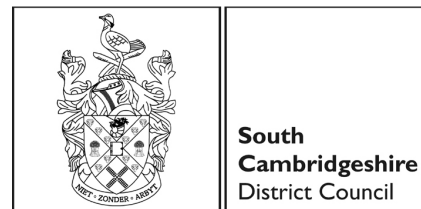


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5 January 2012

To: Chairman – Councillor Alex Riley
Members of the Licensing (2003 Act) Sub-Committee – Councillors
Trisha Bear and Charles Nightingale

Applicant: Eleanor Clapp, Treasurer, St Mary's Community Hall, Church Lane, Sawston

Representee(s): John Wilson, Divisional Environmental Health Officer

Dear Sir/Madam

Please find below the agenda, and attached the relevant papers, for the hearing by the **LICENSING (2003 ACT) SUB-COMMITTEE** of the application for a premises licence at St Mary's Community Hall, Church Lane, Sawston. The hearing will be held in the **JEAVONS ROOM, FIRST FLOOR** meeting room at South Cambridgeshire Hall on **MONDAY, 16 JANUARY 2012 at 10.00 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
JEAN HUNTER
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA		PAGES
1.	APOLOGIES FOR ABSENCE	
2.	DECLARATIONS OF INTEREST	
3.	INTRODUCTIONS / PROCEDURE The Chairman will introduce the members of the Sub-Committee and the officers in attendance at the meeting. A copy of the Licensing (2003 Act) Committee procedure is attached.	1 - 2
4.	APPLICATION FOR PREMISES LICENCE: ST MARY'S COMMUNITY HALL, CHURCH LANE, SAWSTON	3 - 42

OUR VISION

- We will make South Cambridgeshire a safe and healthy place where residents are proud to live and where there will be opportunities for employment, enterprise and world-leading innovation.
- We will be a listening Council, providing a voice for rural life and first-class services accessible to all.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

While the District Council endeavours to ensure that visitors come to no harm when visiting South Cambridgeshire Hall, those visitors also have a responsibility to make sure that they do not risk their own or others' safety.

Security

Members of the public attending meetings in non-public areas of the Council offices must report to Reception, sign in, and at all times wear the Visitor badges issued. Before leaving the building, such visitors must sign out and return their Visitor badges to Reception.

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Evacuate the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park.

- **Do not** use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If someone feels unwell or needs first aid, please alert a member of staff.

Access for People with Disabilities

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can obtain both neck loops and earphones from Reception.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business and Use of Mobile Phones

The Council is committed to openness and transparency. Until such time as the Council's Constitution is updated to allow public recording of business, the Council and all its committees, sub-committees or any other sub-group of the Council or the Executive will have the ability to formally suspend Standing Order 21.4 (prohibition of recording of business) for the duration of that meeting to enable the recording of business, including any audio / visual or photographic recording in any format or use of social media to bring Council issues to a wider audience. To minimise disturbance to others attending the meeting, all attendees and visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings.

Banners, Placards and similar items

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

Disturbance by Public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

Smoking

Since 1 July 2008, the Council has operated a new Smoke Free Policy. Visitors are not allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. Visitors are not allowed to bring food or drink into the meeting room.

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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL
LICENSING (2003 ACT) COMMITTEE**

HEARING PROCEDURE

1. Introduction

- The Chairman of the sub-committee will welcome and introduce everyone present, giving explanations of roles where necessary, and outline the procedure to be followed.
- The hearing will take the form of a discussion to be led by the sub-committee.
- Members of the sub-committee will be able to ask questions of any party, or the Licensing Officer, at the hearing. They will try, so far as possible, to ask their questions at the conclusion of each party's submission.
- The sub-committee will consider any requests for permission to ask questions of other parties. It will decide if questions are required in order for it to consider the case properly. If permission is given to one party, it will usually be given to all other parties.
- The Chairman may ask any person behaving in a disruptive manner to leave and may refuse to permit that person(s) to return or may permit them to return with specified conditions. Such a person may, before the end of the hearing, submit to the authority in writing any information which they would have been entitled to give orally had they not been required to leave.
- Members of the sub-committee will be asked to make any Declaration of Interests.

2. Witnesses

The sub-committee will consider any requests from any of the parties to call witnesses.

3. New evidence/information

The sub-committee will consider any requests for permission to present new evidence or information not previously disclosed to all the parties and the sub-committee prior to the hearing. The general rule is that such information or evidence must not be considered unless all parties at the hearing agree to it being considered on the day of the hearing. A request may be made for a short adjournment to allow time for everyone to receive copies of the extra information and time to read it.

4. Allocation of time

Each party will be asked for a time estimate for the presentation of their case. The sub-committee will hear all estimates and then allocate each party an equal amount of time to speak.

5. Licensing Officer's report

The Council's Licensing Officer will outline details of the application and representations received by the council. No recommendation to members will be made.

6. Applicant's case

The applicant will present their case first. They have a right to:

- address the sub-committee on any points of clarification the council has sought;
 - address the committee generally; and
 - call any witnesses that they have been given permission to call. Witnesses may be cross-examined if permission is granted. If this happens, the time taken for questions will count towards the allocated time of the party asking the questions, not the party answering them.
- Members of the sub-committee may ask questions of the applicant.

7. Police representations

The Police will make any representations about the application, with the same rights as listed at s.6. Members of the sub-committee may ask questions of the police representative.

8. "Responsible authorities" representations

Other "responsible authorities" (Police/Fire/Environmental Health Officer/Social Services/Trading Standards/Planning Directorate) will then make representations, with the same rights as listed at s.6.

Members of the sub-committee may ask questions of those authorities represented.

9. Any other representations

Anybody else making representations will go last, with the same rights listed at s.6.

Members of the sub-committee may ask questions of any person who has made a representation.

10. Legal advice

Once all parties have presented their cases to the sub-committee, and the members of the sub-committee have no more questions for any of the parties, the Council's Legal Officer will be asked to outline any relevant legal guidance.

11. Decision-making

The sub-committee will remain in the room to make its decision. The Council's Legal Officer and Democratic Services Officer will also remain with members to advise where necessary and take notes of the decision. All other persons present will vacate the room.

12. Notification of decision

Depending on the nature of the application, a determination of the case will either be made at the conclusion of the hearing, or within 5 working days. In most cases, all parties will be notified of the decision in writing.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	Licensing Sub-Committee (2003 Act)	16 January 2012
AUTHOR/S:	Executive Director, Operational Services / Corporate Manager, Health & Environmental Services	

**APPLICATION FOR PREMISES LICENCE:
ST MARY'S COMMUNITY HALL, CHURCH LANE, SAWSTON**

The Application

1. The application (**APPENDIX A**) for St Mary's Community Hall, Sawston was received by the licensing section on 17 November 2011. The requirements for advertising and displaying relevant notices were carried out in accordance with the Licensing Act 2003, and to the satisfaction of the Licensing Officer.

Background

2. The premises are set back off Church Lane and there are residential properties bordering the boundary of the hall car park and opposite the hall (see **Appendix B** and **Appendices C(i)** and **C(ii)**). The entrance to the car park is off Church Lane leading to the front of the hall.
3. The application is:
 - **To allow the provision of Plays (Indoors Only)**
Monday to Thursday 09.00 – 22.00 hrs
Friday & Saturday 09.00 – 23.00 hrs
Sunday 09.00 – 22.00 hrs
 - **To allow for the provision of Films (Indoors Only)**
Monday to Thursday 09.00 – 22.00 hrs
Friday & Saturday 09.00 – 23.00 hrs
Sunday 09.00 – 22.00 hrs
 - **To allow Indoor Sporting Events**
Monday to Thursday 09.00 – 22.00 hrs
Friday & Saturday 09.00 – 23.00 hrs
Sunday 09.00 – 22.00 hrs
 - **To allow Live Music (Indoors and Outdoors)**
Monday to Thursday 09.00 – 22.00 hrs
Friday & Saturday 09.00 – 23.00 hrs
Sunday 09.00 – 22.00 hrs
 - **To allow Recorded Music (Indoors and Outdoors)**
Monday to Thursday 09.00 – 22.00 hrs
Friday & Saturday 09.00 – 23.00 hrs
Sunday 09.00 – 22.00 hrs

- **To allow Performance of Dance (Indoors and Outdoors)**
Monday to Thursday 09.00 – 22.00 hrs
Friday & Saturday 09.00 – 23.00 hrs
Sunday 09.00 – 22.00 hrs
- **To allow Anything of a Similar Description to (e), (f) or (G) (Indoors and Outdoors)**
Monday to Thursday 09.00 – 22.00 hrs
Friday & Saturday 09.00 – 23.00 hrs
Sunday 09.00 – 22.00 hrs
- **To allow Provision of Facilities for Making Music (Indoors and Outdoors)**
Monday to Thursday 09.00 – 22.00 hrs
Friday & Saturday 09.00 – 23.00 hrs
Sunday 09.00 – 22.00 hrs
- **To allow the Provision of Facilities for Dancing (Indoors and Outdoors)**
Monday to Thursday 09.00 – 22.00 hrs
Friday & Saturday 09.00 – 23.00 hrs
Sunday 09.00 – 22.00 hrs
- **To allow Provision of facilities for entertainment of a similar description falling within (i) or (J) (Indoors and Outdoors)**
Monday to Thursday 09.00 – 22.00 hrs
Friday & Saturday 09.00 – 23.00 hrs
Sunday 09.00 – 22.00 hrs
- **To allow Premises Open to Members of the Public**
Monday to Thursday 08.30 – 23.00 hrs
Friday & Saturday 08.30 – 00.00 hrs
Sunday 08.30 – 23.00 hrs

Relevant Representations

4. Representations have been received from:
Environmental Health Officer
Letters attached as **APPENDIX D**.

Officer's Views

5. When considering the application, Members should be aware that they must consider the individual merits and where representations have been made it is only the representations that relate to one of the four licensing objectives that may be taken into consideration, namely:
- Prevention of public nuisance.
 - Prevention of crime and disorder.
 - Public safety.
 - Protection of children from harm.
6. Members are reminded they have three options when determining the application:-

1. Reject the application
2. Approve the application
3. Modify the application in respect of times, activities or conditions, or any variation as they deem appropriate and proportionate.

Policy Considerations

7. Guidance issued under section 182 of the Act outlines a number of conditions that may be used to promote the four objectives. Whilst this list is not exhaustive it is an indication to applicants of the conditions that may be considered appropriate in individual cases.

Each objective is of equal importance.

When considering the application members are guided to the guidance issued by Central Government under S.182 and South Cambridgeshire's Licensing Policy

It should be noted that in addition to any relevant conditions placed on a premise that it is unlawful under the 2003 Act:

- 1) To knowingly sell or supply or attempt to sell or supply alcohol to a person who is drunk
- 2) To knowingly allow disorderly conduct on licensed premises
- 3) for the holder of a premises licence or a designated premises supervisor knowingly to keep or to allow to be kept on licensed premises any goods that have been imported without payment of duty or which have otherwise been unlawfully imported
- 4) To allow the presence of children under 16 who are not accompanied by an adult between midnight and 5am at any premises licensed for the sale of alcohol for consumption on the premises, and at any time in premises used exclusively or primarily for the sale and consumption of alcohol.

Conditions enforcing these arrangements will therefore be unnecessary

4. Conditions relating to the prevention of public nuisance.

- a) Consideration may be given to conditions that ensure that:

- 1) Noise or vibration does not emanate from the premises so as to cause a nuisance to nearby properties
- 2) Prominent, clear and legible notices are displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.
- 3) The use of explosives, pyrotechnics and fireworks of a similar nature, which could cause disturbance in the surrounding areas, are restricted.
- 4) The placing of refuse - such as bottles- into receptacles outside the premises takes place at times that will minimise the disturbance to nearby properties.
- 5) Noxious smells from the licensed premises are not permitted (subject to existing legislation not providing adequate measures) so as to cause a nuisance to nearby properties and the premises are properly vented.
- 6) Flashing or particularly bright lights on or outside licensed premises (any such condition must be balanced against the benefits of providing lighting to promote the prevention of crime and disorder).

- b) Hours

The hours during which the premises are permitted to be open to the public or to members and their guests can be restricted by the conditions of a premises licence or club premises certificate for the prevention of public nuisance:

- 1) Conditions may be placed on premises restricting (other than where they are protected by the transitional provisions of the Act) the hours during which premises are permitted to be open to the public or to members and their guests.
- 2) Restrictions may be necessary on the times when certain licensable activities take place even though the premises may be open to the public at such times
- 3) Restrictions may be necessary on parts of a premise used for certain licensable activities at certain times.

2. Conditions relating to Crime and Disorder

a) Door Supervisors (registered with the Security Industries Authority)

The Local Authority recognises that in applications where door supervisors are referred to in the operating schedule conditions relating to door supervisors are mandatory. Where conditions are attached relating to the provision of door supervisors and security they may be valuable in:

1. Preventing the admission and ensuring the departure from the premises of the drunk and disorderly, without causing further disorder;
2. Keeping out excluded individuals (subject to court bans or bans imposed by licence holder);
3. Searching and excluding those suspected of carrying illegal drugs or carrying offensive weapons and;
4. Maintaining orderly queuing outside venues

Where door supervisors are to be a condition of a licence they are required to be licensed through the Security Industries Authority in line with the Securities Industry Act 2000.

b) Bottle bans

It is recognised that glass vessels (ie bottles and glasses) may be used as weapons inflicting serious harm during incidents of disorder. Conditions may include:

1. No bottles containing beverages of any kind, whether open or sealed, shall be given to customers on the premises whether at the bar or by staff service away from the bar
2. No customer carrying open or sealed bottles shall be admitted to the premises at any time that the premises are open to the public.

In appropriate circumstances conditions may exempt bottles containing wine or similar sold for consumption with a table meal by customers who are seated in a separate area from the bar.

c) CCTV

The presence of CCTV cameras can be an important means of deterring and detecting crime at and immediately outside licensed premises. Conditions may include:

1. The need to have CCTV cameras on the premises

2. The precise positioning of each camera
 3. The requirement to maintain cameras in good working order
 4. The requirement to retain recordings for an appropriate period.
- d) *Other conditions that may be considered relevant to promote the reduction of crime and disorder may include:*
1. Restriction on drinking areas
 2. Capacity limits
 3. Proof of age cards
 4. Crime prevention notices
 5. Signage at or immediately outside the premises
 6. Use of plastic containers and toughened glass

Conditions Relating to Public Safety (including fire safety)

Conditions relating to public safety will be those that are necessary to promote the objective of public safety for individual premises or clubs. They should not duplicate other legal requirements. Equally the attachment of conditions to a premises licence or club premises certificate will not relieve employers of the statutory duty to comply with the requirements of Health and Safety legislation and the requirements under the management of Health and Safety at Work regulations 1999 and the Fire Precautions (Workplace) regulations 1997 to undertake risk assessments.

Conditions enforcing these arrangements will therefore be unnecessary.

Where existing legislation does not provide adequately for the safety of the public consideration may be given to conditions covering:

- a) *Disabled people*
- 1) ***Adequate arrangements to enable their safe evacuation in the event of an emergency.***
 - 2) ***Disabled people on the premises are made aware of those arrangements***
- b) *Escape routes*
- 1) ***All exit doors are easily openable without the use of a key, card, or similar means***
 - 2) ***Doors at such exits are regularly checked to ensure that they function satisfactorily and a record of the check kept.***
 - 3) ***Any removable security fastenings are removed whenever the premises are open to the public or occupied by staff***
 - 4) ***All fire doors are maintained effectively self closing and shall not be held open other than by approved devices (For example, electromagnetic releases operated by smoke detectors).***
 - 5) ***Fire resisting doors to ducts, service shafts, and cupboards shall be kept locked shut.***
 - 6) ***The edges of treads of steps and stairways are maintained so as to be conspicuous.***
- c) *Safety Checks*
- 1) ***Safety checks are carried out before the admission of the public and details of such checks are kept in a log book.***

d) *Curtains, Hangings, Decorations and upholstery*

- 1) ***Hanging, curtains and temporary decorations are maintained in a flame-retardant condition***
- 2) ***Any upholstered seating meets on a continuous basis the pass criteria for smouldering ignition source 0, flaming ignition source 1, and crib ignition source 5 when tested in accordance with section 5 of BS 5852:1990.***
- 3) ***Curtains, hangings and temporary decorations are arranged so as not to obstruct exits, fire safety signs, or fire fighting equipment.***
- 4) ***Temporary decorations are not used without prior notification to the Licensing Authority/Fire Authority.***

e) *Accommodation limits*

- 1) ***Arrangements are made to ensure that any capacity limit imposed under the premises licence or club premises certificate are not exceeded***
- 2) ***The licence holder, a club official, manager or designated premises supervisor should be aware of the number of people on the premises and required to inform any authorised person on request.***

f) *Fire action notices*

- 1) ***Notices detailing the actions to be taken in the event of a fire or other emergencies, including how the fire brigade should be summoned, are prominently displayed and protected from damage and deterioration***
- 2) ***In the case of an outbreak of fire the fire brigade must be called at once to any outbreak, however slight and the details recorded in a Fire Log Book – to be kept available for inspection by the Council or an authorised officer***
- 3) ***The local Fire Control Centre is notified as soon as possible if the water supply to any fire extinguishing equipment is cut off or restricted.***

g) *Access for emergency vehicles and first aid.*

- 1) ***Access for emergency vehicles is kept clear and free from obstruction***
- 2) ***Adequate and appropriate supply of first aid equipment and materials is available on the premises***
- 3) ***At least one suitably trained first-aider shall be on duty when the public are present and if more than one suitably trained first-aider that their respective duties are clearly defined***

H *Lighting*

- 1) ***In the absence of adequate daylight, the lighting in any area accessible to the public, members or guests shall be fully in operation when they are present***
- 2) ***Fire safety signs are adequately illuminated***
- 3) ***Emergency lighting is not altered***
- 4) ***Emergency lighting batteries are fully charged before the admission of the public, guests and members***
- 5) ***In the event of failure of normal lighting where the emergency lighting has a capacity of one hour, arrangements are in place to ensure that the public, members or guests leave the premises within 20 minutes unless within that time normal lighting has been restored and the battery is***

being re-charged. If the emergency lighting battery has a capacity of three hours the appropriate period by the end of which the public should have left is one hour.

K) *Alterations to premises*

- 1) ***Alterations that make it impossible to comply with an existing condition to premises should be notified to the Local Authority***
- 2) ***The holder of the premises licence should apply for a variation to the existing licence should any alterations make it impossible to comply with any existing condition.***

Conditions relating to the protection of children from harm

a) **Age Restrictions – specific**

1. The hours of day during which age restrictions may or may not apply. For example, the fact that adult entertainment may be present at premises in the evening does not mean that it would be necessary to impose age restrictions for earlier parts of the day.
2. Types of event or activity where consideration for age restrictions may be appropriate include “Happy Hours” or drinks promotion nights or activities of an adult nature.

b) **Age Restrictions – Cinemas**

1. That when films are classified, by either the Film Classification Body as specified in the licence or the Licensing Authority they will be classified in the following way:
 - U – Universal, suitable for audiences four years and over
 - PG – Parental Guidance. Some scenes may be unsuitable for young children.
 - 12A – Passed only for viewing by persons aged over 12 years or older or persons younger than 12 years when accompanied by an adult.
 - 15 – Passed only for viewing by persons aged 15 years and over
 - 18 – Passed only for viewing by persons aged 18 years of age and over
2. Conditions may require that immediately before any exhibition at the premises of a film passed by the British Board of Film Classification there shall be exhibited for at least 5 seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the certificate of the board or, as regards a trailer advertising a film, of the statement approved by the board indicating the classification of the film.
3. Conditions that where the Local Authority has made a recommendation on the restriction of admission of children to a film, notices are required to be displayed both inside and outside the premises to make people aware of the classification attached to any film or trailer.

c) **Conditions relating to Children’s access to Theatres and performances especially for children.**

- 1) Types of event or activity where consideration for age restrictions may include activities of an adult nature.

- 2) Conditions may require a sufficient number of adult staff on the premises to ensure the well being of children on the premises during any emergency
- 3) Where performances are presented especially for unaccompanied children in theatres and cinemas, conditions requiring an attendant be stationed in any area occupied by the children, in the vicinity of each exit or subject to a minimum of one attendant per 50 children on each level occupied by children.

d) Children in performances

- 1) Venue – The backstage facilities should be large enough to accommodate safely the number of children taking part in any performance
- 2) Fire safety – All chaperones and production crew on the show should receive instruction on the fire procedures applicable to the venue prior to the arrival of the children.
- 3) Special effects – It may be inappropriate to use certain special effects, including smoke, dry ice, rapid pulsating or flashing lights which may trigger adverse reactions especially with regard to children.
- 4) Care of Children- Children performing at such premises should be kept under adult supervision at all times including transfer from stage to dressing room and anywhere else on the premises.

e) Proof of Age cards

Conditions may be attached to premises where alcohol is sold requiring the production of proof of age cards before any sale of alcohol takes place.

The Portman Group operates a code of practice on the naming, packaging and promotion of Alcoholic Drinks. The code seeks to ensure that drinks are packaged and promoted in a socially responsible manner and only to those who are 18 years or older. Via its website and in the trade press it issues bulletins notifying retailers of products that breach this code and asks them not to re-stock or display any such product or point of display material until such time as the code is complied with.

In certain circumstances it may be necessary to attach conditions requiring premises to comply with the Portman Group Code of Practice.

Legal Implications

8. All parties will maintain a right of appeal to a Magistrate's Court after the determination of this committee.

Contact Officer: Juli Stallabrass, Assistant Licensing Officer
Telephone: (01954) 713024

on 1st Dec 02279

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Chief Environmental Health Office
17 NOV 2011
South Cambridgeshire District Council

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

I/we ST MARY'S COMMUNITY HALL MANAGEMENT COMMITTEE
(Insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description <u>ST MARY'S COMMUNITY HALL (FORMERLY CHURCH HALL)</u> <u>CHURCH LANE</u> <u>SAWSTON</u>	
Post town	<u>CAMBRIDGE</u>
Post code	<u>CB22 3JR</u>

Telephone number at premises (if any)	<u>01223 837 298</u>
Non-domestic rateable value of premises	<u>£ NOT KNOWN</u>

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as
Please tick yes

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

- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

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

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☐
- I am making the application pursuant to a
 - statutory function or ☐
 - a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes

Current postal address if different from premises address			
Post Town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

(B) OTHER APPLICANTS

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

Name	ST MARY'S COMMUNITY HALL MANAGEMENT COMMITTEE
Address	c/o ELEANOR CLAPP TREASURER 41 PRINCE WILLIAM WAY SAWSTON CAMBRIDGE CB22 3SZ
Registered number (where applicable)	
Description of applicant (for example, partnership, company, unincorporated association etc.)	UNINCORPORATED ASSOCIATION. WE ARE A SUBCOMMITTEE OF THE PAROCHIAL CHURCH COUNCIL OF ST MARY'S CHURCH, SAWSTON
Telephone number (if any)	01223 837 387
E-mail address (optional)	web@stmaryshall sawston.org.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

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

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

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

Please give a general description of the premises (please read guidance note1)

IT IS A COMMUNITY HALL AVAILABLE FOR LOCAL PEOPLE TO USE FOR GROUPS, PARTIES ETC.

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

N/A

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

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

Provision of regulated entertainment

Please tick yes

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

Provision of entertainment facilities:

- i) making music (if ticking yes, fill in box I) ☒
- j) dancing (if ticking yes, fill in box J) ☒
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K) ☒

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

☐

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

☐

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	09:00	22:00			
Tue	"	"	State any seasonal variations for performing plays (please read guidance note 4)		
Wed	"	"			
Thur	"	"			
Fri	09:00	23:00	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	"	"			
Sun	09:00	22:00			

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	09:00	22:00			
Tue	11	11			
Wed	11	11	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	11	11			
Fri	09:00	23:00			
Sat	11	11	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun	09:00	22:00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon	09:00	22:00	
Tue	11	11	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed	11	11	
Thur	11	11	
Fri	09:00	23:00	<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Sat	09:00	23:00	
Sun	09:00	22:00	

D

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

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon	09:00	22:00			
Tue	“	“			
Wed	“	“	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Thur	“	“			
Fri	09:00	23:00			
Sat	“	“	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun	09:00	22:00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	09:00	22:00			
Tue	"	"			
Wed	"	"			
Thur	"	"	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Fri	09:00	23:00			
Sat	"	"			
Sun	09:00	22:00			
			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)			
Mon	09:00	22:00				
Tue	11	11	State any seasonal variations for the performance of dance (please read guidance note 4)			
Wed	11	11	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)			
Thur	11	11				
Fri	09:00	23:00				
Sat	11	11				
Sun	09:00	22:00				

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment you will be providing</u>	
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors <input type="checkbox"/>
Mon	09:00	22:00		Outdoors <input type="checkbox"/>
				Both <input checked="" type="checkbox"/>
Tue	11	11	<u>Please give further details here</u> (please read guidance note 3)	
Wed	11	11		
			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)	
Thur	11	11		
Fri	09:00	23:00	<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)	
Sat	11	11		
Sun	09:00	22:00		

I

Provision of facilities for making music Standard days and timings (please read guidance note 6)			<u>Please give a description of the facilities for making music you will be providing</u>	
			<u>Will the facilities for making music be indoors or outdoors or both – please tick</u> (please read guidance note 2)	
Day	Start	Finish	Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input checked="" type="checkbox"/>
Mon	09:00	22:00	<u>Please give further details here</u> (please read guidance note 3)	
Tue	11	11		
Wed	11	11	<u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4)	
Thur	11	11		
Fri	09:00	23:00	<u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)	
Sat	11	11		
Sun	09:00	22:00		

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick (see guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
			Please give a description of the facilities for dancing you will be providing		
Day	Start	Finish			
Mon	09:00	22:00	Please give further details here (please read guidance note 3)		
Tue	“	“			
Wed	“	“	State any seasonal variations for providing dancing facilities (please read guidance note 4)		
Thur	“	“			
Fri	09:00	23:00	Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	“	“			
Sun	09:00	22:00			

K

Provision of facilities for entertainment of a similar description to that falling within i or j Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment facility you will be providing</u>	
Day	Start	Finish	<u>Will the entertainment facility be indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors <input type="checkbox"/>
Mon	09:00	22:00		Outdoors <input type="checkbox"/>
				Both <input checked="" type="checkbox"/>
Tue	“	“	<u>Please give further details here</u> (please read guidance note 3)	
Wed	“	“		
			<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u> (please read guidance note 4)	
Thur	“	“		
Fri	09:00	23:00	<u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u> (please read guidance note 5)	
Sat	“	“		
Sun	09:00	22:00		

L

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

M

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

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

Name	
Address	
Postcode	
Personal Licence number (if known)	
Issuing licensing authority (if known)	

N

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

NONE. ANY FILMS SHOWN ARE OF GENERAL INTEREST AND DANCE WILL BE SUITABLE FOR FAMILY ENTERTAINMENT.

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	08:30	23:00	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)
Tue	"	"	
Wed	"	"	
Thur	"	"	
Fri	08:30	00:00	
Sat	"	"	
Sun	08:30	23:00	

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

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

ALL HIRERS ARE GIVEN A COPY OF OUR TERMS & CONDITIONS (COPY ATTACHED). THIS REQUIRES THEM TO ENSURE FIRE EXITS ARE KEPT UNLOCKED AND UNOBSTRUCTED. THE NUMBERS USING THE HALL ARE LIMITED TO 100. AND THE SALE OF ALCOHOL IS PROHIBITED.

b) The prevention of crime and disorder

THE HALL HAS A SENSOR CONTROLLED LIGHT OUTSIDE TO PREVENT DARK AREAS.

ALCOHOL IS NOT PERMITTED TO BE SOLD ON THE PREMISES.

c) Public safety

WE HAVE CARRIED OUT FIRE INSPECTIONS AND CHECK ALL EQUIPMENT IS SAFE.

EXIT SIGNS ARE LIT UP AND FIRE EXTINGUISHERS ARE AVAILABLE.

WE CARRY OUT RISK ASSESSMENTS OF THE PREMISES AT REGULAR INTERVALS.

d) The prevention of public nuisance

WE LIMIT THE HOURS OF USE SO THERE ARE NO VERY LATE NIGHT EVENTS. AS THE HALL IS CLOSE TO HOUSES WE SPECIFY THAT AMPLIFIED SOUND IS KEPT TO A REASONABLE LEVEL.

THE COMMITTEE WILL ENSURE HIRERS KNOW TO KEEP WINDOWS AND DOORS SHUT WHEN AMPLIFIED MUSIC IS BEING PLAYED.

e) The protection of children from harm

NO ALCOHOL IS TO BE SOLD ON THE PREMISES. A SAFETY GATE IS FITTED ON THE KITCHEN DOORWAY. RESPONSIBILITY FOR CHILDREN ON THE PREMISES UNDER 16 LIES WITH THEIR PARENT OR CARER.

Please tick yes

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

IT IS AN OFFENCE, LIABLE ON 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

Part 4 – Signatures (please read guidance note 10)

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

Signature	<i>Eleanor Clapp</i>
Date	<i>14 NOVEMBER 2011</i>
Capacity	<i>TREASURER</i>

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

Signature	
Date	
Capacity	

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

*ELANOR CLAPP
41 PRINCE WILLIAM WAY
SAWSTON
CAMBRIDGE*

Post town	<i>CAMBRIDGE</i>	Post code	<i>CB22 3SZ</i>
Telephone number (if any)	<i>01223 837 387</i>		
If you would prefer us to correspond with you by e-mail your e-mail address (optional) <i>web@stmaryshall.sawston.org.uk</i>			

ST. MARY THE VIRGIN, SAWSTON

TERMS AND CONDITIONS OF HIRE FOR ST MARY'S COMMUNITY HALL

1. The appropriate hiring fee must be paid in advance, or by arrangement. Hirers must provide a second, duplicate cheque which will be held until after the relevant function. This cheque will only be cashed if the Hall is damaged in any way during the function. Cheques should be made payable to 'St Mary's Community Hall'.
2. Persons under the age of 18 years cannot make bookings. Proper supervision is required in the case of parties for children and young persons under the age of 18 years and a responsible adult must remain on the premises at all times.
3. The Hirer shall be responsible for :
 - (a) The proper and orderly use of the Hall
 - (b) Any damage done to the Hall or contents, or any breakage or loss
 - (c) The full cost of repair/replacement of anything damaged
4. Any damage, breakage, or loss must be reported to
Roger Mansfield 48 Church Lane, Sawston ☎ 01223 563380
or Jane Moloney 31 St Mary's Road, Sawston ☎ 01223 833974
5. The Community Hall Management Committee cannot be held responsible for any loss or damage to the Hirer's property. The Hirer uses the Hall at their own risk. The Hirer is to take out their own insurance to cover any damage to property or personal injury if it would be deemed to be reasonable and prudent to do so.
6. The Hall Management Committee retains the right to refuse any application for the hire of the Hall. No subletting is allowed. Alcohol can be served but not sold. Stiletto heels should be avoided. Nothing is to be stuck to the walls, ceiling or any other surface.
7. The premises must be vacated by 11pm on Sun-Thurs and by 12pm on Fri – Sat. All music and amplified sound at the Hall must be kept to a reasonable level and must cease by 10pm on Sun - Thurs and by 11pm on Fri – Sat. Hirers of the Hall are to keep noise to a level so as not to be audible in neighbouring properties after these hours.
8. The Hall Management Committee reserves the right of entry by its authorised representative(s) at all times and a right to refuse entry or to remove from the premises any persons, without stating a reason.
9. The hirer shall be responsible for ensuring that a Steward is provided at every public function. The Steward shall be clearly identifiable to members of the public using the premises. The Steward shall note the instructions with regard to the method and use of fire extinguishers and the methods of entrance and exit by both the normal and emergency doors.

FIRE REGULATIONS

- **SMOKING AND CANDLES ARE NOT ALLOWED IN ANY PART OF THE BUILDING**
- Exits must not be obstructed whilst the building is in use and exit doors must remain unlocked
- The maximum number of people permitted in the Hall is 100
- All electrical equipment brought into the premises must conform with current regulations

ON LEAVING THE HALL

- **USERS ARE RESPONSIBLE FOR LEAVING THE HALL CLEAN AND TIDY**
- All rooms must be left in the condition they were found in and any damage reported
- All furniture must be replaced in its correct position
- Chairs and tables must not be dragged across the floor
- All rubbish must be removed from the premises

ST MARY THE VIRGIN, SAWSTON

PLEASE TREAT THIS FORM AS AN INVOICE

Please confirm your booking by completing both copies of this form.
Return one to Sarah Jelliman, at the address below, and retain the other for your records.

APPLICATION TO HIRE ST MARY'S COMMUNITY HALL

1. Name and Address of Hirer:.....

E-mail:.....Tel:.....

2. Date required:.....Hours:.....

3. Function: 4. Organisation: (if applicable)

4. Rooms required:5. Fee Agreed:

NB The Church reserves the right to use the Hall on some occasions (e.g. for Annual General Meeting) and in such cases will give prior notice to the Hirer.

Name and Address of Steward (necessary for public functions):

PLEASE TREAT THE HALL WITH RESPECT

- Do not drag furniture across the new floor (we now have a chair carrier)
- Avoid wearing stiletto heels
- Do not stick anything to the walls, ceiling or any other surface
- Take your rubbish home with you

USERS ARE RESPONSIBLE FOR LEAVING THE HALL CLEAN AND TIDY

- All rooms must be left in the condition they were found in and any damage reported
- All furniture must be replaced in its correct position
- The First Aid Box is on the kitchen windowsill
- Fire procedures are on the notice-board in the Lobby

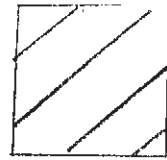
ALL BOOKINGS MUST BE MADE THROUGH THE BOOKING SECRETARY

MRS. SARAH JELLIMAN: 46 Church Lane, Sawston ☎ 01223 729464
sarah.jelliman @ntlworld.com

Fee/deposit payment and key collection/return should also be arranged via Mrs. Jelliman.

I make application for the use of the accommodation and facilities stated. I am over 18 years of age and have read and understood the terms and conditions of hire (above and overleaf). In particular I note that smoking and candles are not permitted and that alcohol can be served but not sold.

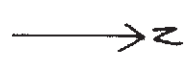
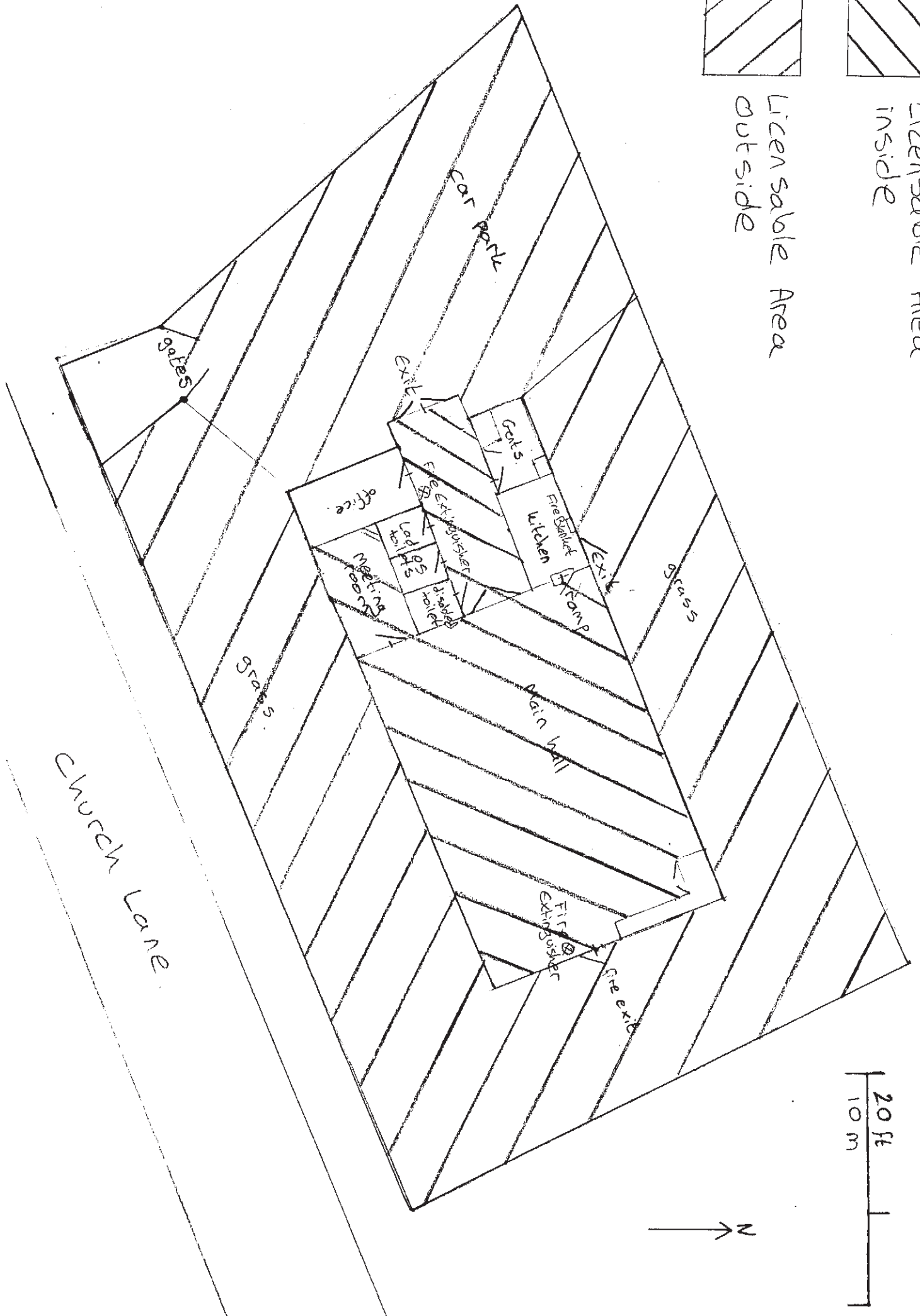
Signed:.....Date:



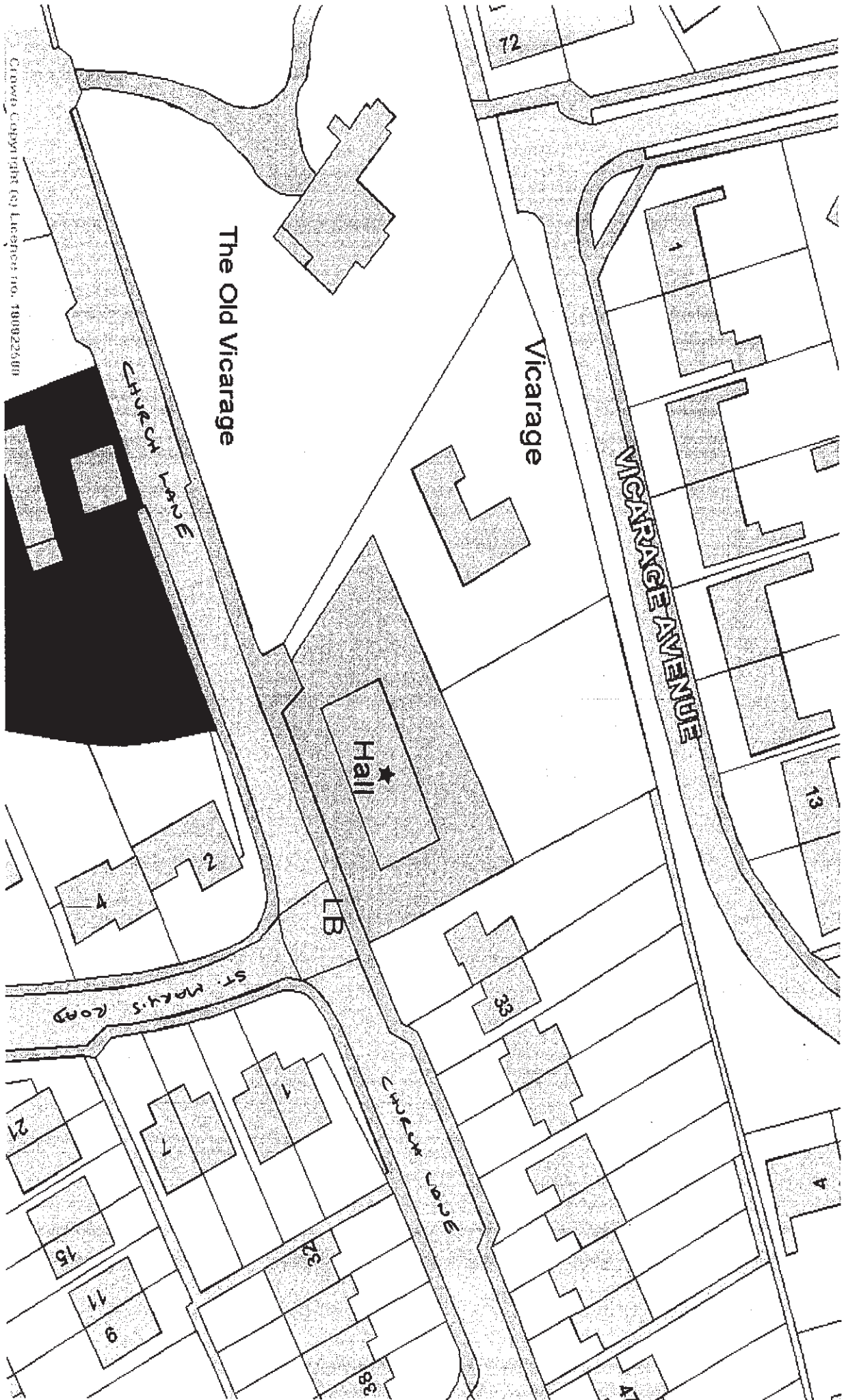
Licensable Area
outside



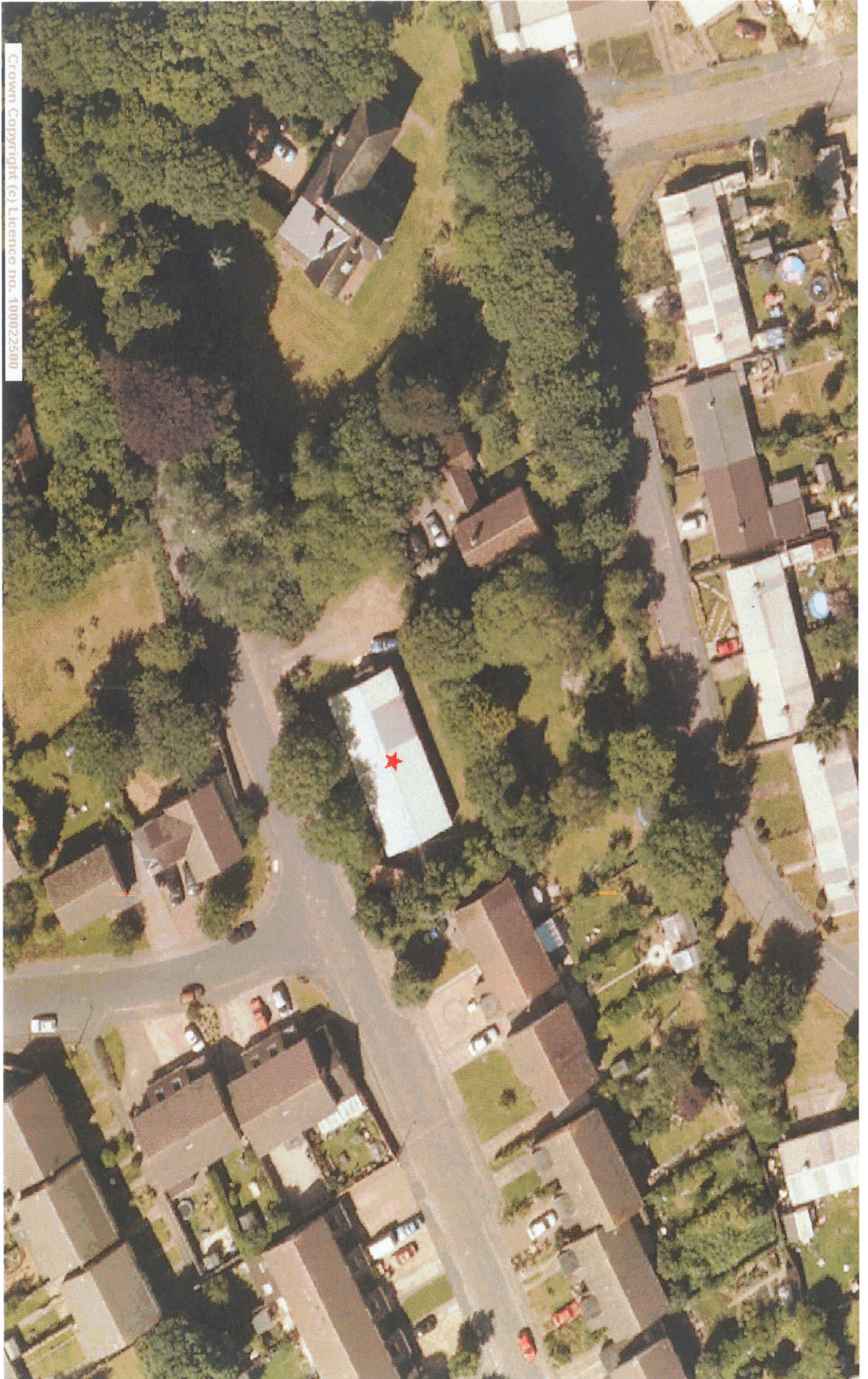
Licensable Area
inside



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Environmental Health Department**Memorandum**

To: Julie Stallabrass

From John Wilson
JW/202130

Date 1st December, 2011

**Licensing Act 2003: Application for Premises Licence.
St Mary's Community Hall, Church Lane, Sawston**

The Community Hall is situated in a village location close to residential accommodation. The Hall has operated without any formal complaints being received over the last year. However, I do have concerns relating to noise from the premises and I would recommend that the following conditions be attached to the licence, if granted, for the prevention of public nuisance:

1. A clear, prominent and legible notice shall be placed adjacent to all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly.
2. All doors and windows shall be kept shut to the Main Hall (except for ingress and egress) during licensed entertainment events.
3. A member of the Management Committee or other designated Officer should check the area adjacent to nearby residential buildings during Licensed Entertainment Events, to ensure that amplified music would not be audible inside those dwellings with their windows open for normal ventilation.
4. A contact telephone number for a member of the Management Committee or other designated Officer should be displayed at the entrance to the Premises during Licensed Entertainment Events.

I have spoken to the Supervisor of the Premises who is in agreement with these suggested conditions.

Having regard to the previous history of the premises and the intended use of the Community Hall, I do not intend to set any further conditions relating to Public Nuisance. However, should justified complaints arise in the future then I would wish to evoke my right to have the Licence variation reviewed.

John Wilson
Divisional Environmental Health Officer

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