

AGENDA

LICENSING ACT 2003 SUB COMMITTEE MEETING



Date: Friday 28 June 2013
Time: 2.00 pm
Venue: Town Hall, High Street,
Maidstone

Membership:

Councillors Mrs Hinder, Mrs Joy and B Mortimer

Legal Representative: Mrs Jayne Bolas

Page No.

1. Disclosures by Members and Officers
2. Disclosures of Lobbying
3. To consider whether any items should be taken in private because of the possible disclosure of exempt information
4. Application for a Premises Licence to be granted under the Licensing Act 2003 - Valley Park School, Huntsman Lane, Maidstone 1 - 40

Continued Over/:

Issued on 20 June 2013

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact LORRAINE NEALE on 01622 602028**. To find out more about the work of the Committee, please visit www.maidstone.gov.uk

**Alison Broom, Chief Executive, Maidstone Borough Council,
Maidstone House, King Street, Maidstone Kent ME15 6JQ**

Agenda Item 4

Agenda Item No: 1 - Summary of Report

Licence Reference 13/01426/LAPRE

Report To: LICENSING SUB – COMMITTEE
(UNDER THE LICENSING ACT 2003)

Date: 17TH JUNE 2013

Report Title: VALLEY PARK SCHOOL
HUNTSMAN LANE
MAIDSTONE
KENT
ME14 5DJ

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

Report Author: Lorraine Neale

Summary:

1. The Applicants – Mr Victor Ashdown
2. Type of authorisation applied for: a premises licence under the Licensing Act 2003, S17.
3. Proposed Licensable Activities and hours:

A)	Plays -Indoors	Monday to Sunday	09.00 to 23.00
B)	Films - Indoors	Monday to Sunday	09.00 to 23.00
C)	Indoor Sporting Events	Monday to Sunday	09.00 to 23.00
E)	Live Music - Indoors	Monday to Sunday	09.00 to 23.00
F)	Recorded Music - Indoors	Monday to Sunday	09.00 to 23.00
G)	Performances of dance - Indoors	Monday to Sunday	09.00 to 23.00
H)	Anything Similar to E),F) & G) - Indoors	Monday to Sunday	09.00 to 23.00
I)	Provision of facilities for making music	Monday to Sunday	09.00 to 23.00
J)	Provision of facilities for dancing	Monday to Sunday	09.00 to 23.00
K)	Provision of facilities for entertainment similar to I) & J)	Monday to Sunday	09.00 to 23.00
M)	Supply of Alcohol – on the premises	Monday to Sunday	12.00 to 23.00
O)	Opening Hours	Monday to Sunday	08.30 to 23.00

Members should be aware that since 1, October 2012, as a result of the Live Music Act 2012, I – K above are no longer licensable activities and do not require a licence. Also, from 27, June 2013, plays for an audience of up to 500, indoor sporting events for an audience of up to 1000 and performances of dance for up to 500 between the hours applied for are not licensable activities following The Licensing Act 2003 (Descriptions of Entertainment) (Amendment) Order 2013. For premises with an alcohol licence,(when open for that use), there are also ,currently, amendments made by the Live Music Act 2012 which make amplified live music for no more than 200 during the hours applied for non licensable,(although conditions may be imposed on the use at a review). Unamplified live music for the hours applied for does not require a licence, (subject to the right to impose conditions on live music following a review of a premises licence for a premises

authorised to sell alcohol. Indicated by Government as amendments but not yet in force are exemptions which would allow all regulated entertainment, of any audience size, between 08:00 and 23:00 to be held by schools on their own premises and for audiences of up to 500 on premises owned by a school.

Affected Wards: High Street

Recommendations: **The Committee is asked to determine the application and decide whether to grant a licence.**

Policy Overview: The decision should be made with regard to the Secretary of State's Guidance and the Council's Statement of Licensing Policy under the Licensing Act 2003. Where the decision departs from Policy or Guidance the departure must be directed solely at the attainment of the licensing objectives, and that such departure be supported by proper reasons.

Financial Implications: Costs associated with processing the application are taken from licensing fee income.

Other Material Implications: **HUMAN RIGHTS:** In considering this application it is appropriate to consider the rights of both the applicant and other parties, such as “**responsible authorities**” and/or “**other persons**” (objectors). The procedure for determining licences has a prescribed format to ensure fair representation of the relevant facts by all parties.

LEGAL: Under the Licensing Act 2003 the **Licensing Authority** has a duty to exercise licensing control of relevant premises.

Background Papers: Licensing Act 2003
DCMS Guidance Documents issued under section 182 of the Licensing Act 2003 as amended
Maidstone Borough Council Statement of Licensing Policy

Contacts: Mrs Lorraine Neale at: lorryneale@maidstone.gov.uk – tel: 01622 602028

Agenda Item No. 1

Report Title: VALLEY PARK SCHOOL, HUNTSMAN LANE, MAIDSTONE, KENT, ME14 5DJ

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

Purpose of the Report

The report advises Members of an application for a Premises Licence to be granted under the Licensing Act 2003, made by Mr Victor Ashdown, in respect of the premises Valley Park School, Huntsman Lane, Maidstone, Kent, ME14 5DJ in respect of which 1 representation (Appendix C) has been received from another person . There have been no representations received from responsible authorities.

Issue to be Decided

1. Members are asked to determine whether to i) grant subject to conditions consistent with the operating schedule modified to such extent as considered appropriate for the promotion of the licensing objectives and any mandatory condition, ii) grant excluding any of the licensable activities applied for, iii) grant refusing to specify a premises supervisor, or iv) reject the application.

Background

2. The relevant sections are Part 3 ss 16-19, 23 & 24 of The Licensing Act 2003 and section 4 of The Licensing Act 2003 in particular the Licensing Objectives:
 - The prevention of crime and disorder;
 - Public Safety
 - The prevention of public nuisance; and
 - The protection of children from harm
3. The application has been correctly advertised in the local press and a notice displayed on the premises for the required period.
4. 1 representation was received from an other person.
5. The table below illustrates the relevant representations which have been received

Responsible Authority /Interested Party	Licensing Objective	Associated Documents	Appendix
Mrs Lynne Pearce	Public Nuisance Children from Harm	Letter	C

6. **Members are advised that applications cannot be refused in whole or in part, or conditions attached to the licence unless it is appropriate to do so to promote the licensing objectives.;**

7. **The Operating Schedule submitted by the Applicant has addressed the licensing objectives in the following manner:**

a) General – all four licensing objectives

ALL OF THE EVENTS WILL BE ORGANISED AND RUN AT THE VERY HIGH STANDARD THAT WE DEMAND, COMMENSURATE WITH THE SCHOOLS EXCELLENT REPUTATION AS AN EDUCATIONAL ESTABLISHMENT. THE PLANNED ACTIVITIES ARE NOT PROPOSED AS AN EXTENSION TO THE SCHOOLS PROVISION, BUT PRIMARILY AS A FORMALISATION OF THE SCHOOL'S EXISTING ACTIVITIES.

b) The prevention of crime and disorder

ANY EVENTS WILL BE CLOSELY REGULATED AND IT IS EXTREMELY UNLIKELY THAT ANY UNWANTED OR DUBIOUS ACTIVITIES COULD OCCUR. MOST ARE SCHOOL RELATED AND ANY HIRERS ARE SCRUTINISED CLOSELY.

c) Public safety

THE SCHOOL HAS HIGH HEALTH & SAFETY AND ITS FIRE ARRANGEMENTS, FIRE RISK ASSESSMENT, ETC ARE KEPT UP TO DATE AND SUBMITTED TO THE FIRE OFFICER FOR SCUTINY.

d) Prevention of public nuisance

OUR INDOOR EVENTS WOULD NOT BE NOISY ENOUGH TO ANNOY OUR NEIGHBOURS AND WE DO OUR BEST TO PROVIDE ADEQUATE PARKING ON OUR SITE FOR USE BY VISITORS TO EVENTS.

e) The protection of children from harm

THE SCHOOL HAS AN EXTREMELY HIGH LEVEL OF CHILD PROTECTION IN PLACE.

8. **Relevant sections of The Guidance issued under section 182 of The Licensing Act 2003; Chapter 2 – Licensing Objectives.**

Chapters 8 & 9 Premises Licences & Determining Applications

Chapter 10 Conditions

Relevant policy statements contained in **the Licensing Authority's Statement of Licensing Policy:**

Relevant policy statements contained in **the Licensing Authority's Statement of Licensing Policy:**

22. Prevention of Public Nuisance

23. Protection of Children from Harm

22. Prevention of Public Nuisance

Licensed premises can cause adverse impacts on communities through public nuisance. The Licensing Authority wishes to maintain and protect the amenity of residents and other businesses from any nuisance caused by the operation of licensed premises whilst recognising the valuable cultural, social and business importance that such premises provide.

The Licensing Authority will interpret 'public nuisance' in its widest sense, and takes it to include such issues as noise, light, odour, litter and anti-social behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in an area.

Concerns

When addressing the issue of prevention of public nuisance, the applicant should consider those factors arising from the premises or the activities of their customers within the vicinity of the premises that may impact on the likelihood of public nuisance. These may include:-

- The location of the premises and their proximity to residential and other noise sensitive premises, such as hospitals, hospices and places of worship.
- The hours of operation, particularly if between 23.00 and 07.00.
- The nature of activities to be provided, including whether those activities are of a temporary or permanent nature and whether they are to be held inside or outside premises.
- The design and layout of premises and in particular the presence of noise limiting features.
- The occupancy capacity of the premises.
- Last admission time.
- The steps the applicant has taken or proposes to take to ensure that staff leave the premises quietly.
- The steps the applicant has taken or proposes to take to prevent disturbance by patrons arriving or leaving the premises.
- Whether routes to and from the premises, on foot or by car or service or delivery vehicles, pass residential premises within the vicinity of the Premises.
- Whether other measures have been taken or are proposed such as the use of CCTV or the employment of registered door supervisors.
- The arrangements made or proposed for parking by patrons, and the effect of this parking on local residents.
- The likelihood of any violence, disorder or policing problems arising if a licence were granted.
- Whether taxis and private hire vehicles serving the premises are likely to disturb local residents.
- The siting of external lighting, including security lighting that is installed inappropriately.
- Whether the operation of the premises would result in increased refuse storage or disposal problems or additional litter in the vicinity of the premises and any measures or proposed measures to deal with this.
- The history of previous nuisance complaints proved against the premises, particularly where statutory notices have been served on the present licensees.

Additional Steps

The following examples of additional steps are given as examples for applicants to consider in the preparation of their Operating Schedule, having regard to their particular type of premises or activities:-

- Effective and responsible management of premises.
- Appropriate instruction, training and supervision of those employed or engaged to prevent incidents of public nuisance.
- Control of operating hours for all or parts (e.g. garden areas) of premises, including such matters as deliveries.
- Adoption of best practice guidance (e.g. Good Practice Guide on the Control of Noise from Pubs and Clubs, produced by Institute of Acoustics).
- Installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices.
- Management of people, including staff, and traffic (and resulting queues) arriving and leaving premises.
- The incorporation of measures for ensuring the safe and swift dispersal of patrons away from premises and events without causing nuisance or public safety concerns to local residents.
- Effective ventilation systems to prevent nuisance from odour.

N.B. Where relevant representations are received which the Licensing Sub Committee consider material particular consideration will be given to the impact on residential amenity of proposals for the provision of late night refreshment where these are either located in, or encourage people to move through, residential areas.

Chapter 23 Protection of Children from Harm

The relaxation in the Licensing Act giving accompanied children greater access to licensed premises is seen as a positive step, which may bring about a social change in family friendly leisure but the risk of harm to children remains the paramount consideration. Clearly, this relaxation places additional responsibilities upon licence holders as well as upon parents and others accompanying children.

The protection of children from harm includes the protection of children from moral, psychological and physical harm and, in relation to the exhibition of films, the transmission of programmes by video or DVD. This includes the protection of children from exposure to strong language, sexual imagery and sexual expletives.

In certain circumstances children are more vulnerable and their needs will require special consideration. This vulnerability includes their susceptibility to suggestion, peer group influences, inappropriate example, the unpredictability of their age and the lack of understanding of danger.

Concerns

The applicant should consider those factors arising from the premises or the activities of their customers within the vicinity of the premises that may impact on the prevention of children from harm. These may include the potential for children to:-

- purchase, acquire or consume alcohol
- be exposed to drugs, drug taking or drug dealing
- be exposed to gambling
- be exposed to activities of an adult or sexual nature
- be exposed to incidents of violence or disorder
- be exposed to environmental pollution such as noise
- be exposed to special hazards such as falls from a height

Additional Steps

The following examples of additional steps are given to assist applicants. The Licensing Authority considers them to be important matters that applicants should take account of in the preparation of their Operating Schedule, having regard to their particular type of premises and/or activities:-

- Effective and responsible management of premises.
Provision of a sufficient number of people employed or engaged to secure the protection of children from harm.
- Appropriate instruction, training and supervision of those employed or engaged to secure the protection of children from harm.
- Adoption of best practice guidance (Public Places Charter).
- Limitations on the hours when children may be present, in all or parts of the premises.
- Limitations or exclusions by age when certain activities are taking place.
- Imposition of requirements for children to be accompanied by an adult.
- Acceptance of accredited 'proof of age' cards, 'new type' driving licences with photographs, passport, an official identity card issued by HM Forces or by an EU country bearing the photograph and date of birth of bearer.

N.B. In exceptional circumstances, where **appropriate**, and only where the licensing authority has received relevant representations, it may impose conditions restricting access or excluding children from premises or part of licensed premises:-

- a) at certain times of the day, or
- b) when certain licensable activities are taking place, or

- c) to which children aged under 16 years should have access only when supervised by an adult,
or
- d) to which unsupervised children under 16 will be permitted access.

Examples of premises where these conditions may be considered include those where:-

- a) There have been convictions for serving alcohol to minors or where there is some evidence of under-age drinking.
- b) There is a known association with drug taking or dealing.
- c) There is a strong element of gambling on the premises.
- d) Entertainment of an adult or sexual nature is commonly provided.
- e) There is a presumption that children under 18 should not be allowed (e.g. to nightclubs, except where under 18 discos are being held)
- f) Licensable activities are taking place during times when children under 16 may be expected to be attending compulsory full-time education.

9. **Options**

Legal options open to members -

- a) GRANT the licence subject to such conditions as are consistent with the operating schedule accompanying the application; MODIFIED to such extent as the Licensing sub-committee considers appropriate for the promotion of the licensing objectives and any relevant mandatory condition
 - b) EXCLUDE from the licence any of the licensable activities applied for.
 - c) REFUSE to specify a person in the licence as premises supervisor
 - d) REJECT the application.
10. Members of the Licensing Act 2003 – Licensing Sub – Committee are reminded of their duty under section 17 of the Crime and Disorder Act 1998 to consider the crime and disorder implications of their decisions and the Licensing Authority’s responsibility to co – operate in the reduction of crime and disorder in the Borough

Section 17 of the Crime and Disorder Act 1988 states:

"Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those function on, and the need to do all that it reasonably can prevent, crime and disorder in its area".

11. **Implications Assessment**

The decision should be made with regard to the Secretary of State’s Guidance and the Council’s Statement of Licensing Policy under the Licensing Act 2003. Where the decision departs from either the Guidance or the policy clear and cogent reasons must be given. Members should be aware that if such a departure is made the risk of appeal/challenge is increased.

12. **Human Rights**

While all Convention Rights must be considered, those which are of particular relevance to the application are:

- Article 8 – Right to respect for private and family life

- Article 1 of the First Protocol – Protection of Property
- Article 6(1) – Right to Fair Hearing
- Article 10 – Freedom of Expression

The full text of each Article is given in the attached Appendices

13. Conclusion

Members must ensure that the application is considered on its merits, as well as against the relevant guidance, policy and statutory framework.

14. List of Appendices

Appendix A	Application Form
Appendix B	Plan of Premises
Appendix C	Representations (Other Persons)
Appendix D	Plan of area
Appendix E	Human Rights Articles
Appendix F	Order of Proceedings

15. Appeals

The applicant or any interested party (objector) may appeal the Licensing Act 2003 Sub Committee’s decision within 21 days beginning with the day on which the Appellant is notified. All/any appeals must be lodged with the Magistrates’ Court. Parties should be aware that they MAY incur an Adverse Costs Order should they bring an appeal.

Contact: Email:	Senior Licensing Officer lorraineneale@maidstone.gov.uk
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Application Received = 9th May 2013.

£190 CUR ROAD

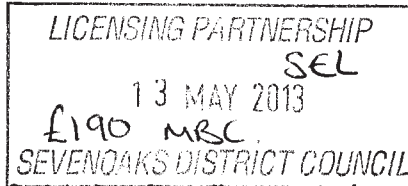
13/01426/LAPRE

9/5/13
SN

28 days end 6/6/13.

Maidstone Borough Council

The Licensing Partnership
PO Box 182
Sevenoaks
Kent
TN13 1GP



APPENDIX A

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

I/we VICTOR ASHDOWN
(Insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description <u>VALLEY PARK SCHOOL, HUNTSMAN LANE, MAIDSTONE, KENT.</u>			
Post town	<u>MAIDSTONE</u>	Post code	<u>ME14 5DJ</u>

Telephone number at premises (if any)	<u>01622 679421</u>
Non-domestic rateable value of premises	<u>£113,126 - £90,500.80 (80% MANDATORY RELIEF) = £22,625.20</u>

Part 2 - Applicant Details

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

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)

- iii. as an unincorporated association or please complete section (B)
- iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

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

Please tick yes

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		

I am 18 years old or over		<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address			
Post Town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

(B) OTHER APPLICANTS

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

Name	MR VICTOR ASHDOWN
Address	VALLEY PARK SCHOOL, HUNTSMAN LANE, MAIDSTONE, KENT. ME14 5DT
Registered number (where applicable)	
Description of applicant (for example, partnership, company, unincorporated association etc.)	SCHOOL
Telephone number (if any)	01622 679421
E-mail address (optional)	vashdown@valleypark.kent.sch.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
01	07	2013

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

Day	Month	Year

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

SCHOOL PREMISES, BUT ONLY A LIMITED AREA, AS SHOWN IN THE PLANS, WILL BE USED FOR LICENSED ACTIVITIES. THE ROOMS INCLUDE:
• GALLERY STUDIO
• MAIN HALL

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

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

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

Provision of regulated entertainment

Please tick yes

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

Provision of entertainment facilities:

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

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

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

In all cases complete boxes N, O and P

A

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

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	09:00	23:00			
Tue	09:00	23:00	State any seasonal variations for the exhibition of films (please read guidance note 4) THE TIMINGS ARE THE MAXIMUM LIMITS, TO INCLUDE DAYTIME AND EVENING PERFORMANCES.		
Wed	09:00	23:00			
Thur	09:00	23:00	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri	09:00	21:00			
Sat	09:00	23:00			
Sun	09:00	23:00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3) <i>THESE MIGHT INCLUDE BADMINTON, BASKETBALL AND SIMILAR INDOOR SPORTS.</i>
Day	Start	Finish	
Mon	09:00	23:00	State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue	09:00	23:00	
Wed	09:00	23:00	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 5)
Thur	09:00	23:00	
Fri	09:00	23:00	
Sat	09:00	23:00	
Sun	09:00	23:00	

D

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

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	09:00	23:00	<p>Please give further details here (please read guidance note 3)</p> <p>WILL INCLUDE BOTH REHEARSALS AND PERFORMANCES. MUSIC MIGHT BE AMPLIFIED ON OCCASIONS.</p> <p>State any seasonal variations for the performance of live music (please read guidance note 4)</p> <p>THE TIMINGS ARE THE MAXIMUM LIMITS, TO INCLUDE DAYTIME AND EVENING PERFORMANCES.</p> <p>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)</p>	Both	<input type="checkbox"/>
Tue	09:00	23:00			
Wed	09:00	23:00			
Thur	09:00	23:00			
Fri	09:00	23:00			
Sat	09:00	23:00			
Sun	09:00	23:00			

F

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

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	09:00	23:00	Please give further details here (please read guidance note 3) <i>MIGHT USE LIVE (POSSIBLY AMPLIFIED) OR RECORDED MUSIC. WILL INCLUDE PARTICIPATORY SESSIONS (e.g. ZUMBA), REHEARSALS AND PERFORMANCES.</i>	Both	<input type="checkbox"/>
Tue	09:00	23:00			
Wed	09:00	23:00	State any seasonal variations for the performance of dance (please read guidance note 4) <i>THE TIMINGS ARE THE MAXIMUM LIMITS, TO INCLUDE DAYTIME AND EVENING PERFORMANCES.</i>		
Thur	09:00	23:00			
Fri	09:00	23:00	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	09:00	23:00			
Sun	09:00	23:00			

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p>Please give a description of the type of entertainment you will be providing <i>COULD BE A MIXTURE OF LIVE, AMPLIFIED, RECORDED MUSIC & DANCE, EITHER PARTICIPATORY (E.G. DISCOS), REHEARSALS OR PERFORMANCES.</i></p>		
Day	Start	Finish	<p>Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)</p>	Indoors	<input checked="" type="checkbox"/>
Mon	09:00	23:00		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	09:00	23:00	<p>Please give further details here (please read guidance note 3)</p>		
Wed	09:00	23:00			
Thur	09:00	23:00	<p>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)</p>		
Fri	09:00	23:00	<p><i>THE TIMINGS ARE THE MAXIMUM LIMITS, TO INCLUDE DAYTIME AND EVENING PERFORMANCES.</i></p>		
Sat	09:00	23:00	<p>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 (please read guidance note 5)</p>		
Sun	09:00	23:00			

I

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

J

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

K

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

L

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

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7) <i>ALCOHOL MIGHT BE SERVED AT VARIOUS EVENTS INVOLVING ADULTS, BUT IT WOULD BE STRICTLY UNAVAILABLE TO STUDENTS.</i>	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	12:00	23:00			
Tue	12:00	23:00			
Wed	12:00	23:00			
Thur	12:00	23:00			
Fri	12:00	23:00			
Sat	12:00	23:00			
Sun	12:00	23:00			
			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 5)		

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

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

N

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

AS THIS IS A SCHOOL, CHILD PROTECTION IS A PRIME CONCERN, AND NO EVENTS WOULD BE ALLOWED WHICH MIGHT COMPROMISE THIS IN ANY WAY.

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	NOTE: MEMBERS OF THE PUBLIC MAY ENTER THE PREMISES ONLY AS <u>ISONA FIDE</u> VISITORS FOR SPECIFIC PLANNED ACTIVITIES.
Mon	08:30	23:00	
Tue	08:30	23:00	
Wed	08:30	23:00	
Thur	08:30	23:00	
Fri	08:30	23:00	
Sat	08:30	23:00	
Sun	08:30	23:00	
			Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)

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

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

ALL OF OUR EVENTS WILL BE ORGANISED AND RUN AT THE VERY HIGH STANDARD THAT WE DEMAND, COMMENSURATE WITH THE SCHOOL'S EXCELLENT REPUTATION AS AN EDUCATIONAL ESTABLISHMENT. (PLEASE SEE PAGE 20A FOR ADDITIONAL COMMENTS)

b) The prevention of crime and disorder

ANY EVENTS WILL BE CLOSELY-REGULATED, AND IT IS EXTREMELY UNLIKELY THAT ANY UNWANTED OR DANGEROUS ACTIVITIES COULD OCCUR. MOST ARE SCHOOL-RELATED, AND ANY HIRERS ARE SCRUTINISED CLOSELY.

c) Public safety

THE SCHOOL HAS HIGH HEALTH & SAFETY STANDARDS, AND ITS FIRE ARRANGEMENTS, FIRE RISK ASSESSMENT, ETC., ARE KEPT UP-TO-DATE AND SUBMITTED TO THE FIRE OFFICER FOR SCRUTINY.

d) The prevention of public nuisance

OUR INDOOR EVENTS WOULD NOT BE NOISY ENOUGH TO ANNOY OUR NEIGHBOURS, AND WE DO OUR BEST TO PROVIDE ADEQUATE PARKING ON OUR SITE FOR USE BY VISITORS TO EVENTS.

e) The protection of children from harm

THE SCHOOL HAS AN EXTREMELY HIGH LEVEL OF CHILD PROTECTION IN PLACE.

THE PLANNED ACTIVITIES ARE NOT PROPOSED AS AN EXTENSION TO THE SCHOOL'S PROVISION, BUT PRIMARILY A FORMALISATION OF THE SCHOOL'S EXISTING ACTIVITIES.

20a


Please tick yes

- I have made or enclosed payment of the fee (£190)
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 – Signatures (please read guidance note 10)

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

Signature	
Date	1/5/13
Capacity	HEADTEACHER

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

Signature	
Date	
Capacity	

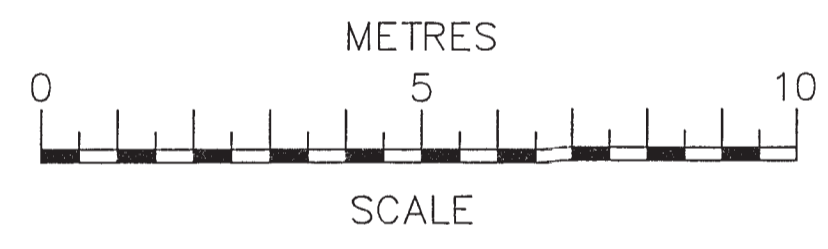
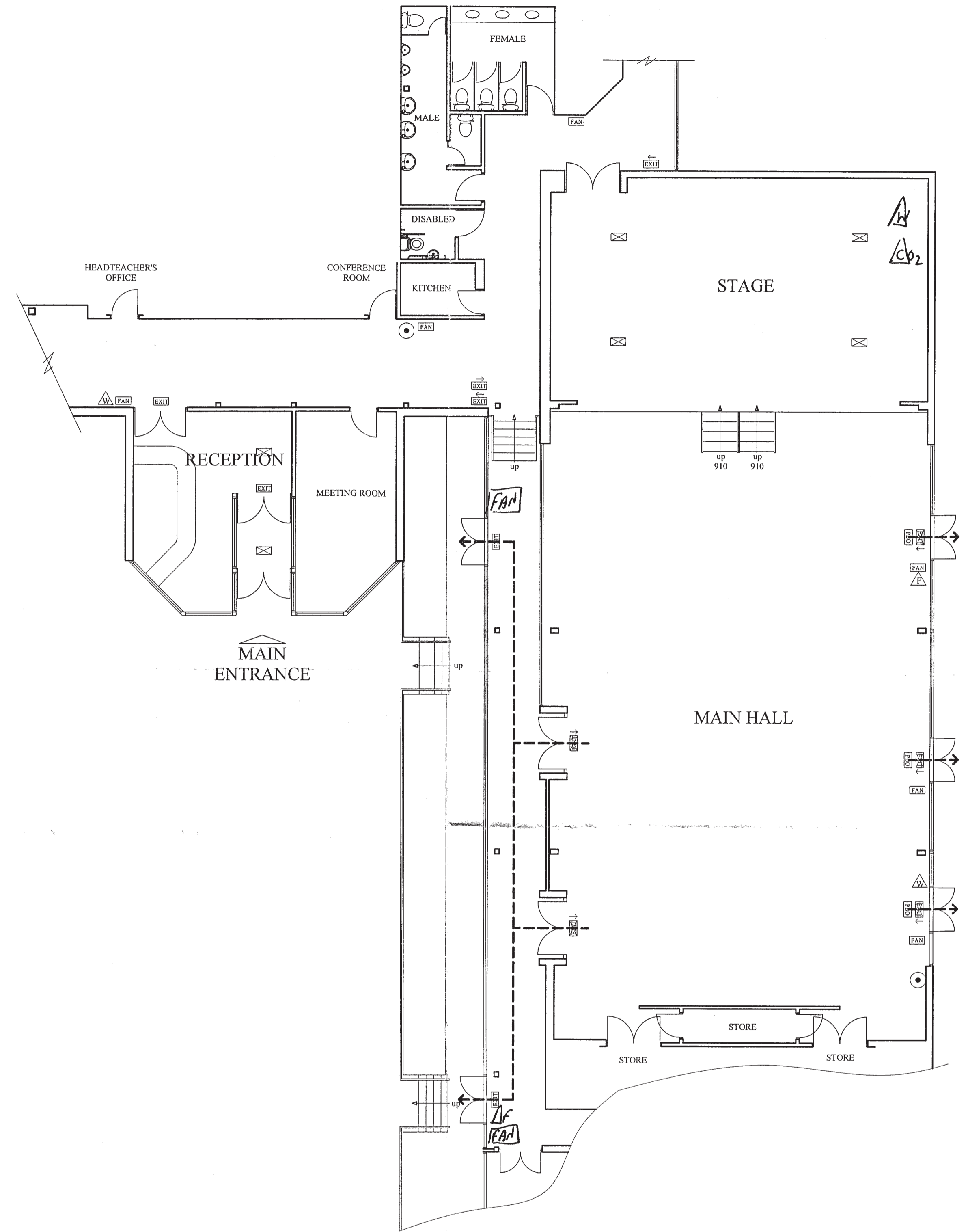
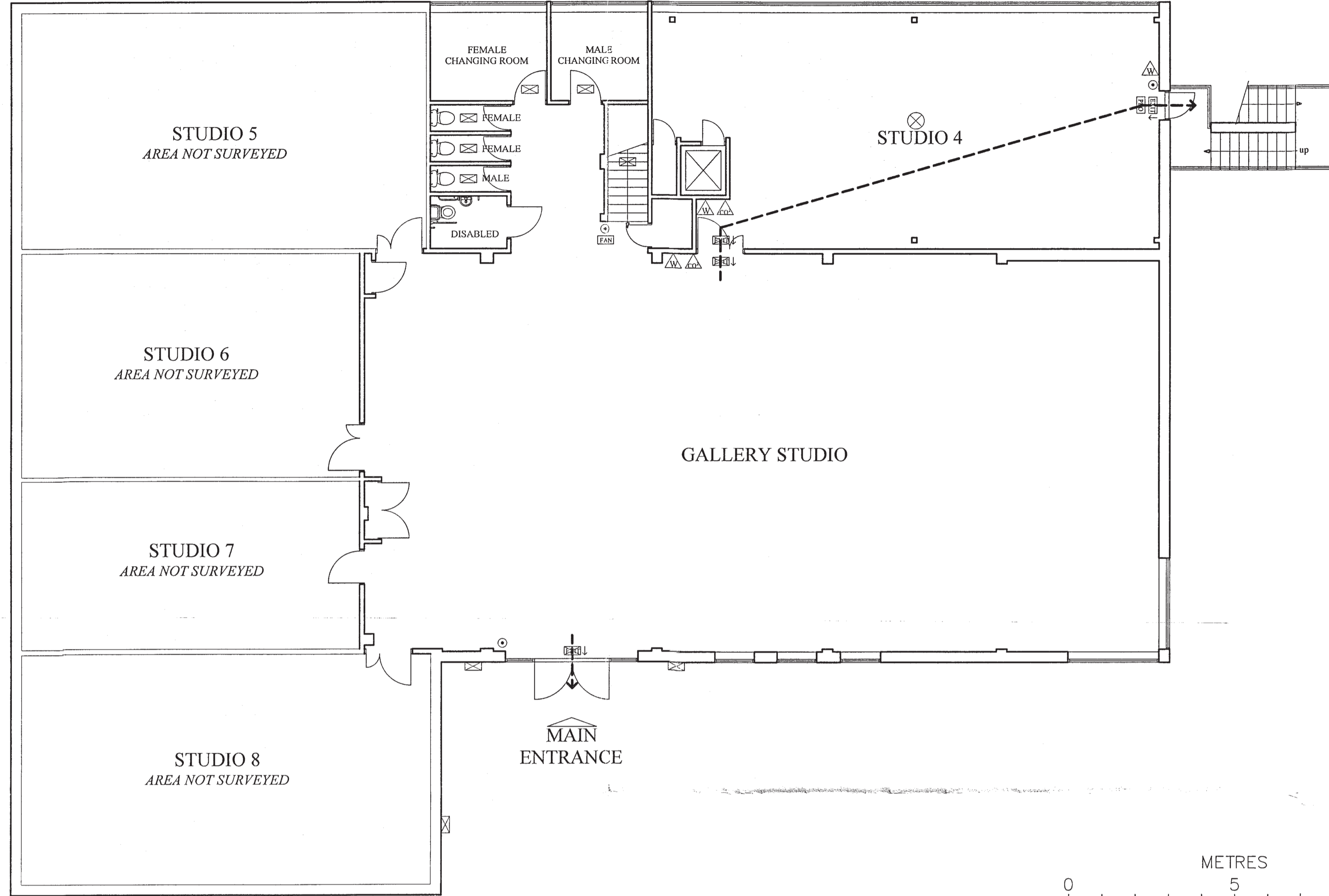
Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

MR V. ASHDOWN,
VALLEY PARK SCHOOL,
HUNTSMAN LANE,

Post town	MAIDSTONE	Post code	ME14 5DT
Telephone number (if any)	01622 679421		
If you would prefer us to correspond with you by e-mail your e-mail address (optional)			
vashdown@valleypark.kent.sch.uk			

Notes for Guidance

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



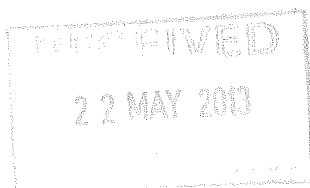
FIRE ALARM & EMERGENCY LIGHTING LEGEND

- Fire Alarm Panel
- Fireman's Control Switch
- Smoke or Heat Detector
- Emergency Alarm Call Point
- Emergency Alarm Sounder/Bell
- Water Extinguisher
- Foam Extinguisher
- Fire Blanket
- Dry Powder Extinguisher
- CO₂ Extinguisher
- Emergency Light
- Emergency Light with 'EXIT' Sign
- Emergency Light with 'EXIT' Sign and Directional Arrow
- 'EXIT' Sign
- 'EXIT' Sign and Directional Arrow
- 'EXIT' Sign and Directional Arrow
- 'PUSH BAR TO OPEN' Sign fixed to door
- 'FIRE ACTION' Sign
- Emergency Door Release

33

Date	No	Revision
<p>J.A. Warner Ltd Chartered Building Surveyors 14 High Street, Rochester, Kent, ME1 1PU Tel: 01634 812181 Fax: 01634 404283</p>		
<p>Job Title: VALLEY PARK SCHOOL HUNSTMAN LANE MAIDSTONE KENT ME14 5DT</p>		
<p>Dwg Title: PART FLOOR PLANS</p>		
<p>Scale: 1:100 @ A1</p>		<p>Amendments:</p>
<p>Dwg No.: 5033/102</p>		

Maidstone Borough Council
Maidstone House,
King Street,
Maidstone,
Kent
ME15 6JQ



Mrs Lynne Pearce
13 Mostyn Road
Vinters Park
Maidstone
Kent
ME14 5NY

20th May 2013

Dear Sirs


I am writing to object to the premises license application made by Valley Park School on the following grounds:-

1. The premises do not have sufficient parking to accommodate such events on a regular basis and it will mean that our street will be used as a parking area which is already affected by pupils parking during normal school hours and will be worse on these licensed occasions.
2. The local shop on Snowdon Parade already serves alcohol to young people who troop up and down the road drinking in public on their way to school events and also en route to and from Grove Green as it is a well known source of acquiring alcohol for under age drinkers. This will only be worsened by young people attending events who want to 'tank-up' on cheap alcohol before they go into the events as this is a well known practice of under-age drinkers and young people in Maidstone. They presumably get one 18 year old to buy the drinks then pass them around. The police seem powerless to prevent this abuse as the offenders are able to disappear from view long before the police could arrive if we ring them.
3. The opportunities for frequent late evening loud music offered by the approval of this licence are likely to result in a lot of additional noise nuisance in a quiet residential area. I am afraid this and the above mentioned points may cause difficulty in selling properties in this area and therefore reduce the value of the property.

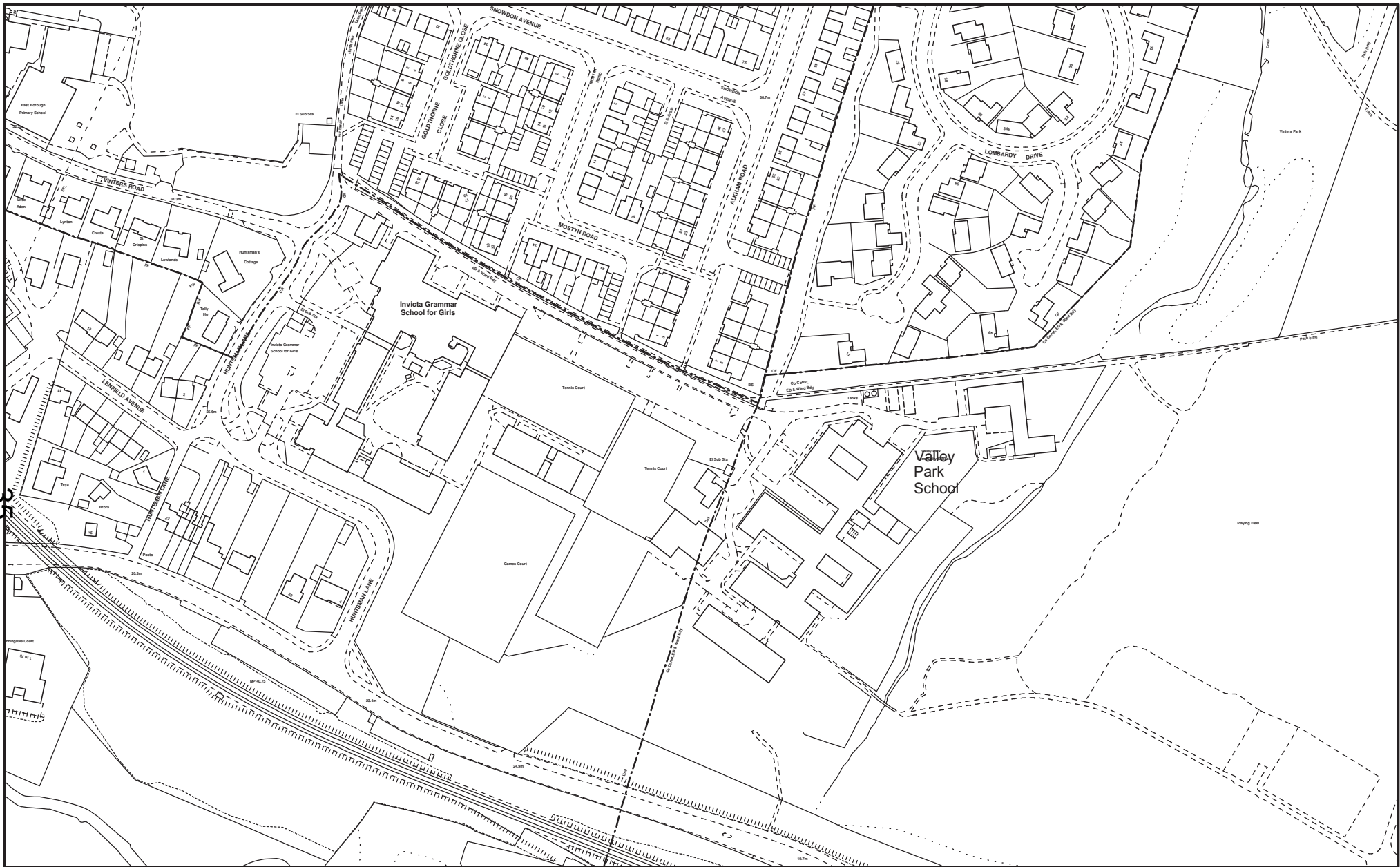
Whilst I am sorry to join the ever growing number of people who complain or object to developments 'in their backyard' this is a major change of use of an established school building and I do not think it is appropriate in such proximity to residential property, especially as we are down-wind from the school given the prevailing wind direction from the south west and therefore this will add to the problems.

I trust you will accept this letter as my objection to the proposed licence.

Yours faithfully


Lynne Pearce

Public Nuisance?
Children from harm.



**VALLEY PARK SCHOOL, HUNTSMAN LANE,
MAIDSTONE, KENT, ME14 5DJ.**



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HUMAN RIGHTS

Article 8

1. Everyone has the right to respect for his private and family life, his home and his correspondence.
2. There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

Article 1 of the First Protocol

Every natural or legal person is entitled to the peaceful enjoyment of his possessions. No one shall be deprived of his possessions except in the public interest and subject to the conditions provided for by law and by the general principles of international law. The preceding provisions shall not, however, in any way impair the right of a State to enforce such laws as it deems necessary to control the use of property in accordance with the general interest or to secure the payment of taxes or other contributions or penalties.

Article 6(1)

In the determination of his civil rights and obligations or of any criminal charge against him, everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law. Judgement shall be pronounced publicly but the press and public may be excluded from all or part of the trial in the interest of morals, public order or national security in a democratic society, where the interests of juveniles or the protection of the private life of the parties so require, or to the extent strictly necessary in the opinion of the court in special circumstances where publicity would prejudice the interests of justice.

Article 10

3. Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This Article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.
4. The exercise of these freedoms, since it carries with it duties and responsibilities, may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.



LICENSING AUTHORITY: MAIDSTONE BOROUGH COUNCIL

Licensing Act 2003 Sub-Committee Hearing Procedure of Applications for New Premises Licences/Club Premises Certificates and Variations to existing licences and certificates

Introduction and Procedure

i) Introductions

The Chairman will request all those persons participating in the hearing to identify themselves, starting with the:

- ✘ Members of the sub-committee (who will, if applicable, declare any personal or prejudicial interests)
- ✘ Legal advisor
- ✘ Committee clerk
- ✘ Maidstone Borough Council licensing officers/managers
- ✘ Applicant (and any representative)
- ✘ Each responsible authority (and any representative)
- ✘ Each interested party (and any spokesperson or representative)

ii) Procedural Matters

- **Procedure**

The Chairman will:

- ✘ Confirm that all parties are aware of the sub-committee hearing procedure and that each party has a copy of the hearing procedure document.

- **Submissions**

The Chairman will:

- ✘ Explain that the sub-committee will allow all parties to put their case fully and make full submissions, within a reasonable time frame.

- **Discussion and cross-examination**

The Chairman will:

- ⌘ Explain that the sub-committee procedure shall take the form of a discussion led by the sub-committee.
- ⌘ Explain that the sub-committee will usually permit cross examination (conducted within a reasonable time frame).

- **Disruptive Behaviour**

The Chairman will:

- ⌘ Explain that where any person attending the hearing behaves in a disruptive manner, the sub-committee may direct that person to leave the hearing (including temporarily) and thereafter the person may submit to the sub-committee in writing any information which the person would have been entitled to give orally had the person not been required to leave the hearing.

- **Reading of Papers**

The Chairman will:

- ⌘ Confirm that all sub-committee members have pre-read all the papers and any other documents contained in the report regarding the hearing.

- **Draft Conditions**

The Chairman will:

- ⌘ Enquire whether draft conditions have been agreed between the applicant and any of the other parties for the sub-committee to consider.

- **Witnesses**

The Chairman will:

- ⌘ Enquire whether any parties request to have any witnesses give evidence at the hearing; and if so grant the request unless the request is unreasonable.
- ⌘ Invite the parties, where appropriate, to appoint a spokesperson.

The Hearing

Outline of the Application and Representations

- ✘ The Chairman will ask the legal advisor or community services manager to briefly outline the application and all representations regarding the application.

i) The Applicant

- ✘ Opening remarks by the applicant (or their representative).
- ✘ Evidence of the applicant and any witnesses.
- ✘ After each person has given evidence the person may be questioned by each responsible authority, interested party and sub-committee member.
- ✘ If necessary, the applicant (or their representative) may clarify any matter that arose during questioning.

ii) Responsible Authorities (where applicable)

RESPONSIBLE AUTHORITY	Tick if applicable
Police	
Trading standards	
Environmental Health	
Child Protection (Social Services)	
Planning	
Fire and Rescue	

- ✘ Opening remarks by the officer representing the responsible authority (or their representative).
- ✘ Evidence of the responsible authority officer and any witnesses.
- ✘ After each person has given evidence the person may be questioned by the applicant, each other responsible authority, interested party and sub-committee member.
- ✘ If necessary, the officer (or representative) may clarify any matter that arose during questioning.

iii) Interested Parties

- ✘ Opening remarks by the interested party (or spokesperson/representative).
- ✘ Evidence of the interested party and any witnesses.
- ✘ After each person has given evidence the person may be questioned by the applicant, responsible authorities, each other interested party and sub-committee member.
- ✘ If necessary, the interested party (or spokesperson/representative) may clarify any matter that arose during questioning.

Closing Speeches

In the following order:

- ✘ **Each Responsible Authority**
- ✘ **Each Interested Party**
- ✘ **The Applicant**

End of Hearing

- ✘ The Chairman will ask the members of the sub-committee if they have any final questions for any party to the hearing.
- ✘ The Chairman will ask the legal advisor whether there are any further matters to be raised or resolved before the hearing is closed.
- ✘ The Chairman will bring the hearing to a close and shall declare that the sub-committee will retire, to private session, to consider the application, all relevant representations, evidence, the relevant extracts of Licensing Authority's Statement of Licensing Policy, the relevant extracts of the National Guidance issued under section 182 of The Licensing Act 2003 and the licensing objectives under the Licensing Act 2003.
- ✘ The Chairman shall invite the legal advisor to remain with the sub-committee during its deliberations and ask all other persons to withdraw from the room.

The Decision

The Chairman shall declare in public session:

- ✘ The sub-committee's determination.
- ✘ All parties to the hearing will receive a copy of the written Determination Notice regarding the sub-committee's determination.
- ✘ All parties may appeal against the sub-committee's decision within 21 days beginning with the day on which the appellant is notified of the Licensing Authority's written determination. Appeals must be lodged with the Magistrates' Court. Parties should be aware that the Magistrates Court may make an order with respect to costs on any appeal.
- ✘ The hearing is formally closed.