

Agenda

Licensing and Gambling Acts Sub-Committee

Members of the Committee:

Cllr D Goldson (Chairman)
Cllr V Bell
Cllr C Gould

Date

Wednesday 3 April 2019

Time

2.30 pm

Place

Colman Room
South Norfolk House
Cygnet Court
Long Stratton Norwich
NR15 2XE

Contact

Sue Elliott
tel (01508) 533869
South Norfolk District Council
Cygnet Court
Long Stratton Norwich
NR15 2XE

Email: democracy@s-norfolk.gov.uk
Website: www.south-norfolk.gov.uk

If you have any special requirements in order to attend this meeting,
please let us know in advance

Large print version can be made available

A G E N D A

1. To report apologies for absence and identify substitute voting members (if any);
2. To deal with any items of business the Chairman decides should be considered as matters of urgency pursuant to Section 100B (4) (b) of the Local Government Act, 1972. [Urgent business may only be taken if, “by reason of special circumstances” (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency.];
3. To receive Declarations of Interest from Members;
(Please see guidance form and flow chart attached to the agenda page 3)

4. **Application for a Full Variation;** (Papers attached page 5)

Premises:	Recreation Grounds and Leisure Centre, Wilderness Lane, Harleston	(appendix 1 – page 10) (appendix 2 – page 30)
Applicant:	Redenhall with Harleston Town Council	(appendix 3 – page 34)
Application for:	Full Variation of a Premises Licence	(appendix 4 – page 37) (appendix 5 – page 51) (appendix 6 – page 52) (appendix 7 – page 54) (appendix 8 – page 56) (appendix 9 – page 60)

Members of Committee and Accreditation details:

Members of Licensing, Appeals & Standards Committee	Expiry of training accreditation- Taxi	Expiry of training accreditation- Licensing Act 2003	Expiry of training accreditation - Homelessness	Expiry of training accreditation- Scrap Metal Act 2013
Bell Cllr V	22/05/19	22/05/19	05/06/19	22/05/19
Dewsbury Cllr M	22/05/19	22/05/19	05/06/19	22/05/19
D Fulcher	Not trained	Not trained	Not trained	Not trained
Goldson Cllr D	22/05/19	22/05/19	05/06/19	22/05/19
Gould Cllr C	22/05/19	22/05/19	05/06/19	22/05/19
Kemp Cllr C	Expired	Expired	Expired	Expired
Kemp Cllr W	Expired	Expired	Expired	Expired
Hardy Cllr P	12/07/19	12/07/19	05/06/19	Expired
Hornby Cllr J	Expired	Expired	Not trained	Not trained
Mason Billig Cllr K	Expired	Not trained	Not trained	Not trained
Palmer Cllr T	12/07/19	12/07/19	Expired	Expired
Pond Cllr A	22/05/19	22/05/19	05/06/19	22/05/19
Savage Cllr J	12/07/19	12/07/19	05/06/19	Expired
Wilby Cllr J	12/07/19	12/07/19	05/06/19	Expired
Worsley Cllr K	22/05/19	22/05/19	05/06/19	22/05/19



DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

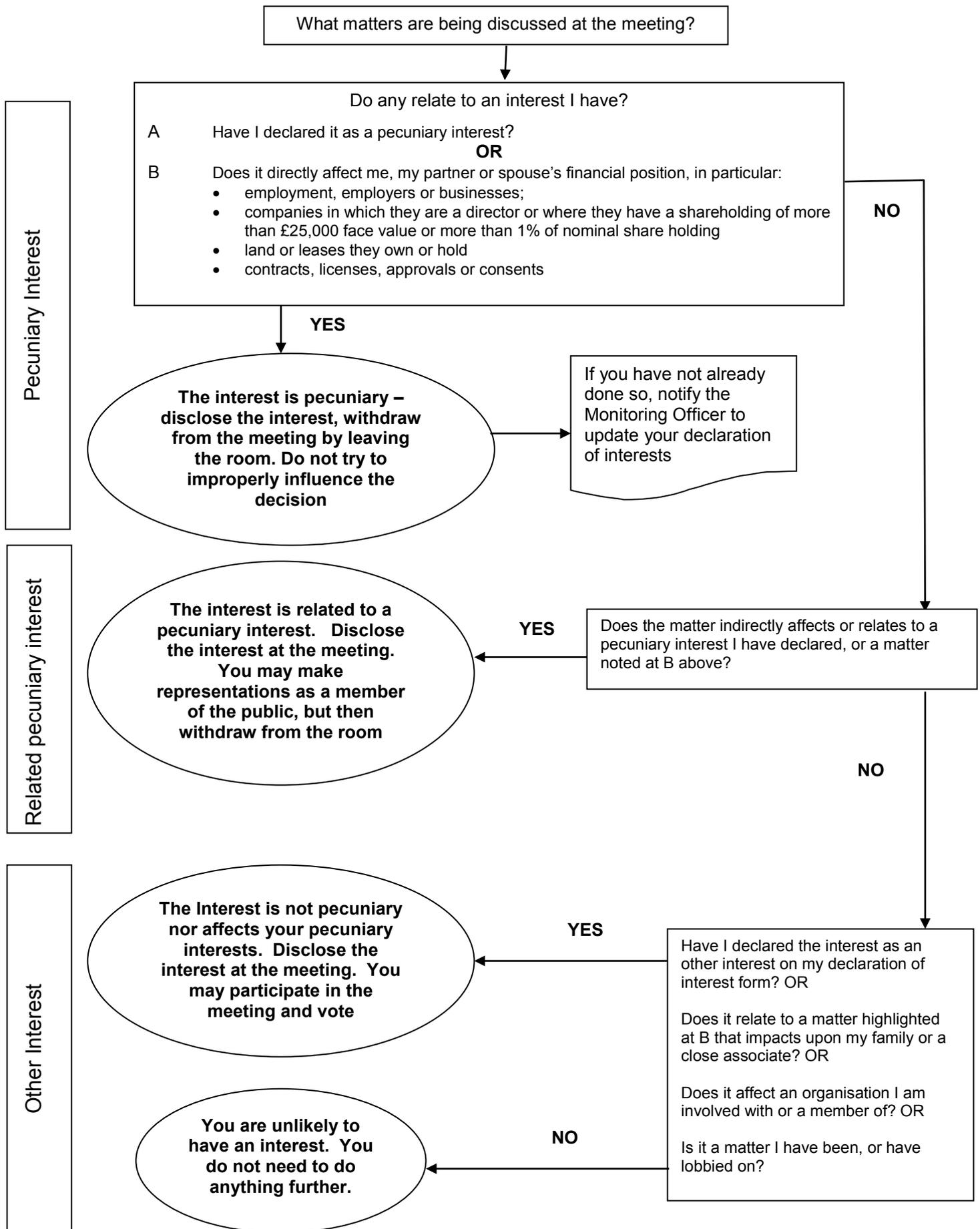
Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.

PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



3 April 2019

Licensing Act 2003: Full Variation Application – PLA0298

Recreation Ground & Leisure Centre, Wilderness Lane, Harleston

Report Author(s): Amanda Cox, Licensing and Enforcement Officer
01508 533621
acox@s-norfolk.gov.uk

Portfolio: Regulation and Public Safety

Ward(s) Affected: Harleston

Purpose of the Report: To determine a full variation application for the
Recreation Ground & Leisure Centre, Wilderness
Lane, Harleston

Recommendations:

The Sub-Committee is expected to make its determination based on an assessment of the evidence on both the risks and benefits for or against making the determination, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

The Sub-Committee must make its determination within the period of five working days beginning with the day or the last day on which the hearing was held.

Where a licensing authority determines an application, it must notify the determination and its reason of making it to –

- (a) The holder of the licence
- (b) The applicant
- (c) Any person who has made relevant representations, and
- (d) The chief officer of police for the police area in which the premises are situated

1. SUMMARY

- 1.1** The purpose of this report is to determine a full variation application that has been made by Redenhall with Harleston Town Council for a full variation application for the Recreation Ground and Leisure Centre, Wilderness Lane, Harleston. Relevant representations have been made regarding this application.
- 1.2** Given the above, the application must be determined by a hearing of the Licensing and Gambling Acts Sub-Committee.
- 1.3** In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the Sub-Committee must give appropriate weight to:
- The steps that are appropriate to promote the licensing objectives;
 - The representations presented by all parties;
 - The revised guidance issued under section 182 of the Licensing Act 2003;
 - South Norfolk Council's Statement of Licensing Policy published in January 2016
- 1.4** The licensing objectives are:
- The prevention of crime and disorder;
 - Public safety;
 - The prevention of public nuisance;
 - The protection of children from harm;

2. BACKGROUND

- 2.1** South Norfolk Council is the authority responsible for issuing licences within the district under the Licensing Act 2003, which came into effect on the 24th November 2005.
- 2.2** Since the Licensing Act 2003 came into effect, further legislative amendments have been made through the Live Music Act 2012 and the Deregulation Act 2015.
- 2.3** An application was made on the 7th February 2019 by Redenhall with Harleston Town Council. The application form is attached as Appendix 1 and site plans showing the existing licensable areas and proposed licensable areas are attached as Appendix 2.
- 2.4** The application requests to extend the licensable area to the boundary of the site excluding the children's play area for the provision of plays, films, indoor sporting events, boxing/wrestling entertainment, live & recorded music, performance of dance, late night refreshment and the supply of alcohol. The existing and proposed timings are attached as Appendix 3.
- 2.5** In addition, the application requests to remove and insert conditions contained under the operating schedule.
- 2.6** Following the statutory consultation, a representation was received from the Planning Department raising no objection but making the applicant aware of the restrictions in place to prevent a change of use of land being required. A copy of the representation and the applicant's response are attached as Appendix 5.
- 2.7** A representation was received from the Licensing Team at Norfolk Constabulary requesting the addition of conditions to be added to the operating schedule. A copy of the representation is attached as Appendix 6.
- 2.8** A representation was received from the Environmental Protection Team at South Norfolk Council requesting the addition of conditions to be added to the operating schedule. A copy of the representation is attached as Appendix 7.

2.9 A representation was received from Anchor Hanover on behalf of the residents of Malthouse Court raising objections under the licensing objective of the Prevention of Public Nuisance. A copy of the representation is attached as Appendix 8. In addition, concern was raised regarding the notification of the application which I have addressed in my reply attached as Appendix 9.

3. CURRENT POSITION / FINDINGS

3.1 The date sections highlighted in yellow in the Environmental Protection representation have been updated as follows – six weeks, eight weeks and six weeks respectively.

3.2 At the time of writing this report the applicant has not confirmed their agreement to the Norfolk Constabulary or Environmental Protection representations.

4. PROPOSED ACTION

4.1 The application must be determined by a hearing of the Licensing and Gambling Acts Sub-Committee, as under the Act, determination may not be delegated to officer level. This determination should only be made in relation to the received representation relevant to the content of this application, the four licensing objectives, the Revised Guidance issued under Section 182 of the Licensing Act 2003 and South Norfolk Council's Statement of Licensing Policy published in January 2016.

5. OTHER OPTIONS

5.1 The authority must, having regard to the application and any relevant representations, take such steps mentioned below (if any) as it considers appropriate for the promotion of the licensing objectives.

The steps are –

- (a) to modify the conditions of the licence;
- (b) to reject the whole or part of the application;

and for this purpose, the conditions of the licence are modified if any of them is altered or omitted or any new condition is added.

5.2 Conditions on a premises licence are important in setting the parameters within which premises can lawfully operate. The use of wording such as “must”, “shall” and “will” is encouraged.

Licence conditions:

- must be appropriate for the promotion of the licensing objectives;
- must be precise and enforceable;
- must be unambiguous and clear in what they intend to achieve;
- should not duplicate other statutory requirements or other duties or responsibilities placed on the employer by other legislation;
- must be tailored to the individual type, location and characteristics of the premises and events concerned;
- should not be standardised and may be unlawful when it cannot be demonstrated that they are appropriate for the promotion of the licensing objectives in an individual case;
- should not replicate offences set out in the 2003 Act or other legislation;

- should be proportionate, justifiable and be capable of being met;
- cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff, but may impact on the behaviour of customers in the immediate vicinity of the premises or as they enter or leave; and
- should be written in a prescriptive format.

5.2 There is a right of appeal to the Magistrates Court within 21 days.

6. ISSUES AND RISKS

6.1 **Resource Implications** – None.

6.2 **Legal Implications** – Statutory requirements

6.3 **Equality Implications** – None.

6.4 **Environmental Impact** – see licensing objectives

6.5 **Crime and Disorder**- see licensing objectives

6.6 **Risks** – the Council could incur costs in officer and legal representative time if a person is aggrieved by the decision of the Committee and pursues an appeal in the Magistrates' Court.

7. RECOMMENDATIONS

7.1 The Sub-Committee is expected to make its determination based on an assessment of the evidence on both the risks and benefits for or against making the determination, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

7.2 The Sub-Committee must make its determination within the period of five working days beginning with the day or the last day on which the hearing was held.

7.3 Where a licensing authority determines an application, it must notify the determination and its reason of making it to –

- (a) The holder of the licence
- (b) The applicant
- (c) Any person who has made relevant representations, and
- (d) The chief office of police for the police area in which the premises are situated

Appendices

Appendix 1 – Application Form

Appendix 2 – Existing & proposed site layout plans

Appendix 3 – Existing & proposed timings of activities

Appendix 4 – Premises Licence PLA0298

Appendix 5 – Representation from Planning

Appendix 6 – Representation from Norfolk Constabulary

Appendix 7 – Representation from Environmental Protection

Appendix 8 – Representation from Anchor Hanover

Appendix 9 – Licensing Team response to Anchor Hanover

APPENDIX 1

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We REDEN HALL WITH HARLESTON TOWN COUNCIL
(Insert name(s) of applicant)

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

Premises licence number	PLA 0298
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Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description RECREATION GROUNDS AND LEISURE WILDERNESS LANE CENTRE HARLESTON NORFOLK IP20 9DD			
Post town	HARLESTON	Postcode	IP20 9DD

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 21,250

Part 2 – Applicant details

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

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible?

Yes

No

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

DD	MM	YYYY

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) Yes No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

TO EXTEND LICENSABLE AREA
AMENDMENT TO THE HOURS FOR
SUPPLY OF ALCOHOL, PLAYS, FILMS,
SPORTING EVENTS, BOXING / WRESTLING,
LIVE MUSIC, RECORDED MUSIC, DANCE
LNR + OPENING HOURS.

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

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Part 4 Operating Schedule

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

- | Provision of regulated entertainment (Please see guidance note 3) | Please tick all that apply |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input checked="" type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input checked="" 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 checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 8)			Will the performance of a play take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finis h	Please give further details here (please read guidance note 5) * RED DENOTES OUTDOOR AREAS		
Mon	11.00	23.30			
	11.00	22.30			
Tue	11.00	23.30			
	11.00	22.30			
Wed	11.00	23.30			
	11.00	22.30			
Thur	11.00	23.30			
	11.00	22.30			
Fri	11.00	23.30			
	11.00	22.30			
Sat	11.00	23.30			
	11.00	22.30			
Sun	11.00	22.00			
	11.00	22.00			

B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>		
				Outdoors	<input type="checkbox"/>		
Day	Start	Finish		Both	<input checked="" type="checkbox"/>		
Mon	9.00	23.30	<u>Please give further details here (please read guidance note 5)</u> ✖ RED DENOTES OUTDOOR AREAS				
	9.00	22.30					
Tue	9.00	23.30					
	9.00	22.30					
Wed	9.00	23.30		<u>State any seasonal variations for the exhibition of films (please read guidance note 6)</u> 9.00 - 23.00 ON BANK HOLIDAY SUNDAYS AND MONDAYS			
	9.00	22.30					
Thur	9.00	23.30					
	9.00	22.30					
Fri	9.00	23.30			<u>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 7)</u>		
	9.00	22.30					
Sat	9.00	23.30					
	9.00	22.30					
Sun	9.00	22.00					
	9.00	22.00					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			<u>Please give further details</u> (please read guidance note 5)
Day	Start	Finish	
Mon	7.00	22.00	
Tue	7.00	22.00	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 6)
Wed	7.00	22.00	
Thur	7.00	22.00	<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 7)
Fri	7.00	22.00	
Sat	7.00	22.00	
Sun	7.00	22.00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)	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 5)		
Mon	12.00	23.00			
	12.00	22.30			
Tue	12.00	23.00	State any seasonal variations for boxing or wrestling entertainment (please read guidance note 6)		
	12.00	22.30			
Wed	12.00	23.00	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 7)		
	12.00	22.30			
Thur	12.00	23.00			
	12.00	22.30			
Fri	12.00	23.00			
	12.00	22.30			
Sat	12.00	23.00			
	12.00	22.30			
Sun	12.00	22.00			
	12.00	22.00			

E

Live music Standard days and timings (please read guidance note 8)			<u>Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 4)</u>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finis h	<u>Please give further details here (please read guidance note 5)</u> * RED DENOTES OUTDOOR AREA		
Mon	10.00	23.30			
	10.00	23.00			
Tue	10.00	23.30			
	10.00	23.00			
Wed	10.00	23.30			
	10.00	23.00	10.00 - 02.00 NEW YEAR'S EVE		
Thur	10.00	23.30			
	10.00	23.00			
Fri	10.00	23.30	<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 (please read guidance note 7)</u>		
	10.00	23.00			
Sat	10.00	23.30			
	10.00	23.00			
Sun	10.00	22.00			
	10.00	22.30			

F

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finis h						
Mon	7.00	0.00	Please give further details here (please read guidance note 5) RED DENOTES OUTDOOR AREA					
	8.00	23.00						
Tue	7.00	0.00						
	8.00	23.00						
Wed	7.00	0.00				State any seasonal variations for the playing of recorded music (please read guidance note 6)		
	8.00	23.00				10 - 02.00 NEW YEARS EVE		
Thur	7.00	0.00						
	8.00	23.00						
Fri	7.00	01.30				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 7)		
	8.00	23.00						
Sat	7.00	01.30						
	8.00	23.00						
Sun	7.00	22.00						
	8.00	22.30						

G

Performances of dance Standard days and timings (please read guidance note 8)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	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 5) * RED DENOTES OUTDOOR AREA		
Mon	9.00	0.00			
	9.00	23.00			
Tue	9.00	0.00			
	9.00	23.00			
Wed	9.00	0.00	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 6) 10.00 – 02.00 New YEARS EVE		
	9.00	23.00			
Thur	9.00	0.00			
	9.00	23.00			
Fri	9.00	01.30	<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 7)		
	9.00	23.00			
Sat	9.00	01.30			
	9.00	23.00			
Sun	09.00	22.00			
	9.00	22.30			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 5)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 6)		
Fri					
Sat			<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 7)		
Sun					

Late night refreshment Standard days and timings (please read guidance note 8)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	23.00	00.00	<u>Please give further details here</u> (please read guidance note 5)		
Tue	23.00	00.00			
Wed	23.00	00.00	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 6)		
Thur	23.00	00.00			
Fri	23.00	02.00	<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 7)		
Sat	23.00	02.00			
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 8)			Will the supply of alcohol be for consumption – please tick (please read guidance note 9) * RED DENOTES OUTDOOR AREA	On the premises	<input type="checkbox"/>	
Day	Start	Finis h		Off the premises	<input type="checkbox"/>	
Mon	9.00	0.00	State any seasonal variations for the supply of alcohol (please read guidance note 6) 9.00 - 02.00 BANK HOLIDAY SUNDAYS & MONDAYS + NEW YEARS EVE	Both	<input checked="" type="checkbox"/>	
	8.00	22.30				
Tue	9.00	0.00				
	8.00	22.30				
Wed	9.00	0.00				
	8.00	22.30				
Thur	9.00	0.00		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 7)		
	8.00	22.30				
Fri	9.00	02.00				
	8.00	22.30				
Sat	9.00	02.00				
	8.00	22.30				
Sun	9.00	22.00				
	8.00	22.00				

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 10).

L

Hours premises are open to the public Standard days and timings (please read guidance note 8)			State any seasonal variations (please read guidance note 6)
Day	Start	Finish	
Mon	06.30	00.30	<p>06.30 - 02.30 BANK HOLIDAY SUNDAYS & MONDAYS FROM THE COMMENCEMENT OF HOURS ON NEW YEARS EVE TO THE CLOSE OF HOURS ON NEW YEARS DAY</p> <p>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 7)</p> <p>RED # DENOTES OUTDOOR AREA</p>
	# 8.00	# 23.00	
Tue	06.30	00.30	
	# 8.00	# 23.00	
Wed	06.30	00.30	
	# 8.00	# 23.00	
Thur	06.30	00.30	
	# 8.00	# 23.00	
Fri	06.30	02.30	
	# 8.00	# 23.00	
Sat	06.30	02.30	
	# 8.00	# 23.00	
Sun	7.30	22.30	
	# 8.00	# 22.30	

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

TO REMOVE EXISTING CONDITIONS
AND REPLACE WITH THOSE UNDER
SECTION M

Please tick as appropriate

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

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

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)

b) The prevention of crime and disorder

AN ALARM IS FITTED TO THE PREMISES AND LINKED TO SECURITY FIRM.

c) Public safety

FOR OUTSIDE USE ALL DRINKS WILL BE SERVED IN PLASTIC CONTAINERS. AN INCIDENT LOG SHALL BE KEPT AT THE PREMISES AND MADE AVAILABLE ON REQUEST TO THE LICENSING OFFICER OR POLICE. IT WILL RECORD THE FOLLOWING:- CRIMES REPORTED TO THE VENUE, EJECTION OF PATRONS, INCIDENTS OF DISORDER, DRUG OFFENCES, REFUSAL OF THE SALE OF ALCOHOL, VISIT BY A RESPONSIBLE OFFICER.

d) The prevention of public nuisance

NO NOISE GENERATED ON THE PREMISES WILL GIVE RISE TO A PUBLIC NUISANCE.

e) The protection of children from harm

A CHALLENGE 25 - PROOF OF AGE SCHEME SHALL BE OPERATED AT THE PREMISES.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee; or
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I understand that I must now advertise my application.
- I have enclosed the premises licence or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.

I/WE UNDERSTAND THAT IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

The data provided on this form and supporting documents, including any photographic image, will be used and held by South Norfolk Council as data controller for the purpose of issuing, maintaining and renewing (as applicable) (subject to eligibility) a variation to a Premises Licence and is subject to the requirements of the Data Protection Act 1998. This personal data will be held and processed by the Council in accordance with the Data Protection Act and may be disclosed to a public body or any agency nominated by a public body for the purpose of preventing and detecting fraud or other relevant criminal activity. The information will be held on computer files and relevant paper filing systems.

Part 5 – Signatures (please read guidance note 12)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	30/11/2018
Capacity	TOWN CLERK

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 14). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 15)			
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

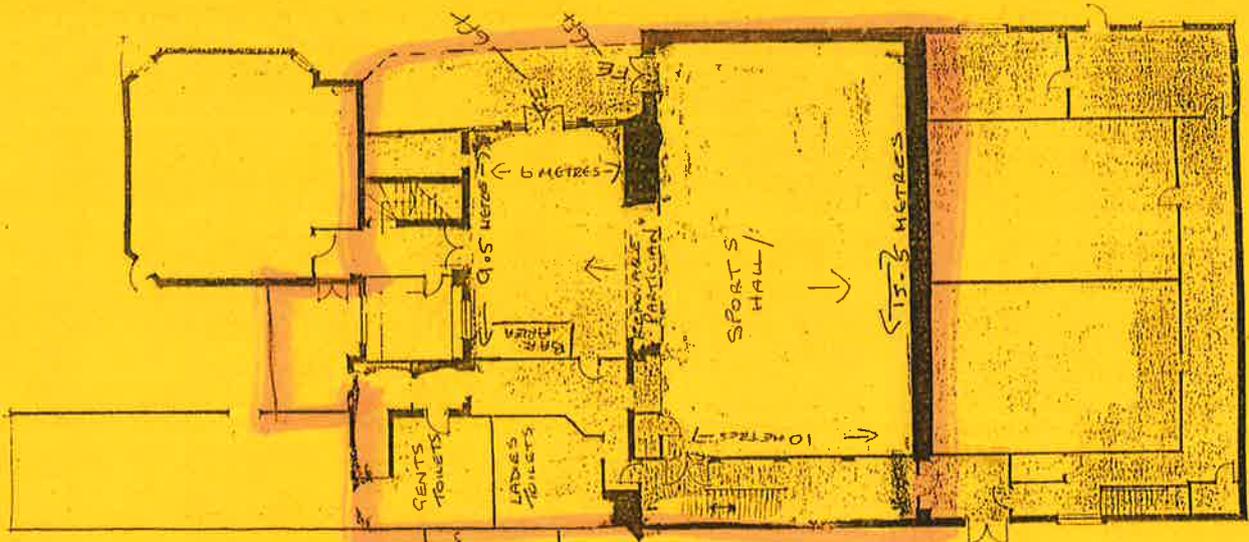
This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy
2. 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 of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local

EXISTING PLAN

HARLESTON LEISURE CENTRE

Floor Plans



GROUND FLOOR PLAN

Scale 1:100

N.B. People have full access to the toilets downstairs as well

GENTS TOILETS
1 CUBICLE
& URINALS
1 WASH BASIN

LADIES TOILET
1 CUBICLE
1 WASH BASIN

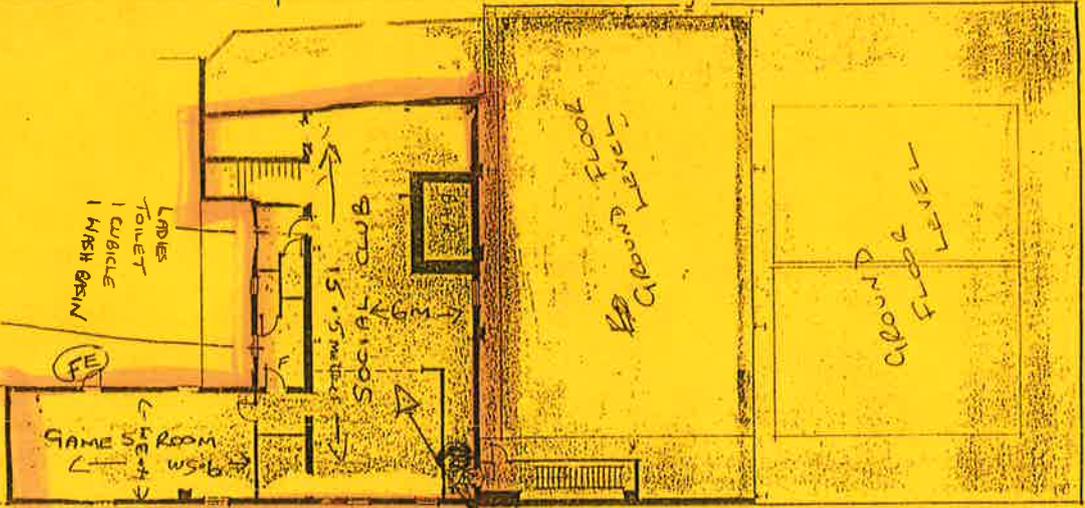
GAME ROOM
WASH

SOCIAL CLUB

STAIRS

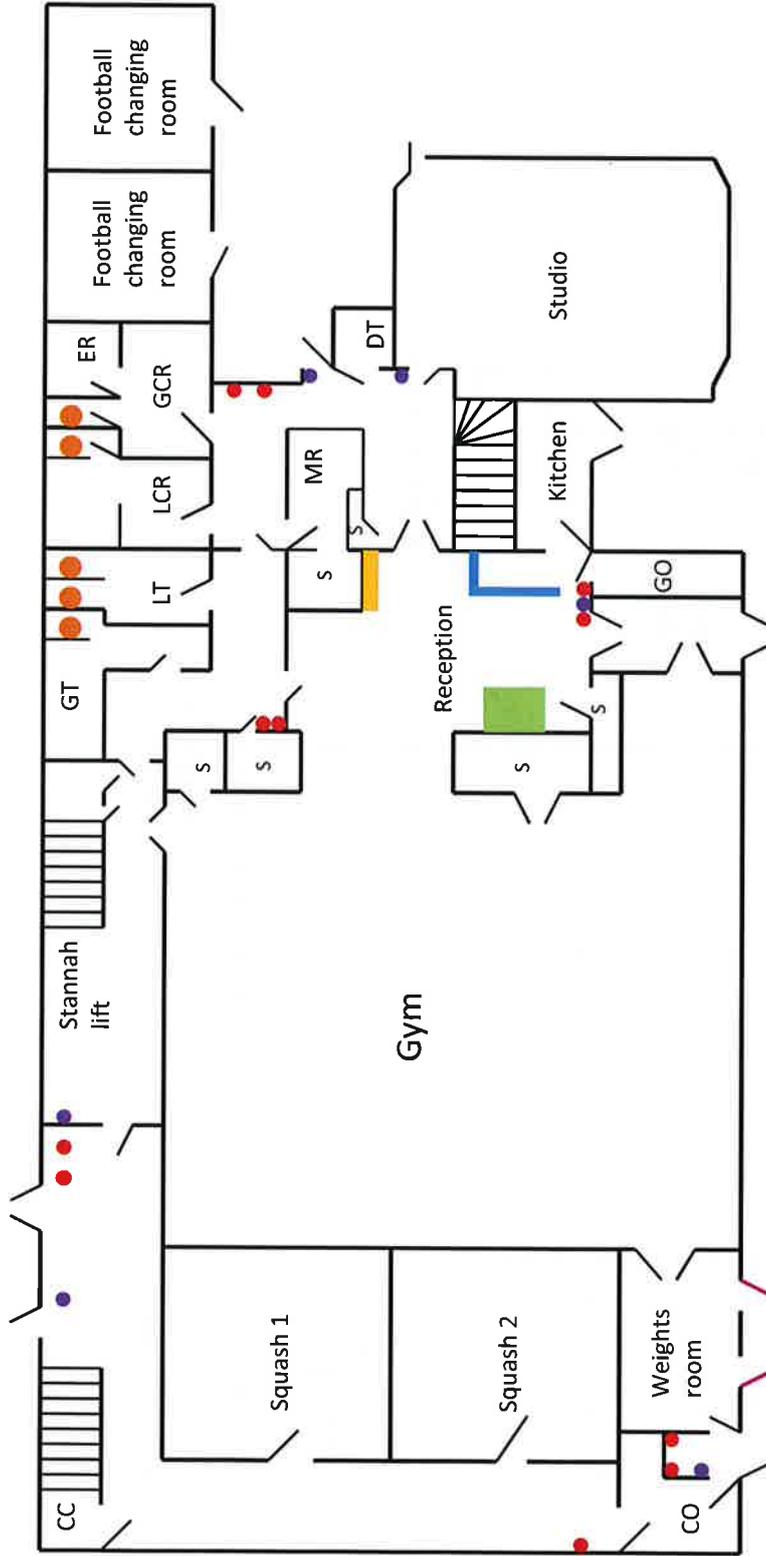
BAR AREA

FIRST FLOOR PLAN



Harleston Leisure Centre

Ground Floor

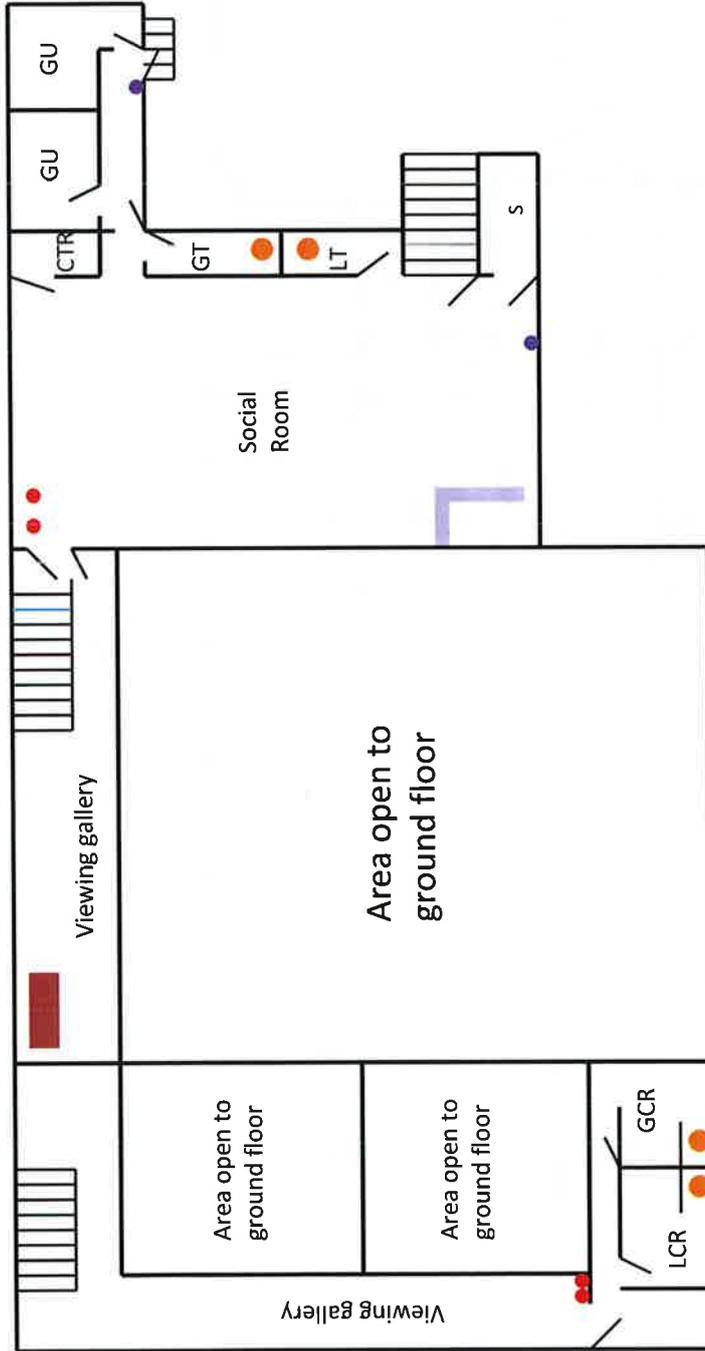


- Fire alarm
- Fire Extinguisher
- Reception seating
- Reception
- WC
- Vending machines
- Weights area emergency windows
- CC – Cleaners cupboard
- CO – Council offices
- ER – Electrical room
- GO – Gym Office
- MR – Meeting room
- GCR – Gents changing room
- LCR – Ladies changing room
- GT – Gents toilets
- LT – Ladies toilets
- S - Storage

21/6/17 BGW

Harleston Leisure Centre

First Floor



- GCR – Gents changing room
- LCR – Ladies changing room
- GT – Gents toilets
- LT – Ladies toilets
- GU – General use
- CTR – Cold tank room
- S - Storage

- Fire alarm
- Fire Extinguisher
- Bar
- Tanning booth
- WC

21/6/17 BGW

PROPOSED PLAN

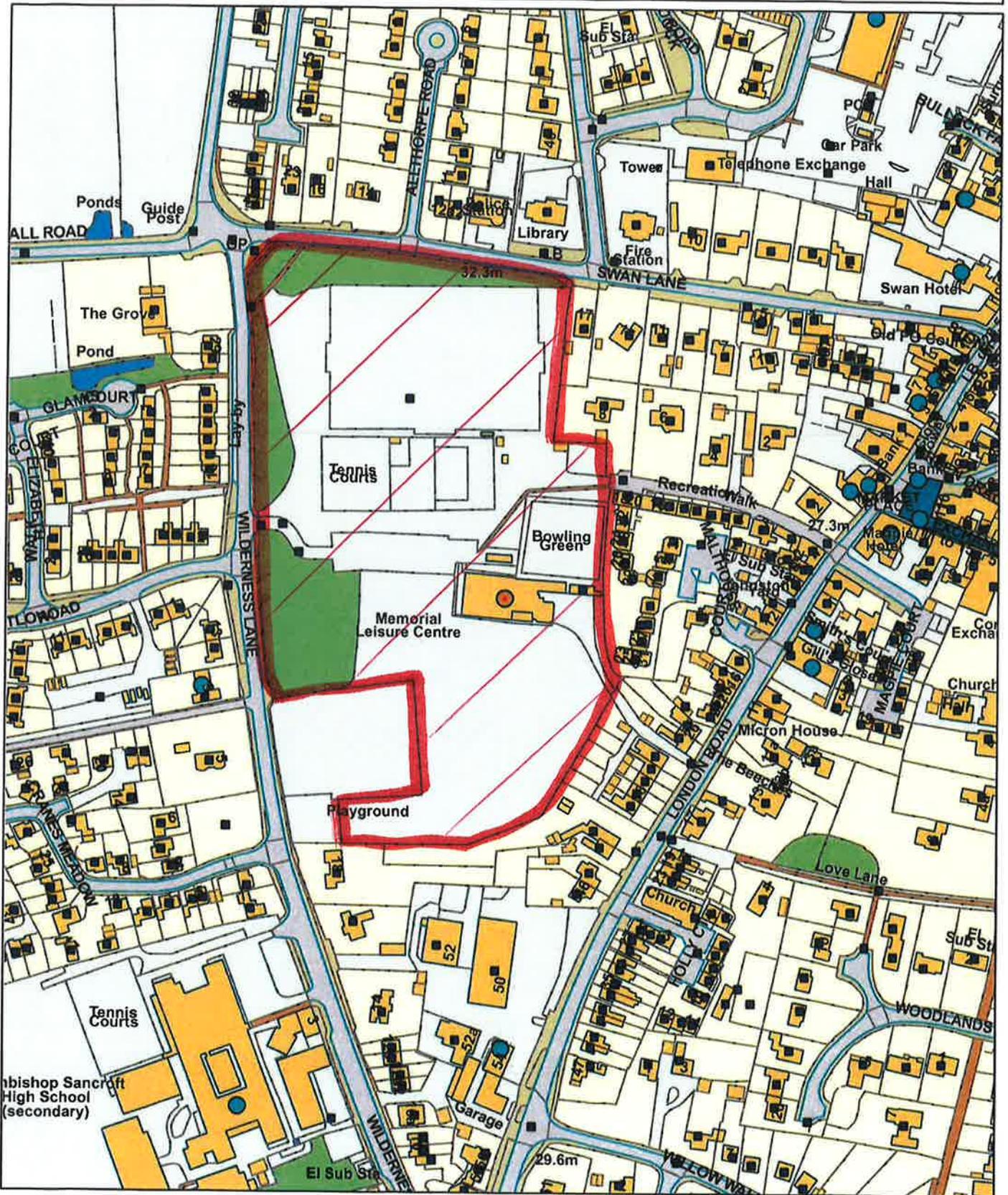
Not Set



LICENSABLE AREA

Print Date: 06/09/2018

Not Set



Scale 1:2,500

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Ordnance Survey License no 100019483



APPENDIX 3

Activity	Day	Existing Indoor	Existing Outdoor	Proposed Indoor	Proposed Outdoor
Opening Hours	Monday	06:30 – 00:30	11:00 – 23:00	06:30 – 00:30	08:00 – 23:00
	Tuesday	06:30 – 00:30	11:00 – 23:00	06:30 – 00:30	08:00 – 23:00
	Wednesday	06:30 – 00:30	11:00 – 23:00	06:30 – 00:30	08:00 – 23:00
	Thursday	06:30 – 00:30	11:00 – 23:00	06:30 – 00:30	08:00 – 23:00
	Friday	06:30 – 02:30	11:00 – 23:00	06:30 – 02:30	08:00 – 23:00
	Saturday	06:30 – 02:30	11:00 – 23:00	06:30 – 02:30	08:00 – 23:00
	Sunday	07:30 – 22:30	11:00 – 23:00	07:30 – 22:30	08:00 – 22:30
		Seasonal Variations	06:30 – 02:30 Bank holiday Sundays & Mondays		06:30 – 02:30 Bank holiday Sundays & Mondays From the commencement of hours on New Year's Eve to the close of hours on New Year's Day
Plays	Monday	11:00 – 21:30	11:00 – 21:30	11:00 – 23:30	11:00 – 22:30
	Tuesday	11:00 – 21:30	11:00 – 21:30	11:00 – 23:30	11:00 – 22:30
	Wednesday	11:00 – 21:30	11:00 – 21:30	11:00 – 23:30	11:00 – 22:30
	Thursday	11:00 – 21:30	11:00 – 21:30	11:00 – 23:30	11:00 – 22:30
	Friday	11:00 – 21:30	11:00 – 21:30	11:00 – 23:30	11:00 – 22:30
	Saturday	11:00 – 21:30	11:00 – 21:30	11:00 – 23:30	11:00 – 22:30
	Sunday	11:00 – 21:30	11:00 – 21:30	11:00 – 22:00	11:00 – 22:00
		Seasonal Variations	11:00 – 23:00 Bank holiday Sundays & Mondays		11:00 – 23:00 Bank holiday Sundays & Mondays
Films	Monday	09:00 – 23:00	09:00 – 23:00	09:00 – 23:30	09:00 – 22:30
	Tuesday	09:00 – 23:00	09:00 – 23:00	09:00 – 23:30	09:00 – 22:30
	Wednesday	09:00 – 23:00	09:00 – 23:00	09:00 – 23:30	09:00 – 22:30
	Thursday	09:00 – 23:00	09:00 – 23:00	09:00 – 23:30	09:00 – 22:30
	Friday	09:00 – 23:00	09:00 – 23:00	09:00 – 23:30	09:00 – 22:30
	Saturday	09:00 – 23:00	09:00 – 23:00	09:00 – 23:30	09:00 – 22:30
	Sunday	09:00 – 23:00	09:00 – 23:00	09:00 – 22:00	09:00 – 22:00
		Seasonal Variations			09:00 – 23:00 on Bank holiday Sundays & Mondays
Indoor Sporting Events	Monday	07:00 – 22:00		07:00 – 22:00	
	Tuesday	07:00 – 22:00		07:00 – 22:00	
	Wednesday	07:00 – 22:00		07:00 – 22:00	
	Thursday	07:00 – 22:00		07:00 – 22:00	
	Friday	07:00 – 22:00		07:00 – 22:00	

	Saturday	07:00 – 22:00		07:00 – 22:00		
	Sunday	07:00 – 22:00		07:00 – 22:00		
Boxing/Wrestling	Monday	12:00 – 23:00	12:00 – 23:00	12:00 – 23:00	12:00 – 22:30	
	Tuesday	12:00 – 23:00	12:00 – 23:00	12:00 – 23:00	12:00 – 22:30	
	Wednesday	12:00 – 23:00	12:00 – 23:00	12:00 – 23:00	12:00 – 22:30	
	Thursday	12:00 – 23:00	12:00 – 23:00	12:00 – 23:00	12:00 – 22:30	
	Friday	12:00 – 23:00	12:00 – 23:00	12:00 – 23:00	12:00 – 22:30	
	Saturday	12:00 – 23:00	12:00 – 23:00	12:00 – 23:00	12:00 – 22:30	
	Sunday	12:00 – 23:00	12:00 – 23:00	12:00 – 22:00	12:00 – 22:00	
Live Music	Monday	10:00 – 23:30	10:00 – 23:00	10:00 – 23:30	10:00 – 23:00	
	Tuesday	10:00 – 23:30	10:00 – 23:00	10:00 – 23:30	10:00 – 23:00	
	Wednesday	10:00 – 23:30	10:00 – 23:00	10:00 – 23:30	10:00 – 23:00	
	Thursday	10:00 – 23:30	10:00 – 23:00	10:00 – 23:30	10:00 – 23:00	
	Friday	10:00 – 23:30	10:00 – 23:00	10:00 – 23:30	10:00 – 23:00	
	Saturday	10:00 – 23:30	10:00 – 23:00	10:00 – 23:30	10:00 – 23:00	
	Sunday	10:00 – 22:00	10:00 – 23:00	10:00 – 22:00	10:00 – 22:30	
		Seasonal Variations	10:00 – 02:00 New Year's Eve		10:00 – 02:00 New Year's Eve	
	Recorded Music	Monday	07:00 – 00:00	08:00 – 23:00	07:00 – 00:00	08:00 – 23:00
Tuesday		07:00 – 00:00	08:00 – 23:00	07:00 – 00:00	08:00 – 23:00	
Wednesday		07:00 – 00:00	08:00 – 23:00	07:00 – 00:00	08:00 – 23:00	
Thursday		07:00 – 00:00	08:00 – 23:00	07:00 – 00:00	08:00 – 23:00	
Friday		07:00 – 01:30	08:00 – 23:00	07:00 – 01:30	08:00 – 23:00	
Saturday		07:00 – 01:30	08:00 – 23:00	07:00 – 01:30	08:00 – 23:00	
Sunday		07:00 – 20:00	08:00 – 23:00	07:00 – 22:00	08:00 – 22:30	
		Seasonal Variations	11:00 – 02:00 New Year's Eve		10:00 – 02:00 New Year's Eve	
Performances of Dance	Monday	09:00 – 00:00	09:00 – 00:00	09:00 – 00:00	09:00 – 23:00	
	Tuesday	09:00 – 00:00	09:00 – 00:00	09:00 – 00:00	09:00 – 23:00	
	Wednesday	09:00 – 00:00	09:00 – 00:00	09:00 – 00:00	09:00 – 23:00	
	Thursday	09:00 – 00:00	09:00 – 00:00	09:00 – 00:00	09:00 – 23:00	
	Friday	09:00 – 01:30	09:00 – 01:30	09:00 – 01:30	09:00 – 23:00	
	Saturday	09:00 – 01:30	09:00 – 01:30	09:00 – 01:30	09:00 – 23:00	
	Sunday	09:00 – 20:00	09:00 – 20:00	09:00 – 22:00	09:00 – 22:30	
		Seasonal Variations			10:00 – 02:00 New Year's Eve	
Late Night Refreshment	Monday	23:00 – 02:00		23:00 – 00:00		
	Tuesday	23:00 – 02:00		23:00 – 00:00		

	Wednesday	23:00 – 02:00		23:00 – 00:00	
	Thursday	23:00 – 02:00		23:00 – 00:00	
	Friday	23:00 – 02:00		23:00 – 02:00	
	Saturday	23:00 – 02:00		23:00 – 02:00	
	Sunday	23:00 – 02:00			
Supply of alcohol	Monday	11:00 – 00:00	11:00 – 22:00	09:00 – 00:00	08:00 – 22:30
	Tuesday	11:00 – 00:00	11:00 – 22:00	09:00 – 00:00	08:00 – 22:30
	Wednesday	11:00 – 00:00	11:00 – 22:00	09:00 – 00:00	08:00 – 22:30
	Thursday	11:00 – 00:00	11:00 – 22:00	09:00 – 00:00	08:00 – 22:30
	Friday	11:00 – 01:30	11:00 – 22:00	09:00 – 02:00	08:00 – 22:30
	Saturday	11:00 – 01:30	11:00 – 22:00	09:00 – 02:00	08:00 – 22:30
	Sunday	11:00 – 22:00	11:00 – 22:00	09:00 – 22:00	08:00 – 22:00
	Seasonal Variations	11:00 – 01:30 Bank holiday Sundays & Mondays 11:00 – 02:00 New Year's Eve		09:00 – 02:00 Bank holiday Sundays, Mondays & New Year's Eve	

4672 - licence.



Licensing Act 2003

Premises Licence**PLA0298**

Part 1 - Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

Harleston Memorial Leisure Centre

Wildemess Lane, Harleston, Norfolk, IP20 9DD.

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- a performance of a play
- an exhibition of a film
- an indoor sporting event
- a boxing or wrestling entertainment
- a performance of live music
- any playing of recorded music
- a performance of dance
- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance
- entertainment facilities for making music
- entertainment facilities for dancing
- entertainment of a similar description to that falling within entertainment facilities for making music or dancing
- provision of late night refreshment
- the sale by retail of alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
A. Performance of a play (Indoors & Outdoors)			
	Monday	11:00am	9:30pm
	Tuesday	11:00am	9:30pm
	Wednesday	11:00am	9:30pm
	Thursday	11:00am	9:30pm
	Friday	11:00am	9:30pm
	Saturday	11:00am	9:30pm
	Sunday	11:00am	9:30pm
	Seasonal Variations:	11:00am	11:00pm
			Bank Holiday Sundays Bank Holiday Mondays
B. Exhibition of films (Indoors & Outdoors)			
	Monday	9:00am	11:00pm
	Tuesday	9:00am	11:00pm
	Wednesday	9:00am	11:00pm
	Thursday	9:00am	11:00pm
	Friday	9:00am	11:00pm
	Saturday	9:00am	11:00pm
	Sunday	9:00am	11:00pm





Licensing Act 2003
Premises Licence

PLA0298

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES *continued*

Activity (and Area if applicable)	Description	Time From	Time To	
B. Exhibition of films (Indoors & Outdoors) continued ...				
<hr/>				
C. Indoor sporting event				
	Monday	7:00am	10:00pm	
	Tuesday	7:00am	10:00pm	
	Wednesday	7:00am	10:00pm	
	Thursday	7:00am	10:00pm	
	Friday	7:00am	10:00pm	
	Saturday	7:00am	10:00pm	
	Sunday	7:00am	10:00pm	
<hr/>				
D. Boxing or wrestling entertainment (Indoors & Outdoors)				
	Monday	Noon	11:00pm	
	Tuesday	Noon	11:00pm	
	Wednesday	Noon	11:00pm	
	Thursday	Noon	11:00pm	
	Friday	Noon	11:00pm	
	Saturday	Noon	11:00pm	
	Sunday	Noon	11:00pm	
<hr/>				
E. Performance of live music (Indoors & Outdoors)				
	Monday	10:00am	11:30pm	
	Tuesday	10:00am	11:30pm	
	Wednesday	10:00am	11:30pm	
	Thursday	10:00am	11:30pm	
	Friday	10:00am	11:30pm	
	Saturday	10:00am	11:30pm	
	Sunday	10:00am	10:00pm	
	New Years Eve	10:00am	2:00am	New Years Day
	Additional Hours	10:00am	11:00pm	OUTSIDE
<hr/>				
F. Playing of recorded music (Indoors & Outdoors)				
	Monday	7:00am	Midnight	
	Tuesday	7:00am	Midnight	
	Wednesday	7:00am	Midnight	
	Thursday	7:00am	Midnight	
	Friday	7:00am	1:30am	Saturday
	Saturday	7:00am	1:30am	Sunday
	Sunday	7:00am	8:00pm	
	New Years Eve	11:00am	2:00am	New Years Day
	Additional Hours	8:00am	11:00pm	OUTSIDE





Licensing Act 2003
Premises Licence

PLA0298

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES *continued*

Activity (and Area if applicable)	Description	Time From	Time To
G. Performance of dance (Indoors & Outdoors)			
	Monday	9:00am	Midnight
	Tuesday	9:00am	Midnight
	Wednesday	9:00am	Midnight
	Thursday	9:00am	Midnight
	Friday	9:00am	1:30am Saturday
	Saturday	9:00am	1:30am Sunday
	Sunday	9:00am	8:00pm
H. Entertainment of a similar description to that falling within E, F, or G (Indoors & Outdoors)			
	Monday	7:00am	Midnight
	Tuesday	7:00am	Midnight
	Wednesday	7:00am	Midnight
	Thursday	7:00am	Midnight
	Friday	7:00am	1:30am Saturday
	Saturday	7:00am	1:30am Sunday
	Sunday	7:00am	11:00pm
	New Years Eve	7:00am	2:00am New Years Day
	Seasonal Variations:	7:00am	2:00am Bank Holiday Sunday Bank Holiday Monday (02.00 the following day)
	Additional Hours	9:00am	11:00pm OUTSIDE
I. Provision of facilities for making music (Indoors & Outdoors)			
	Monday	7:00am	Midnight
	Tuesday	7:00am	Midnight
	Wednesday	7:00am	Midnight
	Thursday	7:00am	Midnight
	Friday	7:00am	1:30am Saturday
	Saturday	7:00am	1:30am Sunday
	Sunday	9:00am	10:00pm
	New Years Eve	7:00am	2:00am New Years Day
	Seasonal Variations:	7:00am	1:00am Bank Holiday Sunday Bank Holiday Monday
	Additional Hours	7:00am	11:00pm OUTSIDE
J. Provision of facilities for dancing (Indoors & Outdoors)			
	Monday	9:00am	Midnight
	Tuesday	9:00am	Midnight
	Wednesday	9:00am	Midnight
	Thursday	9:00am	Midnight
	Friday	9:00am	1:30am Saturday
	Saturday	9:00am	1:30am Sunday
	Sunday	9:00am	11:00pm





Licensing Act 2003
Premises Licence

PLA0298

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES continued ...

Activity (and Area if applicable)	Description	Time From	Time To	
J. Provision of facilities for dancing (Indoors & Outdoors) continued ...	New Years Eve	7:00am	2:00am	New Years Day
	Seasonal Variations:	7:00am	2:00am	Bank Holiday Sundays Bank Holiday Monday (02.00 following day)
	Additional Hours	9:00am	11:00pm	OUTSIDE
	K. Provision of facilities for entertainment of a similar description to that falling within I or J (Indoors & Outdoors)			
	Monday	7:00am	Midnight	
	Tuesday	7:00am	Midnight	
	Wednesday	7:00am	Midnight	
	Thursday	7:00am	Midnight	
	Friday	7:00am	1:30am	Saturday
	Saturday	9:00am	1:30am	Sunday
	Sunday	9:00am	10:00pm	
	New Years Eve	7:00am	2:00am	New Years Day
	Seasonal Variations:	7:00am	1:30am	Bank Holiday Sunday Bank Holiday Monday (01.30 following day)
	Additional Hours	9:00am	11:00pm	OUTSIDE
L. Late night refreshment (Indoors)	Monday	11:00pm	2:00am	
	Tuesday	11:00pm	2:00am	
	Wednesday	11:00pm	2:00am	
	Thursday	11:00pm	2:00am	
	Friday	11:00pm	2:00am	
	Saturday	11:00pm	2:00am	
	Sunday	11:00pm	2:00am	
	M. The sale by retail of alcohol for consumption ON and OFF the premises			
		Monday	11:00am	Midnight
	Tuesday	11:00am	Midnight	
	Wednesday	11:00am	Midnight	
	Thursday	11:00am	Midnight	
	Friday	11:00am	1:30am	
	Saturday	11:00am	1:30am	
	Sunday	11:00am	10:00pm	
	New Years Eve	11:00am	2:00am	New Years Day
	Seasonal Variations:	11:00am	1:30am	Bank Holiday Sunday Bank Holiday Monday (01.30 following day)
	Additional Hours	11:00am	10:00pm	OUTSIDE





Licensing Act 2003

Premises Licence

PLA0298

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To	
Monday	6:30am	12:30am	Tuesday
Tuesday	6:30am	12:30am	Wednesday
Wednesday	6:30am	12:30am	Thursday
Thursday	6:30am	12:30am	Friday
Friday	6:30am	2:30am	Saturday
Saturday	6:30am	2:30am	Sunday
Sunday	7:30am	10:30pm	
Seasonal Variations:	6:30am	2:30am	Bank Holiday Sundays Bank Holiday Mondays
Additional Hours	11:00am	11:00pm	OUTSIDE

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

- M. The sale by retail of alcohol for consumption ON and OFF the premises

Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

Robin N G Twigge
park.hotel@btinternet.com

28 Croft Lane, Diss, Norfolk, IP22 4NA.
Telephone 01379 642244 or 01379 643652

Samantha Louise Webb

Swan Hotel, 19 The Thoroughfare, Harleston, Norfolk, IP20 9DQ.
Telephone 01379 852221

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

Robin N G TWIGGE

28 Croft Lane, Diss, Norfolk, IP22 4NA.
Telephone 01379 642244 or 01379 643652

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL

Licence No. PA0384

Issued by South Norfolk

ANNEXES

ANNEX 1 - MANDATORY CONDITIONS

1. No supply of alcohol may be made under the premises licence at a time when there is no designated premises supervisor in respect of the premises licence.



ANNEXES continued ...

2. No supply of alcohol may be made under the premises licence at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
3. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

1. Where the film classification body is specified in the licence, unless subsection 2(b) applies, admission of children must be restricted in accordance with any recommendations made by that body.
2. Where -

- (a) the film classification body is not specified in the licence, or
- (b) the relevant licensing authority has not notified the holder of the licence that this subsection applies to the film in question,

admission of children must be restricted in accordance with any recommendation made by that licensing authority.

3. In this section
"children" means person aged under 18 and
"film classification body" means the person or the persons designated as the authority under section 4 of the Video Recordings Act 1984 (c. 39) (authority to determine suitability of video works for classification).

ANNEX 2 - CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

CCTV is installed inside and will be working 24 hours. If it is not working the local police will be informed

The premises will be part of the local Pubwatch scheme (while in operation)

There will be a designated member of staff to assist disabled people in the case of emergency

Staff will be aware not to serve alcohol to customers are intoxicated or to those under 18 years of age and of the No ID No Sale policy

There is a dispersal policy for people to leave by the entrances and fire exits

Customers will be made aware to restrict the level of noise when leaving and respect neighbours in the vicinity of the premises

No persons will be allowed to leave the premises with open bottles or glassware

Valid Public Liability Insurance will be in force

The premises will not be altered rendering it impossible to comply with the conditions of the licence without seeking a Variation of the Premises Licence

A duty manager will always be on duty when customers are on the premises

All instances of crime and disorder will be reported to the police





Licensing Act 2003

Premises Licence

PLA0298

ANNEXES continued ...

Any request of the Authorities will be complies with

Notices will be displayed regarding such things as under age drinking, Dress code, Drugs policy and CCTV

Fire exits will be maintained unobstructed

Toilets will be regularly checks and maintained to a clean and safe standard

There is a strict No Drugs policy

There will be an opening and closing procedure for the premises with inspections made to ensure that customers and staff and safe

The general public will not be admitted to any part of the premises which has not been approved by the council

No portable heaters will be used

Ventilation will be checked and serviced regularly

Consumption of alcohol will be restricted to the approved areas

The premises will not participate in price reduction promotions likely to cause a nuisance or disturbance

The social club will be by membership only, being signed in at all times (and their guests)

The fire brigade will be called at once if fire is discovered

Fire risk assessment will be carried out at the beginning of service, during service and at locking up time (records will be made available)

All doors will be checked and easily openable, be kept clear of any obstruction and clearly illuminated

All current materials are fire retardant

All fire fighting equipment and emergency lighting will be regularly inspected and records are available

Notices regarding emergency procedures will be in-situ and all staff will be trained

First aid equipment is available at the reception desk and in the social club bar

At least one first aider will be on duty at any one time

Electrics and appliances will regularly checked

People attuning events will be informed prior to the use of any special effects

A risk assessment will be carried out of all the public areas

When leaving the public are informed by the band/DJ etc to have respect for the neighbours, duty staff will also monitor the outside area





Licensing Act 2003

Premises Licence

PLA0298

ANNEXES continued ...

The volume of music will be monitored at all times and be kept within a safe social level especially outside. Music from within the social club will be reduced from 23.00 hours

All windows and doors will be kept closed during amplified music

Clear lighting will be on while the public are on site

The outside areas will be monitored to ensure that they are safe and kept clear of any problems

Adequate receptacles will be provided to store refuse from the premises

Management and staff will be aware of any children on the premises

Children must be accompanied by an adult guardian

Proof of age must be supplied by any one appearing to be under age

Health and safety issues relating to children will be continually risk assessed

When adult entertainment is taking place, no children will be allowed on the premises

ANNEX 3 - CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY

Not applicable

ANNEX 4 - PLAN





Licensing Act 2003

Premises Licence

PLA0298

ANNEXES continued ...

See attached plan(s)





Licensing Act 2003

Premises Licence Summary

PLA0298

Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

Harleston Memorial Leisure Centre

Wilderness Lane, Harleston, Norfolk, IP20 9DD.

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- a performance of a play
- an exhibition of a film
- an indoor sporting event
- a boxing or wrestling entertainment
- a performance of live music
- any playing of recorded music
- a performance of dance
- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance
- entertainment facilities for making music
- entertainment facilities for dancing
- entertainment of a similar description to that falling within entertainment facilities for making music or dancing
- provision of late night refreshment
- the sale by retail of alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
A. Performance of a play (Indoors & Outdoors)			
	Monday	11:00am	9:30pm
	Tuesday	11:00am	9:30pm
	Wednesday	11:00am	9:30pm
	Thursday	11:00am	9:30pm
	Friday	11:00am	9:30pm
	Saturday	11:00am	9:30pm
	Sunday	11:00am	9:30pm
	Seasonal Variations:	11:00am	11:00pm
			Bank Holiday Sundays
			Bank Holiday Mondays
B. Exhibition of films (Indoors & Outdoors)			
	Monday	9:00am	11:00pm
	Tuesday	9:00am	11:00pm
	Wednesday	9:00am	11:00pm
	Thursday	9:00am	11:00pm
	Friday	9:00am	11:00pm
	Saturday	9:00am	11:00pm





Licensing Act 2003

Premises Licence Summary

PLA0298

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES *continued ...*

Activity (and Area if applicable)	Description	Time From	Time To	
B. Exhibition of films (Indoors & Outdoors) continued ...	Sunday	9:00am	11:00pm	
	<hr/>			
C. Indoor sporting event	Monday	7:00am	10:00pm	
	Tuesday	7:00am	10:00pm	
	Wednesday	7:00am	10:00pm	
	Thursday	7:00am	10:00pm	
	Friday	7:00am	10:00pm	
	Saturday	7:00am	10:00pm	
	Sunday	7:00am	10:00pm	
	<hr/>			
D. Boxing or wrestling entertainment (Indoors & Outdoors)	Monday	Noon	11:00pm	
	Tuesday	Noon	11:00pm	
	Wednesday	Noon	11:00pm	
	Thursday	Noon	11:00pm	
	Friday	Noon	11:00pm	
	Saturday	Noon	11:00pm	
	Sunday	Noon	11:00pm	
	<hr/>			
E. Performance of live music (Indoors & Outdoors)	Monday	10:00am	11:30pm	
	Tuesday	10:00am	11:30pm	
	Wednesday	10:00am	11:30pm	
	Thursday	10:00am	11:30pm	
	Friday	10:00am	11:30pm	
	Saturday	10:00am	11:30pm	
	Sunday	10:00am	10:00pm	
	New Years Eve	10:00am	2:00am	New Years Day
	Additional Hours	10:00am	11:00pm	OUTSIDE
	<hr/>			
	F. Playing of recorded music (Indoors & Outdoors)	Monday	7:00am	Midnight
Tuesday		7:00am	Midnight	
Wednesday		7:00am	Midnight	
Thursday		7:00am	Midnight	
Friday		7:00am	1:30am	Saturday
Saturday		7:00am	1:30am	Sunday
Sunday		7:00am	8:00pm	
New Years Eve		11:00am	2:00am	New Years Day
Additional Hours		8:00am	11:00pm	OUTSIDE





Licensing Act 2003

Premises Licence Summary

PLA0298

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES *continued ...*

Activity (and Area if applicable)	Description	Time From	Time To	
G. Performance of dance (Indoors & Outdoors)				
	Monday	9:00am	Midnight	
	Tuesday	9:00am	Midnight	
	Wednesday	9:00am	Midnight	
	Thursday	9:00am	Midnight	
	Friday	9:00am	1:30am	Saturday
	Saturday	9:00am	1:30am	Sunday
	Sunday	9:00am	8:00pm	
H. Entertainment of a similar description to that falling within E, F, or G (Indoors & Outdoors)				
	Monday	7:00am	Midnight	
	Tuesday	7:00am	Midnight	
	Wednesday	7:00am	Midnight	
	Thursday	7:00am	Midnight	
	Friday	7:00am	1:30am	Saturday
	Saturday	7:00am	1:30am	Sunday
	Sunday	7:00am	11:00pm	
	New Years Eve	7:00am	2:00am	New Years Day
	Seasonal Variations:	7:00am	2:00am	Bank Holiday Sunday Bank Holiday Monday (02.00 the following day)
	Additional Hours	9:00am	11:00pm	OUTSIDE
I. Provision of facilities for making music (Indoors & Outdoors)				
	Monday	7:00am	Midnight	
	Tuesday	7:00am	Midnight	
	Wednesday	7:00am	Midnight	
	Thursday	7:00am	Midnight	
	Friday	7:00am	1:30am	Saturday
	Saturday	7:00am	1:30am	Sunday
	Sunday	9:00am	10:00pm	
	New Years Eve	7:00am	2:00am	New Years Day
	Seasonal Variations:	7:00am	1:00am	Bank Holiday Sunday Bank Holiday Monday
	Additional Hours	7:00am	11:00pm	OUTSIDE
J. Provision of facilities for dancing (Indoors & Outdoors)				
	Monday	9:00am	Midnight	
	Tuesday	9:00am	Midnight	
	Wednesday	9:00am	Midnight	
	Thursday	9:00am	Midnight	
	Friday	9:00am	1:30am	Saturday
	Saturday	9:00am	1:30am	Sunday
	Sunday	9:00am	11:00pm	





Licensing Act 2003

Premises Licence Summary

PLA0298

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES *continued ...*

Activity (and Area if applicable)	Description	Time From	Time To	
J. Provision of facilities for dancing (Indoors & Outdoors) continued ...	New Years Eve	7:00am	2:00am	New Years Day
	Seasonal Variations:	7:00am	2:00am	Bank Holiday Sundays Bank Holiday Monday (02.00 following day)
	Additional Hours	9:00am	11:00pm	OUTSIDE
K. Provision of facilities for entertainment of a similar description to that falling within I or J (Indoors & Outdoors)	Monday	7:00am	Midnight	
	Tuesday	7:00am	Midnight	
	Wednesday	7:00am	Midnight	
	Thursday	7:00am	Midnight	
	Friday	7:00am	1:30am	Saturday
	Saturday	9:00am	1:30am	Sunday
	Sunday	9:00am	10:00pm	
	New Years Eve	7:00am	2:00am	New Years Day
	Seasonal Variations:	7:00am	1:30am	Bank Holiday Sunday Bank Holiday Monday (01.30 following day)
	Additional Hours	9:00am	11:00pm	OUTSIDE
L. Late night refreshment (Indoors)	Monday	11:00pm	2:00am	
	Tuesday	11:00pm	2:00am	
	Wednesday	11:00pm	2:00am	
	Thursday	11:00pm	2:00am	
	Friday	11:00pm	2:00am	
	Saturday	11:00pm	2:00am	
	Sunday	11:00pm	2:00am	
	M. The sale by retail of alcohol for consumption ON and OFF the premises	Monday	11:00am	Midnight
Tuesday		11:00am	Midnight	
Wednesday		11:00am	Midnight	
Thursday		11:00am	Midnight	
Friday		11:00am	1:30am	
Saturday		11:00am	1:30am	
Sunday		11:00am	10:00pm	
New Years Eve		11:00am	2:00am	New Years Day
Seasonal Variations:		11:00am	1:30am	Bank Holiday Sunday Bank Holiday Monday (01.30 following day)
Additional Hours		11:00am	10:00pm	OUTSIDE





Licensing Act 2003

Premises Licence Summary

PLA0298

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To	
Monday	6:30am	12:30am	Tuesday
Tuesday	6:30am	12:30am	Wednesday
Wednesday	6:30am	12:30am	Thursday
Thursday	6:30am	12:30am	Friday
Friday	6:30am	2:30am	Saturday
Saturday	6:30am	2:30am	Sunday
Sunday	7:30am	10:30pm	
Seasonal Variations:	6:30am	2:30am	Bank Holiday Sundays Bank Holiday Mondays
Additional Hours	11:00am	11:00pm	OUTSIDE

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

- M. The sale by retail of alcohol for consumption ON and OFF the premises

NAME, (REGISTERED) ADDRESS OF HOLDER OF PREMISES LICENCE

Robin N G Twigge

28 Croft Lane, Diss, Norfolk, IP22 4NA.

Samantha Louise Webb

Swan Hotel, 19 The Thoroughfare, Harleston, Norfolk, IP20 9DQ.

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

Robin N G TWIGGE

STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED

Children must be accompanied by an adult guardian





NORFOLK
C O N S T A B U L A R Y
Our Priority is You

Licensing Team
South Norfolk District Council
Swan Lane
Norwich
Norfolk

Date 5th March 2019

Dear Sir/Madam

The Licensing Team

Bethel Street Police Station
Norwich
Norfolk
NR2 1NN

Tel: 01603 276020

Fax: 01603 276025

Email: licensingteam@norfolk.pnn.police.uk

www.norfolk.police.uk

Non-Emergency Tel: 0845 456 4567

Application to vary the Premises Licence – Harleston Leisure Centre

Norfolk Constabulary has received a copy of the application to vary the licence for Harleston Leisure Centre and Recreation Ground.

This application is requesting an extension of hours and activities for both inside and outside the premises.

I am aware that the venue management are looking to remove all current conditions attached to the licence. There are some linked to CCTV and no drugs Policy. I would like to see some of these remain.

There is no reason to suggest that the granting of this variation to extend the area and activities will cause a significant increase to crime and disorder. However in order to ensure the authorities are notified and the event runs properly, I request that the following conditions are added to the Premises Licence:

- **CCTV is installed and operating at the premises. CCTV cameras will cover the inside of the premises and footage will be available to Police on request.**
- **No patrons will be permitted to leave the premises with open vessels of alcohol.**
- **There will be a zero tolerance drug policy at the premises.**
- **Staff involved in direct alcohol sales will receive training in relation to the Licensing Act 2003. Records will be kept and available to Police or Licensing Authority on request.**
- **Norfolk Constabulary will be notified in writing at least 28 days prior of any event which is expected to attract over 500 attendees at any one time. An event management plan will be in place.**
- **At least 21 days prior to the intended date of any boxing entertainment a written health and safety risk assessment in respect of the boxing entertainment must be submitted by the premises licence holder to the Licensing Authority. The risk assessment for the boxing entertainment including any control measures to be implemented must be approved in writing by Environmental Services. If**

Environmental Services do not approve the boxing entertainment risk assessment the premises licence holder will ensure that the boxing entertainment does not take place. If the boxing entertainment risk assessment is approved by Environmental Services the premises licence holder will ensure that the boxing entertainment takes place in full compliance with the requirements and prohibitions specified in the boxing entertainment risk assessment.

With these Conditions added to the licence, there are no Police objections

Yours faithfully,

Michelle Bartram
Licensing Officer

Internal Memorandum

To:	Licensing
From:	Community Protection
My Ref:	19/00119/PLAMDP
Your Ref:	19/00119/PLAMDP
Date:	7 March 2019

Dear Licensing,

Apologies for the delay in responding to the above application for the Harleston Recreation Ground & Leisure Centre (Licensing Ref: 19/00119/PLAMDP).

I have spoken to Adrian Nicholas about whether there were any previous issues with noise disturbance and he has indicated that to his knowledge there hasn't been any significant issues. However, the proposed use does raise some concern for a number of reasons which I have summarised below:

- The submitted site plan showing the licensible area does not show where licensible activities such as plays, films, sporting events, live music etc. will be located. The application site is surrounded by residential properties which might give rise to complaint if the activities are not properly managed.
- There is no indication of how noise from licensible activities, especially those held outdoors will be managed to reduce the likelihood of complaints.
- There is no information concerning how the management of the applicatio site will handle complaints from the general public regarding licensible activities.

Although there doesn't appear to be any significant noise issues in the past relating to licensible activities at the application site, the proposed operating times, the nature of licensible activities and the lack of information on noise management controls and information on where such activities might take place does gives rise to some concern.

However, it is possible that many of the concerns raised above can be addressed by the applicant in providing more detailed information on where licensible activities will take place and how such activiites will be effectively managed to reduce the impact on those living in the vicinity of the application site. The following conditons are suggested to address the concerns stated above:

1. The Licensee shall submit for approval a Noise Management Plan (NMP) no later than **INSERT DATE** to South Norfolk Council as the relevant Licensing Authority. The NMP will include the following; the appointment of acoustic consultant, how Music Noise Levels will be managed, communicating to those living in the vicinity who might be affected, how complaints will be taken, investigated and resolved, recording noise complaints made to the organiser etc.

2. The Licensee shall appoint a competent acoustic consultant who is a member of the Institute of Acoustics (IOA), no later than **INSERT DATE**. The acoustic consultant shall carry out a survey to determine the representative background noise levels and determine the maximum level of amplified music / voice at the boundary of the nearest noise sensitive properties. The acoustic consultant shall provide advice on how noise levels will be set and managed. The information obtained from this survey shall be made available to South Norfolk Council as the relevant Licensing Authority no later than **INSERT DATE**.

Kind Regards



Mr Ali A N J Pridmore
Senior Community Protection Officer

19/00118

27th February 2019



Licensing Team
South Norfolk Council
Swan Lane
Long Stratton
Norwich
NR15 2XE

Estate Office
2 Malthouse Court
Harleston
Norfolk
IP20 9BU

Working hours:
8.30 – 4.30 Monday &
Wednesday
8.30 – 3.00 Friday

Reference: Variation of Licence/ Club Certificate for Redenhall with Harleston Town Council for the Recreation Grounds & Leisure Centre, Wilderness Lane. Harleston

Dear Sir / Madam,

I am writing to you on behalf of the residents of Malthouse Court to register our objections & concerns with the variation of the license for the above application in relation to the Leisure Centre and Recreational Grounds Area.

Malthouse Court is an Anchor Hanover managed scheme for the over 55's independent living. Our current average age of resident is 80 years old.

The scheme is situated at close proximity directly behind the main Leisure Centre. Please see appendix A.

Please also see the photos taken from residents apartments 17-19 on Appendix A and 23 – 31.

As you can see the proximity of the Leisure Centre and especially the rear car park and road leading to this car park which is at its closest approx. 3.5 metres away from property 31.

A residents meeting was held on the 20th February 2019 to discuss concerns and objections on this application. 9 properties out of a currently occupied 25 properties attended or raised formal concern. The majority of the representative residents reside in properties to the rear of the estate facing the Leisure Centre.

Whilst the introduction of more community based activities was recognised as a

positive move forward for the community, the following objections and concerns were raised as to any further events or functions being held within the Leisure Centre and associated Recreational Areas that extend into the late evenings .

- **Noise** – Associated music / tonoi/ speaker systems at late hours. Noise from car movement at the end of an event and associated chat and departure late at night.
There have been comments regarding levels of noise currently when classes/events /meeting are held and doors from the venue are opened in warmer weather. Will the air conditioning within the property be sufficient to ensure that doors during events are not opened into evening/night hours ?
The proximity of late night events and permitted noise levels was discussed and concerns arose that this would be exceeded and cause disruption, disturbance and intrusion to residents within their premises.
- **Vibrations** – associated with bass noise being felt due to the proximity from the venue.
- **Rear Car Park** – Use of the area at late hours and the associated noise.
As you can see from Appendix A the road that leads to the rear car park of the Leisure Centre runs along the perimeter of the scheme. This is currently used by public. As above, under noise, the associated noise of car movement and associated chat is currently heard by residents at the end of events.
Residents were concerned that their peace and sleep would be disrupted if this car park was in use after a reasonable hour and requested that if the license was to be agreed that the Town Council could completely restrict the use of this car park for late night events.
- **Light pollution** – from lighting for external events and concern as to intrusion into the residents premises.
- **Lack of notification** – residents commented that the notices regarding this application had not been circulated sufficiently. No notices were placed within or on the perimeter of this scheme or areas potentially effected by this application.

We hope that the impact of the extension of this license at the Leisure & Recreational site area could cause on this vulnerable residential area, is taking into account when reaching a decision and also the Towns Council in planning any further events in the areas covered under this application.

Please do not hesitate to contact me with any questions which I can relay to the residents concerned.

Please could I also ask for an emailed response from the License Team to confirm receipt of this letter.

Yours sincerely,

Mrs Sharon Larter. Estate Manager

CC Lynda Ling Town Clerk

Working hours Mon & Wed 8.30 – 4.30
Friday 8.30-3.00

Appendix A

