



Licensing of Alcohol and Gambling Sub- Committee

TUESDAY 17 NOVEMBER 2015 AT 2.30 PM

Council Chamber - Civic Centre

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.

Membership

Councillor Barnes
Councillor Mrs Bassadone (Chairman)

Councillor Taylor

For further information, please contact Trudi Coston - 01442 228224

AGENDA

1. MINUTES (Pages 3 - 4)

To confirm the minutes of the meeting held on 9 March 2015.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. 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].

- 4. APPLICATION FOR GRANT OF CLUB PREMISES CERTIFICATE (Pages 5 - 58)**
- 5. PROCEDURE FOR THE HEARING (Pages 59 - 60)**
- 6. 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:

DACORUM BOROUGH COUNCIL

LICENSING OF ALCOHOL AND GAMBLING SUB-COMMITTEE

9 MARCH 2015

Present –

MEMBERS:

Councillors Mrs Green (Chairman), Hearn and G Sutton

OFFICERS:

Barbara Lisgarten	Legal Services Team Leader
Ross Hill	Licensing Team Leader
Sally Taylor	Lead Licensing Officer
Pauline Bowles	Member Support Officer

Other Persons Present:

Miss B	- Applicant
CF	- Applicant's Representative
Sergeant M Saunders	- Hertfordshire Constabulary
M Ward	- Hertfordshire Constabulary Licensing Officer

The meeting began at 2.30 pm

1. INTRODUCTIONS

The Chairman introduced herself, the Councillors on the Sub-Committee and the officers present. The Chairman then asked the other persons present to introduce themselves.

2. MINUTES

The minutes of the meeting held on 9 February 2015 were deferred until the next meeting of Sub-Committee.

3. APOLOGIES FOR ABSENCE

There were no apologies for absence.

4. DECLARATIONS OF INTERESTS

There were no declarations of interests.

5. EXCLUSION OF THE PUBLIC

Resolved:

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 was 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 an individual which would be likely to reveal her identity.

6. APPLICATION FOR PERSONAL LICENCE WITH POLICE OBJECTION

The sub-Committee considered an application for the grant of a personal licence.

Full details of the decision are in the Part II minute.

The meeting finished at 3.25 pm.



AGENDA ITEM: 4

SUMMARY

Report for:	Licensing of Alcohol and Gambling Sub-Committee
Date of meeting:	17 November 2015
PART:	1
If Part II, reason:	

Title of report:	Application for grant of Club Premises Certificate
Contact:	Sally Taylor – Lead Licensing Officer
Purpose of report:	This report sets out details of an application in respect of a club premises certificate, which requires consideration and determination by the Sub-Committee in accordance with the adopted scheme of delegation.
Recommendations	That the Sub-Committee considers the contents of the report, and representations made in respect of the application, and determines 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, March 2015)
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 in each case, 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. When determining an application for the grant of a club premises certificate (under section 71), 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) grant the certificate subject to any applicable mandatory conditions, and conditions consistent with the club operating schedule modified to such extent as the authority considers appropriate for the promotion of the licensing objectives;
- (b) exclude from the scope of the certificate any of the qualifying club activities to which the application relates;
- (c) reject the application.

5. Details of application

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

Appendix	Premises name / address	Type of application
1	Tring Town Amateur Football Club Miswell Sports Pavilion Miswell Lane Tring Hertfordshire HP23 4BX	Application for grant of Club Premises Certificate (s.71 of the Licensing Act 2003)

APPENDIX 1

Applicants name	Tring Town Amateur Football Club
Name and address of premises	Miswell Lane Pavilion Miswell Lane Tring Hertfordshire HP23 4BX
Ward	Tring West and Rural

1. Current Licence

- 1.1 The premises is not currently subject to authorisation under the Licensing Act 2003.
- 1.2 The premises was previously subject to a club premises certificate, held by a different body. That authorisation was surrendered in March 2015.

2. Application

- 2.1 An application has been made by Tring Town Amateur Football Club for the grant of a new club premises certificate, under section 71 of the Licensing Act 2003, and this application is set out at Annex A1. The application originally sought to authorise the following qualifying club activities:

**Recorded music,
Supply of alcohol by or on behalf of a club to, or to the order of a member of the club (for consumption on the premises)**

Wednesday	17:00 hours until 23:00 hours
Friday	17:00 hours until 23:30 hours
Saturday	12:00 hours until 01:00 hours

Entertainment similar to music/dance

Wednesday	17:00 hours until 23:00 hours
Saturday	12:00 hours until 23:00 hours

Hours club premises are open to members and guests

Wednesday	17:00 hours until 23:00 hours
Friday	17:00 hours until 23:30 hours
Saturday	12:00 hours until 01:00 hours

The application also requested the following non-standard timings for all qualifying club activities:

Christmas Eve	17:00 hours until 23:30 hours
New Year's Eve	16:00 hours until 03:00 hours
Bank holidays throughout the year	17:00 hours until 23:30 hours

Televised special live sporting occasions to include: FIFA world cup, UEFA European Cup, UEFA Champions League and any World Cup event.

- 2.2 Following receipt of representations and after closure of the consultation period, the applicant submitted an amendment to the application as follows:

Supply of alcohol by or on behalf of a club to, or to the order of a member of the club (for consumption on the premises):

Wednesday	17:00 hours until 21:45 hours
Friday	17:00 hours until 21:45 hours
Saturday	13:00 hours until 22:30 hours

From 30 minutes prior to kickoff in televised competitive England international football matches (FIFA World Cup, UEFA European Championships, or similar), until 30 minutes after the end of the match.

Hours club premises are open to members and guests

Wednesday	17:00 hours until 22:00 hours
Friday	17:00 hours until 22:00 hours
Saturday	13:00 hours until 23:00 hours

From 30 minutes prior to kickoff in televised competitive England international football matches (FIFA World Cup, UEFA European Championships, or similar), until 30 minutes after the end of the match.

Recorded music; Entertainment similar to music/dance

Removed from the application

All other non-standard timings removed from the application.

A further measure to be added to the operating schedule, namely that the beer garden will only be open on Saturdays from 13:00 hours to 18:00 hours.

The amendment is set out at Annex A2.

- 2.3 A plan of the premises and map of the area are set out at Annexes B1 and B2
- 2.4 At the time of writing this report the applicant had advised the licensing authority of their intention to hold a meeting with local residents to present the amendments to the application and discuss residents' concerns.

3. Details of Representations

- 3.1 Representations were received in respect of the application between 2nd October and 30th October 2015
- 3.2 18 representations and a petition (13 signatories) were received from residents living in the vicinity of the premises, citing concerns in respect of public nuisance and possible crime and disorder. These representations are set out at Annexes C1 to C19 respectively.
- 3.3 A further representation was received from Environmental Health (Pollution), citing concerns in respect of public nuisance from amplified music. This representation is set out at Annex D.

- 3.3 The following responses were received from responsible authority officers in respect of the application:
Police: No relevant representations.
Fire Officer: No relevant representations

4. Observations

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

Application for club premises certificate



Dacorum
Application for a new club premises certificate
Licensing Act 2003

For help contact
licensing@dacorum.gov.uk
 Telephone: 01442 228470 / 228860

* required information

Section 1 of 16

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

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

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?
 Yes No Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

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

Are you:

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

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

Applicant Business

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

* Is your business registered outside the UK? Yes No

* Business name If your business is registered, use its registered name.

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

* Legal status

Continued from previous page...

* Your position in the business

Home country The country where the headquarters of your business is located.

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

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

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APPLICATION DETAILS

Name of club

The above named club applies for a club premises certificate under section 71 of the Licensing Act 2003 for the premises described in this section 2 (the club premises).
The club is making this application to you as the relevant licensing authority in accordance with section 68 of the Licensing Act 2003.

Postal Address Of Club

Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

Contact Details Of Club

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes

No

E-mail

Telephone number

Other telephone number

Name Of Person Performing Duties Of A Secretary To The Club

First name

Family name

Address Of Person Performing Duties Of A Secretary To The Club

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Secretary Contact Details

E-mail

Telephone number

Other telephone number

Non-domestic rateable value of club premises (£)

Are the club premises occupied and habitually used by the club?

Yes

No

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CLUB OPERATING SCHEDULE

When do you want the club premises certificate to start?

31	/	10	/	2015
dd		mm		yyyy

Continued from previous page...

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

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

General Description Of Club

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.

Football Pavilion situated on Miswell lane residential area, with Changing rooms and shower facilities for players and officials, and a bar area to sell refreshments to members and guest with restrooms and a kitchen.

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PROVISION OF PLAYS

Will you be providing plays?

Yes No

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PROVISION OF FILMS

Will you be providing films?

Yes No

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PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

Yes No

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PROVISION OF LIVE MUSIC

Will you be providing live music?

Yes No

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PROVISION OF RECORDED MUSIC

Continued from previous page...

Will you be providing recorded music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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

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

Indoors Outdoors Both

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

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

To play recorded music in bar area of Miswell Lane Pavilion threw a mp3 player/laptop/cd into an amplifier which will power the speakers.

State any seasonal variations for playing recorded music

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

Continued from previous page...

For Live Sporting events in the summer including FIFA WORLD CUP and the UEFA EUROPEAN CUP (times can varie due to wear the competition is beeing held)

Non-standard timings. Where the club intends to use the premises for the playing of recorded music at different times from those listed in the column on the left, provide list

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

On Special Sporting Occasions Including FIFA WORLD CUP, UEFA EUROPEAN CUP, UEFA CHAMIPONS LEAGUE and any WORLD CUP SPORTING EVENT.(times can varie due to wear the competition is beeing held)

On Special holidays including
Christmas eve- 17:00-23:30)
New years eve 16:00 to New years day 03:00
and any other bank holidays threout the year(17:00-23:30)

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PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

Yes No

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

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

Yes No

Standard Days And Timings

MONDAY

Start

End

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

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start 17:00

End 23:00

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start 12:00

End 23:00

SUNDAY

Start

End

Start

End

Give a description of the type of entertainment that the club will be providing

Live Sporting Events on TV.

Will this entertainment take place indoors or outdoors or both?

Indoors

Outdoors

Both

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

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

Sound can be amplified from the tv to a sound system.

State any seasonal variations for entertainment

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

For Live Sporting events in the summer including FIFA WORLD CUP and the UEFA EUROPEAN CUP (times can varie due to wear the competition is beeing held)

Non-standard timings. Where the club intends to use the premises for entertainment at different times from those listed in the column on the left, provide list

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

On Special Sporting Occasions Including FIFA WORLD CUP, UEFA EUROPEAN CUP, UEFA CHAMIPONS LEAGUE and any WORLD CUP SPORTING EVENT.(times can varie due to wear the competition is beeing held)

On Special holidays including
Christmas eve- 17:00-23:30)

Continued from previous page...

New years eve 16:00 to New years day 03:00
and any other bank holidays threowout the year(17:00-23:30)

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SUPPLY OF ALCOHOL

Will you be supplying alcohol by or on behalf of a club to, or to the order of a member of the club?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start 17:00

End 23:00

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start 17:00

End 23:30

SATURDAY

Start

End

Start 12:00

End 00:00

SUNDAY

Start 00:00

End 01:00

Start

End

Will the supply of alcohol be for consumption?

On the premises Off the premises Both

If the club wishes members and their guests
to be able to consume alcohol on the
premises tick on, if the club wishes people to
be able to purchase alcohol to consume
away from the premises tick off. If the club
wishes people to be able to do both tick
both.

Continued from previous page...

State any seasonal variations

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

On Special Sporting Occasions Including FIFA WORLD CUP, UEFA EUROPEAN CUP, UEFA CHAMPIONS LEAGUE and any WORLD CUP SPORTING EVENT. (times can vary due to when the competition is being held)

Non-standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed in the column on the left, provide list

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

On Special Sporting Occasions Including FIFA WORLD CUP, UEFA EUROPEAN CUP, UEFA CHAMPIONS LEAGUE and any WORLD CUP SPORTING EVENT. (times can vary due to when the competition is being held)

On Special holidays including
Christmas eve- 17:00-23:30
New years eve 16:00 to New years day 03:00
and any other bank holidays throughout the year(17:00-23:30)

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HOURS CLUB PREMISES ARE OPEN TO THE MEMBERS AND GUESTS

Will you be selling by retail alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place?

Yes No

Standard Days And Timings

MONDAY

Start

End

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

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start 17:00

End 23:00

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

On Special Sporting Occasions Including FIFA WORLD CUP, UEFA EUROPEAN CUP, UEFA CHAMPIONS LEAGUE and any WORLD CUP SPORTING EVENT. (times can vary due to when the competition is being held)

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

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

On Special Sporting Occasions Including FIFA WORLD CUP, UEFA EUROPEAN CUP, UEFA CHAMPIONS LEAGUE and any WORLD CUP SPORTING EVENT. (times can vary due to when the competition is being held)

On Special holidays including
Christmas eve- 17:00-23:30)
New years eve 16:00 to New years day 03:00
and any other bank holidays throughout the year(17:00-23:30)

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ADULT ENTERTAINMENT

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

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

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LICENSING OBJECTIVES

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

Continued from previous page...

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

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

Will work together with the local community.
Fully Operational Intruder Alarm System
Apply to all Health and Safety & Fire Safety requirements
Challenge 25 in place
0-12yrs of age have to leave the premises at 20:00 hours.
12-17yrs of age have to be accompanied by a parent or guardian after 20:00 hours otherwise they have to leave the Premises.
No glass to be taken outside, alcohol or any other liquid has to be transferred into plastic disposable glasses
NO tolerance to anti social behavior and drug use, police will be informed immediately.
Will notify members to keep their noise to a minimum when leaving the premises verbally and with posters.

b) The prevention of crime and disorder

Will work together with the local community.
Will have a fully operational intruder alarm system with warning signs outside the premises.
NO tolerance to anti social behavior and drug use, police will be informed immediately.
No glass to be taken outside, alcohol or any other liquid has to be transferred into plastic disposable glasses
Challenge 25 in place

c) Public safety

Will have a fully operational intruder alarm system.
Will apply to all Health and Safety & Fire Safety requirement.
No glasses to be taken outside, alcohol or any other liquid has to be transferred into plastic disposable glasses before entering the beer garden.
Challenge 25 in place

d) The prevention of public nuisance

will notify members with posters in the bar area stating to respect are neighbors when leaving the premises and outside the premises in the beer garden.

e) The protection of children from harm

Any Child under the age of 12 cannot be in the premises after 20:00. after 20:00 children aged between 12-17 can use the premises only accompanied by a parent or guardian.

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<i>Continued from previous page...</i>	
PAYMENT DETAILS	
<p>This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.</p> <p>Club premises certificate application fees are determined by the non-domestic rateable value of the premises. You can find out the current rateable value of your premises using the Valuation Office Agency's search engine at: http://www.2010.voa.gov.uk/rli/</p> <p>Band A Premises not rated, or rateable value up to £4,300 Application fee: £100.00</p> <p>Band B Rateable value between £4,301 and £33,000 Application fee: £190.00</p> <p>Band C Rateable value between £33,001 to £87,000 Application fee: £315.00</p> <p>Band D Rateable value between £87,001 to £125,000 Application fee: £450.00</p> <p>Band E Rateable value £125,001 or greater Application fee: £635.00</p> <p>Premises undergoing construction or redevelopment are treated as if they were in Band C for fee purposes.</p> <p>* Fee amount (£) <input type="text" value="100.00"/></p>	
ATTACHMENTS	
AUTHORITY POSTAL ADDRESS	
Address	
Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>
DECLARATION	
<p>* I/we understand it is an offence, liable on conviction to a fine up to 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.</p> <p>I understand that I must now advertise my application, by arranging for a public notice to be published in a local newspaper within the next 10 working days, and by displaying notices printed on blue paper at or near the premises and conveniently readable at all times for the next 28 days.</p> <p><input type="checkbox"/> Ticking this box indicates you have read and understood the above declaration</p> <p>This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"</p> <p>* Full name <input type="text"/></p> <p>* Capacity <input type="text"/></p> <p>Date (dd/mm/yyyy) <input type="text"/></p>	

Annex A2
Amendment to the application

From: Stephen Meager
Sent: 04 November 2015 15:46
To: Sally Taylor
Subject: Re: Tring Town Amateur FC : representations

Hello Sally, here our amendments we wish to make on are club premises licence

We wish to remove the provision of recorded music

We wish to change are hours to these:-

Hours Club premises are open to members and guests:

WEDNESDAY 17:00 HOURS TO 22:00 HOURS

FRIDAY 17:00 HOURS TO 22:00 HOURS

SATURDAY 13:00 HOURS TO 23:00 HOURS

Supply of alcohol by or on behalf of a club to, or to the order of a member of the club – For consumption on the premises

WEDNESDAY 17:00 HOURS TO 21:45 HOURS

FRIDAY 17:00 HOURS TO 21:45 HOURS

SATURDAY 13:00 HOURS TO 22:30 HOURS

We wish to remove All non standard timings from the application, WITH THE EXCEPTION OF: All England Football International COMPETITIVE matches: Licensable activities to commence 30 minutes before kick off and cease 30 minutes after the end of the match.

Also we wish to Ad on something for child protection- we will CLOSE the beer garden on Wednesday and Friday evenings and will ONLY be open SATURDAY 13:00-18:00.

Many Thanks

Stephen Meager
Club Chairman
Tring Town AFC

On 4 Nov 2015, at 16:38, Sally Taylor <Sally.Taylor@dacorum.gov.uk> wrote:

Hi again

So, can I confirm – are you removing Entertainment of a similar description to Live and recorded music and performance of dance as well as Recorded music?

Are you ONLY asking for Supply of alcohol to club members and guests without the other licensable activities? Sorry to keep coming back to you but I have to be absolutely clear on this.

Regards

S A Taylor

Sally Taylor
Lead Licensing Officer
Legal Governance
Dacorum Borough Council
Tel: 01442 228470

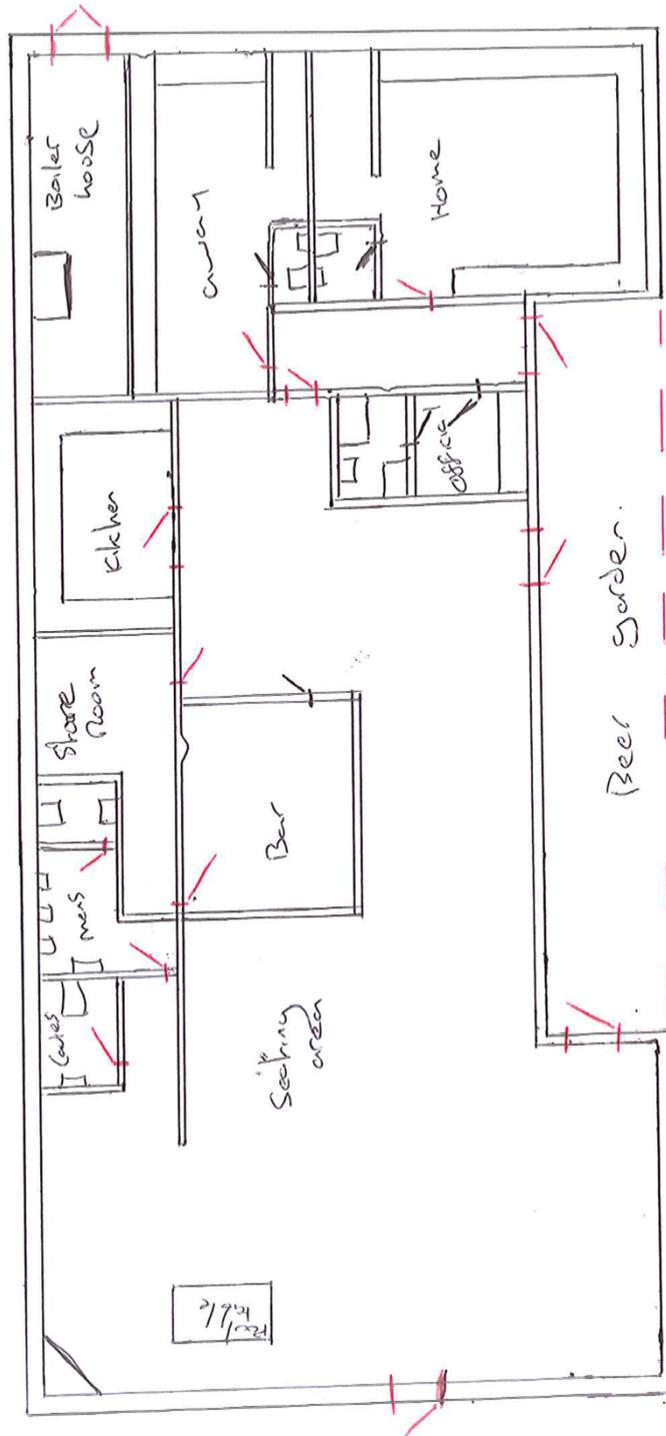
From: Stephen Meager
Sent: 04 November 2015 16:44
To: Sally Taylor
Subject: Re: Tring Town Amateur FC : representations

Hello Sally, yes only licence for supply of alcohol! We will never show recorded shows at the clubhouse only live tv.

Many Thanks

Stephen Meager
Club Chairman
Tring Town AFC

Miswell Lane Sports Pavilion
Scale 1/100





Dacorum Borough Council

Licensing

Civic Centre, Marlowes Hemel Hempstead, Herts, HP1 1HH



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Dacorum Borough Council 100018935: 2015

Scale: 1:1250
Date: 29/10/2015
OS Tile: SP9111NE

From:
Sent: 08 October 2015 19:50
To: Licensing Mailbox
Subject: Tring Town Amateur Football Club

We are wholly against this license application. We feel it is totally inappropriate in a residential area. We were disturbed on a regular basis when Tring Athletic used this building as a club house and ran licensed events on s Saturday evening. If music was playing it was audible through open windows. Our house backs onto the public footpath and despite the clubs best efforts, club goers who have been drinking do not leave quietly. This can be constant over 1 or 2 hours as people leave at different times. Ourselves and other neighbours also suffered in the past from vandalism to our fences. This may or may not have been caused by club goers, but the nature of the club bring there is a magnet for teenagers. This license application suggests we could be disturbed between the hours of 11 - 1pm four nights a week. We find this absolutely and totally unacceptable. Particularly as 2 of these evenings are prior to a working day. We have to get up early for work and do not see why we should suffer from disturbed sleep. A number of residents fought and successfully won against the local food store being able to sell alcohol till 11pm. I am sure most residents will be against this application too as we know from past experience the problems it can bring.



[REDACTED]
[REDACTED]

Tring
HP23 4EG

[REDACTED]
[REDACTED]

27/10/15

Licensing Section
Dacorum Borough Council
Civic Centre
Marlowes
Hemel Hempstead
HP1 1HH
Ref: Tring Town Amateur Football Club

Dear sir/madam

I refer to the application to Dacorum Borough Council for the grant of a club premises certificate to authorise the club to sell and supply alcohol, recorded music and live sport.

This is a written copy of an email dated 08/10/15 with additional objections.

We are wholly against this license application. We feel it is totally inappropriate in a residential area.

Since my original email, there were errors made on the application. This has now been clarified by Sally Taylor (Lead Licensing Officer).

We will be disturbed 3 nights a week at times ranging from 23:00/23:30/01:00.

We were additionally concerned by the non-standard timings of Christmas Eve and Bank Holidays until 23:30 and New Year's Day until 03:00. We are a small town which has no place for nightclub/bar closing times.

Ours and the surrounding roads, are very popular with families due to the proximity of local schools. I am sure you will agree, it is distressing for parents and children alike to suffer from anti-social behaviour on a regular basis. We were disturbed when Tring Athletic used this building as a club house and ran licensed events on a Saturday evening. This application is proposing licensing on 3 nights a week, so the impact could be greater.

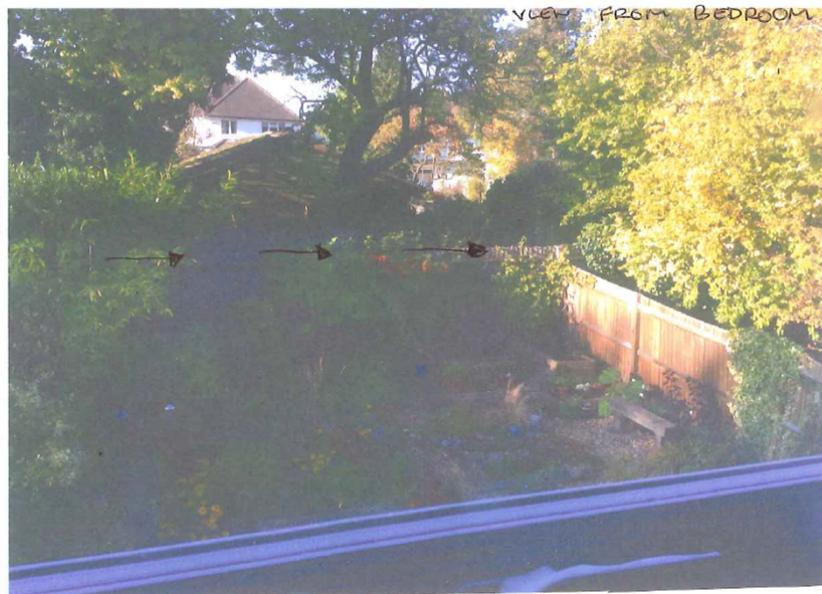
If music was playing it was audible through open windows. Our house backs onto the public footpath which leads from the football area onto Christchurch Road, (please see enclosed photographs) and despite the clubs best efforts, both members and the general public, who have been drinking, do not leave quietly. This can be constant over 1 or 2 hours, as people leave at different times.

Ourselves and other neighbours, have also suffered in the past from vandalism to our fences. Indeed at one point, the affected residents had a meeting in one of the resident's homes with the community policeman, as the problem was making us all very anxious. This may or may not have been caused by club goers, but the nature of the club being there, is a magnet for teenagers.

With all these concerns in mind, we feel it could have an impact on the value of our house. When we bought our first property in the road, 21 years ago, the clubhouse only had changing facilities, but has now been extended over several years. I would not choose to buy a property near a public house and feel that prospective purchasers could be put off for the same reasons.

A number of residents fought and successfully won against the local food store being able to sell alcohol till 11pm. I am sure most residents will be against this application too, as we know from past experience the problems it can bring.

Yours Faithfully

From:
Sent: 10 October 2015 14:19
To: Licensing Mailbox
Subject: Licensing Section re: Tring Town Amateur Football Club
Importance: High

Dear Sir/Madam,

I refer to the application to Dacorum Borough Council for the grant of club premises certificate to authorise the club to sell and supply alcohol, recorded music and live sport.

While I support the re-opening of the Football Club as it is a positive contribution for the residents their families, friends and visitors to enjoy these local activities I do not agree with the intended closing times for the supply of alcohol or music which will be later than 23:30 on Saturday-Sunday.

As I have been a licensee myself for over 18 years I know full well about the proposed activities on and around the closing times in respect of people leaving, drinking up time and clearing up after the music activity have completed. Apart from the fact I live at number XXXXXXXXXXXXXXXX which is directly next to the public footpath that leads from the football area onto Christchurch Road I already know that the noise levels are acceptable at the moment apart from the bottles and cans that are left everywhere however the noise would be unacceptable after 23:30 - 24:00 therefore I strongly object to the license being granted after 23:30.

Thank you.
Yours sincerely,

Tring HP23 4EG

From:
Sent: 14 October 2015 12:01
To: Licensing Mailbox
Subject: RE: Licensing Section re: Tring Town Amateur Football Club

Dear Ms Taylor

Thank you for your reply noting the error made in respect of the application for the Tring Town Amateur Football club's Premise Certificate closing hours.

I appreciate that I will receive a formal notice of the hearing in due course however would like it noted that I will be adding a further objection to the change of opening hours intended, the late hours for a Saturday and also Christmas Eve and New Years eve closing times which will affect this quiet residential area and it's families immensely.

Kind regards,

Tring HP23 4EG

From:
Sent: 13 October 2015 13:55
To: Licensing Mailbox
Subject: Objection to Tring Town Amateur Football Club - Licensing Application

Hello

We recently had a photocopy through of a Licensing application for

Tring Town Amateur Football Club
Miswell Lane Sports Pavilion
Miswell Lane
Tring
HP23 4BQ

The request is for hours to serve alcohol, show sports and have music.

We object based on 2 criteria

1. The sports pavilion has also been subject to much vandalism in the past. There is no road access to it requiring people to walk to and from the club past other residential houses and with no road access, I would question how it would be adequately policed - does Tring have a local 24 hour police response unit etc?

2. We would also object to the closing hours being requested. Currently the closing hours are

Wednesday 23:00
Friday 23:30
Saturday 01:00
Sunday 01:00

The club is in the middle of a quiet residential area, surrounded by houses - many with young families.

Wednesday night and Sunday nights are before school/work days, so having groups of potentially drunk people in the football field at the back of the houses singing and shouting at around midnight or later is not acceptable.

There is also little requirement I feel for such late hours in general. The town centre already has several pubs that are open till late and who show live sports, so what is the requirement for yet another venue that is open so late and in a residential area?

I look forward to your response

Regards

Tring
Herts HP23 4HQ

**TRING
HERTS HP23 4EG**

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

14th October 2015

Dear Sirs,

Application for Grant of Club Premises Certificate – Tring Town Amateur Football Club, Miswell Lane Sports Pavilion, Tring

We are writing in respect of an application from Tring Town Amateur Football Club authorising the sale and supply of alcohol, recorded music and live sport at their club premises in Miswell Lane.

Whilst we welcome the re-opening of the sports pavilion by a local sports club, we do have serious concerns regarding the unwarranted licensing hours being applied for.

You will be aware that the clubhouse is only a **few metres** from residential housing. Granting a license for alcohol and music on Wednesdays (17:00 to 23:00), Fridays 17:00 to 23.30) and Saturdays/Sundays (17:00 to 01:00) would, in the light of past experience cause us an unreasonable amount of disturbance and there is no reason to believe that this will not happen again.

Osmington Place, a major residential development backing onto the sports field and directly behind the Sports Pavilion, includes several young families and elderly residents who have previously endured vandalism, antisocial behaviour and loud music late at night (the most extreme of which was the arson attack which was made on the clubhouse a few years ago).

The previous club (Tring Athletic) for the most part was mindful of its neighbours, but even then, there were occasions when it was necessary to complain about noisy club users mingling outside the clubhouse and leaving the premises late at night, causing a disturbance in the process. Although neighbours were consulted about social events at the club, the number of which were restricted throughout the year, the Club was unable to control the behaviour of individuals (often alcohol induced) congregating outside the premises. These comments are made with the hindsight of experience.

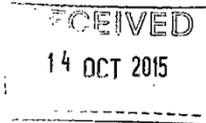
We sincerely hope that you do not permit these anti-social licensing hours. Doing so would be totally irresponsible and inconsiderate to local residents.

Yours faithfully

██████████
TRING

HP23 4HQ

12 October 2015



Licensing Section
Dacorum Borough Council
Hemel Hempstead
HP1 1HH

Dear Sirs

Ref: Application for Club Premises Certificate for Tring Town Amateur FC, Miswell Lane, Tring.

The Miswell Lane site has a long history of providing local football clubs with a football pitch for matches, traditionally on Saturday afternoons and Sunday mornings and I am happy that this continues. I am not anti-football. The recreation ground is, however, bordered on all sides by housing; the football pitch and clubhouse have housing on three sides, the nearest being within 50metres of the clubhouse. There is no roadway for vehicular access, so vehicles have to drive across the recreation ground; pedestrians have to walk from Miswell Lane along the length of the pitch.

For these reasons, I do not support the idea of the clubhouse having a licence for the sale and supply of alcohol, recorded music, live sport for the hours requested. The disturbance factor of music being played with doors and windows open until 01.00 is surely unfair on the local residents. Likewise, the noise generated by people leaving the club after midnight when many of us are asleep (or trying to!) is unsocial and not suited to this particular site.

I am aware that the previous tenants (Tring Athletic FC) were granted a licence some years ago, but that was not without its problems and I believe the hours were limited. I don't understand why a Saturday playing club requires a licence for Wednesdays and Fridays; I wish to object to this also.

In summary, I object to the granting of a licence as submitted.

Yours Faithfully

██████████
██████████

From:
Sent: 16 October 2015 09:35
To: Licensing Mailbox
Subject: Tring town amateur football club

Dear Sir/Madam

Unfortunately we have to object to the application

1. When previously there was activity at the club, before they moved to another venue to play matches, Okeford close was subject to excessive parking causing many local difficulties. It is convenient to park in Okeford close because it is but a stones throw from the club.

2. Previous activity encouraged noisy and disturbing behaviour from some individual returning to their cars parked in okeford close. Having viewed a request to you for live music and the sale of alcohol from 5pm to 1 am is excessive, especially Sunday evening when many residents would like to prepare themselves for Monday morning and not be disturbed by people returning from a night out!

If the request is granted then some restrictions on the opening hours needs to be reviewed. I accept midnight on Saturday may be a compromise but not on Sunday when this is most in appropriate.

One begs the question as to why the club wish to reopen this hut when it has been unused for the best part of two years. Are they having to move from their present facilities because of complaints!!

Dacorum ought to reclaim the pitch and make it part of the green area off Miswell Lane for at the moment it is a redundant football pitch and serving no purpose at all. We would like to reiterate that we object to the granting of the license.

From:
Sent: 16 October 2015 15:14
To: Licensing Mailbox
Subject: Re: Tring town amateur football club

Dear Sally

Thank you for your quick reply.

I have looked at the website and there are still inaccuracies on the form; re recorded music; Sat through Sunday could be one interpretation! I am sure the applicant just means Saturday.

On my original comments, the same concerns over public disorder and local parking still apply. I do believe that finishing at 23-30 hrs is still late. I imagine that the club wishes to watch Match of the Day and ,we, the local residents, may have to endure the joys or tribulations of their respective teams when the members leave the club!!

Overall, I do not believe that the residents of Okeford Close should be subject to the extra parking and late night revelries that were experienced previously when the club operated.

regards

Annex C7

From:
Sent: 18 October 2015 17:11
To: Licensing Mailbox
Subject: Re: Application for a Club Licence at Miswell Lane Sports Pavilion, Tring, HP23 4BX

I write to object to some aspects of this application.

For your information, the Sports Pavilion is not in fact on Miswell Lane. It is in the northern corner of Miswell Lane Recreation Ground, to which the main access is in Miswell Lane. It is at back of the houses in Osmington Place - the nearest houses being those in Osmington Place, Okeford Drive, and Windmill Way. It has no car parking, so people park in the surrounding roads, mainly in Miswell Lane.

I welcome the use of the field for football, and do not object to it having a bar for after-match or after-practice drinks.

But this is a Sports Pavilion. A recreation ground surrounded by houses is not a suitable venue for late-night drinking. I think that the 23:00 limit proposed for Wednesday (presumably practice night) should suffice for after-match socialising at the weekend too. Matches take place in the afternoon. Most televised football is over by 22:00.

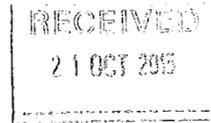
I live opposite the entrance to the ground on the corner of Miswell Lane and Beaconsfield Road. My bedroom windows overlook the entrance gates. Many of the footballers' cars will be parked outside my house - they already are. I fear that if events finish at 01:00 in the morning then it will be outside my house that goodbyes are shouted and car doors slammed. I see that in mitigation of local nuisance users will be reminded to be quiet. But these are mostly young men, not a group usually noted for their consideration.

I expect there are special occasions, New Year's Eve, World Cups, etc., where it is reasonable for a later finish. I suggest that the number of such events be limited to so-many a year, and that their dates be advertised in advance on the club's website so we can be forewarned.

Please acknowledge receipt of this email.

Yours

Tring, HP23 4DP



[REDACTED]
[REDACTED]
TRING HP23 4EG

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

19th October 2015

Dear Sirs,

**Application for Club Premises Certificate: Tring Town Amateur Football Club, Miswell Lane
Sports Pavilion, Tring HP23 4BX**

We are writing in respect of an application from Tring Amateur Football Club for a Certificate authorising the Sale and Supply of Alcohol, Recorded Music and Live Sport at their Pavilion in Miswell lane.

Whilst we welcome the re-opening of the sports Pavilion by a local sports club, we do have serious concerns regarding the scope of the licensing hours being applied for.

You will be aware that the Pavilion is only a few metres from residential housing. Granting a license for alcohol and music on Wednesdays (17.00 to 23.00) Fridays (17.00 to 23.00) and Saturdays/Sundays (17.00 to 01.00) would cause an unreasonable amount of disturbance to local residents.

Osmington Place, a major residential development which backs onto the sports field and the Sports Pavilion, includes several young families and elderly residents who, we are told, have previously endured vandallism, anti-social behaviour and loud music late at night.

We understand that the previous club (Tring Athletic) for the most part were mindful of their neighbours, but even then there were occasions when it was necessary to complain about noisy club users mingling outside the clubhouse and leaving the premises late at night, causing a disturbance in the process. Although residents were consulted about social events at the club, the number of which were restricted throughout the year, we are told that the Club was unable to control the behaviour of individuals (often alcohol induced) congregating outside the premises. These comments are made with the hindsight of experience.

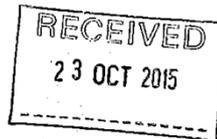
We sincerely hope that you will not permit the unreasonable and anti-social licensing hours which have been applied for.

Yours Faithfully
[REDACTED]
[REDACTED]
[REDACTED] TRING.

[REDACTED]
Tring
Hertfordshire HP23 4EQ

20th October 2015

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



Dear Sir or Madam

Tring Town Amateur Football Club: Application for grant of Club Premises Certificate

I wish to make an objection concerning the above application that has been made under the Licensing Act 2003. The application relates to Miswell Lane Pavilion, Miswell Lane, Tring.

My main concern is about the potential public nuisance that may arise from late night drinking at the location which is close to many private residences including my own. In particular, I am unhappy about the prospect of late night activities involving alcohol on Saturday and early Sunday morning. This is not an appropriate location for the provision of alcohol late at night.

In addition, it is unclear whether there will be control on the volume of recorded music. Even though the music is played indoors this could become a serious annoyance for nearby residents.

There are access issues concerning this location. If it becomes a popular and regular venue I am concerned that it could result in people parking along Okeford Drive and Okeford Close and then climbing fences to gain access to the fields where the venue is located. This would constitute an additional public nuisance.

Yours faithfully

[REDACTED]

[REDACTED]

From:

Sent: 25 October 2015 20:08

To: Licensing Mailbox

Subject: Application for grant of Club Premises Certificate, Tring Town Amateur Football Club, Miswell Lane, Tring, Hertfordshire HP23 4BX

Dear Sir or Madam,

I have been a West and Central Hertfordshire Magistrate for many years and have had considerable experience of licencing applications from when we used to have a specific licencing bench. Further to a number of complaints made to me by local residents, I have just read the application for grant of Club Premises Certificate, Tring Town Amateur Football Club, Miswell Lane, Tring, Hertfordshire HP23 4BX.

I consider the request for a licence to serve alcohol until from 12.00 noon on Saturday until 01.00am each and every Sunday morning completely unnecessary and contrary to section (d) prevention of public nuisance.

It would be entirely reasonable to grant the sale of alcohol until 11.00pm on Saturday night unless a special occasion required an extension, for which a separate application would need to be made.

I refer you to your own Licencing policy:

DACORUM BOROUGH LICENSING AUTHORITY

AUTHOR EDITOR: Deborah Latto, Senior Manager Licensing to September 2010 Sally Taylor
Licensing RESPONSIBLE OFFICER Rita McGinlay, Group Manager (Regulatory Services)
Date of Publication January 2011. Date of Last Version January 2008 Version No. 3.0 Date of
Expiry January 2016 Associated Documents Introduction

STATEMENT OF LICENSING POLICY

6. Licensing Hours:

6.4 In the interests of reducing crime, disorder and anti-social behaviour the Licensing Authority will prefer applications from public houses, night-clubs and **registered clubs** that show in their operating schedules a responsible approach to alcohol sales by:

- **ending alcohol sales at a designated time before they close, i.e. a closing time later than a "last orders" time for alcohol sales;**

- **Specifying a time by which the premises will be emptied of patrons and closed.**

6.6 The Licensing Authority will deal with the issue of licensing hours on the individual merits of each application. **However, when issuing a licence, stricter conditions are likely to be imposed with regard to noise control in the case of premises that are situated in largely residential areas.**

I am interested to see that the applicant Mr Meager suggests that they will work with the local community. How do they intend to do that? What steps are they taking to engage with local residents to prevent nuisance? The proposal to just put up notices in the bar to ask members to respect **are** (sic) neighbours is frankly weak and unenforceable. Previous history would suggest that drunken revellers will leave the premises and create nuisance in all surrounding roads including Christchurch road via Okeford Drive.

This application is frivolous and is not taking the local residents seriously.

I await your comments with interest.

[REDACTED]

Tring
Herts
HP23 4HH
25th October 2015



**TRING TOWN AMATEUR FOOTBALL CLUB / Miswell lane Sports pavillon Miswell lane Tring
Herts HP23 4BX**

APPLICATION FOR LICENSE

THE LICENSING SECTION DACORUM COUNCIL

We have received notification of an application for a license to the above premises.

We are opposed to this license being granted for the following reasons.

1 Vehicle access to the pavilion is only possible through pad locked gates, which makes access for the emergency services very difficult. This is worrying bearing in mind the pavilion has been set alight at least twice.

2 Noise from the pavilion. With live music etc this is not desirable particularly in the summer when residents are enjoying a nice evening in the garden or have their windows open, as the pavilion is situated close to numerous houses.

3 The noise from people arriving and In particular leaving would need to be considered as again as mentioned above the pavilion is close to a number of properties.

4 the position of the pavilion does not have any facilities for parking for patrons visiting the pavilion or for deliveries of drink and equipment unless of course the deliveries are allowed to drive across the playing field which has previously caused some concern, particularly from churning up the playing field and indeed the safety of people in the park.

5 The roads surrounding the area have no capacity for parking for patrons of the pavilion.

6 Having alcohol and television equipment etc stored on the premises will make it a target for vandalism and theft.

7 The license being granted will take away business from the local pubs and facilities which also provide this form of entertainment. Therefore do we really need this facility.

Yours sincerely

[REDACTED SIGNATURE]

From:

Sent: 27 October 2015 10:38

To: Licensing Mailbox

Subject: Tring Town Amateur Football Club, Miswell Lane, Tring, Hertfordshire HP23 4BX-
OBJECTION

Dear Sir/Madam,

Objection to application for Club premises, at Tring Town Amateur Football Club,
Miswell Lane:

The location is unsuitable for a licenced premises, being in a quiet residential area.

Safety:

Cannot be Policed, due to its location and poor access point's, the Park at night, is not
surprisingly poorly lit, if at all.

Cannot be easily accessed by the Fire service.

Access routes for patrons, at night would also be dangerous.

Public Nuisance:

The Christchurch Road Access is via an unmaintained walkway/ally way, this is also
unlit, adjacent to residential properties on both sides, this would also generate noise
directly to these residents, particularly from visitors making there way home.
Noise Pollution, The Premises does back directly onto residential properties,
including over 55's housing in Osmington Place. In such a quiet location, noise in the
park area, echo's and reverberates.

Parking: currently all residents struggle to find parking on Miswell lane, particularly
near the park gate. The other access point from Christchurch Road is on a bend in the
road. During football match's, (daylight hours)vehicles are parked on this bend, At
night, this location would become a potentially dangerous location for other road
users to pass. There is no provision for any Parking.

Due to Smoking Legislation, an outside smoking area would also generate noise.

Placing posters in any Bar area asking patrons to "respect neighbours when leaving
the Premises" doesn't work. There will be Noise pollution, if a licence is granted in a
residential area.

In summary this is an unsuitable location for a licenced premises.

I would like to object to the application.

Annex C13

Hi

The reasons for wishing to speak is,as previously some 10 years or more ago, public nuisance,crime & disorder, foul language etc need I go on. I don't need this just a few yards from my home. Also with alcohol being on the premises unattended for at least 4 days there will be break-ins, damage and fire as last time.

All the best

Annex C14

From:

Sent: 27 October 2015 20:07

To: Licensing Mailbox

Subject: Tring Town Amateur Football club licence application

Dear Sirs

We wish to object most strongly on all counts to the above application for the following reasons:

Public Safety

- There is no parking except in already over crowded residential roads, this limited parking already leads to increased number of cars parking on or very close to junctions, decreasing visibility for both vehicles and pedestrians. A situation which is exacerbated by the football and we believe would increase further if the premises was given a licence and at additional times
- There is no official access for deliveries, the one currently being used is adjacent to a zebra crossing, newly constructed to provide safer routes to school. To deliver through this gate means holding up the traffic and driving across the public recreation ground which is a main route for walking to school and aside from school hours is used by all members of the community for recreation and dog walking. The gate is narrow and damage has already been done to our fence and council property by use of this gate for deliveries to the football club.
- We do not believe that restricting glass to indoor use only will decrease public nuisance nor that it will deter littering, it will only avoid broken glass. Plastics are just as harmful to our environment and the wildlife

Preventing Public Nuisance

- This is a purely residential area, unlike the other clubs in Tring this club is surrounded on all sides by housing, the only way to access the club is via public alleyways and walkways all of which pass close to or behind houses. The proposed hours are very long and will undoubtedly lead to noise when people leave and the alcohol will encourage drunkenness, rowdiness and possibly vandalism. There is also a beer terrace and a music licence requested, again this will cause disturbance and nuisance.
- We do not believe that posters in the bar area are a sufficient deterrent or method of preventing public nuisance, and being so close to housing and children's play areas

limits the use of an open space in Tring designed to meet the purposes of all especially young families

Crime & Disorder

- As previously mentioned the combination of long hours and available alcohol will encourage drunkenness and rowdy behaviour. Historically parties were held at this venue and as these ended noise and vandalism ensued for example litter bins were tipped out and emptied into the road.
- The only prevention to crime and disorder relating to potential users of the premises is reactive, it does not focus on preventing antisocial behaviour in the first place or a policy with which to tackle the issue or promote responsible drinking.

Protection of children from harm.

- The comments talk about restricting children *in* the premises however this is an open space used by all of the community. To have a licensed premises in a public open space is not positive for those children and adults who walk and cycle past the club house to use the playground or just to walk there.

There are plenty of pubs and clubs in Tring which provide both sport on TV and a place to drink and socialise, why is this needed? It is great to see the space used for sport on a regular basis however we feel licencing of the premises and the hours proposed to be inappropriate and anti-social to the surrounding community and hope that you will take into consideration our objections.

Thank you

Tring
HP23 4EX

From:
Sent: 27 October 2015 21:27
To: Licensing Mailbox
Subject: Application for Grant of a Club Premises Certificate for the Tring Town Amateur Football Club in Miswell Lane

Dear Sir

I am writing to formally object to the granting of a Club Premises Certificate for the Tring Town Amateur Football Club in Miswell Lane.

On reading the application I noted that it states that the club would work with the local community to promote the licensing objectives. To date I am not aware of any communication from the club to the local residents regarding this application.

I feel that granting a license for this club will create a public nuisance through noise disruption to local residents at night whilst the club is open. The club is located within the centre of a residential area within the Miswell Lane Park. The application has requested licensing to 1am on a Sunday morning; this would create noise at an unacceptable time late at night within the club and the surrounding areas as people leave the club and park. I do not think that just putting up posters within the club will fully address this issue.

The application also identified an outside beer garden area; this again would also create unacceptable noise during the evening for local residents. This would also be exacerbated throughout the year especially during the summer when there are sporting events being televised at the club.

I have concerns that the club could have a direct impact on crime in the local area, as there would not be a way of controlling people leaving the club and accessing the local streets through the park late at night. In addition to this the pavilion itself will become a greater target for crime due to the storage of alcohol there.

The club would also impact on road safety around the park entrance within Miswell Lane adjacent to the zebra crossing. As currently this area does become congested at the weekend when there is football on, this congestion will only increase with the club staying open late nights creating a potential public safety issue late at night when people are leaving the club.

Lastly, access to the park is currently unlit therefore I suggest there is a further potential public safety issue for people accessing the park late at night.

I do not feel that any of the steps listed within the application to promote the licensing objectives address these issues above. The steps identified are generic and do not address issues specific to the location of the pavilion.

Whilst I am not against the club operating from the pavilion within the park and commend the football club for the amount of work and effort that has gone into refurbishing the pavilion, I do feel that the location of the pavilion is not best placed for the sale of alcohol.

Tring has a number of pubs and clubs situated in more appropriate locations within the town that televise live sporting events.

Yours Faithfully

Tring
HP23 4EX

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



19th October 2015

Dear Sir,

In response to the Tring Town Amateur Football Club License Application for premises at Miswell Lane in Tring, we the undersigned would like to make representation against the request for a 01:00 finish on Sunday mornings for reasons of potential Public Nuisance.

Our experience when Tring Athletic FC held a similar license in the past was that late finishes, particularly in the summer, would often result in noisy and offensive behaviour, sometimes well past 01:00 and leave us with discarded bottles in the street and adjacent gardens.

I have had a discussion with the 1st team manager (Adam Meager) who was adamant that the application was for the few hours after home games and that the club had no plans for events or parties, which would appear contrary to this current request. While we understand the logic behind a "one-off" application that would cover future changes of plan, the local residents wouldn't at that point be able to make any representation.

Yours,

[Redacted signatures and names]

[REDACTED]

1954
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From:

Sent: 29 October 2015 19:27

To: Licensing Mailbox

Subject: Tring Town Amateur Football Club, Miswelllane Pavilion HP23 4B. Licensing application

Dear Sirs

We wish to object most strongly on all counts to the above application for the following reasons:

Public Safety

- There is no parking except in already over crowded residential roads, this limited parking already leads to increased number of cars parking on or very close to junctions, decreasing visibility for both vehicles and pedestrians already and restricting movement of the local bus and emergency services. A situation which is exacerbated by the football and we believe would increase further if the premises was given a licence and at additional times
- There is no official access for deliveries, the one currently being used is adjacent to a zebra crossing, newly constructed to provide safer routes to school. To deliver through this gate means holding up the traffic, and driving across the public recreation ground which is a main route for walking to school and aside from school hours is used by all members of the community for recreation and dog walking. The gate is narrow and damage has already been done to the fence of our opposite neighbours. Council property has also been damaged by use of this gate for deliveries to the football club.
- We do not believe that restricting glass to indoor use only will decrease public nuisance nor that it will deter littering, it will only avoid broken glass, if the customers adhere to the guidelines. Plastics are just as harmful to our environment and the wildlife

Preventing Public Nuisance

- This is a purely residential area, unlike the other clubs in Tring this club is surrounded on all sides by housing, the only way to access the club is via public alleyways and walkways all of which pass close to or behind houses. The proposed hours are very long and will undoubtedly lead to noise when people leave and the alcohol will encourage drunkenness, rowdiness and possibly vandalism. There is also a beer terrace and a music licence requested, again this will cause disturbance and nuisance. The club house its self is of such a construction that the noise and vibration of indoor music carries at least to the other side of Miswell Lane, not to mention the properties adjacent to the football field and directly behind the clubhouse.
- We do not believe that posters in the bar area are a sufficient deterrent or method of preventing public nuisance, and being so close to housing and children's play areas limits the use of an open space in Tring designed to meet the purposes of all especially young families.

Crime & Disorder

- As previously mentioned the combination of long hours and available alcohol will encourage drunkenness and rowdy behaviour. Historically parties were held at this venue and as these ended noise and vandalism ensued for example litter bins were tipped out and emptied into the road. We experienced damage to our long fence totalling £1000 after a late license event, the alleyway adjacent to our property is unlit and directly opposite the entrance/exit to the recreational space for the people of Tring in which the club have made their home.
- The only prevention to crime and disorder relating to potential users of the premises is reactive, it does not focus on preventing antisocial behaviour in the first place or a policy with which to tackle the issue or promote responsible drinking. The club house has fallen victim to vandalism, break in and Arson and once it is known that alcohol is available and stored on site we feel this makes it an even more attractive proposition to would be thieves. Also there is already a problem with youths congregating in that area to drink alcohol and smoke cannabis, the smell gives it away. The Police were recently summonsed to an 'Incident

related to alcohol' and as a resident of Miswell Lane for 20 years the memories of being woken up by partygoers from the football club being far from quiet are still very fresh in our minds, one feels too afraid to tackle these revellers as we are all too aware that alcohol fuels unacceptable responses in individuals asked to keep the noise down.

Protection of children from harm.

- The comments talk about restricting children *in* the premises however this is an open space used by all of the community. To have a licensed premises in a public open space is not positive for those children and adults who walk and cycle past the club house to use the playground or just to walk there.

There are plenty of pubs and clubs in Tring which provide both sport on TV and a place to drink and socialise, why is this needed? It is great to see the space used for sport on a regular basis however we feel licencing of the premises and the hours proposed to be inappropriate and anti-social to the surrounding community and hope that you will take into consideration our objections.

Thank you

Tring
HP23 4EX

From:
Sent: 30 October 2015 17:02
To: Licensing Mailbox
Subject: Re: Tring Town Amateur Football Club

Tring

HP23 4HH

Thank you for your reply.

I don't quite understand why our comments are not acceptable as stated. However I am sending them again under the following headings.

We just want the club members to be aware of our concerns and to behave accordingly.

Prevention of crime and disorder

The clubhouse is accessed from Miswell Lane but also via a footpath from Christchurch Road which goes between Windmill Way and Osmington Place. There have been incidents of anti social behaviour (noise, litter, damaged fence panels) in the past along this footpath.

Prevention of public nuisance

- We have some concerns about the number and timings of possible extra events - perhaps these could be limited.
- We would prefer that the club closes by midnight on Saturdays rather than 01.00 on Sunday.

Sent from my iPad

Appendix C19

From:
Sent: 30 October 2015 19:26
To: Licensing Mailbox
Subject: Tring town amateur football club premises certificate –

I wish to add my disapproval to this application . The proposal to hold events with late night drinking and often very loud music , even on school days ,is not acceptable in this area where the club bar is so close to houses and is in an area which is normally dark and quiet in the evening . This site is only yards from a number of houses and in the past when they have held dances has proved to be very poorly sound proofed

Simply put the site is not suitable for these plans and frankly never will be.

Tring
HP234HQ

INTERNAL MEMO

To: Licensing
From: Dawn Ryder - Environmental Health
Ext: 01442 228481
CC Tony Cawthorne
Date: 22nd October 2015
Subject: Tring Amateur Athletic Football Club

Notice is hereby given that the Environmental Health Department:

- a) does not wish to make a representation.
- b) Would like to make a representation as detailed on the Representation Form from Responsible Authorities (attached).

Regards

Dawn Ryder
Environmental Health Officer

DACORUM COUNCIL LICENSING AUTHORITY

LICENSING ACT 2003

REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES

Responsible Authority:

Environmental Health – Environmental Protection/Health and Safety.(delete as appropriate)

Your Name	DawnRyder
Job Title	District Environmental Health Officer
Postal and email address	Civic Centre, Marlowes, Hemel Hempstead
Contact telephone number	Ext 2481

Name of the premises you are making a representation about	Tring Amateur Athletic Football Club
Address of the premises you are making a representation about	Miswell Pavilion, Miswell Lane Tring Hp23 4BX

<i>Which of the four licensing Objectives does your representation relate to?</i>	<i>Yes Or No</i>	<i>Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary</i>
To prevent crime and disorder		
Public safety		
To prevent public nuisance	yes	Potential complaints from residents complaining of lack of sleep and unable to enjoy peace and quiet of home
To protect children from harm		

Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account.

The use of a noise limiter with limits set by Environmental Health

Signed: Dawn Ryder

Date: 22/10/15

Annex E

Local policy considerations and national statutory guidance

It is considered that the following extracts from the Council's Statement of Licensing Policy and National Guidance 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.

1.12 The licensing process seeks only to control those measures within the control of the licensee and in the vicinity of the premises. Licensing legislation is not a mechanism for the general control of anti social behaviour by individuals once they are away from the premises and beyond the direct control of the licence holder. Nonetheless, it is a key aspect of such control, and licensing law will always be a part of a holistic approach to the management of the evening and night-time economy in Dacorum.

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.

Licensing Hours

6.3 The Licensing Authority expects that issues relating to licensing hours will be addressed by the applicant in the operating schedule.

6.4 In the interests of reducing crime, disorder and anti-social behaviour the Licensing Authority will prefer applications from public houses, night-clubs and registered clubs that show in their operating schedules a responsible approach to alcohol sales by:

- ending alcohol sales at a designated time before they close, i.e. a closing time later than a "last orders" time for alcohol sales;
- Specifying a time by which the premises will be emptied of patrons and closed.

6.6 The Licensing Authority will deal with the issue of licensing hours on the individual merits of each application. However, when issuing a licence, stricter

conditions are likely to be imposed with regard to noise control in the case of premises that are situated in largely residential areas.

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.

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.

Crime and Disorder

2.3 Conditions should be targeted on deterrence and preventing crime and disorder. For example, where there is good reason to suppose that disorder may take place, the presence of closed-circuit television (CCTV) cameras both inside and immediately outside the premises can actively deter disorder, nuisance, anti-social behaviour and crime generally.

2.16 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 persons are not permitted in garden areas of the premises after a certain time. More sophisticated measures like the installation of acoustic curtains or

rubber speaker mounts to mitigate sound escape from the premises may be appropriate. However, conditions in relation to live or recorded music may not be enforceable in circumstances where the entertainment activity itself is not licensable. Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises and its licensable activities. Licensing authorities should avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are expensive to purchase and install and are likely to be a considerable burden for smaller venues.

2.17 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, the most sensitive period for people being disturbed by unreasonably loud music is at night and into the early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. This is why there is still a need for a licence for performances of live music between 11 pm and 8 am. In certain circumstances, conditions relating to noise emanating from the premises may also be appropriate to address any disturbance anticipated as customers enter and leave.

2.20 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, or that, if they wish to smoke, to do so at designated places on the premises instead of outside, and to respect the rights of people living nearby to a peaceful night.

Public safety

2.6 Licence holders have a responsibility to ensure the safety of those using their premises, as a part of their duties under the 2003 Act. This concerns the safety of people using the relevant premises rather than public health which is addressed in other legislation.

2.8 The measures that are appropriate to promote public safety will vary between premises [...] and applicants should consider when making their application which steps it is appropriate to take to promote the public safety objective and demonstrate how they achieve that.

Ensuring safe departure of those using the premises:

2.9 Licence holders should make provision to ensure that premises users safely leave their premises. Measures that may assist include:

- Providing information on the premises of local taxi companies who can provide safe transportation home; and
- Ensuring adequate lighting outside the premises, particularly on paths leading to and from the premises and in car parks.

Protection of children from harm

2.21 The protection of children from harm includes the protection of children from moral, psychological and physical harm.

2.25 Licensing authorities and responsible authorities should expect applicants, when preparing an operating schedule or club operating schedule, to set out the steps to be taken to protect children from harm when on the premises.

Determining applications

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. 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.

9.36 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.

9.37 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.

9.38 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. Any conditions added to the licence must be those imposed at the hearing or those agreed when a hearing has not been necessary.

Imposed conditions

10.8 The licensing authority may not impose any conditions unless its discretion has been exercised 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.

PROCEDURE FOR HEARINGS CONDUCTED BY THE LICENSING OF ALCOHOL AND GAMBLING SUB-COMMITTEE (PREMISES-RELATED APPLICATIONS)

The Sub-Committee will follow the procedure below when conducting a hearing:

1. The Chairman will open the meeting by:
 - a) Introducing the Members of the Sub-Committee (indicating any substitutions) 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 the parties to the hearing who are present to introduce themselves:
 - a) The Chairman will establish whether any parties wish to nominate a spokesman to speak on behalf of several parties;
 - b) The Sub-Committee will consider:
 - i) any prior request made by a party for permission for any other person (witnesses) to address the Sub-Committee; and
 - ii) any request to provide late documentary or other information and will only take the same into account with the consent of all parties.
3. The Chairman will establish whether Members of the Sub-Committee:
 - a) have an interest to declare;
 - b) have visited the premises or place which is the the subject of the application;
 - c) have read the papers before them.
4. The Chairman will ask the Officers present to confirm whether there has been compliance with all relevant requirements and to present the report, highlighting any late withdrawal of applications or representations.
5. Members may ask any relevant question of any Officer.
6. The Chairman will ask the parties to address the Sub-Committee in the following order:
 - a) In the case of a review application:
 - i) The review applicant (or police/council officer, if the review follows a closure order);
 - ii) The licence-holder;
 - iii) Any responsible authority or other person who has made a relevant representation to the application.
 - b) In any other case:
 - i) The applicant;
 - ii) Any responsible authority or other person who has made a relevant representation to the application.
7. Parties may not introduce new issues when addressing the Sub-Committee – they may only speak on and around the matters contained in applications, representations or notices, or on any matter of which the licensing authority has requested clarification.
8. After each party has spoken, Members of the Sub-Committee may ask relevant questions of that party.

9. Requests from a party to question or cross-examine another party will be considered individually by the Sub-Committee, and will be permitted only if the Sub-Committee is of the view that it is required in order for Members to consider the representations, application or notice.
10. The Chairman will invite any party who has previously spoken to summarise their points if they wish to do so, in the reverse order to that followed previously.
11. Members of the Sub-Committee will discuss what has been said and written on the matter before them and make their decision. The Chairman may request that all persons other than the Members of the Sub-Committee and their legal adviser withdraw from the meeting room during this process – if any further clarification or information is required from any person, all parties will be recalled.
12. The legal adviser shall inform the hearing of any advice that they have given the Sub-Committee during their deliberations.
13. The Chairman will confirm the decision reached by the Sub-Committee, including any additional conditions imposed upon the licence, and the reasons for the decision. Written confirmation of the decision will be sent by the licensing authority to all parties after the hearing.

Absent parties

If a party is not present at the hearing, and the Sub-Committee proceed to hear the matter in their absence, the Sub-Committee will consider the written application, representation or notice given by that party, when determining the matter.

Time limits

The Sub-Committee will not generally limit the speaking time allowed to parties at a hearing, although it will be stressed that repetition or speaking about unrelated or irrelevant matters are not acceptable. However, in cases with a large number of parties in attendance and wishing to address the hearing, the Chairman may impose a maximum time limit applying equally to each individual party to the hearing. This will be discussed with the parties at the commencement of the hearing.

Exclusion

At any point during the hearing, the Sub-Committee may resolve to:

- exclude the public and press from all or part of the hearing under section 100A(4) of the Local Government Act 1972 on the basis that, in view of the nature of the proceedings or the nature of the business to be transacted, if members of the public were present during that item there would be disclosure to them of exempt information (a party to the hearing and any person assisting or representing a party can be treated as a member of the public for this purpose); or
- require any person who is being disruptive to be excluded from the hearing and not return, or only be permitted to return on such conditions as the Committee may specify. Such an excluded person may, before the end of the hearing, submit to the Committee in writing any information which they would have been entitled to give verbally had they not been required to leave.