

AGENDA

LICENSING ACT 2003 SUB COMMITTEE MEETING



Date: Friday 3 June 2016
Time: 10.00 am
Venue: Town Hall, High Street,
Maidstone

Membership: To be appointed

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. Report of the Head of Housing and Community Services -
Application for a premises licence under the Licensing Act 2003
for Harrietsham Village Hall, Church Road, Harrietsham, Kent,
ME17 1AP 1 - 51

Issued on Wednesday 25 May 2016

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 Poppy Collier on 01622 602242**. 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 16/00173/LAPRE

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

Date: 12 MAY 2016

Report Title: HARRIETSHAM VILLAGE HALL, CHURCH ROAD,
HARRIETSHAM, KENT, ME17 1AP

Application for: A premises licence under the Licensing Act 2003

Report Author: Lorraine Neale

- Summary:**
1. The Applicant – Harrietsham Village Hall Trust
 2. Type of authorisation applied for: A premises licence under the Licensing Act 2003.
 3. Current and Proposed Licensable Activities and hours: The premises does currently have a premise licence (Appendix A) The premises are in the same location but the applicant wishes to add alcohol, late night refreshment and vary the hours and have done this by means of a new application rather than varying the existing licence.

			Current licence	New application
A	Plays	Mon - Sun	8.30 – 00.00	08.00 – 23.00 indoors
B	Films	Mon - Sun	8.30 – 00.00	08.00 – 23.00indoors
E	Live Music	Mon - Sun	8.30 – 00.00	08.00 – 23.00 indoor and outdoors
F	Recorded Music	Mon - Sun	8.30 – 00.00	08.00 – 23.00indoors and outdoors
G	Performances of dance	Mon - Sun	8.30 – 00.00	08.00 – 23.00indoors
H	anything of a similar description to that falling within (e), (f) or (g)	Mon - Sun	8.30 – 00.00	N/A
I	Late Night Refreshment	Fri & Sat	N/A	23.00 – 00-00 Indoors and outdoors
J	Supply of Alcohol	Mon - Sun	N/A	08:00 – 00-00 on licence only
L	Opening Hours	Mon - Sun	N/A	06:00 – 00-00

N.B The original application was submitted on the 22 January 2016 but due to errors on the public notice displayed at the premises and the advert placed in a local publication the applicant was advised that they would need to restart their 28 day consultation. The applicant made some amendments (Appendix B) to the application prior to commencing the new 28 day consultation period which ran from 25.03.16 – 21.04.16. Also under Regulation 11 of the Licensing Act 2003 (Hearings) Regulations 2005 the authority has extended the time for holding this hearing in the public interest by 9 working days in order to enable a Licensing Committee to be appointed for the new municipal year following the election on 5th May 2016 and Annual Meeting on 21st May 2016. The first available date to hold a sub committee hearing being 3rd June 2016.



Affected Wards: Harrietsham and Lenham

Recommendations: The Committee is asked to determine the application and decide whether to grant the premises 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: lorraineneale@maidstone.gov.uk – tel: 01622 602028

Agenda Item No. 1

**Report Title: HARRIETSHAM VILLAGE HALL, CHURCH ROAD,
HARRIETSHAM, KENT, ME17 1AP**

Application to: For a premises licence under the Licensing Act 2003. (Appendix B).

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 Harrietsham Village Hall Trust, in respect of the premises Harrietsham Village Hall, Church Road, Harrietsham, Kent, ME17 1AP, (Appendix B) in respect of which 2 objections were received from other parties, following provision of information one was withdrawn and one remains subject to this hearing (Appendix D).

1. Issue to be Decided

Members are asked to determine whether to:

- (1) grant as applied for
- (2) grant with conditions
- (3) exclude any licensable activity
- (4) reject the DPS
- (5) or reject the application

Background

- 2 The relevant sections are Part 3 S16 -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 notices displayed at the premises for the required period.
4. There are no representations received from responsible authorities.
5. There is one representation from other parties.
6. The table below illustrates the relevant representations which have been received

Responsible Authority /Interested Party	Licensing Objective	Associated Documents	Appendix
The Lingard Family	Public Nuisance Children from Harm	E-Mail dated...	D

The objection is in summary that there will be a lack of consideration to the residents in respect of noise and the quality of life for local residents, specifically children will be disturbed. The supply of alcohol at the premises may lead to nuisance and create other issues such as the requirement to clear up after drunken people who have been sick.

- 7. The premises has a current licence, Appendix A. The current licence holder is Harrietsham Village Hall Trust Committee.**
- 8. The current licence hours are as per the licence attached at appendix A and set out at 3 of the summary above. A Temporary event notice is applied for, when events take place at the premises that require alcohol to be sold or supplied.**
- 9. 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.;**
- 10. The Operating Schedule submitted by the Applicant has addressed the licensing objectives in the following manner:**
 - a) General – all four licensing objectives:**

No selling of alcohol to underage people. Strong management. All trustees and committee members to be made aware of the premises licenses and the resulting requirements. CCTV installed.
 - b) The prevention of crime and disorder:**

Events are managed adequately and risk assessments done. A notice to be displayed indicating the terms of the premises licence and the hours within which licensable activities can occur. CCTV installed.
 - c) Public Safety:**

CCTV installed, adequate lighting, ID checking system in place and good maintenance of the premises.
 - d) The prevention of public nuisance:**

Local residents are considered and informed about any outdoor music events going on later than 23:00. All waste to be removed by hirers of the hall.
 - e) The Protection of children from harm:**

ID checking system in place
- 11. Relevant sections of The Guidance issued under section 182 of The Licensing Act 2003;**

Chapters 8 (8.42 onwards) & 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:**

17.19 – 17.22 Prevention of Public Nuisance

17.23 – 17.26 Protection of Children from Harm.

Prevention of Public Nuisance

The applicant will be expected to detail any appropriate and proportionate steps to prevent nuisance and disturbance arising from the licensable activities at the premises and from the customers using the premises.

The applicant will be expected to demonstrate that they have considered the following and included steps to prevent public nuisance:

- (i) Proximity of local residents to the premises
- (ii) Licensable activities proposed and customer base
- (iii) Hours and nature of operation
- (iv) Risk and Prevention of noise leakage from the premises from equipment, customers and machinery
- (v) Prevention of noise from customers leaving the premises and customer pick up points outside premises and from the Car Park.
- (vi) Availability of public transport to and from the premises
- (vii) Delivery and collection times and locations
- (viii) Impact of external security or general lighting on residents.
- (ix) History of management of and complaints about the premises.
- (x) Applicant's previous success in preventing Public Nuisance.
- (xi) Outcomes of discussions with the relevant Responsible Authorities.
- (xii) Impact of location, noise and contamination from outside smoking areas on neighbours and other customers
- (xiii) Collection of litter arising from the premises

Steps to prevent public nuisance may include a range of options including noise limiting devices, sound insulation, wind down periods, acoustic lobbies, management of smoking areas etc.

Steps will differ depending on the individual premises and activities and it is for the applicant to ensure that reasonable, effective and appropriate steps are included within the operating schedule.

Protection of Children from Harm.

Applicants will be expected to detail any appropriate and proportionate steps to protect children at the premises from any harm. The Licensing Authority recognises the right of licensees (serving alcohol) to allow accompanied children into their premises. The Licensing Authority would not seek to restrict access by children (above that specified in the Act) unless it is necessary for the prevention of physical, moral or psychological harm.

Steps to protect children from harm must be carefully considered for inclusion where:

- (i) There is entertainment or services of an adult nature provided.
- (ii) There have been previous convictions for under age sales of alcohol.
- (iii) There has been a known association with drug taking or dealing.
- (iv) There is a significant element of gambling on the premises.
- (v) There is a presumption that children under 18 should not be permitted entry such as to nightclubs (apart from when specific events are held for under 18's).
- (vi) Outcomes of discussions with relevant Responsible Authorities suggest such steps are applicable.

Nothing in the Licensing Act prevents licensees from excluding children from a licensed premises and no condition can be added to require the admission of children.

Where there are no matters that give rise to concern in respect of children at premises the Licensing Authority would expect to see the relevant box on an application form completed to specify NONE.

12. Options

Legal options open to members -

- 1) Grant the licence subject to such conditions as are consistent with the operating schedule accompanying the application.
- 2) grant the licence with MODIFIED conditions or to exclude a licensable activity.
- 3) refuse to specify a person in the licence as designated premises supervisor
- 4) REJECT the whole or part of the application

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	Current Licence
Appendix B	Application Form
Appendix C	Plan of Premises
Appendix D	Other parties representation
Appendix E	Plan of area
Appendix F	Human Rights Articles
Appendix G	Order of Proceedings

15. Appeals

The applicant or any other person(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 lorryneale@maidstone.gov.uk
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Premises Licence

Maidstone Borough Council
Licensing Section
London House
5-11 London Road
Maidstone
Kent
ME16 8HR

Premises Licence Number MAID0185/LPRM/0895

Part 1 – Premises details

Postal address of premises or if none, Ordnance Survey map reference or description	
Harrietsham Village Hall Church Road Harrietsham	
Post Town Maidstone, Kent	Post Code ME17 1AW
Telephone Number None	

Where the licence is time limited the dates
N/A

Licensable activities authorised by the licence:-
Plays Films Live Music Recorded Music Performances of Dance Anything of a similar description to that falling within live music, recorded music and performances of dance. Provision of entertainment facilities for making music and dancing and similar.

The times the licence authorises the carrying out of licensable activities:-
08:30 – 00:00 (Monday) 08:30 – 00:00 (Tuesday) 08:30 – 00:00 (Wednesday) 08:30 – 00:00 (Thursday) 08:30 – 00:00 (Friday) 08:30 – 00:00 (Saturday) 08:30 – 00:00 (Sunday)

(1) Insert licensing authority details

The opening hours of the premises

N/A

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

N/A

Part 2

Name, (registered) address, telephone number and E-mail (where relevant) of holder of premises licence

Harrietsham Village Hall Trust Committee
Village Hall
Church Road
Harrietsham
Kent

ME17 1AP

Contact: Mr Nottage – 01622 859532

Registered number of holder, for example company number, charity number (where applicable)

283009

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

N/A

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

N/A

N/A

N/A

N/A

As attached

Special Conditions

A breakdown of permitted numbers in the Halls are as follows: -

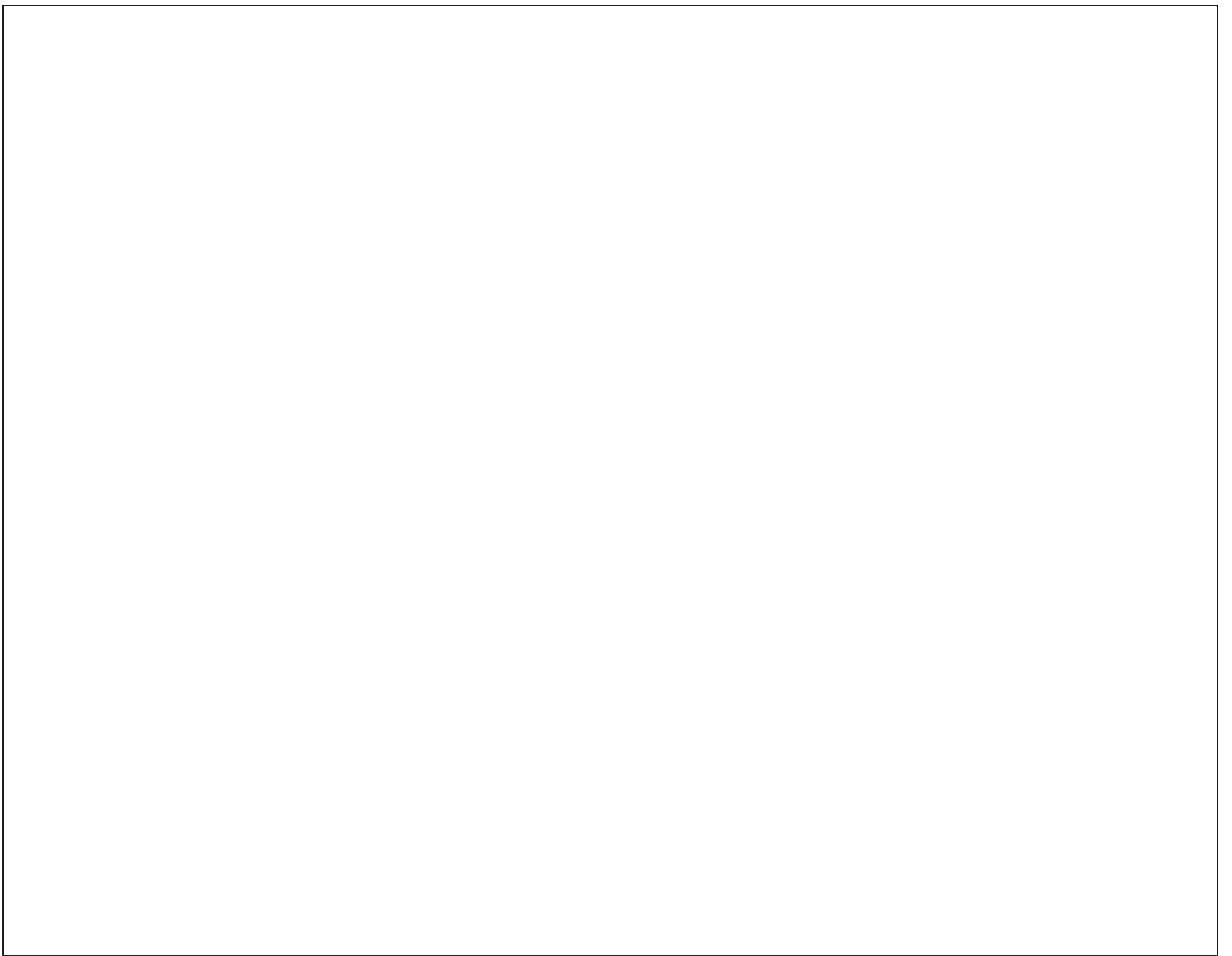
Closely Seated Audience - 200 persons Main Hall & 50 persons Small Hall

Disco Dancing - 200 persons Main Hall & 50 persons Small Hall

Seated at Tables - 150 persons Main Halls & 50 persons Small Hall

Seated at Tables and Dancing - 75 persons Main Hall & 50 persons Small Hall

- 1. The roof space is not to be used as storage.**
- 2. Anyone using the catering facilities at this hall, must ensure that they make adequate provision to comply with the Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995).**
- 3. Due to the close proximity of residential properties all doors and windows to remain closed whilst amplified music is being played.**
- 4. A new Fire Equipment Certificate shall be forwarded to this office prior to or on the date of expiry of the current Certificate on 13 February 2006, and thereafter annually on the anniversary of this date.**
- 5. A new Electrical Certificate shall be forwarded to this office prior to or on the date of expiry of the current Certificate on 18 April 2006, and thereafter annually on the anniversary of this date.**
- 6. A new Fire Alarm Certificate shall be forwarded to this office prior to or on the date of expiry of the current Certificate on 18 July 2005, and thereafter annually on the anniversary of this date.**
- 7. A new Emergency Lighting Certificate shall be forwarded to this office prior to or on the date of expiry of the current Certificate on 9 October 2005, and thereafter annually on the anniversary of this date.**





Sevenoaks
Application for a premises licence
Licensing Act 2003

For help contact
licensing@sevenoaks.gov.uk
Telephone: 01732 22700*

* required information

Section 1 of 19

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

First name

Family name

E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House? Yes No

Is your business registered outside the UK? Yes No

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 19

REMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address
- OS map reference
- Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Continued from previous page...

Address

Building number or name	Harrietsham Village Hall
Street	Church Road
District	Harrietsham
City or town	Maidstone
County or administrative area	Kent
Postcode	
Country	United Kingdom

Contact Details

E-mail	
Telephone number	
Other telephone number	

Add another applicant

Section 5 of 19

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of 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.

The premises is a community/village hall used by various parties for events, dance classes, sporting activities, meetings, fetes and fayres, social gatherings and fundraising events. Alcohol is sometimes sold (covered by individual TEN licenses each time) but only for consumption on the premises. Regulated entertainment, music, dancing, quiz nights etc... are examples of fundraising entertainment often organised.

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

Section 6 of 19

PROVISION OF PLAYS

Section 3 of 19

APPLICATION DETAILS

1. In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales
- Other (for example a statutory corporation)

Section 4 of 19

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Village Hall Trust (charity)

Continued from previous page...

Will you be providing plays?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the day
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of a play take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State 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.

Music may or may not be amplified.

State any seasonal variations for performing plays

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 7 of 19

PROVISION OF FILMS

Will you be providing films?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the day
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start 08:00 End 23:00

Start End

Will the exhibition of films take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Music/sound may or may not be amplified. Film club in operation.

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 8 of 19

PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

- Yes No

Standard Days And Timings

MONDAY

Start 08:00 End 23:00

Start End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the day of the week when you intend the premises to be used for the activity.

TUESDAY

Start 08:00 End 23:00

Start End

Continued from previous page...

WEDNESDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State 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.

Typical village clubs, such as Badminton, short mat bowls, short tennis, table tennis, karate classes and more.

State any seasonal variations for indoor sporting events

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for indoor sporting events at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 19

PROVISION OF LIVE MUSIC

Will you be providing live music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the day
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State 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.

Music may or may not be amplified. Example of events are, but not limited to, tribute nights, live singers/musicians/act, talent competitions, fetes, fayres and festivals.

Continued from previous page...

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 11 of 19

PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

Yes No

Standard Days And Timings

MONDAY

Start 08:00

End 23:00

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the day
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start 08:00

End 23:00

Start

End

WEDNESDAY

Start 08:00

End 23:00

Start

End

THURSDAY

Start 08:00

End 23:00

Start

End

FRIDAY

Start 08:00

End 23:00

Start

26th End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 12 of 19

PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the day of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start End

Start End

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the performance of dance take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Music may or may not be amplified

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

Continued from previous page...

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 13 of 19

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

Section 14 of 19

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the day of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

Indoors

Outdoors

Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Occasional events where we can offer hot food and/or drink until midnight instead of 23:00

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 15 of 19

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes

No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the day of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

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

Name

First name
Family name

Enter the contact's address

Building number or name
Street
District
City or town
County or administrative area
Postcode
Country
Personal Licence number (if known)
Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 19

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

Film shows may show films that are for restricted age groups

Section 17 of 19

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the day
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Hours depend on booked activities and events but Hall can be accessed from 08:00 until 23:00 (earlier on request but not for licensable activities)

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

Section 18 of 19

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

No selling of alcohol to underage people

Strong management

All trustees and committee members to be made aware of the premises licenses and the resulting requirements

CTV installed

b) The prevention of crime and disorder

Events are managed adequately and risk assessments done

A notice to be displayed indicating the terms of the premises license and the hours within which licensable activities can occur

CTV installed

c) Public safety

CTV installed

Adequate lighting

D checking system in place

Good maintenance of the premises

d) The prevention of public nuisance

Local residents are considered and informed about any outdoor music events going on later than 23:00

All waste to be removed by hirers of the Hall

e) The protection of children from harm

D checking system in place

Section 19 of 19

DECLARATION

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

Full name

Harrietsham Village Hall Trust

Continued from previous page...

Capacity

Date / /
dd mm yyyy

[Add another signatory](#)

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/sevenoaks/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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

OFFICE USE ONLY

Applicant reference number	<input type="text"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Digitally signed	<input type="checkbox"/>

From: Susannah Jack <susannah@thejackfamily.com>
Sent: 02 March 2016 11:40
To: Lorraine Neale
Cc: Carey Jack; Village Hall Treasurer;
bookings@harrietshamvillagehall.org.uk; Chairman
Subject: RE: Harrietsham Village Hall - Premise licence application -
16/00173/LAPRE

Hi Lorraine,

I'm so sorry about the email trouble. Carey is looking into it, as we have no idea why emails are not reaching me.

Please take this email as confirmation of the amendments stated below. I have printed out the amended Notice and will ensure that this version appears in the village magazine which will definitely be in circulation by the 7th of April (more likely the 31st of March or 1st of April).

I have cc'd Carey in to this email, and if you can do the same with any reply then he will receive it at least and forward on to me in the event I do not !

Many thanks for all your help,
Kind regards,
Susie

From: Lorraine Neale
Sent: 18 February 2016 10:31
To: 'Treasurer@HarrietshamVillageHall.Org.Uk'
Subject: FW: Harrietsham Village Hall - Premise licence application - 16/00173/LAPRE
Importance: High

Hello Susie

Just to avoid confusion are you happy that we are amending your original application to reflect the following:

Provision of Plays	- Monday to Sunday, 08:00 to 23:00
Provision of Films	- Monday to Sunday, 08:00 to 23:00
Provision of Live Music	- Monday to Sunday, 08:00 to 23:00
Provision of Recorded Music	- Monday to Sunday, 08:00 to 23:00
Provision of Dance	- Monday to Sunday, 08:00 to 23:00
Provision of Late Night	- Friday & Saturdays, 23:00 to 00:00
Refreshment	
Sale of Alcohol	- Monday to Sunday, 08:00 to 00:00
Opening Hours	- Monday to Sunday, 06:00 to 00:00

If you confirm then the notice and application will match, there is no problem with you delaying to March and the dates on the notice are correct. The advert needs to appear by 7.4.16. I have also added the address of the hall on the notice as it is required. So the notice attached is now correct

and contains everything required. So if you confirm that you are happy with the hours above, we will then amend the record and application.

Kind Regards

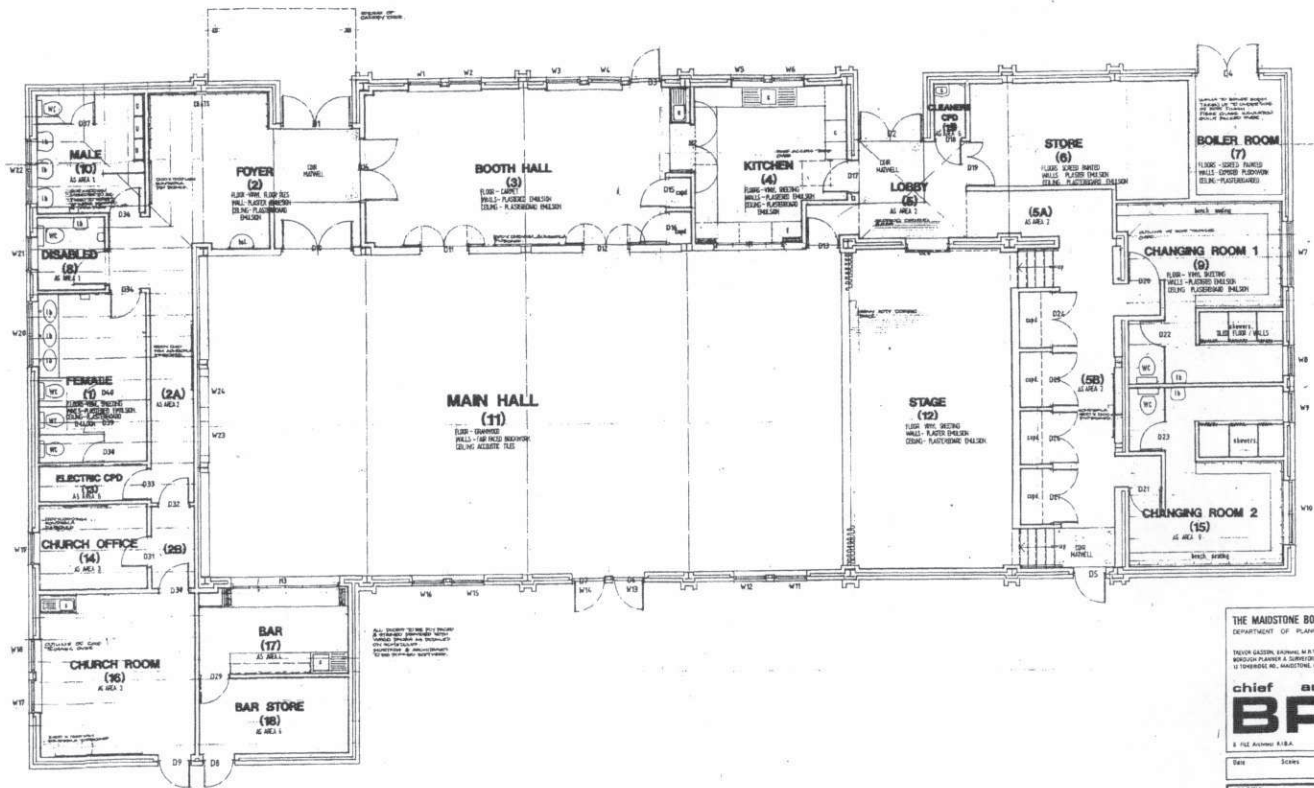
Lorraine Neale

Senior Licensing Officer

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

t 01622 602028 **e** lorraineneale@maidstone.gov.uk **w** www.digitalmaidstone.gov.uk

APPENDIX C



THE MAIDSTONE BOROUGH
DEPARTMENT OF PLANNING &
ENVIRONMENT
INDOR GARDEN, LONDON SE17 7JL, MAIDSTONE
BOROUGH PLANNING & SURVEYING
11 THORNTON RD., MAIDSTONE, Kent ME14 1JF

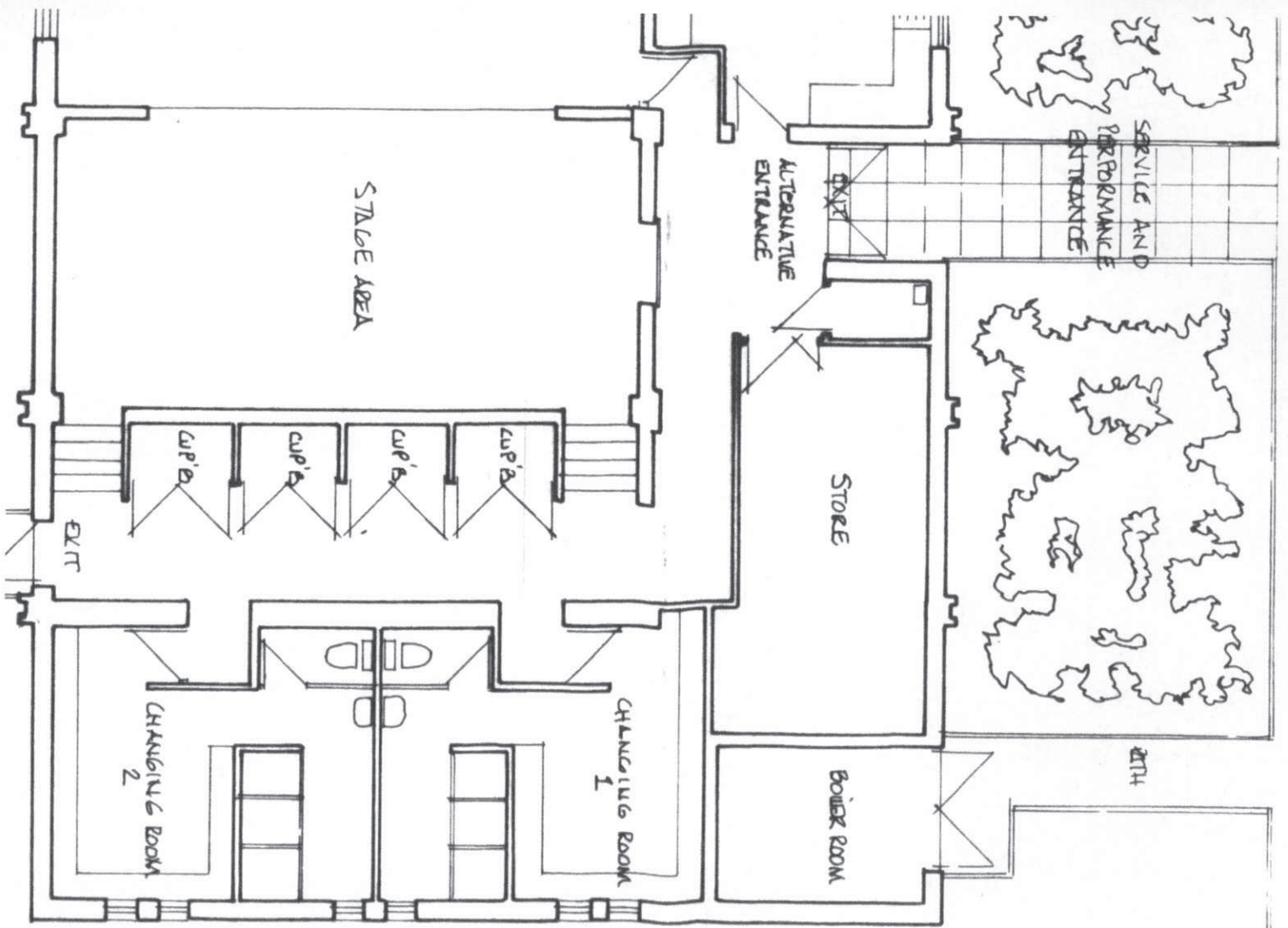
chief architect
BPC
B. P. C. ARCHITECTS A.I.A.A.

Date: _____ Scale: _____

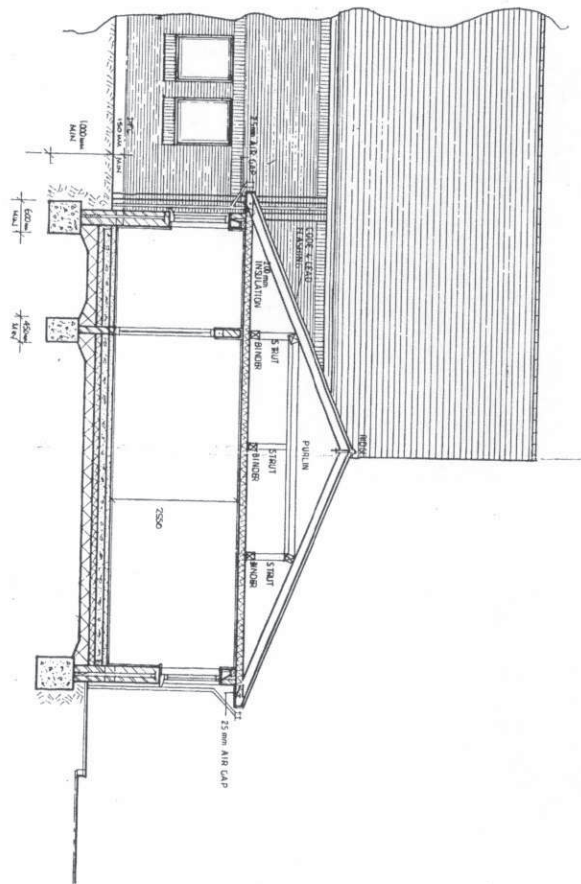
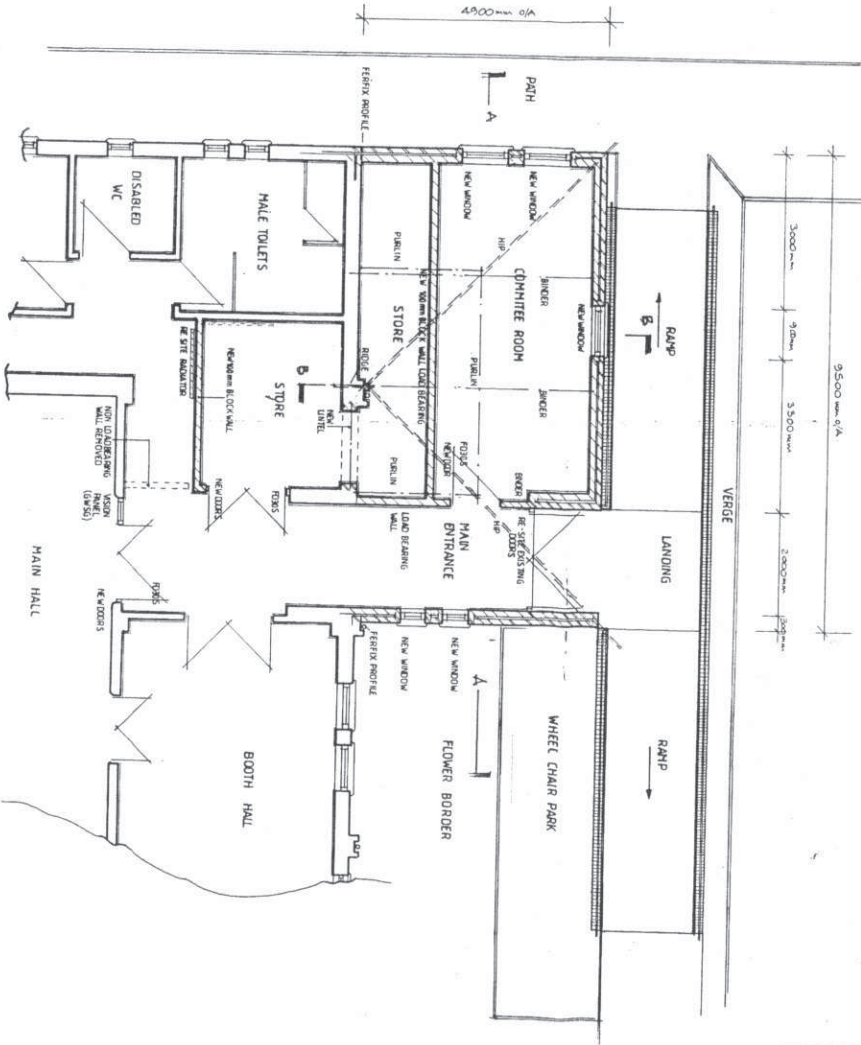
JOB TITLE
**Harristown
Community Cen**

SHEET TITLE
Base Plan

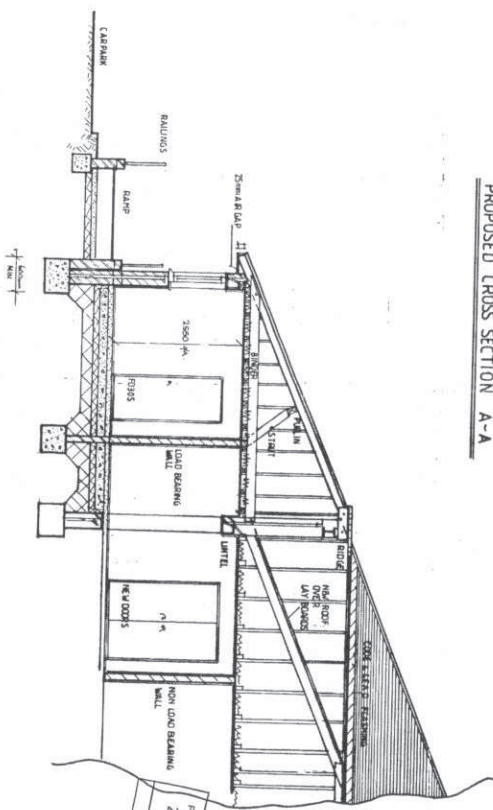
JOB No. 8906 Dwg No. 212



PROPOSED GROUND FLOOR LAYOUT



PROPOSED CROSS SECTION A-A



PROPOSED CROSS SECTION B-B

PROPOSED ALTERATIONS AT HARRIETSHAM VILLAGE HALL CHURCH ROAD HARRIETSHAM MAIDSTONE KENT

DRAWN: MESANEAN DESIGNS
DATE: JULY 2005
SCALE: 1:50
DRAWING NO: MP/2005/036 TEL: 01622 843677

DATE: 23 AUG 2005
 PROJECT NO: 036
 DRAWING NO: MP/2005/036

APPENDIX D

From: publicaccess@sevenoaks.gov.uk
Sent: 20 April 2016 12:29
To: Lorraine Neale
Subject: Comments for Licensing Application 16/00173/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 12:29 PM on 20 Apr 2016 from Mr Michael Lingard.

Application Summary

Address: Harrietsham Village Hall Church Road Harrietsham Kent
ME17 1AP

Proposal: Premises Licence

Case Officer: Lorraine Neale

[Click for further information](#)

Customer Details

Name: Mr Michael Lingard

Email: 

Address: 6 Harrison Drive, Harrietsham, Kent ME17 1BZ

Comments Details

Commenter Type: Neighbour

Stance: Customer objects to the Licensing Application

Reasons for comment:

- Noise Disturbance
- Opening Hours
- Protection of Children from Harm

- Traffic

Comments: 12:29 PM on 20 Apr 2016 The Lingard Family
6 Harrison Drive
Harrietsham
Maidstone
ME17 1BZ
RE 16/00173/LAPRE

Dear Sirs,

It has come to my notice that a license has been applied for the Harrietsham Village Hall to extend its licensing hours. The Village hall is bounded on three sides by housing developments/family homes, this is suburban area with most families having children and believe our quality of life and schooling of the local children will be blighted by having a bar open from 8am till midnight and on a Sunday till 11am. We did not intend to live next door to a public house and all of our childrens education will suffer from the coming and goings and the drunken noise and music from the hall.

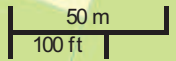
We venomously object to this, we are two doors away from the hall and have children who attend education five days a week and need to sleep. Having the hall open seven days a week is going to affect our life and also that of our children. How can you agree to disco music till 11pm six nights a week and a bar open until 12 pm and expect kids to go to school wide awake and able to learn. This is selfish and money grabbing.

I only heard of this by accident and will be telling all my neighbours who also haven't heard of the stupid application.

The hall is in the car park of the doctors surgery, so old people, infirm people, mothers with children will have to dodge the drunks coming out of the hall. How ridiculous! On top of that, we don't have any police here, I don't want my kids growing up with drunk, noisy and violent people hanging around our neighbourhood which having a bar open seven days a week till midnight will attract, leave it to the towns which have a police force and all the services available to them, plus who is going to clear up, its bad enough having to clear up the dog muck left in our street without having to sort out clearing up sick and detritus left by drunken hoodlums.

Kind regards

The Lingard Family



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.