

## Agenda

### Licensing and Gambling Acts Sub-Committee

#### Members of the Committee:

Cllr R Elliott (Chairman)

Cllr T Holden

Cllr W Kemp

#### Date

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Friday 13 March 2020

#### Time

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10.00 am

#### Place

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Council Chamber  
South Norfolk House  
Cygnet Court  
Long Stratton Norwich  
NR15 2XE

#### Contact

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Dawn Matthews  
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**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 4)
  
- 4. Application to vary a Premises Licence;** (report at page 6)  
  
Premises: Costessey Town Council  
Longwater Lane  
Costessey, NR8 5AH

## Members of Committee and Accreditation details:

<b>Members of Licensing, Appeals &amp; Complaints and the Licensing and Gambling Acts Committees</b>	<b>Expiry of training accreditation-Taxi</b>	<b>Expiry of training accreditation-Licensing Act 2003</b>
Elliott Cllr R	29/05/21	29/05/21
Kemp Cllr W	03/06/21	03/06/21
Burrill Cllr D	29/05/21	29/05/21
Curson Cllr F	03/06/21	03/06/21
Easter Cllr J	29/05/21	29/05/21
Glover Cllr L	03/06/21	03/06/21
Halls Cllr J	29/05/21	29/05/21
Hardy Cllr P	29/05/21	29/05/21
Holden Cllr T	29/05/21	29/05/21
Hornby Cllr J	03/06/21	03/06/21
Legg Cllr N	29/05/21	29/05/21
Rowe Cllr J		
Savage Cllr J	03/06/21	03/06/21
Spruce Cllr T	03/06/21	03/06/21
Wilby Cllr J	29/05/21	29/05/21

## 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?

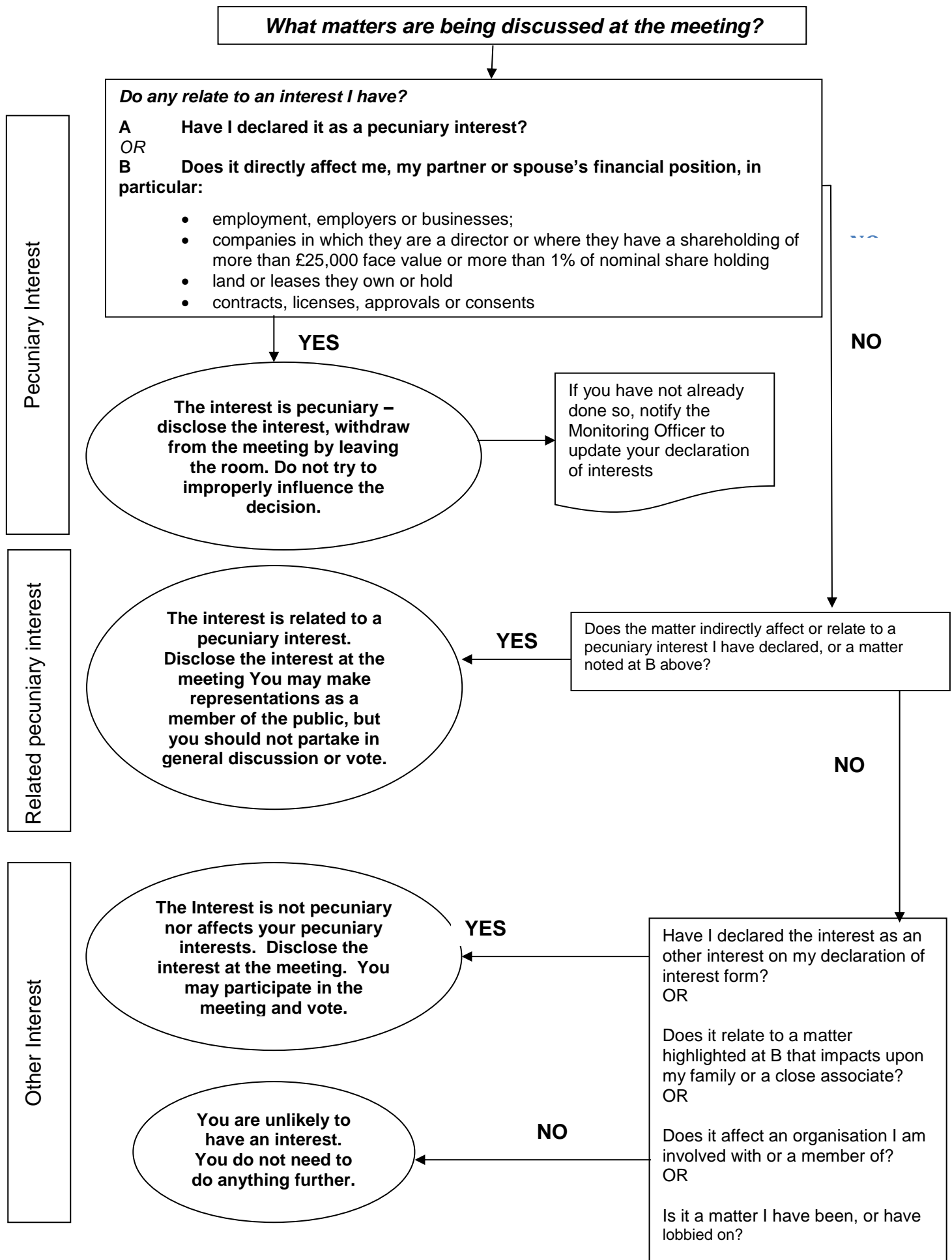
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but you should not partake in general discussion or vote.

Is the interest not related to any of the above? If so, it is likely to be an other 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



**Agenda Item 4**  
**Licensing and Gambling Acts Sub Committee**  
**13 March 2020**

**Application to vary a premises licence**  
**Costessey Town Council, Longwater Lane, Costessey NR8 5AH**

**Report Author(s):** Martina Wilson  
Licensing and Enforcement Officer  
01508533956  
mwilson@s-norfolk.gov.uk

**Portfolio:** Regulation & Public Safety

**Ward(s) Affected:** Old Costessey

**Purpose of the Report:**

The purpose of this report is to determine an application to vary the existing premises licence where objections have been received.

**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 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. INTRODUCTION**

- 1.1 An application has been received to vary an existing premises licence for Costessey Town Council, Longwater Lane, Costessey NR8 5AH. 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:
  - (a) The steps that are appropriate to promote the licensing objectives;
  - (b) The representations presented by all parties;
  - (c) The revised guidance issues under section 182 of the Licensing Act 2003;
  - (d) South Norfolk Council's Statement of Licensing Policy published in January 2018

## **2 BACKGROUND**

- 2.1 South Norfolk Council is the authority responsible for issuing licenses within the district under the Licensing Act 2003, which came into effect on the 24<sup>th</sup> of 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.

As part of the application process, the applicant is responsible for advertising the application by way of a notice in a specified form at the premises for not less than 28 consecutive days and in a local publication on at least one occasion within 10 workings days after the application has been submitted.

In accordance with the Licensing Act (Hearings) Regulations a notice of the application was also published on the Council's website for the duration of the consultation period.

## **3 PROPOSALS**

- 3.1 An application was submitted on the 17 January 2020 by Mr Nigel Bailey for Costessey Town Council, Costessey. The application form is attached as Appendix 1, the proposed plan of the premises as Appendix 2 and an area map as Appendix 3.
- 3.2 The application seeks to vary the existing premises licence PLA0346. A copy of the original premises licence is attached as Appendix 4 for information purposes.
- 3.3 A list of current and proposed activities and timings is attached as Appendix 5.

- 3.4 A representation was received from Norfolk Constabulary Licensing Team. In the representation received the Police have highlighted that it is not expected to undermine the prevention of crime and disorder licensing objective however, they request to be notified of any outside events and that an event management plan is in place to ensure the safety of those attending. The Police would like to add the following conditions to the licence
- (a) Norfolk Police will receive written notification at least 28 days prior to any outside event expected to attract 500 patrons.
  - (b) For any event expecting more than 500 patrons, an event management plan will be in place and available to Norfolk Police or the Licensing Authority at least 28 days prior.
- A copy of the representation is attached as Appendix 6
- 3.5 A representation has been received from the Community Protection Team regarding the prevention of public nuisance.
- A copy of the representation is attached as Appendix 7.
- 3.6 Six letters of objection have been received from local residents with regard to the licensing objectives of the prevention of crime and disorder, the prevention of public nuisance and public safety. Copies of the representations are attached as Appendix 8.

#### **4 CURRENT POSITION/FINDINGS**

- 4.1 A copy of the relevant section of the Statement of Licensing Policy is attached as Appendix 9
- 4.2 The Licensing Act 2003 has been amended by the Live Music Act 2012 and Deregulation Act 2015 so that a licence is not required to stage a performance of live music, or the playing to recorded music if;

Live music: no licence is required for:

- (a) A performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
- (b) A performance of amplified live music between 08:00 and 23:00 on any day on any premises authorised to sell alcohol for consumption on those premises, provided the audience does not exceed 500.
- (c) 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.

Recorded music: no licence is required for:

- (a) Any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided the audience does not exceed 500.



## **5 PROPOSED ACTION**

- 5.1 This application is to vary an existing premises licence and therefore it must be determined by a hearing of the Licensing Sub Committee, as under the Act, determination may not be delegated to officer level. This determination should only be made in relation to received representations relevant to the content of this application, the four licensing objectives, the Revised Guidance issues under Section 182 of the Licensing Act 2003 and South Norfolk Council's Statement of Licensing Policy published in January 2016.

## **6 OTHER OPTIONS**

- 6.1 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.

- 6.2 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;

- (a) must be appropriate for the promotion of the licensing objectives;
- (b) must be precise and enforceable;
- (c) must be unambiguous and clear in what they intend to achieve;
- (d) should not duplicate other statutory requirements or other duties or responsibilities placed on the employer by other legislation;
- (e) must be tailored to the individual type, location and characteristics of the premises and events concerned;
- (f) should not be standardised and may be unlawful when it cannot be demonstrated that they are not appropriate for the promotion of the licensing objectives in an individual case;
- (g) should not replicate offences set out in the 2003 Act or other legislation;
- (h) should be proportionate, justifiable and capable of being met;
- (i) 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
- (j) should be written in a prescriptive format.

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

## **7 ISSUES AND RISKS**

- 7.1 Resource Implications – None
- 7.2 Legal Implications – Yes, legal advice taken
- 7.3 Environmental Impact – see licensing objectives
- 7.4 Equalities Impact – The sub-committee, in its decision making, must have due regard to its public sector equality duty under Section 149 of the Equality Act 2010.
- 7.5 Crime and Disorder – see licensing objectives
- 7.6 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.

## **8 RECOMMENDATIONS**

- 9.1 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.
- 9.2 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.
- 9.3 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 of police for the police area in which the premises are situated

## **Appendices**

Appendix 1 - Application Form

Appendix 2 - Proposed Plan x 2

Appendix 3 – Area Map

Appendix 4 – Copy of original premises licence

Appendix 5 – List of current and proposed Activities and Timings

Appendix 6 – Representation from Norfolk Constabulary Licensing

Appendix 7 – Representation from Community Protection South Norfolk Council

Appendix 8 – Letters of objection from residents.

Appendix 9 - Relevant section of the Statement of Licensing Policy

20/00036\*  
exp 19.2.2020



### 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 Costessey 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

<b>Premises licence number</b> PLA0346
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#### Part 1 – Premises Details

<b>Postal address of premises or, if none, ordnance survey map reference or description</b> The Costessey Centre & Grounds, Longwater Lane Costessey
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<b>Post town</b> NORWICH	<b>Postcode</b> NR8 5AH
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<b>Telephone number at premises (if any)</b> [REDACTED]
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<b>Non-domestic rateable value of premises</b> £35,750
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#### Part 2 – Applicant details

<b>Daytime contact telephone number</b> [REDACTED]
---

<b>E-mail address (optional)</b> [REDACTED]
--

<b>Current postal address if different from premises address</b> As above
--

<b>Post town</b> 	<b>Postcode</b> 
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### Part 3 - Variation

Please tick as appropriate

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

Yes

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) No

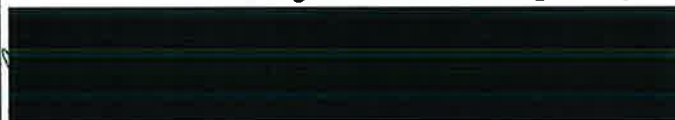
**Please describe briefly the nature of the proposed variation (Please see guidance note 2)**

Extension of hours for activities NYE to NYD

Extension of hours for supply of alcohol

Extension to hours for Indoor Films on a Sunday and to allow for Outdoor Films (Both)

Incorporate associated recreational field (except play areas), car park and hard surfaced areas excluding Groundsman storage and parking.



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:

N/A

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

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	Y
--	---

<u>Supply of alcohol</u> (if ticking yes, fill in box J)	Y
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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 indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finis h			
Mon			Please give further details here (please read guidance note 5)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 6)		
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 7)		
Sat					
Sun					

**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	Finis h		Both	Y
Mon	09:30	23:30	Please give further details here (please read guidance note 5)		
Tue	09:30	23:30			
Wed	09:30	23:30	State any seasonal variations for the exhibition of films (please read guidance note 6)		
Thur	09:30	23:30			
Fri	09:30	23:30	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)		
Sat	09:30	23:30			
Sun	09:30	22:30			

C

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



D

<b>Boxing or wrestling entertainments</b> <b>Standard days and timings (please read guidance note 8)</b>			<u>Will the boxing or wrestling entertainment 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 type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<u>Please give further details here (please read guidance note 5)</u>		
Mon					
Tue			<u>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 6)</u>		
Wed			<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 (please read guidance note 7)</u>		
Thur					
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 8)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	Y
Day	Start	Finis h			
Mon	09:3 0	00:00	Please give further details here (please read guidance note 5)		
Tue	09:3 0	00:00			
Wed	09:3 0	00:00	State any seasonal variations for the performance of live music (please read guidance note 6)		
Thur	09:3 0	00:00			
Fri	09:3 0	00:00	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) Through to 02:00 on New Year's Day		
Sat	09:3 0	00:00			
Sun	09:3 0	23:30			

F

<b>Recorded music</b> 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	Y
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Please give further details here (please read guidance note 5)		
Mon 8:30	<del>09:30</del> 0	00:00			
Tue 8:30	<del>09:30</del> 0	00:00			
Wed 8:30	<del>09:30</del> 0	00:00	State any seasonal variations for the playing of recorded music (please read guidance note 6)		
Thur 8:30	<del>09:30</del> 0	00:00			
Fri 8:30	<del>09:30</del> 0	00:00			
Sat 8:30	<del>09:30</del> 0	00:00	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 7) <b>Through to 02:00 on New Year's Day</b>		
Sun 8:30	<del>09:30</del> 0	23:30			

G

<b>Performances of dance</b> Standard days and timings (please read guidance note 8)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	Y
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 5)		
Mon	09:30	00:00			
Tue	09:30	00:00			
			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 6)		
Wed	09:30	00:00			
Thur	09:30	00:00			
			<b>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</b> (please read guidance note 7) <b>Through to 02:00 on New Year's Day</b>		
Fri	09:30	00:00			
Sat	09:30	00:00			
Sun	09:30	00:00			

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<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				

<b>Late night refreshment</b> Standard days and timings (please read guidance note 8)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 4)</b>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	Y
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance note 5)</b>		
Mon	09:30	00:00			
Tue	09:30	00:00			
			<b>State any seasonal variations for the provision of late night refreshment (please read guidance note 6)</b>		
Wed	09:30	00:00			
Thur	09:30	00:00			
			<b>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 7)</b> <b>Through to 02:00 on New Year's Day</b>		
Fri	09:30	00:00			
Sat	09:30	00:00			
Sun	09:30	23:30			

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 8)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 9)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	Y
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 6)		
Mon	10:00	23:45			
Tue	10:00	23:45			
Wed	10:00	23:45			
Thur	10:00	23:45	<b>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</b> (please read guidance note 7) <b>Through to 01:30 on New Year's Day</b>		
Fri	10:00	23:45			
Sat	10:00	23:45			
Sun	10:00	23:00			

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	08:00	01:00	<p><b>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)</b></p> <p><b>Through to 02:00 on New Year's Day</b></p>
Tue	08:00	01:00	
Wed	08:00	01:00	
Thur	08:00	01:00	
Fri	08:00	01:00	
Sat	08:00	01:00	
Sun	08:00	00:00	

**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.**

**Please tick as appropriate**

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

**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)**

Group leaders and hirers will have Terms & Conditions of hire to adhere to.  
Caretaker or Town Councillors/Staff on site during hire of premises.

**b) The prevention of crime and disorder**

Vehicle gates to car park are locked daily between 10:30pm & 6:30am or after the event has finished if later on (Fridays, Saturdays and New Year's Day)  
External CCTV around perimeter of building and internal in lobbies.  
Intruder Alarm  
Caretaker or Town Councillors/Staff on site during hire of premises.  
Guest list for large events

**c) Public safety**

Public Liability Insurance Cover  
Regular review of H & S Procedures and Risk Assessments  
Meet & Greet service to outline conditions of hire  
Contracted cleaners  
Fire alarm, firefighting equipment – staff trained – Premises inspected by Fire Prevention Officer Chris Soames in 2019.  
- Records of Testing and Maintenance of Fire-fighting Equipment (Extinguishers)  
- Records of Testing and Maintenance for All Fire Safety Systems Including Fire Alarms, Emergency Lighting, Smoke Ventilation System  
Litter and Dog Bins on site  
Additional fire safety equipment ordered for outdoor events with mobile caterers  
Food Hygiene and Insurance cover required from food outlets  
Fireworks displays organised by professional companies with Risk Assessments

**d) The prevention of public nuisance**

External CCTV around perimeter of building and internal in Lobbies.  
Intruder Alarm  
Always contacted Caretakers or Town Councillors/Staff on site during hire of premises  
Portable Sound Limiter  
Caretaker or Town Councillors/Staff on site during hire of premises.  
Guest list for large events

**e) The protection of children from harm**

No alcohol on site unless DPS authorises it.  
Additional checks made for certain types of parties e.g. 18<sup>th</sup> & 21<sup>st</sup>  
DPS/Staff on site throughout duration of alcohol sales

**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	16 01 20
Capacity	Deputy Town Clerk – Costessey Town Council





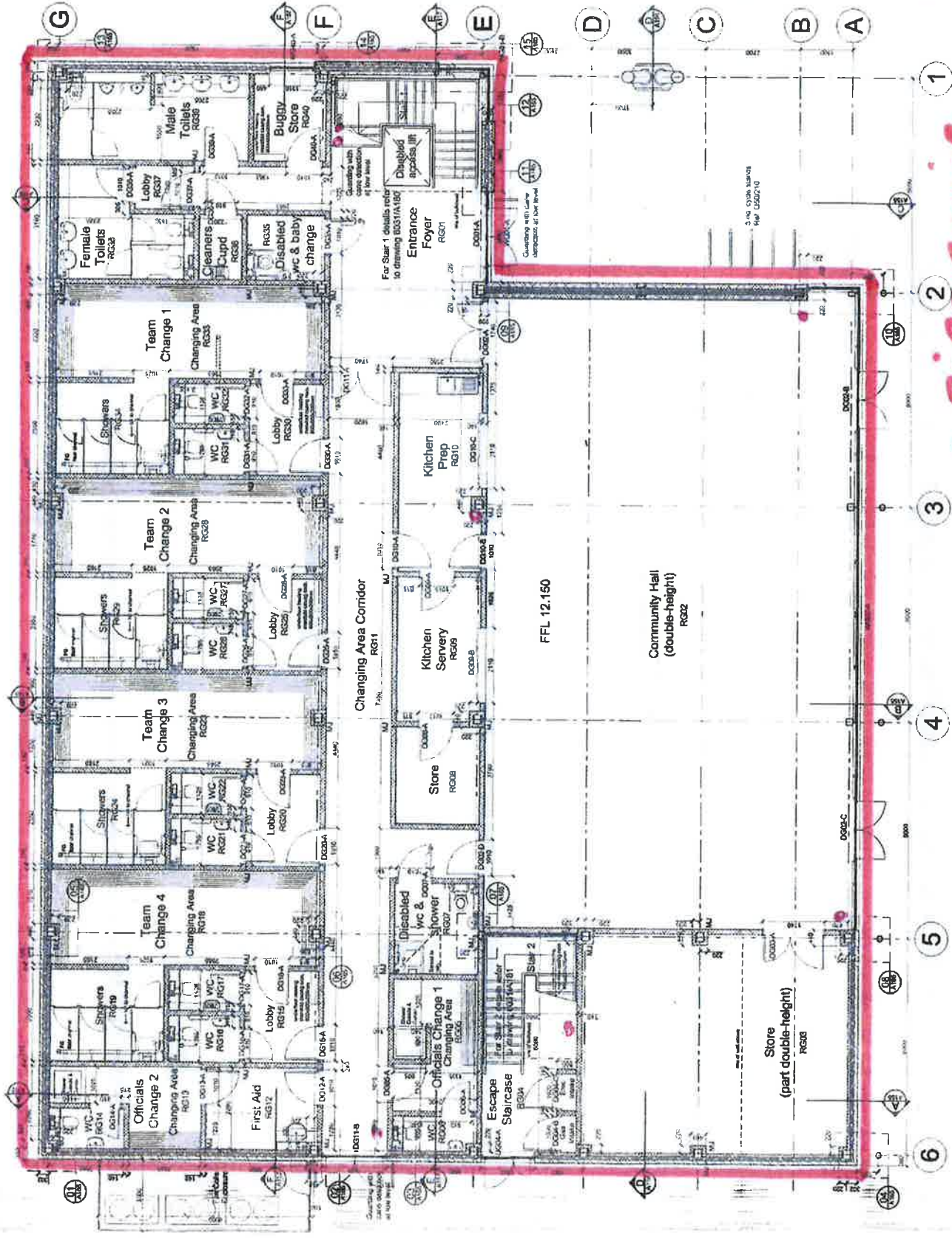
THE  
COSTESSEY  
CENTRE  
Ground Floor

CONSTRUCTION  
03 June 09

FOR THE  
COSTESSEY PARISH - NORFOLK  
COSTESSEY PARISH COUNCIL

GROUND FLOOR PLAN

1:1000 A150  
NOV 08  
VINCENT AND GORBING  
ARCHITECTS



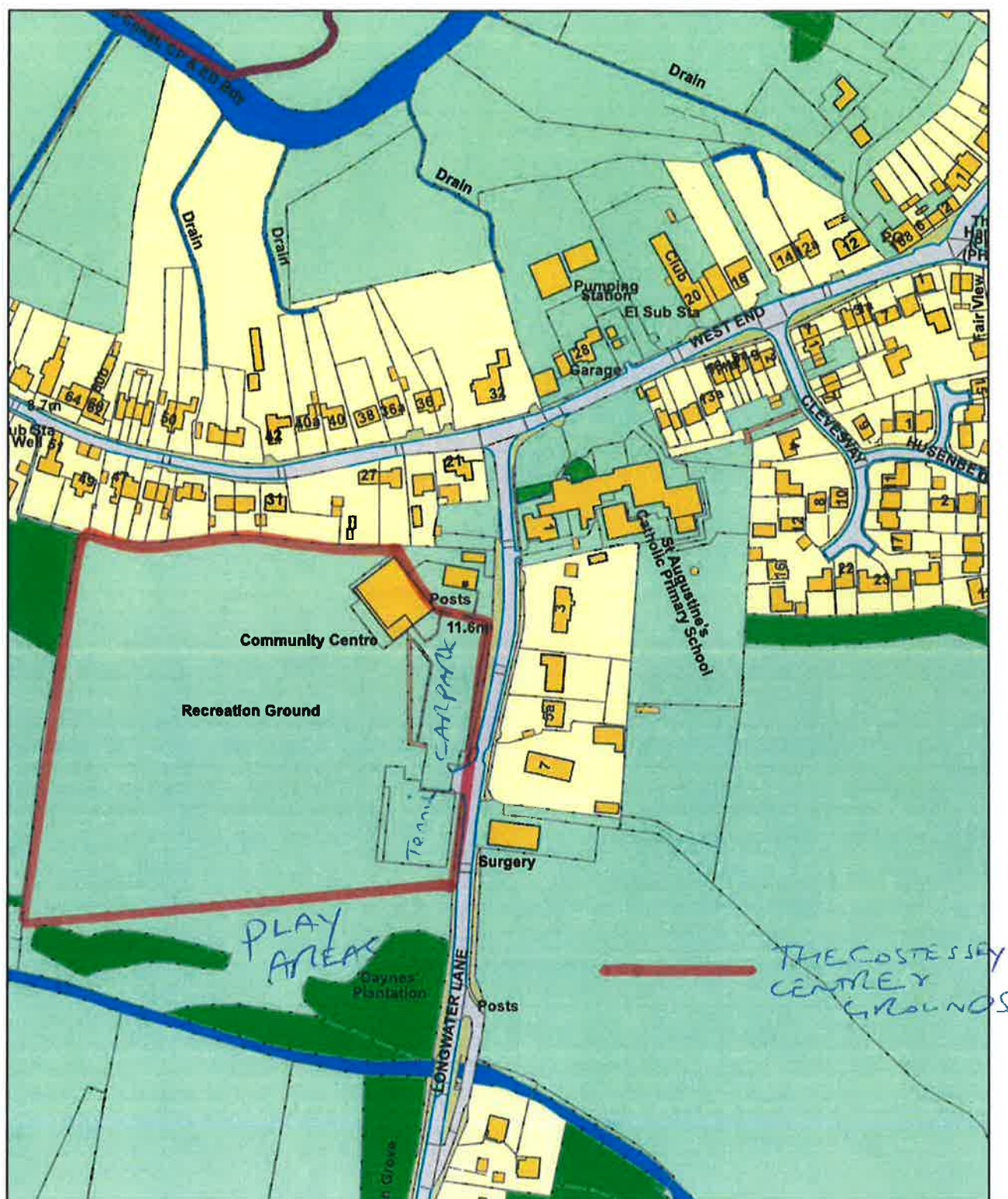
• FIRE EQUIP



Scale:

1:2,500

Appendix 1



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no 100019483



South Norfolk Council Long Stratton, Norwich, Norfolk, NR15 2 XE Tel (01508) 533633 Fax (01508) 533625

## Premises Licence

**PLA0346**

### Part 1 – Premises Details

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

**The Costessey Centre**, Costessey Centre, Longwater Lane, Costessey, Norfolk, NR8 5AH

#### WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

#### LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

Plays  
Films  
Indoor Sporting Events  
Boxing or Wrestling Entertainment  
Live Music  
Recorded Music  
Performances of Dance  
Supply of Alcohol



#### THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

##### A. Plays(Both)

Description	From	To
Sunday	09:30	22:30
Monday to Saturday	09:30	23:30

##### B. Films (Indoors) *Both*

Description	From	To
Sunday	09:30	10:30 <i>Mistake? 22:30</i>
Monday to Saturday	09:30	23:30 <i>23:30</i>

##### C. Indoor Sporting Events (Indoors)

Description	From	To
Sunday	09:30	22:30
Monday to Saturday	09:30	23:30

##### D. Boxing or Wrestling Entertainment (Indoors)

Description	From	To
Sunday	09:30	22:30
Monday to Saturday	09:30	23:30



11/01/2003

## Premises Licence

PLA0346

### E. Live Music(Both)

Description	From	To
Sunday	09:30	23:30
Monday to Saturday	09:30	00:00

#### Seasonal Details

New Years Eve - 09:30 - ~~01:00~~ - New Years Day 02:00

### F. Recorded Music(Both)

Description	From	To
Sunday	09:30	23:30
Monday to Saturday	09:30	00:00

#### Seasonal Details

New Years Eve - 09:30 - ~~01:00~~ - New Years Day 02:00

### G. Performances of Dance(Both)

Description	From	To
Sunday	09:30	00:00
Monday to Saturday	09:30	00:00

#### Seasonal Details

New Years Eve - 09:30 - ~~01:00~~ - New Years Day 02:00

### J. Supply of Alcohol

Description	From	To
Sunday	<del>11:00</del>	23:00
Monday to Saturday	<del>11:00</del> 10:00	23:45

#### Seasonal Details

From the start of standard timing on New Years Eve to 12:45am. 1:30

### THE OPENING HOURS OF THE PREMISES

Description	From	To
Sunday	08:00	00:00
Monday to Saturday	08:00	01:00

#### Seasonal Details

From the start of standard timing on New Years Eve to 12:45am. 02:00

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

Alcohol is supplied for consumption on the premises.

## Premises Licence

**PLA0346**

### Part 2

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

The Costessey Centre , Longwater Lane, Costessey, Norwich, Norfolk, NR8 5AH

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

Not applicable.

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

Mr Michael Frederick Urry, [REDACTED]

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

Personal Licence Reference: 269424/92109

Licensing Authority: Broadland District Council

### ANNEXES

#### ANNEX 1 – MANDATORY CONDITIONS

1. No supply of alcohol may be made under the premises licence -
  - (a) at a time when there is no designated premises supervisor in respect of the premises licence; or
  - (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended
2. Every supply of alcohol under the premises licence must be made, or authorised by a person who holds a personal licence
3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises

  - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to;
    - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
  - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

## Premises Licence

**PLA0346**

(c) provision of a free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective.

(d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.  
  
(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.  
  
(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either-  
(a) a holographic mark, or  
(b) an ultraviolet feature
6. The responsible person must ensure that -  
(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures -  
(i) beer or cider: ½ pint;  
(ii) gin, rum, vodka or whisky: 25ml or 35ml; and  
(iii) still wine in a glass: 125ml;  
  
(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and  
  
(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.  
A responsible person in relation to a licensed premises means the holder of the premises licence in respect of the premises, the designated premises supervisor (if any) or any individual aged 18 or over who is authorised by either the licence holder or designated premises supervisor. For premises with a club premises certificate, any member or officer of the club present on the premises in a capacity that which enables him to prevent the supply of alcohol.
7. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

## Premises Licence

**PLA0346**

8. For the purposes of the condition set out in the paragraph above -
  - (a) duty is to be construed in accordance with the Alcohol Liquor Duties Act 1979;
  - (b) permitted price is the price found by applying the formula -  

$$P = D + (D \times V)$$
 Where:
    - (i) P is the permitted price
    - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of alcohol, and
    - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
  - (c) relevant person means, in relation to premises in respect of which there is in force a premises licence -
    - (i) the holder of the premises licence,
    - (ii) the designated premises supervisor (if any) in respect of such a licence, or
    - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
  - (d) relevant person means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
  - (e) value added tax means value added tax charged in accordance with the Value Added Tax Act 1994.
9. Where the permitted price given by Paragraph (b) above would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
10. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) above on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change of the rate of duty or value added tax.  
 (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.
11. Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.
12. Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation by that body.
13. Where
  - (a) the film classification body is not specified in the licence, or
  - (b) the relevant licensing authority has notified the holder of the licence that this subsection



## **Premises Licence**

**PLA0346**

applies to the film in question admission of children must be restricted in accordance with any recommendation made by the licensing authority.

14. In this section "children" means any person aged under 18; and "film classification body" means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984 (c39)(authority to determine suitability of video works for classification).

### **ANNEX 2 – CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE**

#### **The Prevention of Crime and Disorder**

1. The Licensee shall ensure that at all times when the "premises" are open for any licensable activity, there are a minimum of two competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the Licence and for preventing crime and disorder.
2. The Licensee and designated premises supervisor shall ensure that there are effective management arrangements in place to enable them to know how many persons there are in the premises at all times when the premises are open for a licensable activity.
3. All members of staff at the premises shall seek 'credible photographic proof of age evidence' from any person who appears to be under the age of 25 years and who is seeking access to the premises or is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, will either be a passport, photographic driving licence or Proof of Age card carrying a 'PASS' logo.
4. A suitably worded sign of sufficient size and clarity must be displayed at the point of entry to the premises and in a suitable location at any point of sale, advising customers that they may be asked to produce evidence of their age.

#### **Public Safety**

5. All exit doors, whenever the premises are occupied, must be easily openable in the case of an emergency, without the use of a key, card, code or similar means.
6. All licensed premises must have a means of giving warning to persons in the event of an outbreak of fire or other emergency.
7. Fire fighting equipment must be provided in the licensed premises in accordance with the risk assessment with staff suitably trained as necessary.
8. Access to the premises for emergency vehicles must be kept clear and free from obstruction.
9. Fire safety signs must be adequately illuminated.

#### **The prevention of public nuisance**

10. Noise and vibration must not be audible outside the premises.

**Premises Licence**

**PLA0346**

11. The Licensee shall ensure that waste and refuse are removed in a timely manner to a licensed waste disposal facility.
12. Clear and legible notices must be displayed at exits and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the need to refrain from shouting and slamming car doors. The sound of car horns must also be discouraged.
13. The premises licence holder, designated premises supervisor, must ensure that all members of staff monitor the activity of persons leaving the premises and remind them of their public responsibility where necessary.

The protection of children from harm

14. Where evidence has been provided that premises are associated with heavy, binge or underage drinking or drugs, children under 18 years will not be allowed access to those premises.

**ANNEX 3 – CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY**

1. The risk assessment for boxing entertainment shall, as a minimum, include those matters set out in the document "Risk Assessment Guidance for Boxing Events" dated September 2019 and shall also state any control measures to be implemented. In addition, that the risk assessment must be approved in writing by the Food, Health, Safety and Licensing Team Leader before the boxing entertainment can take place.

A written health and safety risk assessment in respect of the boxing entertainment must be submitted by the premises licence holder and received by the Council at least 21 days prior to the intended date.

**ANNEX 4 – PLAN(S)**

See attached.

Activity (Current)	From	To
<b>Plays (Indoors and Outdoors)</b>		
Sunday	09:30	22:30
Monday to Saturday	09:30	23:30
<b>Films (Indoors)</b>		
Sunday	09:30	22:30
Monday to Saturday	09:30	23:30
<b>Indoor Sporting Events (Indoors)</b>		
Sunday	09:30	22:30
Monday to Saturday	09:30	23:30
<b>Boxing or Wrestling Ent (Indoors)</b>		
Sunday	09:30	22:30
Monday to Saturday	09:30	23:30
<b>Live Music (Indoors and Outdoors)</b>		
Sunday	09:30	23:30
Monday to Saturday	09:30	00:00
Seasonal New Year's Eve to New Year's Day	09:30	01:00

Activity (Proposed)	From	To
<b>Plays (Indoors &amp; Outdoors) - No Change</b>		
<b>Films (Indoors) No change to existing hours. Have requested to add films outdoors.</b>		
Sunday	09:30	22:30
Monday to Saturday	09:30	23:30
<b>Indoor Sporting Events - No change to existing hours Monday to Sunday</b>		
<b>Boxing or Wrestling Ent - No change to existing hours Monday to Sunday</b>		
<b>Live Music (Indoors and Outdoors) - No change to existing hours Monday to Sunday.</b>		
Seasonal - Through to 02:00 on New Year's Day		

<b>Recorded Music (Indoors and Outdoors)</b>		
Sunday	09:30	23:30
Monday to Saturday	09:30	00:00
Seasonal New Year's Eve to New Year's Day	09:30	01:00
<b>Performances of Dance (Indoors and Outdoors)</b>		
Sunday	09:30	00:00
Monday to Saturday	09:30	00:00
Seasonal New Year's Eve to New Year's Day	09:30	01:00
<b>Supply of Alcohol</b>		
Sunday	11:00	23:00
Monday to Saturday	11:00	23:45
Seasonal – From the start of standard timing on New Year's Eve to 12:45am		
<b>Opening Hours</b>		
Sunday	08:00	00:00
Monday to Saturday	08:00	01:00

<b>Recorded Music (Indoors &amp; Outdoors) - No change to existing hours Monday to Sunday</b>		
Seasonal - Through to 02:00 on New Year's Day		
<b>Performances of Dance (Indoors and Outdoors) - No change to existing hours Monday to Sunday</b>		
Seasonal - Through to 02:00 on New Year's Day		
<b>Supply of Alcohol (Indoors &amp; Outdoors)</b>		
Sunday	10:00	23:30
Monday to Saturday	10:00	23:45
Seasonal - Through to 02:00 on New Year's Day		
<b>Opening Hours - No change to existing hours Monday to Sunday</b>		



Seasonal – From the start of standard timing on New Year's Eve to 12:45am		
---	--	--

Seasonal - Through to 02:00 on New Year's Day		
<b>Late Night Refreshment (Indoors &amp; Outdoors)</b>		
Sunday	09:30	23:30
Monday to Saturday	09:30	23:45
Seasonal - Through to 02:00 on New Year's Day		



**NORFOLK**  
**CONSTABULARY**  
*Our Priority is You*

Licensing Officer  
 South Norfolk District Council  
 Swan Lane  
 Long Stratton  
 Norwich

The Licensing Team

Bethel Street Police Station  
 Norwich  
 Norfolk  
 NR2 1NN

Date: 20th February 2020

**Dear Sir/Madam**

Norfolk Police have received a copy of the application to vary the premises licence for The Costessey Centre & Grounds, Longwater Lane Norwich.

This application is requesting an extension of hours for alcohol and regulated entertainment including an extension on New Year's Day. In addition, there is a request to incorporate activities onto the recreational field, car park and outside surrounding area.

In relation to the applying of the outside area, I believe that the reason is to enable annual outside events such as the May Fete and the football tournaments to operate under the current licence instead of Temporary Event Notices. I have been informed that there is no intention to offer the area out for hire to the wider general public.

However, it is acknowledged that this variation would permit the applicant to operate outside events on a more frequent and larger scale and therefore perhaps a restriction on the number of events outside could be considered if there are concerns of noise from residents.

It is not expected that the granting of this variation would undermine the prevention of crime and disorder licensing objective however I do request that Norfolk Police are notified of any outside events and that an event management plan is in place to ensure the safety of those attending.

Therefore, I request that the following condition is added to the Premises Licence:

- **Norfolk Police will receive written notification at least 28 days prior of any outside event expected to attract 500 patrons.**
- **For any event expecting more than 500 patrons, an event management plan will be in place and available to Norfolk Police or Licensing Authority on request at least 28 days prior.**

**With these conditions added, there are no Police objections**

Yours faithfully,

Michelle Bartram  
 Licensing Officer

**Subject:**Costessey Town Council - Full Variation - 20/000368

**Attachments:**image001.png, image002.jpg, image003.jpg, image004.jpg, image005.jpg, image006.jpg,

Hi Martina,

Thank-you for consulting Environmental Protection in respect of the Premises Licence Full Variation application for Costessey Centre, Longwater Lane, Costessey, Norfolk, NR8 5AH.

I note that the proposed variation would

- Extend area covered by the licence to include the Recreation Ground / Field which extends to the rear of over ten residential dwellings in West End.
- Extend area covered for Films to the Recreation Ground / Field.
- Extend area covered for live music to the Recreation Ground / Field and extend the hours on New Year's Eve - from 09:30 - 01:00 on New Year's Day to 09:30 - 02:00 on New Year's Day.
- Extend area covered for recorded music to the Recreation Ground / Field. In addition bring forward the start time from 9:30am to 8:30am along with extending the hours on New Year's Eve - from 09:30 - 01:00 on New Year's Day to 09:30 - 02:00 on New Year's Day.
- Extend area covered for the Performances of Dance to the Recreation Ground / Field and extend the hours on New Year's Eve - from 09:30 - 01:00 on New Year's Day to 09:30 - 02:00 on New Year's Day.
- Inclusion of Late Night Refreshment indoors and on the Recreation Ground / Field between 09:30am and Midnight Mon - Sat and between 09:30am and 23:30 Sundays with an extension to 09:30 New Year's Day to 02:00 New Year's Day.
- Extend area covered for the supply of alcohol to the Recreation Ground / Field. In addition bring forward the start time from 11:00am to 10:00am.
- Extend the opening hours New Year's Eve until 2:00am New Year's Day.
- The steps to be taken for the prevention of public nuisance are given as:
  - External CCTV around perimeter of building and internal in Lobbies.
  - Intruder Alarm
  - Always Caretakers or Town Councillors/Staff on site during hire of premises
  - Portable Sound Limiter
  - Caretaker or Town Councillors/Staff on site during hire of premises.
  - Guest list for large events
- It is unclear how this variation would integrate with the conditions to the existing licence for the prevention of public nuisance (including one which would appear to conflict with the proposed use of the Recreation Ground / Field) e.g.:
  - Noise and vibration must not be audible outside the premises.
  - The Licensee shall ensure that waste and refuse are removed in a timely manner to a licensed waste disposal facility.
  - Clear and legible notices must be displayed at exits and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the need to refrain from shouting and slamming car doors. The sound of car horns must also be discouraged.
  - The premises licence holder, designated premises supervisor, must ensure that all members of staff monitor the activity of persons leaving the premises and remind them of their public responsibility where necessary.

Having reviewed our records I note that in May 2019 a complaint was received regarding music noise when the Recreation Ground in question was used for a fete.

Having regard to the above we have concerns regarding the use of the Recreation Ground / Field at night for noisy activities and steps that are specified to be taken for the prevention of public nuisance and thus cannot support this application. Possible measure to address these concerns could include:

- Reduce the hours of use of the Recreation Ground / Field and possibly reduce the hours of use of the part of the Recreation Ground / Field near residential dwellings in West End further for activities that have the potential to disturb residents.
- Measures to monitor and control noise from guests on site and when departing (including their vehicles, taxis etc.).
- Measures to monitor and control noise from fireworks.
- Measures to monitor and control music noise and cinema noise.
- Measures to receive and manage complaints along with measures to inform residents of potentially noisy events and how to inform the venue of issues.
- Measures to monitor and control noise from:
  - Deliveries and collections
  - Use of bins
  - Staff, bands, organisers, etc. tidying-up and departing after events.
- Measures to monitor and control litter.

Regards,

Adrian.

**Adrian Nicholas**  
Senior Community Protection Officer

Two Councils  
One Team



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The Licencing Team,  
South Norfolk Council,  
Cygnet Court,  
Long Stratton,  
Norwich,  
NR152XE



Mr and Mrs Ames  
20 Parklands,  
Old Costessey  
Norwich  
NR8 5AL

Dear Sir Madam,

**Re: Costessey Centre & Recreation Grounds Application for Premises Licence**

I am writing to notify South Norfolk County council that we OBJECT to the above application. I have listed the reasons why below.

1. Noise levels associated with licenced outdoor events as outlined in the application will cause distress to myself and my family. Each year when the outdoor events take place at the costessey centre we are forced to relocate to my mother's house with our young children due to the late-night noise pollution associated with the events taking place at the costessey centre. My concern is that there will be more of these types of events taking place and the association of alcohol sales at this will make the issue worse.
2. The Norfolk showground is available in close proximity of the Comtesse Centre to hold outdoor licenced music events. Why do we need another venue of this type? Especially in a residential area.
3. I would question the parking arrangements for this type of application. When outdoor events are held at present at the Comtesse Centre the parking and volume of traffic along Longwater Lane causes dangerous driving and parking to take place. If licensed events are going to be held and more regularly, what additional parking arrangements will be put in place to accommodate these?
4. There is already a great deal of unsociable behaviour with youths and young adults in the proximity of the Comtesse centre including down the connecting alley ways. I fear that licensed events being held here will only encourage this antisocial behaviour.

I hope that my concerns can be conveyed to the appropriate people. I am fully supportive of the Costessy centre as a community centre. I feel it is a valuable asset to the community. I do not

however feel that by it having a licence to hold the events mentioned in the application it will add any more value to our community, only de value it. I also feel that as a resident of the local area my concerns around noise, antisocial behaviour, parking arrangements and volume of traffic should be taken into consideration. This is a residential area. The Comtesse centre is surrounded by residential properties. The holding of outdoor music or 'wrestling events' going on late into the night just seems ridiculous!

I strongly object!

Yours sincerely

A black rectangular box redacting the signature of Mr and Mrs Ames.

Mr and Mrs Ames



70 West End  
Old Costessey  
Norwich  
NR8 5AJ  
17<sup>th</sup> February 2020

Licensing Team  
South Norfolk Council  
Cygnet Court  
Long Stratton  
NR15 2XE

Dear Licensing Team Members,

I am writing to object to certain aspects of your proposed changes to the licensing of activities held at the Costessey Centre at the Longwater Lane Recreation Ground.

The Centre was built as a facility for the local community and so far it has fulfilled this role well, serving a wide variety of age and interest groups. I have even hired it several times for the Norwich Costume and Textile Association events and people always comment on what a pleasant venue it is.

I have nothing against the widening of the range of activities on offer at the Centre but I DO NOT think that late night events, refreshments and the supply of alcohol should be on offer. These will inevitably result in an increase in noise levels at night, and could also lead to fights and other forms of anti-social behaviour which care taking staff could not contain. I have lived in Costessey for around 20 years and have only seen one Police Officer and two Community Police Officers during the whole of that time. Consequently I doubt if they could rely on a speedy response from the local police in the event of serious trouble, considering the drastic cut in police force numbers in these days of austerity.

Given such potential problems the Council would do well consider whether the changes to the licensing activities at the Centre would prove to be the 'cash cow' they are hoping for, or a drain on resources. It would only need one serious fight situation to result in damage to the fabric of the centre and or the grounds, not to mention claims for damage from those people whose property

is immediately adjacent to the recreation ground, to wipe out a large chunk of any financial gains they may make!

Yours faithfully,

A large black rectangular box redacting the signature of Barbara C. Coe.


Barbara C. Coe



Licensing Dept.  
South Norfolk Council  
South Norfolk House  
Cygnet Court  
Long Stratton  
NR15 2XE



Mr & Mrs R James  
Red Lion House  
64-66 West End  
Old Costessey  
Norwich  
NR8 5AJ



Dear Sir/Madam,

**It has been drawn to our attention that an application for a Premises Licence for the Costessey Centre has been proposed by the town council**

**At present we understand that if it should be required a bar can be provided by the Whitwell & Reepham Preservation Trust. Surely this arrangement is sufficient for the occasional event?**

**Any event held within the building is fine as the car park is adequate for the number of people likely to attend. Outdoor events are an entirely different matter as the surrounding streets, especially West End, are impacted by the extra vehicles used by the attendees.**

**The May Bank Holiday event is great, but what started as a one day event has already become three. One evening's disturbance each year is fine, but if the outdoor cinema were a success, how do we know the council would not be inclined to stage more. Old Costessey is in a valley and any noise of this sort reverberates around.**

**The Costessey Centre is in a residential area, would security be in place to ensure everyone leaves on time?, the recreation ground is already a hang out for youngsters drinking alcohol and drug taking.**

**The Norfolk Show Ground is ideally suited for music and outdoor events with it's perfect transport links, the Costessey Centre is not, keep it local.**

Yours faithfully,



Mr & Mrs R B James.



68 West End  
Old Costessey  
Norfolk  
NR8 5AJ

February 11<sup>th</sup> 2020

The Licensing Team  
South Norfolk Council  
Cygnet Court  
Long Stratton  
Norwich, NR15 2XE

Dear Sir or Madam,

I am writing with regard to the proposed activities at the Costessey Centre and Recreational Grounds during the Fete being held from 23-25<sup>th</sup> May this year. I have seen the notices regarding the application that Costessey Town Council has made for a premises licence for these activities, and am writing to express my objections.

My family and I live very close to the Costessey Centre and Recreational Grounds. It is generally a very peaceful residential area. Whilst we enjoy and participate in the day time activities that take place during events such as the Fete, we have found the evening events such as fireworks can be very noisy and disruptive, particularly as we have young children in our family. We are concerned that if a license is granted for outdoor live/recorded music and cinema late at night this will be very disturbing for us. We also have concerns that if these licenses were issued together with one for a late night supply of alcohol we would potentially be disturbed further by the noise of people under the influence of alcohol (who are less likely to respect the need for residents to sleep) making their way home once events were over.

As I said earlier, as local residents we do enjoy events such as the Fete and would not wish to stop this going ahead. However, we feel that if the license is granted for all of the late-night activities that the Town Council are planning we and other residents living locally are going to have 3 nights of very disturbed sleep, and I am particularly concerned about how this will impact on our two young children.

Thank you in anticipation for considering my letter.

Yours faithfully,

A solid black rectangular box used to redact the signature of Dr Alice Shiner.

Dr Alice Shiner

Mr J. Wigglesworth  
55 West End  
Costessey  
Norwich  
NR8 5AJ



Licensing  
South Norfolk Council  
South Norfolk House  
Cygnet Court  
Long Stratton  
Norwich  
NR15 2XE



Dear Sir/Madam

My attention has been drawn to the license application being made by the Costessey Centre for numerous events.

Firstly my position is that we have the longest boundary onto the Costessey Centre sports field and are therefore the most exposed to any events held there and the boundary which is the property of the Costessey Centre is only wire mesh so any events are very evident and any noise etc has a big impact.

The Costessey Centre is in itself a very good venue for the people of the area to use and enjoy and the sports field likewise, but what we see here for what I can only believe to be monetary reasons is an attempt to turn the Centre into an entertainments venue, this should not be promoted in the way proposed for numerous reasons.

The current fair has gone from a one day event to three days from this year with the addition of an outdoor cinema, nobody objects to the fair or the August bank holiday fair, but any further expansion re the sports field should not be allowed, there is totally inadequate parking with the overflow parking in West End and elsewhere on roads that are not capable of receiving large numbers of vehicles, this whole area is a rat run anyway.

The field is not that big so any noise is very apparent to the adjacent homes and the same with fairground lights etc, the application for late outdoor drinking should not be given, no problem for the fair in daylight hours, but night time no we already have a problem with teenagers drinking and leaving empty bottles in the footpath from West End and the discarded drug paraphernalia, the last thing that is needed is multiple late drinking events outside.

The indoor application is not a problem as nobody is inconvenienced, yet they propose live music/acts and cinema, all of which is catered for at the very close Norfolk Show Ground during the summer, there is absolutely no need to inflict the noise we can hear from the show ground on anyone in Costessey from the Centre, there are probably grounds to object on noise pollution alone.

Why this creeping attempt at commercialisation for the Costessey Centre, it is not that these events proposed are for the local community most people who come to the fair are from outside, so I can only assume the Centre is losing money and this is an attempt to recoup.

Needless to say hardly anyone if at all on the town council actually lives near the Centre so they will not be affected .

As this was a licensing application no notice was received it was only because a neighbour saw the notice on the footpath gate it was brought to my attention and I expect others are equally blind to this application which if granted in full will have a deleterious affect to all those who abut the Centre and those nearby.

The expansion of the annual fair to three days can with this application be seen as the thin end of the wedge, I hope the bulk of it is rejected for the reasons given.

Yours Faithfully

John Wigglesworth



27 January 2020



43 West End  
Old Costessey  
Norwich  
Norfolk NR8 5AJ

Licensing Team  
South Norfolk Council  
Cygnet Court  
Long Stratton  
Norwich  
Norfolk NR15 2XE

Dear Sir/Madam

**The Costessey Centre and Recreational Grounds, Longwater Lane NR8 5AH  
Proposal for variation to Premises Licence**

I have just received notification from Costessey Town Council of their application for a variation to their Premises Licence to enable the showing of an Outdoor Film on Saturday, 23 May from 9pm to 11pm, with gates opening at 7pm.

I am writing to register my **objection** to this request as the proposal is unreasonable in a residential area. High noise levels and disturbance, which is likely to extend well into the night, will affect residents whose properties border the recreational grounds. An outdoor film showing is more suited to larger venues such as the Norwich Showground, not within a residential area where it will have a large impact on residents living adjacent and in the surrounding areas.

The Recreation Ground is not large and high noise volumes from a film showing, 500 extra people from 7pm to 11pm and beyond, as no doubt the site will need to be cleared in preparation for the fete the next day, will greatly disturb residents living on West End and Longwater Lane. I therefore trust you will **refuse this application** on grounds of public disturbance.

Yours faithfully

A black rectangular box redacting the signature of S Traer.

S Traer

Appendix 9 – Relevant section from the Statement of Licensing Policy

**21 - Planning and Building Control**

Planning permission, building control approval and licensing are separated in order to avoid duplication and inefficiency.

Licensing applications will not enable a “re-run” of a planning application and licensing decisions will not override decisions taken by the Planning Committee or permissions granted on appeal.

There is no legal basis for a licensing authority to refuse a licence application because it does not have planning permission. Licensing Committees are not bound by decisions made by a Planning Committee and, vice versa.