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14 May 2012

To: Chairman – Councillor Alex Riley
Members of the Licensing (2003 Act) Sub-Committee – Councillors
Raymond Matthews and Cicely Murfitt

Applicant: Mr P Khan on behalf of Sheene Mill Hotel & Restaurant, Station Road, Melbourn

Representee: Environmental Health Officer – South Cambridgeshire District Council

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 premise licence at Sheene Mill Hotel & Restaurant, Station Road, Melbourn. The hearing will be held in the Jeavons meeting room at South Cambridgeshire Hall on **TUESDAY, 22 MAY 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. | INTRODUCTION As per the attached Licensing (2003 Act) Committee procedure. | |
| 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 A PREMISE LICENCE AT SHEENE MILL HOTEL & RESTAURANT, STATION ROAD, MELBOURN | 3 - 34 |

OUR VISION

South Cambridgeshire will continue to be the best place to live and work in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment. The Council will be recognised as consistently innovative and a high performer with a track record of delivering value for money by focussing on the priorities, needs and aspirations of our residents, parishes and businesses.

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

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- **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

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The Council is committed to openness and transparency. The Council and all its committees, sub-committees or any other sub-group of the Council or the Executive have the ability to formally suspend Standing Order 21.4 (prohibition of recording of business) upon request to enable the recording of business, including any audio / visual or photographic recording in any format.

Use of social media during meetings is permitted 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 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 (2003 Act) Sub Committee

22 May 2012

AUTHOR/S: Director – Health & Environmental Services

**APPLICATION FOR A PREMISE LICENCE
SHEENE MILL HOTEL & RESTAURANT, STATION ROAD, MELBOURN**

Purpose

1. To refer the application under the Licensing Act 2003 to grant the licence of the Sheene Mill Hotel & Restaurant, Station Road, Melbourn for decision following the receipt of representations.
2. This is not a key decision because it is an appeal heard under the statutory duties placed upon South Cambridgeshire District Council under the Licensing Act 2003.

Background

3. Sheene Mill does not currently hold a Premises Licence.
4. An application to grant a premises licence was made on 5 April 2012 in accordance with the Licensing Act 2003, see **APPENDIX A** attached.
5. The premise is a hotel and restaurant set in a village location with residential properties in close proximity, as shown in **APPENDIX B**.
6. The company that managed the premises last year was dissolved on 27 September 2011, which invalidated the premises licence. As steps were not taken by the new management, it became automatically invalid after 28 days of the previous company being dissolved.
7. This is a new application as a result of the Council being notified of the above information by Companies House.
8. The permissions applied for are as follows:-
 - Opening Hours
 - Monday to Sunday 24 hours
 - Live Music (Indoors & Outdoors)
 - Monday to Thursday 11.00 to Midnight
 - Friday 11.00 to 02.00
 - Saturday 11.00 to Midnight
 - Sunday 12.00 to 22.30
 - Recorded Music (Indoors & Outdoors)
 - Monday to Thursday 11.00 to Midnight
 - Friday 11.00 to 02.00
 - Saturday 11.00 to Midnight
 - Sunday 12.00 to 22.30

- Anything of a Similar Description to that falling in (e) (f) or (g) (Indoors & outdoors)
 - Monday to Thursday 11.00 to Midnight
 - Friday 11.00 to 02.00
 - Saturday 11.00 to Midnight
 - Sunday 12.00 to 22.30
- Provision of Facilities for Making Music (Indoors & Outdoors)
 - Monday to Thursday 11.00 to Midnight
 - Friday 11.00 to 02.00
 - Saturday 11.00 to Midnight
 - Sunday 12.00 to 22.30
- Provision of Facilities for Dancing (Indoors & Outdoors)
 - Monday to Thursday 11.00 to Midnight
 - Friday 11.00 to 02.00
 - Saturday 11.00 to Midnight
 - Sunday 12.00 to 22.30
- Provision of Facilities for Entertainment of a Similar description to that falling within (i) or (j) – (indoors & Outdoors)
 - Monday to Thursday 11.00 to Midnight
 - Friday 11.00 to 02.00
 - Saturday 11.00 to Midnight
 - Sunday 12.00 to 22.30
- Sale of alcohol (indoors & Outdoors)
 - Monday to Saturday 10.00 to Midnight
 - Sunday 12.00 to 23.30
 - Good Friday 12.00 to 23.30
 - New Years Eve 10.00 to 00.00
 - New Years Eve 12.00 to Midnight (if on a Sunday)
 - New Years Day 00.00 to Midnight
 - New Years Day 00.00 to 23.30 (if on a Sunday)

Considerations

9. A relevant representation was made in respect of the application by a responsible authority, attached at **APPENDIX C**.
10. In considering the application, the Sub-Committee must have regard to both the South Cambridgeshire District Council Licensing Policy and guidance issued by the Secretary of State under s.182 of the Licensing Act 2003, key considerations are:
 - Each application must be considered on its individual merits
 - Reasons should be given for any decision reached and should be evidenced-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve
 - Only the 4 Licensing Objectives may be taken into consideration when reaching a decision
 - The Licensing Sub Committee must not be used as a method of re hearing objections raised in other areas, ie planning issues
 - Guidance in the South Cambridgeshire District Council Licensing Policy in relation to such issues states that conditions may be considered and examples are listed as attached at **APPENDIX D**.

Options

11. The Sub-Committee has the right under the Licensing Act 2003 to determine the application after considering the representations, in one of the following ways:
- accept the application as submitted,
 - reject the application, or
 - impose conditions that promote the relevant Licensing objectives.

Implications

| | | |
|-----|--------------------------------------|---|
| 12. | Financial | N/A |
| | Legal | Both applicant and representees will have a right of appeal to a magistrates court following any decision made by the Licensing Sub-Committee |
| | Staffing | N/A |
| | Risk Management | N/A |
| | Equality and Diversity | N/A |
| | Equality Impact Assessment completed | No This hearing is by way of a specific appeal and does not affect any policy adopted by SCDC |
| | Climate Change | N/A |

Consultations

13. The Licensing Act 2003 has a specific procedure for consultation which is in the form of a blue notice being displayed on or at the premises and an advert in a local newspaper circulating in the area. This procedure was followed by the applicant.

Conclusions / Summary

14. The application before the panel is for a premises licence for Sheene Mill Hotel & Restaurant, Station Road, Melbourn, Nr Royston, Herts.
15. The application is for the grant of a premises licence to enable licensable activities.
16. A Representation has been received by a responsible authority.
17. The matter is now referred to the Licensing (2003 Act) Sub Committee for decision.

Background Papers: the following background papers were used in the preparation of this report:

Licensing Act 2003
Amended Guidance Issued under S.182 of the Licensing Act 2003
South Cambridgeshire District Council Licensing Policy

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

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/we Parvez Khan
(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

SHEENE MILL HOTEL & RESTAURANT

| | |
|--|----------------------|
| Postal address of premises or, if none, ordnance survey map reference or description <u>38-39 STATION ROAD, MELBURN CAMBRIDGESHIRE, SG-8 6DX.</u> | |
| Post town | <u>Postcode</u> |
| Telephone number at premises (if any) | <u>07763 2091393</u> |
| Non-domestic rateable value of premises | <u>£50,000/00</u> |

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

- APPROVED FOR PAYMENT**
- Please tick your answer
- | | |
|---|---|
| a) an individual or individuals * | <input checked="" type="checkbox"/> please complete section (A) |
| b) a person other than an individual * | |
| i. as a limited company | <input type="checkbox"/> please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> please complete section (B) |
| iv. other (for example a statutory corporation) | <input 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 checked="" type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other Title (for example, Rev) | |
| Surname KHAN | | | First names PANVEZ | | |
| I am 18 years old or over | | | | <input checked="" type="checkbox"/> Please tick yes | |
| Current postal address if different from premises address | | 63 Darwin Drive Cambridge CB4 3HQ | | | |
| Post Town | | | | Postcode | CB4 3HQ |
| Daytime contact telephone number | | | 07787 117916 | | |
| 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 |
| Address |
| Registered number (where applicable) |
| Description of applicant (for example, partnership, company, unincorporated association etc.) |
| Telephone number (if any) |
| E-mail address (optional) |

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)

Restaurant & Hotel

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

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

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

Provision of regulated entertainment

Please tick yes

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

Provision of entertainment facilities:

- | | |
|---|-------------------------------------|
| i) making music (if ticking yes, fill in box I) | <input checked="" type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J) | <input checked="" type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K) | <input checked="" type="checkbox"/> |

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) | | | <u>Will the performance of a play 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 type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 3) | | |
| Mon | | | | | |
| Tue | | | <u>State any seasonal variations for performing plays</u> (please read guidance note 4) | | |
| Wed | | | | | |
| Thur | | | <u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5) | | |
| Fri | | | | | |
| Sat | | | | | |
| Sun | | | | | |

B

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

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 | | | |
| | | | |
| Tue | | | <u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4) |
| | | | |
| Wed | | | |
| Thur | | | <u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5) |
| | | | |
| Fri | | | |
| Sat | | | |
| Sun | | | |

D

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

E

| | | | | | |
|--|-------|----------|---|----------|-------------------------------------|
| Live music Standard days and timings (please read guidance note 6) | | | Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2) | Indoors | <input checked="" 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 | 11a.m | 12a.m | | | |
| | | | | | |
| Tue | 11a.m | 12a.m | State any seasonal variations for the performance of live music (please read guidance note 4) | | |
| | | | | | |
| | | | | | |
| Wed | 11a.m | 12a.m | Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5) | | |
| | | | | | |
| | | | | | |
| Thur | 11a.m | 12a.m | | | |
| | | | | | |
| | | | | | |
| Fri | 11a.m | 2a.m | | | |
| | | | | | |
| | | | | | |
| Sat | 11a.m | 12a.m | | | |
| | | | | | |
| | | | | | |
| Sun | 12a.m | 10.30p.m | | | |
| | | | | | |
| | | | | | |

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 | 11a.m | midnight | | | |
| | | | | | |
| Tue | 11a.m | midnight | | | |
| | | | | | |
| Wed | 11a.m | midnight | State any seasonal variations for the playing of recorded music (please read guidance note 4) | | |
| | | | | | |
| Thur | 11a.m | midnight | | | |
| | | | | | |
| Fri | 11a.m | 2a.m | Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5) | | |
| | | | | | |
| Sat | 11a.m | midnight | | | |
| | | | | | |
| Sun | 11a.m | 10.30p.m | | | |
| | | | | | |

G

| | | | | | | |
|---|-------|--------|---|--|----------|--------------------------|
| Performances of dance Standard days and timings (please read guidance note 6) | | | <u>Will the performance of dance 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 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 performance of dance</u> (please read guidance note 4) | | | |
| Thur | | | | | | |
| | | | | | | |
| Fri | | | <u>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</u> (please read guidance note 5) | | | |
| Sat | | | | | | |
| | | | | | | |
| Sun | | | | | | |
| | | | | | | |

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 | 11am | midnight | | Outdoors <input type="checkbox"/> |
| | | | | Both <input checked="" type="checkbox"/> |
| Tue | 11am | midnight | <u>Please give further details here</u> (please read guidance note 3) | |
| Wed | 11am | midnight | | |
| Thur | 11am | midnight | <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) | |
| Fri | 11am | 2.00am | | |
| Sat | 11am | midnight | <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) | |
| Sun | noon | 10.30p | | |

| | | | | | | | |
|--|-------------------------------------|----------|---|--|---------|--------------------------|----------|
| 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) | <table border="1"> <tr> <td>Indoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Outdoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Both</td> <td><input checked="" type="checkbox"/></td> </tr> </table> | Indoors | <input type="checkbox"/> | Outdoors |
| 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 | 11am | midnight | | | | | |
| | | | | | | | |
| Tue | 11am | midnight | | | | | |
| | | | | | | | |
| Wed | 11am | midnight | <u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4) | | | | |
| | | | | | | | |
| Thur | 11am | midnight | | | | | |
| | | | | | | | |
| Fri | 11am | 2am | <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 | 11am | midnight | | | | | |
| | | | | | | | |
| Sun | 2am | 10.30pm | | | | | |
| | | | | | | | |

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 | 11a.m | midnight | Please give further details here (please read guidance note 3) | | |
| Tue | 11a.m | midnight | | | |
| Wed | 11a.m | midnight | State any seasonal variations for providing dancing facilities (please read guidance note 4) | | |
| Thur | 11a.m | midnight | | | |
| Fri | 11a.m | 2a.m | 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 | 11a.m | midnight | | | |
| Sun | 12a.m | 10.30p.m | | | |

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 | 11a.m | midnight | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input checked="" type="checkbox"/> |
| Tue | 11a.m | midnight | <u>Please give further details here</u> (please read guidance note 3) | | |
| Wed | 11a.m | midnight | | | |
| Thur | 11a.m | midnight | <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) | | |
| Fri | 11a.m | 2a.m | | | |
| Sat | 11a.m | midnight | <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) | | |
| Sun | 2a.m | 10.30 p.m | | | |

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 type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | | | |
| Mon | | | <u>Please give further details here</u> (please read guidance note 3) | | |
| | | | | | |
| 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 checked="" type="checkbox"/> |
| Day | Start | Finish | State any seasonal variations for the supply of alcohol (please read guidance note 4) | | |
| Mon | 10am | midnight | | | |
| Tue | 10am | midnight | | | |
| Wed | 10am | midnight | | | |
| Thur | 10am | midnight | 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 | 10am | midnight | | | |
| Sat | 10am | midnight | | | |
| Sun | 10am | midnight | | | |
| | | | Good Friday 11.30pm - 10.30pm New Year's Eve 10am - midnight " " " 10am - midnight " " " (if on a Sunday) New Year's Day midnight - midnight New Year's Day midnight - 10.30pm (if on a Sunday) | | |

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

Charles

| | |
|--|---|
| Name | Mike Porter |
| Address | Horse Fair House 7 Sibford Road Hook Norton Near Banbury, OXON, OX15 5LA |
| Postcode | |
| Personal Licence number (if known) | Cherwell PS L1046 |
| Issuing licensing authority (if known) | Cherwell District Council |

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.

O

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

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)

b) The prevention of crime and disorder

24 hour manned reception
On-site staff accommodation

c) Public safety

First aid – Mike Power, Jose

d) The prevention of public nuisance

majority of entertainment within premises
& secluded gardens.

e) The protection of children from harm

children supervised by adults.


Please tick yes

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

IT IS AN OFFENCE, LIABLE ON 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 |  |
| Date | 5/04/12. |
| Capacity | |

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.**

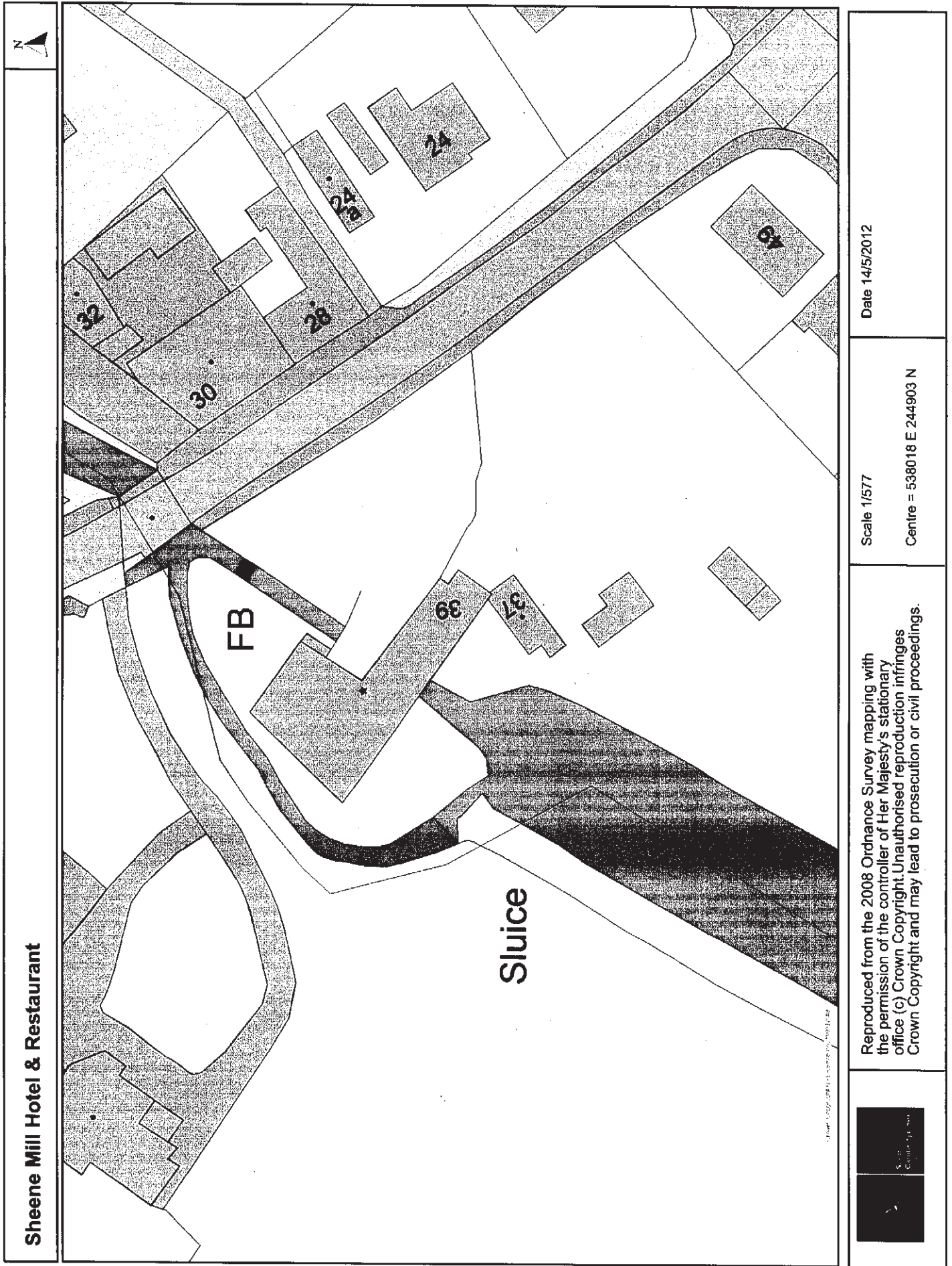
| | |
|-----------|--|
| Signature | |
| Date | |
| Capacity | |

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

| | | | |
|--|--|-----------|--|
| | | | |
| Post town | | Post code | |
| Telephone number (if any) | | | |
| If you would prefer us to correspond with you by e-mail your e-mail address (optional) | | | |

Notes for Guidance

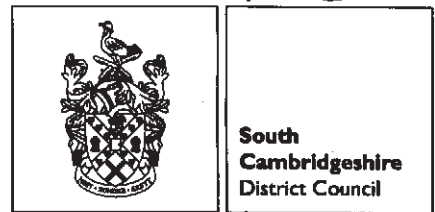
1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



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Cambourne Business Park
Cambourne
Cambridge
CB3 6EA

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f: 01954 713149
dx: 5848 Cambridge
minicom: 01480 376743
www.scambs.gov.uk



Memorandum

To: Juli Stalabrass– Licensing Officer
From: Russell Watkins – Environmental Health Officer
Date: 13th April 2012
Re: Licensing Act 2003 – The Sheene Mill, Station Road, Melbourn

I am aware that there are records of formal complaints having been made to this department relating to activities at the aforementioned premises.

Having studied the information included with the application, I acknowledge that the matter of prevention of public nuisance has been addressed.

However, I have concerns relating particularly to the provisions for recorded or live music in external areas until midnight. Complaints received have related to music from the premises, particularly when events have taken place externally.

Given the history of complaints and close proximity of noise sensitive dwellings, particularly those backing onto the premises along Dolphin Lane, I would not support the application for any music whether live or amplified to be played outdoors.

I believe that it would be appropriate given the location of the said premises and proposals of the application to recommend the following conditions in the interests of further noise mitigation:

- 1) Periodic checks should be made at the boundary of the premises whilst live or recorded music is being played to ensure that no adjacent dwellings will be adversely affected (Reason: to minimise the potential for disturbance to nearby residents)
- 2) Ensure in line with licensing objective (d) of section P in the application that hirers during the booking process are made aware of the responsibility to avoid causing unnecessary disturbance to residents (Reason: to minimise the potential for disturbance to nearby residents)
- 3) Notices should be posted close to any exit doors and in the car park, reminding patrons that the premises are located in close proximity to noise sensitive dwellings and that they leave quickly and quietly. (Reason: to minimise any disturbance from customers leaving the premises)
- 4) Avoid wherever possible opening doors unnecessarily and ensure that any windows in the room in which music is to be played are kept shut. (Reason: to reduce the potential disturbance from music being played inside the premises)

- 5) An appropriate noise-limiting device shall remain fitted in the room where live music shall be played with no changes made without the prior consent of the Environmental Health Officer. (Reason: to minimise the potential for disturbance to nearby residents)

The aforementioned comments have been made following full consideration in respect of the following:

- British Beer and Pub Association: Effective Management of Noise from Licensed Premises
- Institute of Acoustics: Good Practice Guide on the Control of Noise from Pubs and Clubs



RUSSELL J. WATKINS
ENVIRONMENTAL HEALTH OFFICER

Conditions relating to the prevention of public nuisance

Consideration may be given to conditions that ensure that noise or vibration does not emanate from the premises so as to cause a nuisance to nearby properties.

The following conditions may be considered:

- (a) A simple requirement to keep doors and windows at the premises closed;
- (b) Limiting live music to a particular area of the building;
- (c) Moving the location and direction of speakers away from external walls or walls that abut private premises;
- (d) Installation of acoustic curtains;
- (e) Fitting of rubber seals to doorways;
- (f) Installation of rubber speaker mounts;
- (g) Requiring the licensee to take measure to ensure that music will not be audible above background level at the nearest noise sensitive location;
- (h) Require the licensee to undertake routine monitoring to ensure external levels of music are not excessive and take appropriate action where necessary;
- (i) Require noise limiters on amplification equipment used at the premises (if other measures have been unsuccessful)
- (j) 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.
- (k) The use of explosives, pyrotechnics and fireworks of a similar nature, which could cause disturbance in the surrounding areas, are restricted.
- (l) The placing of refuse - such as bottles- into receptacles outside the premises takes place at times that will minimise the disturbance to nearby properties.
- (m) Noxious smells from the licensed premises are not permitted (subject to existing legislation not providing adequate measures) so as not to cause a nuisance to nearby properties and the premises are properly vented.
- (n) 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).

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:

- (a) 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.
- (b) 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
- (c) Restrictions may be necessary on parts of a premise used for certain licensable activities at certain times.

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