

A

[Insert name and address of relevant licensing authority and its reference number (optional)]

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 MICHAEL RADFORD..... 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: SECRET GARDEN MARQUEE, BURLWASH MANOR, NEW ROAD, BARTON. Post town: CAMBRIDGE. Post code: CB22 7ED. APPROVED FOR PAYMENT

Telephone number at premises (if any): 01223 263423

Non-domestic rateable value of premises: £4950.0

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

- a) an individual or individuals* [checked] please complete section (A)
b) a person other than an individual* i. as a limited company [] please complete section (B) ii. as a partnership [] please complete section (B) iii. as an unincorporated association or iv. other (for example a statutory corporation) [] please complete section (B)
c) a recognised club [] please complete section (B)
d) a charity [] please complete section (B)

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- 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 Mrs Miss Ms Other title (for example, Rev)

Surname

RADFORD

First names

MICHAEL JAMES ALEC

I am 18 years old or over

Please tick yes

Current postal address if different from premises address

BURWASH MANOR FARM.
NEW ROAD.
BARTON

Post Town

CAMBRIDGE

Postcode

CB23 7BD

Daytime contact telephone number

01223 263423

E-mail address (optional)

info@burwashsecretgarden.co.uk

SECOND INDIVIDUAL APPLICANT_(if applicable)

Mr Mrs Miss Ms Other title
(for example, Rev)

Surname

First names

Please tick
✓ yes

I am 18 years old or over

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			
A	S	A	P		

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

Day	Month	Year			

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

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

THE PREMISES CONSIST OF A PERMANENTLY ERECTED 'T' SHAPED MARQUEE (60' x 20'; THE LEG OF THE 'T' BEING A FURTHER 20' x 20') SET IN A SECLUDED WALLED GARDEN IN THE GROUNDS OF BURWASH MANOR.

THE MARQUEE IS ATTACHED TO A BRICK BUILDING WHICH HOUSES THE KITCHEN, BAR AND LAVATORIES, AND IS PARTIALLY HIDDEN BEHIND A BRICK WALL.

THE GARDEN ITSELF IS LOCATED WHOLLY IN THE GROUNDS OF BURWASH MANOR, SOME 300 YARDS FROM NEW ROAD IN BARTON, DOWN A PRIVATE DRIVE.

What licensable activities do you intend to carry on from the premises?
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 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 for:

- 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 [Y] (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon	16.00	24.00	Please give further details here (please read guidance note 3)	Both	<input checked="" type="checkbox"/>	
Tue						
Wed				State any seasonal variations for performing plays (please read guidance note 4) THE USE OF THE MARQUEE FOR THIS PURPOSE IS LIKELY TO BE VERY RARE		
Thur						
Fri				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						

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 [Y] (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon	16.00	24.00	Please give further details here (please read guidance note 3)	Both	<input checked="" type="checkbox"/>	
Tue						
Wed				State any seasonal variations for the exhibition of films (please read guidance note 4) THE USE OF THE MARQUEE FOR THE THE SHOWING OF FILMS IS LIKELY TO BE VERY RARE		
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)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [Y]</u> (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Both		<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)			Will the performance of live music take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon	10.00	24.00	<p>Please give further details here (please read guidance note 3)</p> <p>WHEN PLAYED OUTDOORS IT WILL NEARLY ALWAYS BE UNAMPLIFIED, EG. JAZZ QUARTET</p> <p>State any seasonal variations for the performance of live music (please read guidance note 4)</p> <p>PRINCIPALLY DURING SUMMER MONTHS AND ALMOST ENTIRELY ON SATURDAYS (THE MARQUEE IS A WEDDING VENUE)</p> <p>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)</p> <p>MAXIMUM 6 EVENTS BETWEEN MARCH AND SEPTEMBER</p>		
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

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 [Y] (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon	10.00	24.00	<p>Please give further details here (please read guidance note 3)</p> <p>WHEN PLAYED OUTDOORS THE MUSIC WILL BE LIGHTLY AMPLIFIED 'BACKGROUND' MUSIC</p> <p>State any seasonal variations for playing recorded music (please read guidance note 4)</p> <p>PRINCIPALLY DURING SUMMER MONTHS AND ALMOST ENTIRELY ON SATURDAYS (THE MARQUEE IS A WEDDING VENUE)</p> <p>Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)</p> <p>MAXIMUM 6 EVENTS BETWEEN MARCH AND SEPTEMBER</p>		
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place <u>indoors or outdoors or both</u> – please tick [Y]. (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	16.00	24.00	Please give further details here (please read guidance note 3) THIS WILL NOT, AT ANY TIME, INCLUDE DANCE OF A SALACIOUS NATURE (SUCH AS STRIPTease, LAP-DANCING)		
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 4) USE OF THE MARQUEE FOR THIS PURPOSE IS LIKELY TO BE VERY RARE		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (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)			Please give a description of the type of entertainment you will be providing MAGIC SHOWS FASHION SHOWS PUPPET SHOWS		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoor	
	12.00	24.00		Outdoor	
Mon				Both	<input checked="" type="checkbox"/>
Tue			Please give further details here (please read guidance note 3)		
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri			USE OF THE MARQUEE FOR THESE PURPOSES IS LIKELY TO BE RARE		

Sat				<p>Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)</p>
Sun				
	↓	↓		

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing	
			Will the facilities for making music be indoors or outdoors or both – please tick [Y] (please read guidance note 2)	
Day	Start	Finish	Indoors	
			Outdoors	
			Both	
Mon			Please give further details here (please read guidance note 3)	
Tue				
Wed			State any seasonal variations for the provision of facilities for making music (please read guidance note 4)	
Thur				
Fri			Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sat				
Sun				

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 [Y] (see guidance note 2)	
Day	Start	Finish	Indoors	
	12.00	24.00	Outdoors	
	↓	↓	Both	✓
			Please give a description of the facilities for dancing you will be providing	

Mon				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) THIS ACTIVITY WILL BE RELATED ENTIRELY TO ITS USE AS AS A WEDDING VENUE, IE. IN GENERAL ON SATURDAYS ONLY
Thur				
Fri				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				

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)			Please give a description of the type of entertainment facility you will be providing KARAOKE	
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoor
	12.00	24.00		Outdoor
Mon				Both ✓
Tue			Please give further details here (please read guidance note 3)	
Wed				
Thur			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within j or k (please read guidance note 4) THIS ACTIVITY WILL BE RELATED ENTIRELY TO ITS USE AS A WEDDING VENUE. IE. IN GENERAL ON SATURDAYS ONLY	
Fri				
Sat			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 (please read guidance note 5)	
Sun				

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 [Y] (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon	23.00	01.00	Please give further details here (please read guidance note 3)	Both	<input checked="" type="checkbox"/>	
Tue						
Wed				State any seasonal variations for the provision of late night refreshment (please read guidance note 4) THIS ACTIVITY WILL BE ALLIED SOLELY TO ITS USE AS A WEDDING VENUE		
Thur						
Fri						
Sat				Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Sun						

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption (Please tick box Y) (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>	
Day	Start	Finish		Off the premises		
Mon	10.00	24.30	State any seasonal variations for the supply of alcohol (please read guidance note 4) ALCOHOL WILL BE SUPPLIED MAINLY IN ASSOCIATION WITH THE PREMISES USE AS A WEDDING VENUE IE. ALMOST ENTIRELY ON SATURDAY AFTERNOONS AND EVENINGS	Both		
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						

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

Name... MICHAEL RADFORD

Address... BURLWASH MANOR FARM, BARTON, CAMBRIDGE

Postcode... CB23 7BD

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

O

Hours premises are open to the public Standard timings (please read guidance note 6)			State any seasonal variation (please read guidance note 4)
Day	Start	Finish	
Mon	8.00	02.00	
Tue			
Wed			
Thur			
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)

TOTAL NUMBER OF EVENTS TO BE RESTRICTED TO 6 PER YEAR.

MOST EVENTS WILL OCCUR ON SATURDAYS, WITH A FEW ON FRIDAYS.

TOTAL ATTENDANCE WILL NOT BE ABOVE 180.

b) The prevention of crime and disorder

THE VENUE IS SOME 300 YARDS FROM THE ROAD AND CAN ONLY SENSIBLY BE ACCESSED BY CAR. THE AREA IS WELL LIT AND COULD BE COVERED BY CCTV (BUT CONSIDERED UNNECESSARY AT PRESENT). THE PREMISES ARE USED AS A WEDDING VENUE - WE DO NOT HAVE DRINKS PROMOTIONS ETC. CAPACITY IS LIMITED TO 180 PEOPLE, WE HAVE 1 CHAIR PER 2 GUESTS. PROOF OF AGE POLICIES ARE APPLIED.

c) Public safety

A FIRE RISK ASSESSMENT HAS BEEN SUBMITTED SEPARATELY. 3 STAFF MEMBERS ARE FIRST-AID TRAINED.

EMERGENCY NUMBERS ARE DISPLAYED

CAPACITY NUMBERS ARE STRICTLY ADHERED TO

d) The prevention of public nuisance

A SOUND LEVEL LIMITOR IS IN PLACE ON AMPLIFICATION EQUIPMENT. REGULAR PATROLS ARE CARRIED OUT TO ENSURE THAT NOISE LEVELS REMAIN ACCEPTABLE. PRIOR WARNING OF EVENTS IS GIVEN TO LOCAL RESIDENTS. THE CONTACT NUMBER FOR THE DPS IS GIVEN TO LOCAL RESIDENTS. A LOG OF COMPLAINTS IS KEPT. SIGNS REQUESTING QUIET LEAVING WILL BE POSTED.

e) The protection of children from harm

BBFC CLASSIFICATION WILL BE FOLLOWED. GOVERNMENT GUIDELINES ARE FOLLOWED IN RESPECT OF THE SALE OF ALCOHOL INCLUDING PROOF OF AGE AND ACCOMPANIMENT BY AN ADULT. THE PREMISES ARE DESIGNED AS A WEDDING VENUE AND SO WILL NOT BE USED FOR EVENTS UNSUITABLE FOR CHILDREN.


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 22-2-10

Capacity OWNER

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) <u>07774 186 486 / 01223 263423</u>	
If you would prefer us to correspond with you by e-mail your e-mail address (optional) <u>info@burwashsecretgarden.co.uk</u>	

Part A

Consent of individual to being specified as premises supervisor

MICHAEL KADFORO [full name of prospective premises supervisor]
 of BURWASH MANOR FARM, BARTON, CAMBS
 CB23 7BD [home address of prospective premises supervisor]
 hereby confirm that I give my consent to be specified as the designated premises
 supervisor in relation to the application for premises licence [type of application]
 by Michael Kadforo [name of applicant]
 relating to a premises licence [number of existing licence, if any]
 for SECRET GARDEN MARQUEE, BURWASH MANOR
 [name and address of premises to which the application relates]
 and any premises licence to be granted or varied in respect of this application made
 by Michael Kadforo [name of applicant]
 concerning the supply of alcohol at THE SECRET GARDEN MARQUEE,
 BURWASH MANOR [name and address of premises to which application relates].
 I also confirm that I am applying for, intend to apply for or currently hold a personal
 licence, details of which I set out below.

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

 signed
 M. KADFORO name (please print)
 26.2.10 dated

PART B

Consent of premises licence holder to transfer

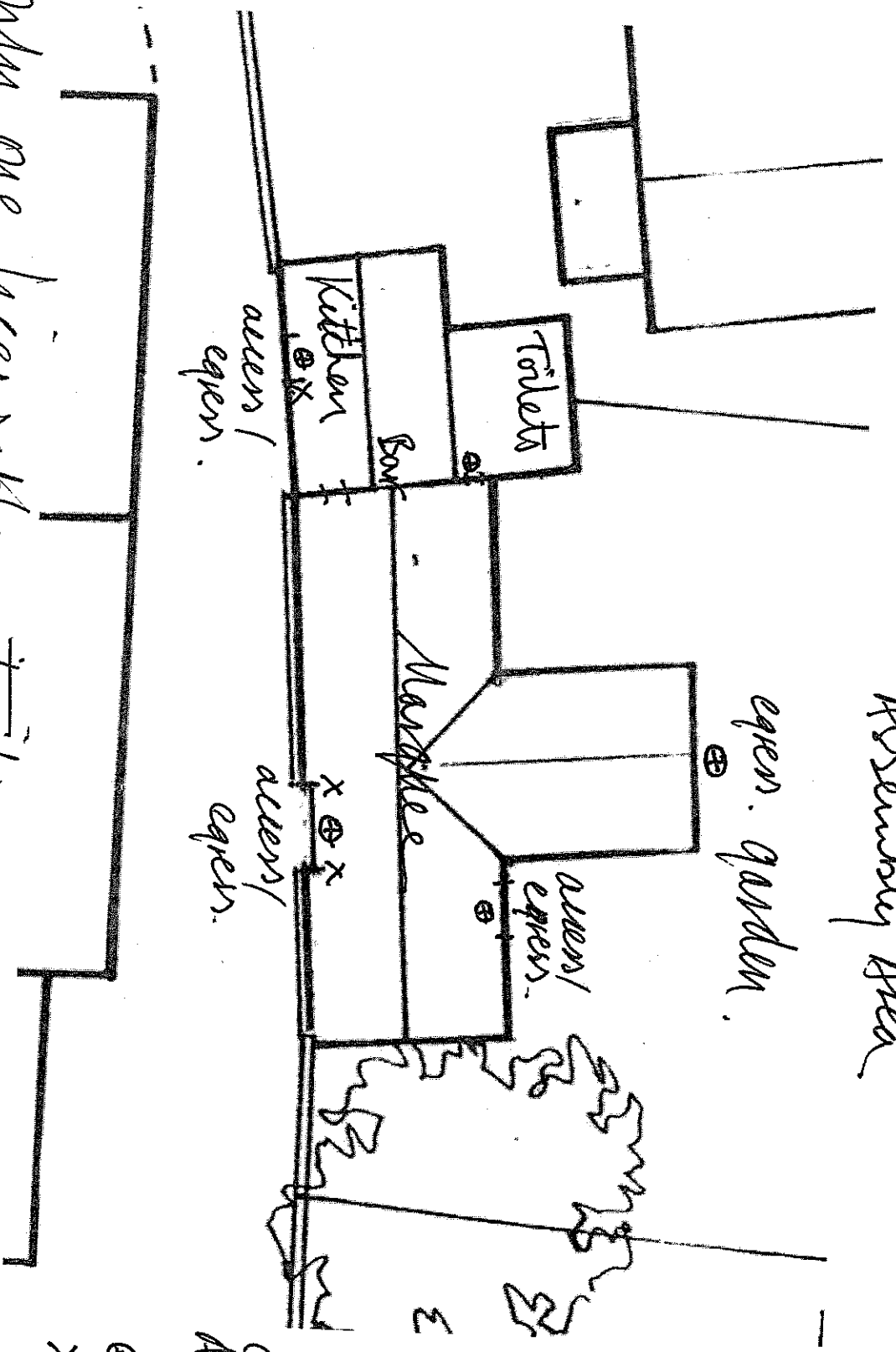
I/we [full name of premises licence holder(s)]
 the premises licence holder of premises licence number [insert
 premises licence number] relating to
 [name and address of
 premises to which the application relates] hereby give my consent for the transfer of
 premises licence number [insert premises licence number]
 to [full name of transferee].

..... signed
 name (please print)
 dated

HAZARD	PERSONS AT RISK	LEVEL OF RISK	REASON FOR LEVEL OF RISK	EXISTING PRECAUTIONS	REVISION
Kitchen/cooker	Catering staff	Low	Food served, not cooked. Small, uncomplex, unobstructed space, large simple exit	Running man, extinguisher blanket, self opening doors	To be revised annually or at such time as a new hazard arises
Marquee - lighting	Guests	Low	Low energy bulbs on dim. Small, uncomplex space, 3 large exits, low numbers - usually <100	Running man, 2 x extinguisher blanket	To be revised annually or at such time as a new hazard arises
Marquee - electrics	Guests	Low	Backed by RCB trips, low kw demand. Small, uncomplex space, 3 large exits, low numbers - usually <100	Running man, 2 x extinguisher blanket	To be revised annually or at such time as a new hazard arises
Marquee - music, equipment	DJ, musicians	Low	Low amperage, separated from guests. Easy access to 2 large exits	Running man, 2 x extinguisher blanket	To be revised annually or at such time as a new hazard arises
Toilet area	Catering staff, guests, musicians	Very Low	No sources of ignition	Running man	To be revised annually or at such time as a new hazard arises
Garden	Guests	Very low	Smoking only allowed outside. Large open area	Ashtrays left out to stop guests throwing cigarette ends near the marquee	To be revised annually or at such time as a new hazard arises

- There are three emergency escape routes from the marquee (excluding the kitchen door, as the kitchen is considered to be the most likely source of ignition). The maximum capacity of the marquee is 180. The greatest distance from an emergency exit is less than 50feet/15 metres.
- In view of the simple layout and small size of the venue, a shouted warning, in the event of fire, will be the quickest and most effective.
- Two water filled extinguishers are placed adjacent to the main entrance doors, in the body of the marquee. A further dry powder extinguisher and a fire blanket are provided in the kitchen.
- Illuminated 'running man' signs provided at all exits including those from the public conveniences and the kitchen (5 in all)
- 4 members of staff are trained in fire fighting techniques, one of whom is on duty at all times (usually 2). These staff members are responsible for alerting guests to fire, for ensuring their safe egress from the premises and for fighting the fire where deemed sensible or necessary to assist egress of guests
- Seating is so arranged as to allow easy and quick access at all times to one of the three available exits
- Fire retardation certificates are available for both the external cladding and the internal drapes of the marquee
- In general no naked flame or other source of ignition is permitted within the marquee
- 2 safe assembly areas have been designated within easy reach of, but clear of, the principal exit points: one, to the rear on the lawn, the other, at the front, in the car park

Back lawn
Assembly Area



Car Park
Assembly Area

⊕ manning man
X extinguisher

Why are hiersable activity.
no fixed structures
no stages
no steps etc