

Donna Thorne

From: Uniform_Service_Request_Connector-Licensing@sevenoaks.gov.uk
Sent: 19 July 2018 15:40
To: Licensing
Subject: Uniform LI Connector: New Licensing application notification

A new Uniform Licensing application has been created by the Licensing Connector server.

Application Reference Value: 18/02647/LAPRE Application Type: LAPRE Application CaseType: NEW Application Address: Battel Hall, Burberry Lane
Created: 19/07/2018 00:00:00
Message sent from host name WKIP-SOAP-15 by user LicensingConnectorService_LIVE at 19/07/2018 15:39:42.

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.

LICENSING PARTNERSHIP

19 JUL 2018

SEVENOAKS DISTRICT COUNCIL

Licensing Authority: *The Licensing Partnership*

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

Ref:

Application for a Premises Licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes found at bottom of Page 4 of this 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 **Leeds Castle Enterprise** apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 - Premises Details

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

Battel Hall,
Burberry Lane

Post town

Leeds Village

Post code

ME17 1RH

Telephone number of premises (if any)

01622 765400

Non-domestic rateable value of premises

£ 2895000

If the premises is under construction please check here ☐

If the premises hasn't been assigned a rateable value yet, please check here ☐

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please make selection with an "x"

- | | |
|--|---|
| a) An individual or individuals* | <input type="checkbox"/> please complete section (A) |
| b) a person other than an individual* | |
| i as a limited company | <input type="checkbox"/> please complete section (B) |
| ii as a partnership | <input type="checkbox"/> please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> please complete section (B) |
| c) A recognised club | <input type="checkbox"/> please complete section (B) |
| d) a charity | <input checked="" type="checkbox"/> please complete section (B) |

- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

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

Please make selection with an "x"

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

You do not have to answer the questions in this section.

Title

Surname

First names

Are you 18 years or older?

- ☐ Yes
☐ No

Date of Birth

Nationality

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)

Title

Surname

First names

Date of Birth
(you must be 18
years old or over)

Nationality

Current postal
address
if different from
premises address

Postcode

Post Town

Daytime contact telephone number

Email address
(optional)**(B) OTHER APPLICANTS**

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

Name

Leeds Castle Foundation, operated by Leeds Castle Enterprise

Address

Maidstone.
ME17 1PL

Registered number (where applicable)

Registered no. 1172263 Charity no. 268354

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

Company limited by guarantee

Telephone number (if any)

01622 765400

E-mail address (optional)

debbiematthews@leeds-castle.co.uk

Part 3 - Operating Schedule

When do you want the premises licence to start?

01/09/1918

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

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

General description of premises (please read guidance note 1)

Battel Hall is a historic property, which has undergone total restoration to preserve it. the property is owned by Leeds Castle and it is the intention to let the house to customers who want to enjoy the history of the building and stay in it as a holiday home. With 5 en-suite bedrooms and a dining room and two drawing rooms.

Whilst most customers will use the property as a self catering holiday we also want to cater for guests with food and drink during their stay. we will promote Battel Hall for small indoor weddings and in the summer months we will use the gardens for outdoor wedding ceremonies and marquee receptions a maximum of 13 per year.

The maximum size of a marquee function will be 100 guests. Indoor events for up to 50 guests.

What licensable activities do you intend to carry on from the premises?
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

- 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)

Please check all
relevant boxes

☐
☐
☐
☐
☒
☒
☐
☐

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

☐

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

☒

In all cases complete boxes N, O and P

E

| Live music Standard days and timings (please read guidance note 7) | | | Will the performance of live music take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 3). | Indoors | |
|---|-------|--------|---|----------|---|
| Day | Start | Finish | | Outdoors | |
| | | | | Both | X |
| Mon | | | Please give further details here (please read guidance note 4) live music for wedding ceremonies being harpist, string trio or quartet. live music for wedding receptions. | | |
| Tue | | | | | |
| Wed | | | State any seasonal variations for performance of live music (please read guidance note 5) | | |
| Thur | | | | | |
| Fri | 14:00 | 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 6) weekends preceding bank holidays and New Year Eve | | |
| Sat | 14:00 | 24:00 | | | |
| Sun | | | | | |

F

| Recorded music Standard days and timings (please read guidance note 7) | | | Will the playing of recorded music take place indoors or outdoors or both - please make selection with an "x" (please read guidance note 3). | Indoors | |
|---|-------|--------|---|----------|---|
| Day | Start | Finish | | Outdoors | |
| | | | | Both | X |
| Mon | | | Please give further details here (please read guidance note 4) recorded music for wedding ceremonies and functions. | | |
| Tue | | | | | |
| Wed | | | State any seasonal variations for playing recorded music (please read guidance note 5) | | |
| Thur | | | | | |
| Fri | 14:00 | 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 6) weekends preceding bank holidays and New Year Eve | | |
| Sat | 14:00 | 24:00 | | | |
| Sun | | | | | |

M

| | | | | | |
|--|-------|--------|--|------------------|----------|
| Supply of alcohol Standard days and timings (please read guidance note 7) | | | Will the supply of alcohol be for consumption please make selection with an "x" (please read guidance note 8). | On the premises | X |
| Day | Start | Finish | | Off the premises | |
| | | | | Both | |
| Mon | 12:00 | 23:00 | State any proposed seasonal variations for the supply of alcohol (please read guidance note 5) | | |
| Tue | 12:00 | 23:00 | | | |
| Wed | 12:00 | 23:00 | | | |
| Thur | 12:00 | 23:00 | | | |
| Fri | 12:00 | 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 6) Christmas and New Year | | |
| Sat | 12:00 | 24:00 | | | |
| Sun | 12:00 | 22:00 | | | |
| | | | | | |

State the name and details of the individual whom you wish to specify on the licence as premises supervisor. (Please see declaration about the entitlement to work in the checklist at the end of the form):

| | |
|--|---------------------------|
| Title | Mrs |
| Surname | Matthews |
| First Name(s) | Deborah Joy |
| Date of Birth | REDACTED |
| Address | REDACTED |
| Postcode | 1 |
| Personal Licence number (if known) | 8/01896/LAPER |
| Issuing licensing authority (if known) | Maidstone Borough Council |

Please print the 'Consent of individual to being specified as premises supervisor' form (shown on pages 19 and 20), and have the person specified above sign and confirm the details given.

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9)

O

Hours premises are open to the public

Standard days and timings
(please read guidance note 7)

| Day | Start | Finish |
|------|-------|--------|
| Mon | | |
| Tue | | |
| Wed | | |
| Thur | | |
| Fri | | |
| Sat | | |
| Sun | | |

State any seasonal variation (please read guidance note 5)

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 6)

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

a) General - all four licensing objectives (b,c,d,e) (please read guidance note 10)

Battel Hall belongs to Leeds Castle and will be managed and run by the Castle's experienced function department. Leeds Castle Enterprise (Leeds Castle's commercial arm) has been running functions and overnight accommodation since 1974.

We have very high standards in safety, with an accident to visitor number percentage of 0.017% (as at March 2018 audit)

Due to the historic nature of our buildings and their contents our policy is to limit alcohol consumption, it helps our guests to respect the surroundings and accidental damage is less likely to happen.

b) The prevention of crime and disorder

Bookings and functions will be private with invited attendees, a guest list is required for each function. Function Manager and Supervisors will be Personal Licence holders and on duty at functions. Security cameras are in place with imaging back to Leeds Castle control room, in-house roving security will patrol the venue as part of their watch.

Our client terms and condition does not allow anyone to bring into the function their own drinks, this enables us to have more accurate knowledge of how much a guest has consumed and to manage the situation.

c) Public safety

Function staff are trained in fire safety, correct use of fire equipment and emergency evacuation. Function Managers and supervisors are qualified first aiders.

Clients must undertake to use Leeds Castle Hospitality approved suppliers. The list of suppliers will be reviewed on an ongoing basis and is non-negotiable unless there is a specific area of expertise that is not covered.

All suppliers will sign a Supplier Agreement and undergo an auditing procedure. For marquee events where the catering is not provided by the in-house team the contract caterers will require a full Food Audit from our approved contractor, together with references and appropriate levels of insurance. This is generally a minimum of £5m public liability.

Only catering suppliers on the Leeds Castle approved list are permitted to work at the venue.

d) The prevention of public nuisance

Stewarding staff who will manage the quiet ingress and egress of guests from the venue and car park. Car park signage to remind guests to be considerate of neighbours and to depart quietly.

Leeds Castle will inform local residents of functions via the parish council once they are confirmed.

The Function Manager will monitor and control the noise level using a sound meter and/or a noise level warning indicator. This will be written down during the evening.

Clients must undertake to use Leeds Castles approved entertainment suppliers, who are respectful of our terms and conditions and work with us to keep within the boundaries set for noise levels and finish times for music.

e) The protection of children from harm

We operate child friendly venues and the holidays and celebrations which take place across our venues, including Battel Hall, are family orientated with children attending.

Our terms and conditions state that children must be accompanied by an adult and cannot be left in rooms on their own.

We operate a challenge 25 policy on our bars and functions.

Duty Manager on site during function, poured drinks are not left unattended for guests to help themselves to.

Empty glasses are collected regularly both inside and outside to minimise the possibility of incidents broken glass.

Please make
selection with an "x"

I have enclosed the plan of the premises ☒

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 ☒

[Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships.] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15). ☒

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 5 - Declaration (please read guidance note 11)

Confirmation of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 12) If confirming on behalf of the applicant please state in what capacity.

• [Applicable to all individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

• The DPS named in this application form is entitled to work in the UK, (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15).

Confirmation

☒

Name

Deborah Joy Matthews

Date

19/07/2018

Capacity

applicant

Please print the 'Consent of individual to being specified as premises supervisor form (shown on pages 19 and 20), and have the person specified above sign and confirm the details given.

For joint applications confirmation of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 13) 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 14)

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)

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.