
Wednesday	09.00 hours until 01.30 hours
Thursday	09.00 hours until 01.30 hours
Friday	09.00 hours until 01.30 hours
Saturday	09.00 hours until 01.30 hours
Sunday	09.00 hours until 01.30 hours

Indoors only

To enable dancing to take place at pre-booked events, as at present

Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead HP1 1HH
Tel. 01442 228000 Minicom 01442 228656 www.dacorum.gov.uk

The times the licence authorises the carrying out of licensable activities (continued):

Provision of facilities for entertainment of a similar description to making music or for dancing

Monday 09.00 hours until 01.30 hours
Tuesday 09.00 hours until 01.30 hours
Wednesday 09.00 hours until 01.30 hours
Thursday 09.00 hours until 01.30 hours
Friday 09.00 hours until 01.30 hours
Saturday 09.00 hours until 01.30 hours
Sunday 09.00 hours until 01.30 hours

Indoors only

This would enable Karaoke and similar to take place at pre-booked events

Where the licence authorises supplies of alcohol whether these are on and/ or off supplies:

On-premises and off-premises alcohol sales permitted

Part 2

Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence:

Name: Ashridge (Bonor Law Memorial) Trust
Address: Ashridge Management College Ashridge HP4 1NS

Registered number of holder, for example company number, charity number (where applicable):

Registration Number: Not Applicable

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol:

Name: [REDACTED]
Address: [REDACTED]

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol:

Licence Number: [REDACTED] Issuing Authority: [REDACTED]

Where the licence is time limited the dates:

Variation of Licence to specify DPS effective from 22nd April 2010

Date issued: 14th November 2005

Signed Deborah Latta
John Clarke
Head of Public Protection

NOTES

This licence is issued subject to the provisions of the Licensing Act 2003 and subject to the attached conditions (including those in the Operating Schedule).

POSSESSION OF THIS DOCUMENT DOES NOT GUARANTEE THAT THE LICENCE IS IN FORCE NOR DOES IT IMPLY THAT THE PREMISES ARE FIT FOR USE. ITS VALIDITY MAY BE ESTABLISHED BY REFERENCE TO THE COUNCIL'S LICENSING OFFICER.

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MANDATORY CONDITIONS**Where licence authorises supply of alcohol**

- (1) Where a premises licence authorises the supply of alcohol, the licence must include the following conditions.
 - (2) The first condition is that no supply of alcohol may be made under the premises licence –
 - (a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
 - (3) The second condition is that every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
 - (4) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - (5) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children –
 - (a) Games or other activities which require or encourage, or are designed to require or encourage, individuals to –
 - (i) Drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) Drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) Provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in Section 159 of the Act);
 - (c) Provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
 - (d) Provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on –
 - (i) The outcome of a race, competition or other event or process, or
 - (ii) The likelihood of anything occurring or not occurring.
 - (e) Selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti social behaviour or to refer to the effects of drunkenness in any favourable manner.
2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
 3. The responsible person shall ensure that free tap water is provided on request to a customer where it is reasonably available.

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 Tel. 01442 228000 Minicom 01442 228656 www.dacorum.gov.uk

Licensing Act 2003
Premises Operating Schedule Conditions

Premises: Ashridge Management College
Premises Address: Ashridge, Berkhamsted HP4 1NS
Licence number: DAC 007964 **Date:** 14th November 2005

HOURS PREMISES ARE OPEN TO THE PUBLIC

Monday	09.00 hours until 01.30 hours
Tuesday	09.00 hours until 01.30 hours
Wednesday	09.00 hours until 01.30 hours
Thursday	09.00 hours until 01.30 hours
Friday	09.00 hours until 01.30 hours
Saturday	09.00 hours until 01.30 hours
Sunday	09.00 hours until 01.30 hours

The premises are not strictly open to the public but are only open to those attending courses or pre-booked events.

SALE BY RETAIL OF ALCOHOL

Monday	09.00 hours until 01.00 hours
Tuesday	09.00 hours until 01.00 hours
Wednesday	09.00 hours until 01.00 hours
Thursday	09.00 hours until 01.00 hours
Friday	09.00 hours until 01.00 hours
Saturday	09.00 hours until 01.00 hours
Sunday	09.00 hours until 01.00 hours

For consumption On and Off the Premises

THE PROVISION OF LATE NIGHT REFRESHMENT

Monday	23.00 hours until 01.00 hours
Tuesday	23.00 hours until 01.00 hours
Wednesday	23.00 hours until 01.00 hours
Thursday	23.00 hours until 01.00 hours
Friday	23.00 hours until 01.00 hours
Saturday	23.00 hours until 01.00 hours
Sunday	23.00 hours until 01.00 hours

Indoors only

PERFORMANCE OF LIVE MUSIC

Monday	09.00 hours until 01.30 hours
Tuesday	09.00 hours until 01.30 hours
Wednesday	09.00 hours until 01.30 hours
Thursday	09.00 hours until 01.30 hours
Friday	09.00 hours until 01.30 hours
Saturday	09.00 hours until 01.30 hours
Sunday	09.00 hours until 01.30 hours

Indoors only

To allow the playing of music at pre-booked events, as at present

PLAYING OF RECORDED MUSIC

Monday 09.00 hours until 01.30 hours
Tuesday 09.00 hours until 01.30 hours
Wednesday 09.00 hours until 01.30 hours
Thursday 09.00 hours until 01.30 hours
Friday 09.00 hours until 01.30 hours
Saturday 09.00 hours until 01.30 hours
Sunday 09.00 hours until 01.30 hours

Indoors only

To allow the playing of music at pre-booked events, as at present

PERFORMANCE OF DANCE

Monday 09.00 hours until 01.30 hours
Tuesday 09.00 hours until 01.30 hours
Wednesday 09.00 hours until 01.30 hours
Thursday 09.00 hours until 01.30 hours
Friday 09.00 hours until 01.30 hours
Saturday 09.00 hours until 01.30 hours
Sunday 09.00 hours until 01.30 hours

Indoors only

To allow the performance of dance at pre-booked events, as at present

ENTERTAINMENT OF A SIMILAR DESCRIPTION TO THAT FALLING WITHIN THE PERFORMANCE OF LIVE MUSIC, THE PLAYING OF RECORDED MUSIC AND THE PERFORMANCE OF DANCE

Monday 09.00 hours until 01.30 hours
Tuesday 09.00 hours until 01.30 hours
Wednesday 09.00 hours until 01.30 hours
Thursday 09.00 hours until 01.30 hours
Friday 09.00 hours until 01.30 hours
Saturday 09.00 hours until 01.30 hours
Sunday 09.00 hours until 01.30 hours

Indoors only

PROVISION OF FACILITIES FOR MAKING MUSIC

Monday 09.00 hours until 01.30 hours
Tuesday 09.00 hours until 01.30 hours
Wednesday 09.00 hours until 01.30 hours
Thursday 09.00 hours until 01.30 hours
Friday 09.00 hours until 01.30 hours
Saturday 09.00 hours until 01.30 hours
Sunday 09.00 hours until 01.30 hours

Indoors only

PROVISION OF FACILITIES FOR DANCING

Monday	09.00 hours until 01.30 hours
Tuesday	09.00 hours until 01.30 hours
Wednesday	09.00 hours until 01.30 hours
Thursday	09.00 hours until 01.30 hours
Friday	09.00 hours until 01.30 hours
Saturday	09.00 hours until 01.30 hours
Sunday	09.00 hours until 01.30 hours

Indoors only

To enable dancing to take place at pre-booked events, as at present

PROVISION OF FACILITIES FOR ENTERTAINMENT OF A SIMILAR DESCRIPTION TO MAKING MUSIC OR FOR DANCING

Monday	09.00 hours until 01.30 hours
Tuesday	09.00 hours until 01.30 hours
Wednesday	09.00 hours until 01.30 hours
Thursday	09.00 hours until 01.30 hours
Friday	09.00 hours until 01.30 hours
Saturday	09.00 hours until 01.30 hours
Sunday	09.00 hours until 01.30 hours

Indoors only

This would enable Karaoke and similar to take place at pre-booked events

GENERAL STATEMENT OF LICENSING OBJECTIVES

The applicants have carried out an assessment of their operation to ascertain what additional steps are necessary in order to promote the four licensing objectives if the proposed variation is granted. They have ascertained that no further steps are required in the light of the current conditions which attach to the licence which is not proposed to vary.

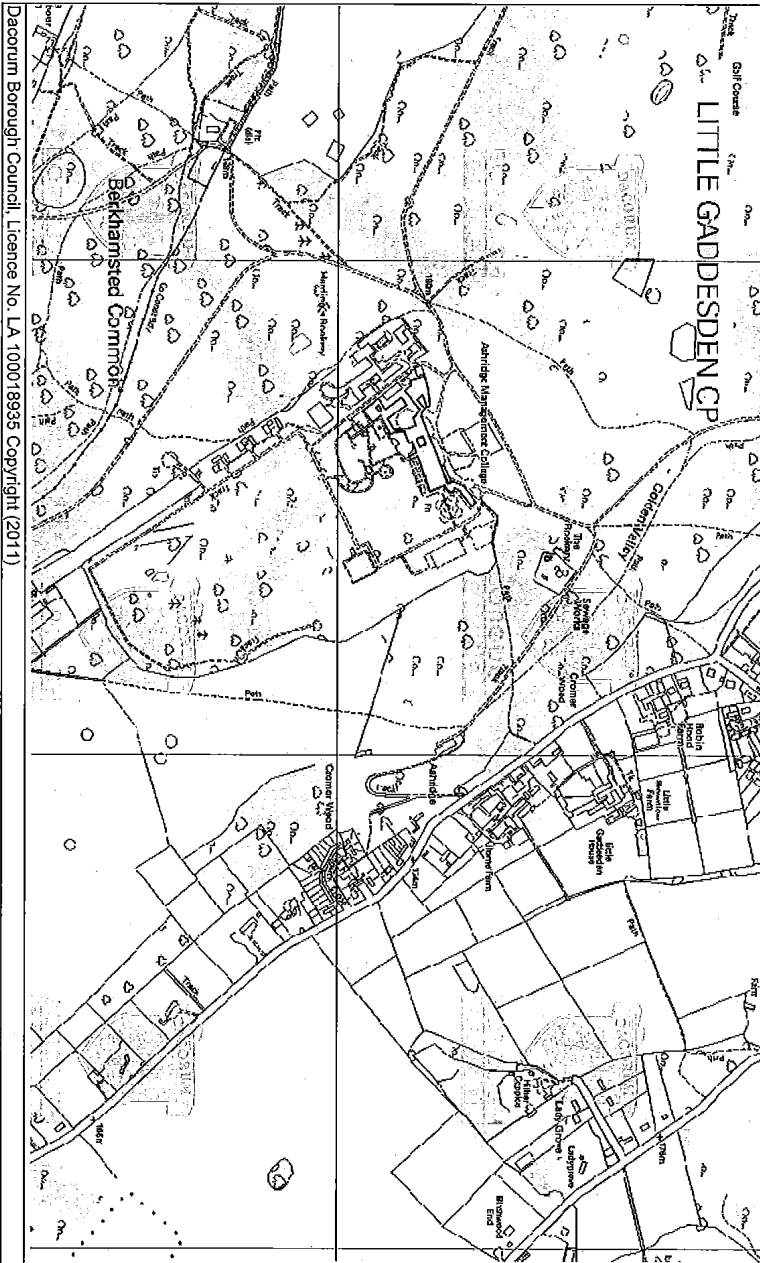


DACORUM
BOROUGH
COUNCIL

Appendix C1: Location of premises

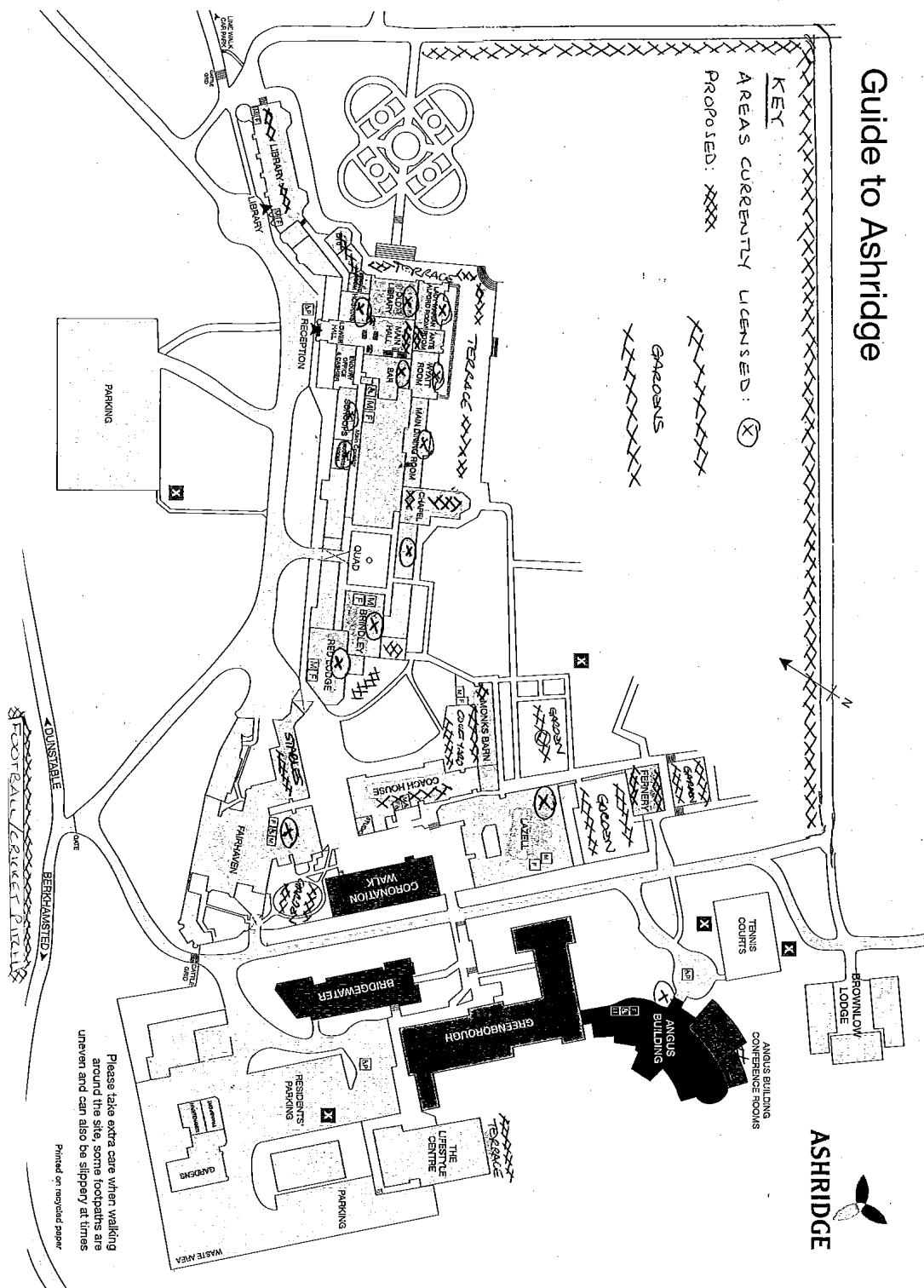
1:10K Raster (Scale 1:10000)

[Click here to add a title...](#)



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Annex C2: Plan of proposed areas to be varied



Annex D1: Applicant's agreement to amendments to operating schedule suggested by the Police

Sally Taylor

From: Anna Brown <Anna.Brown@ashridge.org.uk>
Sent: 15 May 2013 18:06
To: Sally Taylor
Subject: Licensing Act 2003: Application to vary premises licence - Ashridge Business School

Hi Sally

Further to our conversation earlier, I'd like to confirm that we would like to make an adjustment to our operating schedule.

I received a call from Debbie Latto of Herts Police asking if we would consider adding to our operating schedule a commitment to give a minimum of 28 days notice in writing to the Police of any events of more than 500 people. We are more than happy to agree to this request, and so I hereby ask you to amend our application accordingly in relation to the Crime and Disorder objective.

Do let me know if you have any queries on this.

In the meantime we have been invited to attend the Little Gaddesden Parish Council meeting on Monday night to help share information on why we wish to amend our licence. As I understand it, the main cause of anxiety is a rumour that we are planning to have all night raves on our cricket pitch (this is a direct quote, by the way). So once we have clarified the concerns it is likely that we will amend the hours of operation requested for the gardens - more on this next Tuesday. And I suppose we could explicitly commit to not holding raves?? I guess, whilst we wouldn't dream of holding that sort of activity, I can appreciate their fears, so am keen to reach a satisfactory compromise on this issue in the interests of community relations. I will keep you posted!

very best wishes
Anna

Anna Brown 
Hospitality Director **ASHRIDGE**
house

Tel: +44 1442 841039
Mobile +44 7967 100430
Email: anna.brown@ashridge.org.uk
www.ashridge.org.uk/conferences
Website: www.ashridgehouse.org.uk
www.ashridgeweddings.org.uk
Address: Ashridge,
Berkhamsted, Herts, HP4 1NS



Annex D2 Correspondence from the Police



**HERTFORDSHIRE
CONSTABULARY**

20th May 2013

Direct Line: 01442 271601

E.Mail: Deborah.latto@herts.pnn.police.uk

**Licensing Act 2003 Premises Licence Application:
Ashridge House, Ashridge, Berkhamsted, HP4 1NS**

Police do not wish to make representations in respect of the above application subject to the proposed amendment to the application, committing to giving a minimum of 28 days notice in writing to the Police of any events of more than 500 persons, being included in the operating schedule of the premises licence.

Yours sincerely

Deborah Latto
Assistant Investigator
Community Safety Unit
Hemel Hempstead Police Station

**Hemel Hempstead Police Station, Combe Street, Hemel Hempstead, Herts, HP1 1HL
Tel: 01442 271601 Fax: 01442 271604**

Annex E1: Representations from other persons

Sally Taylor

From: [REDACTED]
Sent: 09 May 2013 08:54
To: Licensing Mailbox
Subject: Ashridge Business School

I am writing to you in relation to the application by Ashridge Business School for a variation of a premises licence. As a neighbouring resident I wish to object to this application on the grounds of public nuisance. By extending the licence to 24 hours and allowing functions to take place outside the peace and tranquility of this beautiful area will be threatened.

The type of use applied for is not appropriate for the locality. The cricket pitch is a high area and the nuisance will affect the whole of the village of Little Gaddesden.

I do not understand why the existing licence is not sufficient unless all night entertainment is planned which will bring with it nighttime traffic, noise, litter and above all anti-social behaviour.

Yours faithfully

[REDACTED]

[REDACTED]
[REDACTED]
Ashridge Park
Berkhamsted
Herts, HP4 1PT
[REDACTED]

Click [here](#) to report this email as spam.

**Ashridge Park
Little Gaddesden
Herts. HP4 1NP**

Licensing Section
Dacorum Borough Council
Civic Centre
Marlowes
Hemel Hempstead
HP1 1HH

19 May 2013

Dear Sir or Madam

**Re: Licensing Act 2003
Application for variation of a Premises Licence by Ashridge (Bonar Law Memorial)
Trust in respect of the premises at Ashridge Business School**

1. As our home directly borders Ashridge Business School's land, I am writing in respect of the above application to register our objections to the extension of current operating hours on the grounds that it is wholly inappropriate for Ashridge Business School to be granted a 24 hour licence, given that the applicant's primary purpose is as an educational institution

2. The wording in the application to extend the areas of site used for entertainment is extremely wide reaching with no limit to the length, size, frequency and importantly type of function. Events could therefore last in excess of 24 hours, such as a music or rock festival or other major commercial event – potentially serving alcohol and with continuous activity. We are therefore objecting to the extension of the areas of site used for entertainment on the following grounds:

- i. Noise:
 - a. Sustained activity and loud noise will adversely impact all residents neighbouring Ashridge Business School and cause a nuisance.
 - b. This is a rural area designated as one of outstanding natural beauty, surrounded by National Trust woodland and farmland and is therefore an amenity for very many people, not just local residents. The intrusion of noise, traffic and activity by large, lengthy functions, such as those which would be permitted by approval of the application, would severely alter the nature of the area which is generally quiet and tranquil – rather uniquely for an area so close to Greater London. Noise carries very easily in areas that are not built up, such as Ashridge Park, and an outdoor event with music, even if in a marquee, would be a jarring intrusion and cause a nuisance.
 - c. The extensive wildlife currently enjoying peaceful seclusion would be adversely impacted by loud sustained noise, traffic and human activity.

ii. Traffic:

- a. An increase in the number of functions will inevitably lead to an increase in traffic.
- b. The roads, some being private, leading to Ashridge Business School from Berkhamsted and, in the other direction Little Gaddesden, are unlit, narrow, uneven and full of potholes. They have obviously not been designed for high volumes of traffic, which would inevitably be caused by an increase in public functions at the Business School premises.
- c. The likely traffic levels, if this application is approved, would represent a danger to road users, residents and wildlife.

Further to concerns raised with Ashridge Business School by residents, Anna Brown, their Hospitality Director, has subsequently written outlining the purpose of the application. I understand that the Business School would like to carry on with its existing functions to raise funds for the maintenance of the buildings and grounds. I am very willing to have a discussion with representatives of the Business School to explore a mutually acceptable proposal. I have suggested that a representative group meet with Anna Brown to see if it is possible to re-draft the Licence Application in order to protect the interests of the Business School's neighbours, protect the very special environment of the area and yet ensure that suitable events can take place at Ashridge.

I am copying this letter to The Honorary Secretary of the Little Gaddesden Society, whose AGM is on Monday 20th May and who are due to discuss this application, as well as my immediate neighbours in Ashridge Park.

Yours faithfully

Annex E3

Denise Wills

From: [REDACTED]
Sent: 20 May 2013 07:12
To: Licensing Mailbox
Subject: Application for variation of Premises Licence by Ashridge Business School. OAC 007964

Dear Sirs

I am writing to oppose the above application by Ashridge Business School to extend the area of its site used for entertainment and its current operating hours.

Ashridge Business School is a centre for study and education which befits its location in a National Trust owned area of outstanding natural beauty. It is not an hotel or place of mass entertainment.

The granting of the application would open up the prospect of functions involving hundreds if not thousands of people and the opportunity for parties, musical festivals and concerts with loud volume rock music and fireworks throughout the night.

The application must be rejected.

Yours faithfully

[REDACTED]

[REDACTED]
Ashridge Park
Little Gaddesden
Herts HP4 1NP
Sent from my iPad

Annex E4

Sally Taylor

From: [REDACTED]
Sent: 22 May 2013 18:52
To: Licensing Mailbox
Subject: Ashridge House licensing extension

[REDACTED]
Little Gaddesden
Berkhamsted
Herts
HP4 1PR

22nd May 2013

As a resident of Little Gaddesden who lives in close proximity to Ashridge House I am writing to formally state my objection to the application to extend the entertainment licensing hours to 24 hours seven days a week. One of my key concerns is related to noise nuisance. Currently, the house is a venue for weddings and sounds from those events certainly carries across Golden Valley to our property. The current situation is tolerable because the noise nuisance is occasional and does not persist throughout the night. However, I am gravely concerned at the potential impact of outdoor all night entertainment events on myself and all those who live in close proximity to the house and to the peace and tranquility of this Area of Outstanding Natural Beauty, whose character would be threatened by the granting of such an open ended license. Similarly, there is also a high risk of significant noise nuisance from an increase in daytime events to residents, walkers and other recreational visitors to this area. Consideration should also be given to the wider environmental impact of noise nuisance during the night on local wildlife.

Alongside the escalation of noise nuisance there is a risk of alcohol related anti-social behaviour spilling out across neighbouring villages following events.

I also have concerns about the potential effects of a considerable increase in road traffic passing through the village which could include additional traffic noise, deterioration in air quality, an increase in road accidents (speeding through the village is already a problem), and a possible increased risk of drunk driving.

I believe that no extension should be granted to the existing license, which allows the College ample scope to run the range of events listed on their application, which gives no rationale for the need for a 24 hour license.

Regards

[REDACTED]

Click [here](#) to report this email as spam.

Annex E5

Sally Taylor

From: [REDACTED]
Sent: 22 May 2013 18:50
To: Licensing Mailbox
Subject: Re:Licensing application for Ashridge House

[REDACTED]
Little Gaddesden
Berkhamsted
Herts
HP4 1PR

22nd May 2013

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Regards

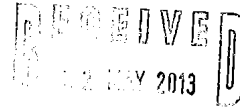
[REDACTED]

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Little Gaddesden Parish Council

The Parish Clerk, [REDACTED]
Hertfordshire, [REDACTED]
Tel: 0 [REDACTED]
E-mail:parishclerk@littlegaddesden-parishcouncil.org.uk

Sally Taylor
Licensing Legal Governance
Dacorum Borough Council
Civic Centre
Hemel Hempstead
HP1 1HH



22nd May 2013

Dear Ms Taylor

APPLICANT: ASHRIDGE (BONAR LAW MEMORIAL) TRUST
APPLICANTS ADDRESS: ASHRIDGE HOUSE

This application, as currently phrased, would allow for 24hour events outside. Bearing in mind the unlit road, the local deer population and the essentially rural nature of the village which is within the Chilterns AONB, this has caused some considerable concern locally. As the noise from events outside which will be heard from the village, and the traffic arriving and leaving through the village will seriously impact local residents and wildlife, the Parish Council is minded to object.

However, the Ashridge has indicated a willingness to meet with local residents and the Parish Council to agree limitations on the application (especially in respect of outside events) and the type of event to be held at the school.

We hope these discussions will resolve the position and allow a licence of some nature to be granted.

In the meantime, the Council remains of the view that there should be no provision of an unlimited licence for 24hour events outside.

Yours sincerely,

Fiona McWilliams
Clerk to Little Gaddesden Parish Council

**Little Gaddesden
Berkhamsted
Herts
HP4 1PA**

Licensing Section
Dacorum Borough Council
Civic Centre
Marlowes
Hemel Hempstead
HP1 1HH

22 May 2013

Dear Sirs,

APPLICATION FOR PREMISES LICENCE AT ASHRIDGE HOUSE, ASHRIDGE,
BERKHAMSTED, HP4 1NS
APPLICANT: ASHRIDGE (BONAR LAW MEMORIAL) TRUST

I am writing, as Chairman of the Rural Heritage Society of Little Gaddesden, Ringshall, Hudnall and Ashridge, in relation to the Application by the Ashridge (Bonar Law Memorial) Trust under the Licensing Act 2003 for variation of the Premises Licence for Ashridge Business School.

The Society wishes to object to the Application as made on the grounds of public nuisance.

1 The application seeks:

(a) to extend the site used for entertainment to the whole of the Ashridge House building, the gardens at the rear and the cricket pitch at the front; and

(b) to extend the licensed hours from 0900-0130 to 24 hours per day.

2 Were the application for permitted entertainment and alcohol sales to be granted, it would extend these activities to the outdoors of Ashridge House and to hours which are well beyond those appropriate to the locality. Ashridge Park and the surrounding areas in the vicinity of Ashridge House are areas of tranquillity, undisturbed by noise and visual intrusion ("*Developing an Intrusion Map of England*": CPRE, August 2007), one of the few such area in SW Herts. It has been accepted natural tranquil surroundings have therapeutic effects in terms of reducing stress and on

the well being of the public, including mental health and children's development ("*Tranquility: An overview*": *Environmental Research and Consultancy Department of the Civil Aviation Authority, Report 1207; K Jones; June 2012*). It is also an area of low light pollution (CPRE: <http://www.cpre.org.uk/what-we-do/countryside/dark-skies/in-depth/item/1676-light-pollution-maps-where-you-live?highlight=YTozOntpOjA7czo1OiJsaWdodCI7aToxO3M6OToicG9sbHV0aW9uIjtpOjI7czoNTToibGlnaHQgcG9sbHV0aW9uIjt9> ; accessed 28 April 2013).

3 A licence to conduct entertainment in the outdoors at all will threaten this status, if such entertainment were to take place during the day, let alone if such entertainment were to take place in the quiet of the evening and the night. For instance, the grant of the extension would permit a noisy outdoor concert or festival, with amplified sound, recorded music and fireworks, to take place at any time of the day or night on the permitted site (as applied for), to the detriment of people who live in the locality and of the wildlife of Ashridge Park and its environs, and to their health and enjoyment of the environment. The extension of the site to the outdoors would remove any noise attenuation effect from the building structure. The extension of hours would allow the public nuisance to extend into the night and the early hours of the morning. Event lighting and fireworks will cause light pollution in the area. The result would have an unreasonable and disproportionate effect on the locality and constitute a public nuisance.

4 This sort of use is clearly not appropriate for the locality for the above reasons and therefore the Society objects in principle to any extension of the current Licence as requested in the pending Application.

5 However, we have seen the representations from the Applicant as to the limited use which it intends to make of the extended licence, if granted. On the basis of these representations:

(a) we do not object to the extension of the licensed premises to the whole of the interior of Ashridge House or to the gardens at the rear of the house, provided the hours are *not* extended as applied for (ie they remain limited to end at 0100 each day);

(b) we consider that the extension of the licensed premises to the cricket pitch at the front of Ashridge House would endanger the environment as described above, even if the licensing hours were limited so as to end at 0100 each day.

(c) we consider that a 24 hour licence for any part of the property (internal or external) is a step too far for the locality for the reasons outlined above and that therefore the permitted hours should end at 0100 each day.

Yours faithfully

[signed]


CHAIRMAN
RURAL HERITAGE SOCIETY OF LITTLE GADDESSEN, RINGSHALL, HUDNALL AND
ASHRIDGE

ANNEX F LOCAL POLICY CONSIDERATIONS

It is considered that the following policies have a bearing on the application:

1.5 Nothing in this Statement of Licensing Policy prevents applications being considered on their own merits, nor will it undermine the right of any person applying for a variety of permissions under the Act.

1.7 In addressing these matters the Licensing Authority will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned.

3.2 In carrying out its licensing functions, the Licensing Authority must also have regard to its policy statement, and any statutory guidance under the Act, it is also bound by the Human Rights Act 1998. The Licensing Authority must also fulfil its obligations under section 17 of the Crime and Disorder Act 1998 as follows: "Without prejudice to any other obligation imposed on it, it shall be the duty of each authority....to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area".

3.3 It is recognised that the licensing function is only one means of securing the delivery of the above objectives and should not therefore be seen as a means for solving all local problems. The Licensing Authority will therefore continue to work in partnership with its neighbouring authorities, the police, local businesses and local people towards the promotion of the licensing objectives as outlined.

3.4 The Licensing Authority expects applicants to address the licensing objectives in their operating schedule having regard to the type of premises, the licensable activities to be provided, the operational procedures, the nature of the location and the needs of local communities. The operating schedule should contain sufficient information to enable any Responsible Authority or Interested Party to assess whether the steps taken to promote the licensing objectives are satisfactory.

10. Licence Conditions

10.1 The Licensing Authority will avoid imposing disproportionate conditions on premises. It will only impose conditions that are necessary in order to promote the licensing objectives and are in themselves reasonable and proportionate.

10.2 In the case of an unopposed application the Licensing Authority has the discretion only to apply conditions that are consistent with the operating schedule. Where there are relevant representations and these are upheld by the Licensing Authority's Licensing Committee, further conditions may be attached to a licence in pursuance of the promotion of the licensing objectives.

10.4 The Council will seek to avoid attaching conditions to licences unless they are considered necessary for the promotion of the licensing objectives. Conditions will generally be considered unnecessary if they are already adequately covered by other legislation (as indicated in paragraph 13.9 of the Secretary of State's Guidance). It is not the Licensing Authority's intention to duplicate existing legislation and regulatory regimes that already place obligations on employers and operators e.g. The Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005.

19. Administration, Exercise and Delegation of Functions

19.3 Applications where there are relevant representations will be dealt with by a Sub-Committee of the Licensing Authority, as will any application for review of a licence.

19.4 The Licensing Authority will expect individual applicants to address the licensing objectives in their operating schedule having regard to the type of premises, the licensable activities to be provided, the operational procedures, the nature of the location and the needs of the local community. Applicants should make themselves aware of this Policy and in particular the issues that will need to be addressed in formulating the operating schedule.

NATIONAL GUIDANCE

Each application on its own merits

1.17 Each application must be considered on its own merits and in accordance with the licensing authority's statement of licensing policy; for example, if the application falls within the scope of a cumulative impact policy. Conditions attached to licences and certificates must be tailored to the individual type, location and characteristics of the premises and events concerned. This is essential to avoid the imposition of disproportionate and overly burdensome conditions on premises where there is no need for such conditions. Standardised conditions should be avoided and indeed may be unlawful where they cannot be shown to be appropriate for the promotion of the licensing objectives in an individual case.

Public Nuisance

2.18 The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.

2.19 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It is important to remember that the prevention of public nuisance could therefore include low-level nuisance, perhaps affecting a few people living locally, as well as major disturbance affecting the whole community. It may also include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.

2.20 **Conditions relating to noise nuisance will usually concern steps appropriate to control the levels of noise emanating from premises.** This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time, or more sophisticated measures like the installation of acoustic curtains or rubber speaker mounts. Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises. Licensing authorities should be aware of the need to avoid inappropriate or disproportionate measures that could deter events that are valuable to

the community, such as live music. Noise limiters, for example, are very expensive to purchase and install and are likely to be a considerable burden for smaller venues.

2.21 As with all conditions, those relating to noise nuisance may not be appropriate in certain circumstances where provisions in other legislation adequately protect those living in the area of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and when their powers are engaged, licensing authorities should be aware of the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be appropriate.

2.22 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, music noise from premises usually occurs from mid-evening until either late-evening or early-morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. In certain circumstances, conditions relating to noise immediately surrounding the premises may also prove appropriate to address any disturbance anticipated as customers enter and leave.

2.23 Measures to control light pollution will also require careful thought. Bright lighting outside premises which is considered appropriate to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues.

2.24 Beyond the immediate area surrounding the premises, these are matters for the personal responsibility of individuals under the law. An individual who engages in anti-social behaviour is accountable in their own right. However, it would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area and to respect the rights of people living nearby to a peaceful night.

Determining Applications

Where representations are made

9.3 Where a representation concerning the licensing objectives is made by a responsible authority about a proposed operating schedule and it is relevant, the licensing authority's discretion will be engaged. It will also be engaged if another person makes relevant representations to the licensing authority, which are also not frivolous or vexatious (see paragraphs 9.4 to 9.10 below). Relevant representations can be made in opposition to, or in support of, an application and can be made by any individual, body or business that has grounds to do so.

9.12 In their role as a responsible authority, the police are an essential source of advice and information on the impact and potential impact of licensable activities, particularly on the crime and disorder objective. The police have a key role in managing the night-time economy and should have good working relationships with those operating in their local area. The police should be the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective, but may also be able to make relevant representations with regards to the other licensing objectives if they have evidence to support such representations. The licensing authority should accept all reasonable and proportionate representations made by the police unless the authority has evidence that to do so would not be appropriate for the promotion of the licensing objectives.

However, it remains incumbent on the police to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing.

9.33 As a matter of practice, licensing authorities should seek to focus the hearing on the steps considered appropriate to promote the particular licensing objective or objectives that have given rise to the specific representation and avoid straying into undisputed areas. A responsible authority or other person may choose to rely on their written representation. They may not add further representations to those disclosed to the applicant prior to the hearing, but they may expand on their existing representation.

9.34 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the licensing authority must give appropriate weight to:

- the steps that are appropriate to promote the licensing objectives;
- the representations (including supporting information) presented by all the parties;
- this Guidance;
- its own statement of licensing policy.

9.35 The licensing authority should give its decision within five working days of the conclusion of the hearing (or immediately in certain specified cases) and provide reasons to support it. This will be important if there is an appeal by any of the parties. Notification of a decision must be accompanied by information on the right of the party to appeal. After considering all the relevant issues, the licensing authority may grant the application subject to such conditions that are consistent with the operating schedule. Any conditions imposed must be appropriate for the promotion of the licensing objectives; there is no power for the licensing authority to attach a condition that is merely aspirational. For example, conditions may not be attached which relate solely to the health of customers rather than their direct physical safety.

Imposed Conditions

10.8 The licensing authority may not impose any conditions unless its discretion has been engaged following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives.

6. LICENSING OF ALCOHOL AND GAMBLING SUB-COMMITTEE PROCEDURE

The procedure of the Sub-Committee will be as follows:

1. The Chairman will open the meeting by:
 - (a) Introducing the Members of the Sub-Committee (at the same time indicating any change in membership), and the Officers present, to the parties and any other person in attendance, including any representative of the press;
 - (b) stating the nature of the matter to be considered, (including a reference to the name of the premises or place concerned) and
 - (c) explaining the procedure to be followed.
2. The Chairman will ask those present to introduce themselves and:
 - (a) if any party, without prior notice, fails to attend or to be represented, the Sub-Committee will consider whether or not it is necessary in the public interest to adjourn the hearing to a specified date;
 - (b) if any party is unaccompanied, the Chairman will clarify whether that party understood it was permissible to have a representative;
 - (c) the Chairman will establish whether it is proposed anyone speak as a spokesperson;
 - (d) the Sub-Committee will consider:
 - (i) any properly made request by a party for permission for any other person, (not being a representative), to appear and
 - (ii) any request to provide late documentary or other information and will only take the same into account if the other parties consent.
3. The Chairman will ask whether any Member has an interest to declare and whether any Member has visited the premises or place the subject of the application.
4. The Chairman will establish whether all Members of the Sub-Committee have read the papers before them.
5. The Chairman will ask the Officers present to confirm whether there has been compliance with all relevant requirements and to summarise any relevant information, as necessary.
6. Members may ask any relevant question of any Officer.
7. The Chairman will ask each person who is to speak at the meeting for an indication of how much time he or she reasonably estimates is required to make relevant points concisely, and without undue repetition, and will consider a maximum period of time to be applied equally in the case of all the parties.
8. The Sub-Committee will hear from the Applicant (and any proposed Premises Supervisor, if applicable), any Responsible Authority or other person who has made relevant representations (in that order, except in the case of a Review where the order will be: the person or Responsible Authority bringing the Review, the Licence-Holder, and any other Responsible Authority or other person having made relevant representations). Subject to 2 (d)(ii) above, those persons speaking may only raise points which have been made in writing prior to the meeting and/or give further information, by way of clarification of a point, if this has been sought by the Authority in the notice given by it prior to the hearing.

9. In every case at a suitable point, Members of the Sub-Committee may ask relevant questions of each party.
10. The Sub-Committee will consider any party's request to question/cross-examine another party and will not permit cross-examination unless it is of the view that it is required in order for Members to consider the representations, application or notice as the case may be.
11. The Chairman will invite any person or Responsible Authority, who have made relevant representations, and the Applicant (in that order, except in the case of a Review where the order will be: any person or Responsible Authority which has not made the application for Review, the Licence-Holder, and the person or Responsible Authority bringing the Review), or those representing them, to summarise their points if they wish. At this stage, the Applicant will be afforded the opportunity to consider whether or not to propose amendments to the operating schedule with a view to addressing relevant issues and any such amendment would then fall to be discussed.
12. The Chairman will seek confirmation from all parties that they are satisfied they have made all the pertinent points which they wished to make.
13. Members of the Sub-Committee will discuss what has been said and written on the matter before them and make their decision.
14. The Chairman will confirm the decision, the reasons for the decision, and any condition placed upon the licence (if granted) and the licensing objective to which each condition relates.

Please Note:

- All properly made applications, notices and representations received from absent parties will be considered.
- An Applicant has a right to appeal, details of which can be obtained via the Licensing Officer.
- The Authority has the right to require any person who, in its opinion, is behaving in a disruptive manner, to leave the hearing and may preclude, or impose conditions in relation to, that person's return.

7. EXCLUSION OF THE PUBLIC

To consider passing a resolution in the following terms:

That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1 as amended by the Local Government (Access to Information) (Variation) Order 2006 the public be excluded during the item in Part II of the Agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that if members of the public were present during that item there would be disclosure to them of exempt information relating to disclosure of exempt information relating to an individual which would be likely to reveal his identity.

Local Government Act 1972, Part 1, Schedule 12A.

