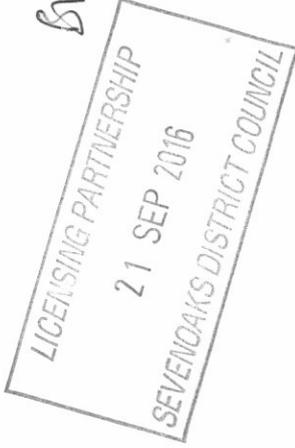


Donna Thorne

From: Uniform_Service_Request_Connector-Licensing@sevenoaks.gov.uk
Sent: 21 September 2016 11:50
To: Licensing
Subject: UNI-form LI Connector: Transfer Licensing application notification



A UNI-form Licensing application is received for Transfer sent by the Licensing Connector server.

Application Reference Value: 16/02883/LAPRE Application Type:

Application Proposal:

Application Address: Bredhurst Village Hall Hurstwood Road Bredhurst Gillingham Kent ME7 3JZ

Created: 21/09/2016 00:00:00

Message sent from host name WKIP-SOAP-14 by user 32bit Classic at 21/09/2016 11:50:15.

You have been sent this message because your address is defined as a contact address in the Uni-form Licensing Connector configuration. Contact your UNI-form systems administrator if you no longer wish to receive this message.

APPENDIX A

The Licensing Partnership

Application to vary a Premises Licence

Sevenoaks District Council, Tunbridge Wells Borough Council and Maidstone Borough Council have a Licensing Partnership to process and issue licensing applications.

Licensing Officers are located at each local licensing authority, together with admin support to deal with people visiting the Gateways and Tunbridge Wells Town Hall.

Thank you for using the Licensing Partnership self service. Before completing the form, please be aware of the following information:

Form Submission:-

When you have completed the application form please submit it. When you submit the application, you will receive an electronic response which will be sent directly to the email address provided in the application.

Payment:-

If you are submitting an application which requires a payment, please have your credit or debit card to hand as payment can be made upon submitting your application form. Applications requiring a payment will only be validated once payment is confirmed.

General Information:-

If you have any problems with completing the form please contact licensing@sevenoaks.gov.uk

For Official Use Only

Title	Customer Name	Form Filename	
	Bredhurst Village Hall Committee	Form Reference	Bredhurst Village Hall Committee/
DOB	NINO	Notes	Caps Reference
TEL	07950797325		
Email	tim@bredhurstvillagehall.co.uk		
Customer Address	Bredhurst Village Hall Hurstwood Road Bredhurst Billingham Kent ME7 3JZ		
Date Form Started	21/09/2016 10:13:17		
Date of E-signing			
Date Submitted			
Validation Ref			
Occupancy type			
Advisor Name (who started form)			
Advisor Department			
Self-Service			

Licensing Authority: *The Licensing Partnership*

Licensing Partnership
P.O. Box 182
Sevenoaks
Kent TN13 1GP

Ref:

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.

Use the blank page at the end of the form to provide further details if necessary.

When it is complete you can submit the form directly to us - click on the Submit Form button.

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

For help information about filling in this type of electronic form, click on the help information button.

I/We 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

Maidstone Borough Council

[Click here for licence lookup](#)

Premises licence number

Part 1 - Premises Details

Postal address of premises or, if none, ordnance survey map reference or description

Bredhurst Village Hall
Hurstwood Road
Bredhurst
Gillingham
Kent
ME7 3JZ

Post town

Post code

Telephone number at premises (if any)

Non-domestic rateable value of premises

£

Part 2 - Applicant Details

Title

Surname

Firstnames

Daytime contact telephone number

Email address
(optional)

Current postal
address
if different from
premises address

Post Town

Postcode

Part 3 - Variation

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

If not do you want the variation to take effect from

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

Please describe briefly the nature of the proposed variation (Please see guidance note 1)

We would like to extend the licence to allow the sale alcohol at the premise.

We would like certain embedded conditions removed from the licence conditions as per below.

We would like to vary the name of the licence holder to: Bredhurst Village Hall Management Committee.

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

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

Sale by retail of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

To complete this part, choose this option on Page 4

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 make selection with an "x" (please read guidance note 2).	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 3)	Both	
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

B

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

To complete this part, choose this option on Page 4

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Tue			
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)</u>
Fri			
Sat			
Sun			

D

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

To complete this part, choose this option on Page 4

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 make selection with an "x" (please read guidance note 2).	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for performance of live music (please read guidance note 4)		
Thur						
Fri				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)		
Sat						
Sun						

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for playing recorded music (please read guidance note 4)		
Thur						
Fri				Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat						
Sun						

To complete this part, choose this option on Page 4

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will the entertainment take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for 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)		
Sun					

To complete this part, choose this option on Page 4

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

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption please make selection with an "x" (please read guidance note 7).	On the premises	X
Day	Start	Finish		Off the premises	
Mon	19:00	22:00			
Tue	19:00	22:00	<u>State any proposed seasonal variations for the</u> supply of alcohol (please read guidance note 4) The hall isn't open to the general public, only those that hire the hall, their delegates and guests (invited). The Bar would be a function bar only for the use of hirers.		
Wed	19:00	22:00			
Thur	19:00	22:00			
Fri	18:00	23:30			
Sat	11:00	23:30	<u>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)</u> We would like an extended licence on the 31st December so alcohol could be sold until 12:30 on the 1st Jan.		
Sun	11:00	22:30			

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 8)

none

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)	
Day	Start	Finish		
Mon	08:00	24:00	The hall isn't open to the general public, only those that hire the hall, their delegates and guests (invited). The Bar would be a function bar only for the use of hirers.	
Tue	08:00	24:00		

L

Wed	08:00	24:00	<p>Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 5)</p> <p style="text-align: center;">We would like the hall to be open until 01:00 on the 1st January (following new years eve).</p>
Thur	08:00	24:00	
Fri	08:00	24:00	
Sat	08:00	24:00	
Sun	08:00	24:00	

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

We would like the following embedded conditions removed from the licence conditions:

3. A new Fire Equipment Certificate shall be forwarded to this office prior to or on the date of expiry of the current Certificate on 31 October 2005, and thereafter each year on the anniversary of this date.

4. A new Electrical Certificate shall be forwarded to this office prior to or on the date of expiry of the current Certificate on 1 December 2005, and thereafter each year on the anniversary of this date.

5. A new Emergency Lighting Certificate shall be forwarded to this office prior to or on the date of expiry of the current Certificate on 1 December 2005, and thereafter each year on the anniversary of this date.

A fire equipment certificate, an electrical certificate and emergency lighting certificate will continue to be obtained and its completion will be continued to be reported by the Halls Trustees.

Please make selection with an "x"

I will enclose the premises licence with the declaration

I will enclose the relevant part of the premises licence with the declaration

Neither of above

If checking this box please fill in reasons for not sending the licence, or part of it, below

Reasons why I have failed to enclose 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,e) (please read guidance note 9)

Over the many years the Hall has been open, hirers have been making their own bar and alcohol arrangements. The hall would now like to offer a licensed function bar service to its hirers. The committee feel this would retain a strong element of control over licensable activity within the hall. Having a committee member or hall/bar representative on site during a function, will give benefit to the hirer and help a function to operate smoothly. The hall has offered a bar service under temporary event notices for a number of years and are pleased to say that all matters relating to the licensing objectives have been without any known problems.

b) The prevention of crime and disorder

The hall operates with zero tolerance to anything illegal and that is a crime or disorder. The Hall operates a deposit system where all hirers are required to provide the Hall with a substantial deposit that will be retained by the Hall in the event of any breakages, damages or crime/disorder incidents. Hall representatives working the bar will be given training and support to assist them dealing with any crime or disorder whilst the bar is open. There is lighting installed all around the Hall, covering every area of the exterior.

c) Public safety

Hirers are given terms & conditions of hire, also displayed at the hall stating the maximum persons allowed. The Hall complies with fire controls, has fire exits with illuminated signs, and fire prevention and extinguishing equipment which is maintained and inspected. First aid equipment is available and regularly maintained. A regular risk assessment is conducted, checking for damage and potential risks. Gas safety and electrical checks are completed by qualified contractors at required intervals. An accident book is used to keep record of incidents and reviewed at committee meetings so procedures and improvements can be implemented. The Hall has public liability insurance. The Hall is on one level with a dedicated disabled WC. The Hall has a hirer's guide which is informative showing how to use the hall in a safe way; this gives instruction on using all apparatus and gives guidance on how to remain safe. The Halls heating and cooling system is controllable by the hirer.

d) The prevention of public nuisance

A sound limiter is installed. The Hall has one main door to the front and rear, both are accessed via a lobby. Bins are throughout and an enclosed bin store is at the furthest point from neighbours. A sign asks hirers to respect neighbours and leave quietly. The terms of hire will state that hirers must not use fireworks or lanterns and the garden cannot be used after 11pm, hirers would be allowed to use only the rear garden as an exterior space, restricting users to inside the building and the rear garden. The grounds are enclosed by landscaping, the Hall is detached and has no on looking buildings. The car park is private. The terms of hire state that the hirers must not block any driveways or the highway. Residents of the village are invited to the AGM where a Question & Answer session gives an opportunity to discuss any concerns, action points are created and duly attended to. Contact details of Hall representatives are readily available.

e) The protection of children from harm

When the function bar is to be open, a sign is displayed detailing the Halls Challenge 21 policy, which put simply means that if the person asking to be served doesn't look at least 21, they will be asked to provide appropriate Identification (passport, driving license, citizen card). All Hall representatives that work the bar will have adequate training to help them deliver this policy with confidence. A refusal book is to be maintained by all Hall representatives and reviewed at each committee meeting. There are no gambling machines in the hall and the hall has no intention to install any. The Hall's committee does not allow hired use to contain anything of an adult or sexual activity. The Hall isn't allowed to be hired by anyone under the age of 18 and if hired for a party for someone under the age of 18, adult supervision is insisted upon.

Please make selection with an "x"

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

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

Part 5 - Declaration (please read guidance note 10)

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

Confirmation

Name Date
 Capacity

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

Confirmation

Name Date
 Capacity

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

Name
 Address
 Post Town
 Postcode
 Telephone number (if any)
 If you would prefer us to correspond with you by e-mail your e-mail address (optional)

For Official Use Only

Form Filename: Submission Ref:
 Applicant Name: **Bredhurst Village Hall Committee/** Date Submitted:

Use this page if there is any other information that you think we should know about.
Information entered on this page will be sent to us, along with the data on the rest of the form when you use the "Submit" option.

[Empty text area for additional information]