

Donna Thorne

From: Uniform_Service_Request_Connector-Licensing@sevenoaks.gov.uk
Sent: 05 July 2018 16:47
To: Licensing
Subject: Uniform LI Connector: Transfer Licensing application notification

A Uniform Licensing application is received for Transfer sent by the Licensing Connector server.

Application Reference Value: 18/02446/LAPRE Application Type: Premises Licence Application Proposal: Consultees Outstanding Application Address: Hush Heath Winery
Hush Heath Estate Five Oak Lane Staplehurst Tonbridge Kent TN12 0HX

Created: 05/07/2018 00:00:00

Message sent from host name WKIP-SOAP-15 by user LicensingConnectorService_LIVE at 05/07/2018 16:46:38.

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

The Licensing Partnership

Application to vary a Premises Licence

Sevenoaks District Council, Tunbridge Wells Borough Council, Maidstone Borough Council and London Borough of Bexley 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
<input type="text"/>	<input type="text" value="Richard Balfour-Lynn"/>
DOB <input type="text"/>	NINO <input type="text"/>
TEL <input type="text" value="01622 832794"/>	Notes
Email <input type="text" value="sarah@hushheath.com"/>	
Customer Address	
<input type="text" value="Hush Heath Winery"/> <input type="text" value="Hush Heath Estate"/> <input type="text" value="Five Oak Lane"/> <input type="text" value="Staplehurst"/> <input type="text" value="Tonbridge"/> <input type="text" value="Kent"/> <input type="text" value="TN12 0HX"/>	
Date Form Started <input type="text" value="05/07/2018 14:30:07"/>	
Date of E-signing <input type="text"/>	
Date Submitted <input type="text"/>	
Validation Ref <input type="text"/>	
Occupancy type <input type="text"/>	
Advisor Name (who started form)	
<input type="text"/>	
Advisor Department	
<input type="text" value="Self-Service"/>	

Form Filename	<input type="text"/>
Form Reference	<input type="text" value="Richard Balfour-Lynn/"/>
Caps Reference	<input type="text"/>

Licensing Authority:

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 **Richard Balfour-Lynn** 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****13/00231/LAPRE****Part 1 - Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description	
Hush Heath Winery Hush Heath Estate Five Oak Lane Staplehurst Tonbridge Kent TN12 0HX	
	Post code

Telephone number at premises (if any)

01622 832794

Non-domestic rateable value of premises

£ .00**Part 2 - Applicant Details**

Title

Mr

Surname

BALFOUR-LYNN

Firstnames

RICHARD

Daytime contact telephone number

01622 832794Email address
(optional)**sarah@hushheath.com**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?

☒ Yes

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)

HUSH HEATH HAVE HAD A SUBSTANTIAL EXTENSION TO OUR CURRENT TASTING ROOM AND VISITOR FACILITIES. WE ANTICIPATE THE SAME ACTIVITIES THAT WE HAVE CURRENTLY BEEN CARRYING OUT, CUSTOMER TASTINGS OF WINE AND CIDER, OCCASIONAL EVENING EVENTS, ALWAYS FINISHING BY 24.00.

THE NEW BUILDING IS A DOUBLE HEIGHT TASTING ROOM WITH A ROOF TOP TERRACE AND OUTSIDE TERRACE AREA. THIS WILL ALL BE USED FOR TASTING WINE AND CIDER, SERVING BY THE GLASS AND BOTTLE AND USING FOR LIMITED EVENTS IN ACCORDANCE WITH OUR LICENCING.

A FULL PLAN OF THE NEW BUILDING SHOWING AREAS THAT ALCOHOL WILL BE SUPPLIED TO AND CONSUMED BY THE PUBLIC.



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)			<u>Will the performance of a play take place indoors or outdoors</u> <u>or both - please make selection with an "x"</u> <u>(please read guidance note 2).</u>	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thur					
Fri			<u>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</u> <u>(please read guidance note 5)</u>		
Sat					
Sun					

B

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

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	
				Both	X
Mon	10:00	24:00	Please give further details here (please read guidance note 3) THIS WILL ONLY BE FOR A VERY LIMITED AMOUNT OF EVENTS AND WILL BE INSIDE THE BUILDING		
Tue	10:00	24:00			
Wed	10:00	24:00	State any seasonal variations for performance of live music (please read guidance note 4)		
Thur	10:00	24:00			
Fri	10:00	24:00	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 5)		
Sat	10:00	24:00			
Sun	10:00	24:00			

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	
				Both	X
Mon	10:00	24:00	Please give further details here (please read guidance note 3) THIS WILL BE FOR BACKGROUND MUSIC PLAYED AT A VERY LOW LEVEL		
Tue	10:00	24:00			
Wed	10:00	24:00	State any seasonal variations for playing recorded music (please read guidance note 4)		
Thur	10:00	24:00			
Fri	10:00	24:00	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	10:00	24:00			
Sun	10:00	24:00			

G

Performance of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).</u>	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur					
Fri			<u>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)</u>		
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)			<u>Please give a description of the type of entertainment you will be providing</u>		
Day	Start	Finish	<u>Will the entertainment take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).</u>	Indoors	
				Outdoors	
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
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 4)		
Fri					
Sat			<u>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)</u>		
Sun					

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment be indoors or outdoors or both - please make selection with an "x" (please read guidance note 2).	Indoors	
Day	Start	Finish		Outdoors	
Mon	10:00	24:00	Please give further details here (please read guidance note 3) THIS WOULD ONLY BE FOR VERY LIMITED EVENTS.	Both	X
Tue	10:00	24:00			
Wed	10:00	24:00	State any seasonal variations for provision of late night refreshment (please read guidance note 4)		
Thur	10:00	24:00			
Fri	10:00	24:00	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)		
Sat	10:00	24:00			
Sun	10:00	24:00			

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	
				Off the premises	
				Both	X
Day	Start	Finish			
Mon	10:00	24:00			
Tue	10:00	24:00	State any proposed seasonal variations for the supply of alcohol (please read guidance note 4)		
Wed	10:00	24:00			
Thur	10:00	24:00			
Fri	10:00	24:00			
Sat	10:00	24:00	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)		
Sun	10:00	24:00			

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 8)

NONE

L

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	
Mon	10:00	17:00	
Tue	10:00	17:00	

L

Wed	10:00	17:00	<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;">FOR A WEDDING OR AN EVENT</p>
Thur	10:00	17:00	
Fri	10:00	17:00	
Sat	10:00	17:00	
Sun	10:00	17:00	

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 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)

Hush Heath Estate is a family owned farm and winery maintained to the highest of standards with limited access to the public, good security, good parking and in an extremely remote area. The principals of security and safety will be extended in all dealings with the public.

b) The prevention of crime and disorder

Limited opening hours. Good security, alarms and CCTV cameras. No unsupervised access.

c) Public safety

The Winery form part of Hush Heath Estate which carries out HACCP this ensures public safety and our staff are trained in this. Staff are also First Aid trained and we have designated first aid areas should an event occur.

d) The prevention of public nuisance

The supply of alcohol will be restricted to members of the public as tasting samples. We follow the "Challenge 25" rules and our staff are trained in the safe serving of alcohol and not to serve anyone who has had too much to drink.

e) The protection of children from harm

Only allowed on the estate/ tasting rooms and winery with parental or adult supervision. At all times they will be accompanied. All hazardous materials will be kept under child proof lock.

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

RICHARD BA

Date

05/07/2018

Capacity

PROPRIETOR

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: Richard Balfour-Lynn/

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.

THE ACTIVITIES WILL NOT CHANGE FROM THE ORIGINAL APPROVED PREMISES LICENCE, THE ONLY DIFFERENCE BEING THE NEW PART OF THE BUILDING WITH IMPROVED VISITOR FACILITIES.

☒ I have read the terms and conditions of the application and the relevant applicable regulations and I understand that I must now submit my application.

☒ I have enclosed the consent form completed by the relevant authority.

☒ I understand that 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 166 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 continuing on behalf of the applicant please state in what capacity:

☒ Confirmation

Name: RICHARD BA
Capacity: PROPRIETOR
Date: 12/07/2013

For joint applications confirmation of 2nd applicant or 2nd applicant's solicitor or other duly authorised agent (please read guidance note 12) if continuing on behalf of the applicant please state in what capacity:

☐ Confirmation

Name: _____
Capacity: _____
Date: _____

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

Name: _____
Address: _____
Postcode: _____
Telephone number (if any): _____

If you would prefer us to correspond with you by email, your e-mail address (optional): _____

Signature: _____
Date Submitted: _____