

AGENDA

LICENSING SUB-COMMITTEE MEETING

Date: Monday, 1 July 2019

Time: 2.00pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

Membership:

Councillors Derek Carnell, Lee McCall and Tony Winckless.

Quorum = 3

Pages

1. Emergency Evacuation Procedure

The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chairman will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park. Nobody must leave the assembly point until everybody can be accounted for and nobody must return to the building until the Chairman has informed them that it is safe to do so; and

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

2. Apologies for Absence and Confirmation of Substitutes

3. Notification of Chairman and Outline of Procedure

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

5. New Time Limited Premises Licence under the Licensing Act 2003

1 - 50

To consider an application for a Time Limited Premises Licence for Woodcombe Sports and Social Club, Church Road, Murston.

Issued on Wednesday, 19 June 2019

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 DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of this Committee, please visit www.swale.gov.uk

Swale Borough Council

Report to: Licensing Sub – Committee (Under the Licensing Act 2003)

Date:

Report Author: Christina Hills – Licensing Officer

Subject: Woodcombe Sports and Social Club, Church Road, Murston,
Sittingbourne, Kent ME10 3RT

Purpose and summary of report:

To consider an application, to which representations have been made, for a Time Limited Premises Licence application under the Licensing Act 2003 – application reference number SIT/SWALE/189/0723

Recommendations:

The Sub Committee is asked to determine the application and decide whether to grant a licence. Members are asked to consider the application on its merits.

Background papers: The Licensing Act 2003
Home Office Guidance Documents issued under Section 182 of the
Licensing Act 2003 as amended
Swale Borough Council Statement of Licensing Policy

Contacts: Christina Hills, Licensing Officer
Email: chrishills@swale.gov.uk
Telephone: 01795 417737

The Licensing Act 2003 Act requires the Council to publish a 'Statement of Licensing Policy' that sets out the policies the Council will generally apply to promote the licensing objectives when making a decision on applications made under the Act. The Policy will be available at the meeting for reference purposes.

Under the 2003 Act, it is the duty of all licensing authorities that, in carrying out their functions, they must have regard to guidance issued by the Secretary of State under section 182. The Guidance cannot anticipate every possible scenario or set of circumstances that may arise. Provided that the licensing authority has properly understood and considered the Guidance, it may depart from it when it has reason to do so. However, as the licensing authority is under a duty to have regard to the Guidance, it will need to give full reasons for its departure from it. This would be a key consideration for the courts should departure from the Guidance result in a determination which gives rise to an appeal or judicial review. Should the need arise the Guidance will be available at the meeting for reference purposes.

The Licensing Authority must, under the Act refer any application for hearing to the Licensing Sub Committee Panel, if relevant representations are made by a Responsible Authority or Other Person.

A copy of the Council's approved procedure for hearings of the Sub Committee in relation to an application, along with a copy of the Hearings Regulations has been circulated to all parties prior to the meeting.

Report Title: Woodcombe Sports & Social Club, Church Road, Murston, Sittingbourne, Kent ME10 3RT

Application for: A Time Limited Premises Licence to be granted under the Licensing Act 2003

Purpose of the report:

The report advises Members of an application for a Time Limited Premises Licence to be granted under the Licensing Act 2003, made by Elena Hanslow of Woodcombe Sports & Social Club, regarding premises at Woodcombe Sports & Social Club, Church Road, Murston, Sittingbourne, Kent ME10 3RT (Appendices A and B) in respect of which one (1) representation has been received from members of the public (Appendix D).

1. Issues to be decided

Members are asked to determine whether to:

- (i) grant a licence as applied for
- (ii) Grant a licence, subject to conditions consistent with the Operating Schedule modified to such an extent as considered appropriate for the promotion of the licensing objectives and any mandatory conditions,
- (iii) grant a licence but excluding any of the licensable activities applied for,
- (iv) grant a licence but refusing to specify a premises supervisor,
- (v) reject the application.

2. Background

The Licensing Act requires the Council as licensing authority to carry out its various licensing functions so as to promote the following four licensing objectives:

- (i) the prevention of crime and disorder;
- (ii) the protection of public safety;
- (iii) the prevention of public nuisance;
- (iv) the protection of children from harm

3. The Application

3.1 On 13th May 2019 an application was made which was fully complete, from Elena Hanslow and Woodcombe Sports & Social Club Committee for the grant of a Time Limited Premises Licence under section 17 of the Licensing Act 2003 in respect of land at the premises of Woodcombe Sports & Social Club. The application is to licence Woodfest an event that will take place in the grounds of the club and is for 1 day only being 27th July 2019. The proposed hours of the licensable activities are as follows:

- Outdoor live music – 12:00 until 23:30
- Outdoor recorded music – 12:00 until 21:00
- Sale of Alcohol on the premises – 12:00 until 23:00

- Opening Hours – 12:00 until 24:00
- 3.2 A copy of the application, which includes the operating schedule that details the steps the applicant intends to take to address the licensing objectives is shown at Appendix A and the plan of land is shown at Appendix B.
- 3.3 The event management plan which details how the event will be run is attached at Appendix C.
- 3.4 The application has been correctly advertised in the local press on 22 May 2019. The consultation period ended on 10th June 2019. The required public notice was correctly displayed during the whole of the consultation period.
- 3.5 The Designated Premises Supervisor (DPS) is Elena Hanslow. She is also the DPS for Woodcombe Sports & Social Club premises who have a premises licence reference SIT/SWALE/189/0027.

3.6 Representations

3.6.1 Representations from responsible authorities:

- Kent and Medway Fire & Rescue Service – No representations
 - Kent County Council Trading Standards – No representations
 - Kent County Council Services Children and Families – No representations
 - Kent County Council Public Health – No representations
 - Environmental Health – Swale Borough Council - No representations
- Kent Police – Have agreed with the applicant the attachment of the following conditions to assist in the promotion of the licensing objectives:
1. All drinks will be served in plastic or paper drinks containers. No glass containers will be sold or given to the public except wine/prosecco bottles
 2. A drugs policy will form part of the event
 3. The DPS will satisfy herself that any members of staff dispensing alcohol are fully aware of their legal responsibilities in that respect
 4. The Premises Licence Holder will work closely with Kent Police to minimise any risks of crime and disorder
 5. The site bars will shut at 22:30 hours on Saturday 27th July 2019
 6. Throughout the period of the Time Limited Licence at least 6 registered door supervisors are to be on duty.
 7. All site Security and Stewards employed at the event will wear fluorescent clothing to make them easily identifiable to members of the public attending the event.

8. Entry to the event will be by ticket or valid pass only. Pass outs will not be permitted except in exceptional circumstances at the discretion of the gate supervisors.
9. A random search policy will be in place and applied at the discretion of the 'gate supervisors' to prevent alcohol, weapons, glass, illegal drugs and any other contraband goods being brought into the licensed area.
10. There will be no sale of corder/beer/lager beyond 8% ABV.
11. A 'Challenge 25' Policy will be adopted and applied at the premises where the sale of alcohol takes place. Only PASS accredited identification, passport or photographic drivers licence will be accepted as proof of age.

3.6.2 There has been one (1) representation from a member of the public. This is shown at Appendix D.

Responsible Authority / Other person	Licensing Objective	Associated Documents	Appendix
Member of the Public	Public Nuisance	One (1) letter	D

4 Policy Considerations

The following provisions of the Secretary of State's Guidance apply to this application:

Chapter 2 – The licensing objectives

Chapter 8 – Applications for premises licences

Chapter 9 – Determining applications

Chapter 10 – Conditions attached to Premises Licences

The following paragraphs of the Council's Statement of Licensing Policy apply to this application:

Sections 3,1 – 3.4, 17.1-8, 17.20-23 – These sections set out the Council's approach with regard to licensing and details other mechanisms to deal with potential problems.

Section 1.1 to 1.4 – These sections set out the four licensing objectives and identifies matters that may be relevant to the promotion of each licensing objective.

Determining the application – Options of the Sub Committee The Sub Committee must, when reaching a decision on the outcome of the application, take into account the licensing objectives. Having had proper regard to the matters above the Sub Committee may:

- (i) Grant the licence application as applied for;
- (ii) Modify the activities or conditions proposed or add any new conditions;
- (iii) Refuse to specify a person in the licence as designated premises supervisor
- (iv) Reject the whole or part of the application

- 5.1 Members of the Licensing Act 2003 – Licensing Sub – Committee are reminded of their duty under the Section 17 of the Crime and Disorder Act 1989 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 1998 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 is reasonably can to prevent crime and disorder in its area”.

5 Implications Assessment

The decision should be made with regard to the Secretary of the 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.

6 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 a fair hearing.
- Article 10 – Freedom of Expression

7 Recommendations

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

8 List of Appendices

Appendix A – Application form
Appendix B – Plan of the field where licensable activities will take place
Appendix C – Event management plan
Appendix D - Representation from member of the public
Appendix E – Order of proceedings

9 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 Cost Order should they bring an appeal

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We _____

(Insert name(s) of applicant)

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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
WOODCOOMBE SPORTS & SOCIAL CLUB CHURCH ROAD MURSTON			
Post town	SITINGBOURNE	Postcode	ME10 3RT

Telephone number at premises (if any)	01795 423244
Non-domestic rateable value of premises	£

Part 2 - Applicant details

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

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i as a limited company/limited liability partnership please complete section (B)
 - ii as a partnership (other than limited liability) please complete section (B)
 - iii as an unincorporated association or please complete section (B)
 - iv other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England 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 (by ticking yes to one box below):

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

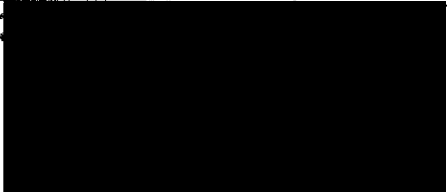

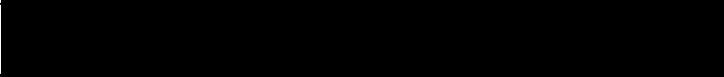
SECOND INDIVIDUAL APPLICANT (if applicable)

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

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

(B) OTHER APPLICANTS

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

Name	MRS ELENA SUE HANSLOW / WOODCOOMBE STS CLUB		
Address		CHURCH ROAD MURSTON SITTINGBOURNE KENT ME10 3RT	
Registered number (where applicable)	SIT/SWALE/189/0027		
Description of applicant (for example, partnership, company, unincorporated association etc.)	CLUB.		
Telephone number (if any)	01795 423244 / 		
E-mail address (optional)			

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
27	07	2019

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

DD MM YYYY
27 07 2019

Please give a general description of the premises (please read guidance note 1)

WE ARE A SPORTS & SOCIAL CLUB INCORPORATING FOOTBALL, GOLF, POOL, DARTS & ENTERTAINMENT.

OUR PREMISES COMPRISE OF MAIN CLUB/MAIN TOILETS/CHANGING ROOMS/DESIGNATED SMOKING AREA. HALL/HALL TOILETS/CAR PARK AND LARGE GARDEN TO REAR. TWO INSIDE BAR AREAS, TO BE USED ON DAY + OUTSIDE BAR IN ENCLOSED GARDEN TO REAR OF PROPERTY.

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

n/a

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- 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)

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



In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
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> (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Wed					
Thur			<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> (please read guidance note 6)		
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
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</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon				<u>Please give further details here</u> (please read guidance note 4)	
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

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 tick (please read guidance note 3)		Indoors	<input type="checkbox"/>
			IN GARDEN AT REAR OF BUILDING ON STAGE.		Outdoors	<input checked="" type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish			Please give further details here (please read guidance note 4)	
Mon			MUSIC FESTIVAL (WOODFEST 2019) 27.07.2019. AMPLIFIED MUSIC · 6 BANDS			
Tue						
Wed			State any seasonal variations for the performance of live music (please read guidance note 5)			
Thur						
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)			
Sat	1200	2330				
Sun						

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3) IN GARDEN TO REAR OF BUILDING ALONGSIDE STAGE.	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
Mon			Please give further details here (please read guidance note 4) A DJ TO play BETWEEN ACTS.	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	1200	2100			
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)</p>			<p>Please give a description of the type of entertainment you will be providing</p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><u>Please give further details here</u> (please read guidance note 4)</p>		
Wed					
Thur			<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)</p>		
Fri					
Sat			<p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)</p>		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3) TWO INSIDE BARS + ONE OUTSIDE BAR IN GARDEN TO REAR OF PREMISES.	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat	1200	2300			
Sun					
				Both	<input checked="" type="checkbox"/>

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat	1200	2300			
Sun			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)		

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

Name	ELENA SUE HANSLOW
Date of birth	[REDACTED]
Address	[REDACTED]
Postcode	[REDACTED]
Personal licence number (if known)	
Issuing licensing authority (if known)	SIT/SWALE/189/0027.

□□□□

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 9).

THERE ARE TWO GAMING MACHINES WITHIN THE MAIN PREMISES WITH SIGNS CLEARLY STATING ADULTS ONLY.

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon			<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)
Tue			
Wed			
Thur			
Fri			
Sat	1200	2400	
Sun			

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

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

THE MAJOR INSTALMENT OF CCTV. TO HAVE THE SECURITY STAFF ON DOOR TO SEARCH PEOPLE FOR ALCOHOL AND PROHIBITED ITEMS. TO DISCOURAGE CUSTOMERS FROM PARTAKING IN ILLEGAL ACTIVITIES BY PUTTING UP POSTERS WARNING THEM AGAINST AND WHAT THE CONSEQUENCES WILL BE.

b) The prevention of crime and disorder

TO ENSURE SUFFICIENT NOTICES ARE IN PROMINENT PLACES WITHIN THE BUILDING. STEPS ARE IN PLACE FOR ALL EMERGENCIES. ABSOLUTELY NO ALCOHOL TO BE SOLD TO UNDER 18 TO BE MADE CLEAR. ENSURE ALL STAFF ARE AWARE OF PROCEDURES.

c) Public safety

A QUALIFIED 1ST AID TRAINED PERSON WILL BE AVAILABLE AT ALL TIMES. THE IDENTITY OF SUCH PERSON WILL BE DISPLAYED PROMINENTLY. NO GLASSES OR BOTTLES WILL LEAVE THE BAR AREA. PLASTIC PINT/CUPS WILL BE USED + BOTTLES WILL BE EMPTIED INTO PLASTICS. BOTTLE BINS ARE NOT IN PUBLIC AREA.

d) The prevention of public nuisance

THERE WILL BE NO SALES OF FOOD/DRINK/ALCOHOL BEFORE 12NOON OR AFTER 2300 HOURS. A SOUND ENGINEER WILL BE PRESENT THROUGHOUT TO ENSURE NOISE LEVELS ARE MONITORED AT ALL TIMES. NOTICES WILL BE PROMINENTLY DISPLAYED INSTRUCTING PATRONS TO BE QUIET WHEN LEAVING THE PREMISES. TIMES OF SALE OF ALCOHOL WILL BE DISPLAYED. THERE IS A DESIGNATED. QUEUES WILL BE SUPERVISED AT ALL TIMES. LITTER WILL BE MONITORED AT ALL TIMES AND DISPOSED OF ACCORDINGLY.

e) The protection of children from harm

SIGNS DISPLAYING THAT IT IS AN OFFENCE TO BUY OR ATTEMPT TO BUY ALCOHOL FOR ANY UNDER 18 IS ILLEGAL .

Checklist:

Please tick to indicate agreement

- 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 designated 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 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none"> [Applicable to 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)
Signature	[REDACTED]
Date	09.05.2019.
Capacity	BAR MANAGER / EVENT MANAGER WOOD COOMBE

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

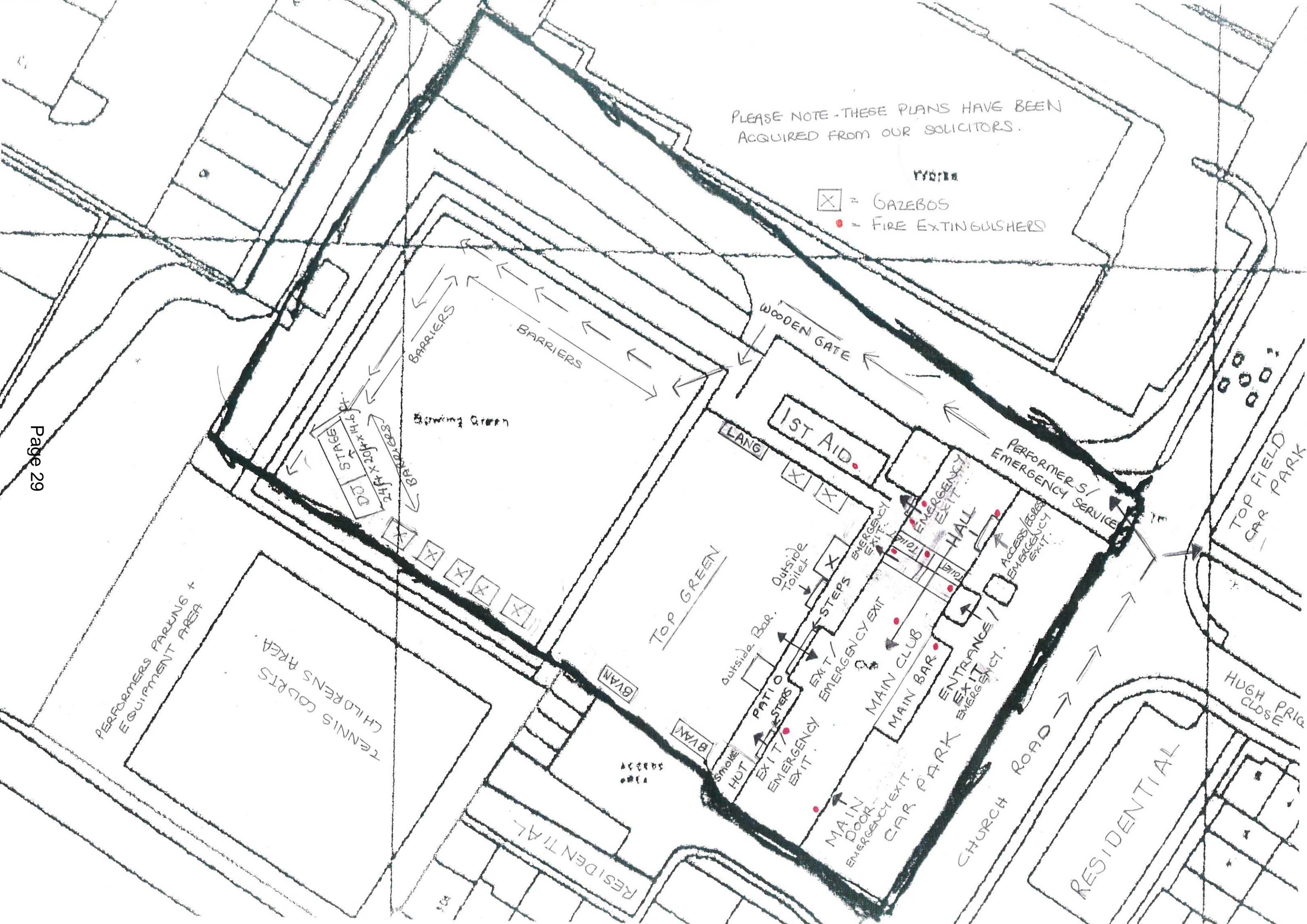
- Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
- In terms of specific regulated entertainments please note that:

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PLEASE NOTE - THESE PLANS HAVE BEEN ACQUIRED FROM OUR SOLICITORS.

WORK

- ☒ = GAZEBOS
- = FIRE EXTINGUISHERS



RESIDENTIAL

CHURCH ROAD

HUGH PRICE CLDSE

TOP FIELD PARK CAR PARK

PERFORMERS / EMERGENCY SERVICES

TOP GREEN

Bowling Green

BARRIERS

BARRIERS

DR. STAGE

1ST AID

LANG

HALL

MAIN CLUB

MAIN BAR

PATIO

STEPS

TOILET

RESIDENTIAL

PERFORMERS PARKING + EQUIPMENT AREA

TENNIS COURTS CHILDRENS AREA

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EVENT MANAGEMENT PLAN

Event Organiser Details.

Event Organiser	Mrs E Hanslow
Company Name	Woodcoombe Sports & Social Club
Contact Telephone Number	01795 423244
Name of Event	WOODFEST 2017
Location of Event	Woodcoombe Sports & Social Club
Date of Event	Saturday 27 th July 2019

EVENT OUTLINE

Woodcoombe Sports & Social Club are holding Woodfest 2019, Music Festival, on Saturday 27th July 2019 within the garden of their premises located at Church Road, Murston, Sittingbourne, Kent ME10 3AR.

The Bar Manager, Mrs Ellie Hanslow, is taking on the role of Event Manager with Mr Paul Gambell as Site Organiser/Steward and Mr Richard Bond as Site Manager/Deputy for the Event Manager in their absence.

There will be 6 bands playing with only one band playing at any one time. A small area is allocated for childrens entertainment, 2 bouncy castles and a face painter.

Drinks/Alcohol will be supplied by a bar in the main building supported by an outside bar and cocktail van. Food can be brought in by customers though 2 burger vans which will also be located onsite.

A DJ system will be in place to run alongside a stage and sound system supplied by an outside local business.

It is expected that people will use various types of transport to get to the event. On site parking will be provided and the use of taxis encouraged/ordered at the end of the event for those who do not live locally.

A professional Security Firm has been employed for the event with a sufficient number to cover all areas including the parking area.

Event Start Time	12.00
Event End Time	23.00

PROGRAMME OF EVENTS/BAND TIMINGS

Band	Time
The Chaucers	13.00 – 14.00
Small Town Kings	14.30 – 15.30
Marvellous Mo	16.00 – 17.00
Dirty Channel	17.30 – 18.30
Curb Pilots	19.00 – 20.30
Marylebone Jelly	21.00 – 23.00

A local DJ will play during band changes.

ROLES AND RESPONSIBILITIES ON THE DAY

Role	Responsibilities
Event Manager Mrs E S Hanslow [REDACTED]	The safety of staff, volunteers and visitors to the event. Overall control and coordination of the event. Event Control on the day of the event
Site Manager Mr R P Bond [REDACTED]	Deputy for the Event Manager in their absence. Ensure the site is adequately prepared for the event, checking throughout the day. Manage any issues arising relating to the event throughout the day.
Arena/Stage Mr Paul Gambell [REDACTED] Triple A Events	Manage the stage area during the event. Work with all entertainers and liaise adequately ensuring they are provided with and agree their requirements.
Steward/Event Organiser Mr Paul Gambell Star Protection	Co-ordinate and organise stewards/security for the event. Liaise with contracted security staff throughout. Manage Stewards/Committee Members Rota.
Press and PR Mr Paul Gambell	Organise all marketing and advertising for the day.

	Organise press attendance on the day and any statements to be made including cancellation of event for whatever reason.
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CROWD MANAGEMENT

This Event is ticketed.

We are expecting 1500 to attend throughout the day.

Access to the event will be through Woodcoombes main hall and will be a controlled area. At this point there will be SIA staff, including male/female available to undertake searches of the same gender, take tickets and swap for wristbands. All persons entering this area will be searched for drugs, knives... A record of the number entering/exiting will be kept by the Security Staff. This area will be open throughout the stated event time and at the end of the evening or during an evacuation all visitors will be exiting at the same time via emergency exits opened by SIA/Committee Member. Those refusing to be searched will be refused entry. A notice will be prominently displayed informing patrons that:-

1. It is a condition of entry that customers agree to be searched.
2. Police will be informed if anyone is found in possession of controlled substances or weapons.

The main event site is a large garden situated behind Woodcoombes Main Building and is surrounded by walls and fences. The area in front of the stage is comfortably large enough to accommodate the number of visitors expected to attend. Evacuation routes can easily accommodate the expected number of people to attend.

ADVERTISING

Local Papers
BRFM/SFM
Posters
Social Media

The press/photographer will be invited to the event. The Press and PR Co-Ordinator will be on site to manage this to reduce the pressure on the Event Manager.

SITE MANAGEMENT

Contractors/Traders

Triple A Event [REDACTED]	Supply stage, power and sound system.
Star Protection [REDACTED]	Supply SIA Security Staff. 1 x Security Manager 6 x Door Supervisors 4 x Stewards/Marshalls
Apollo Disco [REDACTED]	Interim music between bands
Munns Buns Burger Bar [REDACTED]	
Woodcoombe Burger Bar [REDACTED]	
Lang's Cocktail Bar [REDACTED]	Mobile Cocktail Bar
Bouncy Castles [REDACTED]	2 x castles in childrens area PIPA/RPII Safety Test Certificates 10 million Public Liability Cover.
Cherry Drop Face Painting [REDACTED]	Situated in childrens area.

All contractors will be have safety documentation/Licences at hand/on show,

SALE OF ALCOHOL

Woodcoombe Sports & Social Club

The Main Bar will be open from 12.00 – 22.30 hours for the sale of alcohol/non alcoholic drinks. The bar is operated by the Licensee and trained bar staff. Prominent Notices will be displayed stating these hours also indicating that it is an offence to buy, attempt to buy, alcohol for a person under the age of 18.

An outside bar, set up the day before by contractor, Three Nations, will also be operating in the garden of the premises during the hours of 12.00 and 22.00 hours. There will be trained bar staff also.

No beer, lager, cider or spirit mixer above 5.5% ABV will be sold. No miniature bottles of spirits of 20cl or below shall be sold from the premises.

No drinking glasses or bottles will be taken from the premises, especially after hours, with all drinks being decanted into plastic containers during the hours of 12.00 and 22.30.

No customers carrying open or sealed bottles shall be admitted to the premises at any time Woodcoombe is open to the public.

The 3 bottle bins are kept secure and away from public areas.

Lang's Cocktail Bar/Van

There will be a bar van on site selling cocktails only. The operator is the licence holder. These drinks will also only be served in plastic containers.

BARRIERS

Barriers will be supplied by a Member who works for a Company called "Smart Energy". These will start from the double gates/entrance at side of building, band entrance (please see plan) then follow on to restrict access to the stage keeping public away from all hazards.

ELECTRICITY, WATER, GAS AND GENERATORS

There are 8 outside electrical points, having been installed by an accredited electrician. Any cables will be either trenched in or covered by a cable ramp and checked by an accredited electrician before the site is open to the public.

All outside food/alcohol traders will provide their own LPG and will be asked to provide a gas safety certificate for their appliances. 1 bottle of Carbon Dioxide and 1 bottle of Suremix 70/30 will be stored safely within the outside bar.

There is a water main on site within the changing rooms if required.

All generators will be positioned away from public areas and each trader will carry their own CO2 fire extinguisher beside it.

TEMPORARY STRUCTURES

There will be 8 gazebos for public use within the garden (see plan). There will be no electricity within these gazebos and they will all be brought in by the individual using them.

FIRE SAFETY AND EMERGENCY EXITS

There are numerous Fire Extinguishers within the main building and changing rooms (to be used as First Aid area, Event Team area, Rest Area and Event Equipment Room (please see plan).

There will be 5 Emergency Exits (please see plan). Those within the building are lit and those outside will have signs clearly displayed. All Security Staff/Bar Staff and Committee Members there on the day will be instructed on evacuation procedures.

Flood Lighting is in place to illuminate all areas.

TEMPORARY EVENTS NOTICE

A TEN Notice has been applied for.

MUSICAL ENTERTAINMENT

The event will have amplified music throughout the hours of 12.00 and 23.00. As expected attendance will be over 499 and a Premises Licence will be applied for by the Event Manager.

ATTRACTIONS

Two Bouncy Castles and a Face Painter will attend during the day only. Copies of the providers Public Liability Insurance will be provided and held by each contractor.

1 st Choice Inflatables.	
Cherry Drop Face Painting	

MEDICAL AND FIRST AID COVER

There will be nominated first aid qualified personnel on the day.

The First Aid point will be located in the changing rooms which has a separate entrance to give a private treatment area. "First Aid" signs will be visible from a distance.

(In addition to this I am seeking First Aid Provision from a Contractor, St Johns Ambulance, to be confirmed).

PUBLIC HEALTH AND WELFARE

Toilet Facilities.

One outside toilet to be marked as "Ladies and Children Only".

6 Ladies Cubicles within the main building with 6 washbasins.

2 Mens Cubicles within the main building with various urinals and washbasins.

2 Disabled Toilets with 2 Baby Changing Facilities within.

The toilets will be checked on a regular basis to ensure cleanliness and that they are fully stocked with essential products.

WASTE DISPOSAL

Additional bins are provided for the event which will be monitored by the staff and committee members present. Traders are expected to remove their waste to the area provided. One large wheelie bin (as stated on plan) on site. Bins should be adequate for the event.

During and following the event staff will clear away any rubbish, litter or bottles that have been left around or outside the property leaving surrounding areas in the same state as before the event.

NOISE MANAGEMENT

The stage is positioned away from residential areas to reduce the amount of noise with sound levels being monitored throughout the event by Triple A Events.

The sound supplier shall not exceed the permitted music noise level, as described in the Noise Council's Code of Practice on Environmental Noise Control at concerts and any guidelines given by the local authority will be implemented.

Notices will be placed in a prominent position asking patrons to respect the needs of local residents and to leave the area in a quiet manner.

ACCESSIBILITY

Wheelchair access is provided within the club and close to the main building, although limited in the garden/grassed areas.

Disabled toilets are provided (2).

EMERGENCY PLANS

The Event Manager will determine how serious an incident is and what action to take as a result. Either the Event Manager or Site Manager will contact the Emergency Services who will be notified through the 999 system. The Event Manager will then liaise with Emergency Services throughout. Any/all accidents/incidents will be documented/logged within an "Accident Book" and will be made available on request to the relevant authority and referred to for future planning.

All recording through CCTV will then be made available on request to the relevant authority.

The entrance/exit point for Emergency Services will be to the rear of the garden, alongside the First Aid Point, with large open wooden gates sectioned off with barriers which can easily be removed.

Any incident will be assessed by the Event Manager and cordoned off with barriers if necessary until dealt with satisfactorily.

Lost children will be reported to the Event Manager immediately and will not be left on their own with a member of staff.

An announcement will be made from the PA system asking that any parent who has become separated from their child to go to a designated meeting point. The name of the child will at no time be announced over the PA system or radios.

Green Emergency Exit Signs are clearly visible within the main building and a large sign will be placed on wall of First Aid Area pointing to gated entrance/exit.

All communication will be through a PA system held by either Triple A Events or Mr Leslie Mills where necessary.

WEATHER

Weather will be monitored during the week running up to the event. If, due to severe deterioration of conditions, a decision is made by the Event and Site Managers to cancel the event, announcements will be made by social media, local radio and papers

TRAFFIC MANAGEMENT

Vehicular access to the venue is via Church Road (a reasonably quiet road) which runs parallel to Woodcoombe Sports & Social Club. The top field opposite the venue, on the right as approaching, will be utilised as a car park. Star Protection Staff will be responsible for cars entering and exiting area at all times especially when the public are leaving the venue at the end of Woodfest ensuring adequate queuing and rotation of vehicles, keeping all residential areas clear, whilst making sure security and safety of all persons present are a priority.

A footpath will be created alongside the barriers present in between the parking area and the venue with gates allowing pedestrian access. These will be moved, when necessary, to allow traders/entertainers vehicles access to and from the venue.

Local residents along Church Road will be contacted and informed of the event by way of a notice no further than 50 metres from Woodcoombes property informing them of the event with a number to contact to discuss any questions/queries they may have before the event.

Local taxi drivers will be informed of the event ensuring that they can be available at peak times, especially towards the end of the event. Taxi numbers will be prominently displayed within the premises ensuring that customers can wait in a safe internal waiting area.

The Event Organiser/Steward will liaise at all times with Security Personnel.

RISK ASSESSMENT

FIRE

On raising the alarm the aim will be to evacuate the building simultaneously in a calm manner when the announcement is given within the club.

All staff/security staff will be aware of procedures in the case of fire within the Main Club/Hall and surrounding areas. Each member of staff will be instructed as to which exit they will be responsible for (excluding any near danger/fire at the time). They will also each have a designated area to lead people to within the garden area. A high percentage of customers will already be in those areas.

If emergency is within Main Club and hall, emergency exits to the rear of main Club will be utilised, Pool and Snooker Area/2 exits to garden. Every attempt will be made to count those persons present liaising with security staff at all times as to the number of people attending. Staff/Stewards/Volunteers will be taken into account.

All staff will be instructed as to how to turn off the main power. A final check will be made by the Event Manager and Site Supervisor of all areas accessible for any persons still within the building.

If all areas require evacuation, including garden, then all exits will be utilised (please see plan). Once again all members of staff will be aware of which areas of club/exit they are responsible for. All persons will be lead to an area of safety away from the main club and into the top field being used as a car park.

A member of staff/security staff will then ensure Church Road is free of all approaching cars ensuring Access for Emergency Services will be via Church Road to enter either the Club Car Park or to the rear of building through large wooden gates at side of club. The small area of road alongside the changing rooms and garden will be kept clear for all emergency vehicles including Ambulances.

Traffic/Parking

Members of staff from the Star Security will be in control of parking and traffic management ensuring that a build up of vehicles does not occur blocking the road. The top field, opposite the site, is being used as a car park and barriers will be in place parallel to the bollards creating a path for pedestrians. These bollards will be moved and pedestrians stopped for the time necessary enabling vehicles requiring access to route along site and into garden area.

A route will be safely cordoned off in garden area with barriers for a very small amount of vehicles, used by the performers, to come and go safely.

The Burger Vans and Lang's Cocktail Van will be within the area before Woodfest begins and if there is a need for them to leave before the end of the festival the Event Manager/Site Manager/Star Protection will be informed and they will be supervised at all times when exiting the area making sure that the public are at a safe distance.

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RECEIVED

27 MAY 2019

MIC10 3RT

Dear Sir/Madam,

I read a notice on a lamp post about a live music event at Woodcomb Club, then didn't even put the notices in our doors, there are 10th house that are next to the club and some that over look the grounds I was objecting to the live music, because the last one they had, the speakers were facing our houses, the noise must have been far higher than permitted, we had to keep all the windows & doors closed and on a hot day & evening it wasn't very pleasant we couldn't even hear the T.V. I did phone and complain, but nothing was done about it, small children & babies couldn't sleep, when the people leave

they stand out the front & shout about while they wait for their taxi's, the cars use their hooters but that behaviour is usual for any week end, we can never go to bed until 12.30ish, I don't know how the residents in Hugh Price put up with it either,

The club should be pulled down & houses built on the grounds, there was never any problems when Mr Gunn ran it

Yours faithfully

[Redacted Signature]

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Making Swale a Better Place

**LICENSING AUTHORITY:
SWALE BOROUGH COUNCIL**

Licensing Act 2003 Sub-committee Hearing Procedure

**Applications for New Premises Licences/Club Premises Certificates and Variations to existing
licences and certificates**

1. Introductions

The Chairman will request all those persons participating in the hearing to identify themselves or introduce them.

Members/Officers/Applicant and any representative/Responsible Authorities/any other persons (objectors)

2. Procedural Matters

The Chairman will:

- i) Confirm that all parties are aware of the sub-committee **hearing procedure** and that each party has a copy of the hearing procedure document.
- ii) Confirm that all sub-committee members have **pre-read all the papers** and any other documents contained in the report regarding the hearing.
- iii) Explain that the sub-committee will allow all parties to put their case fully and make full **submissions**, within a reasonable time frame. The procedure will be discussion led by the Sub-Committee and **questions** will usually be permitted.
- iv) 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). If this happens, the person may give the sub-committee in writing any information which the person would have been entitled to give orally.
- v) Enquire whether any draft **conditions** have been agreed between the applicant and any of the other parties for the sub-committee to consider.
- vi) Enquire whether any parties request to have **any witness** give evidence at the hearing; and if so grant the request unless the request is unreasonable.
- vii) Invite the parties, where appropriate, to appoint a **spokesperson**.

3. The Hearing

- A) The Chairman will ask the legal advisor or licensing officer to briefly outline the application and all representations regarding the application.
- B)
 - i) Ask the **Applicant** (or their representative) to put forward their case opening remarks and evidence (including witnesses).
 - ii) **Allow** appropriate **questions** from any Responsible Authority and/or other person/members of the subcommittee
 - iii) Any points of clarification.
- C)
 - i) Ask **Responsible Authorities** (where applicable) to put forward their case. Opening remarks and evidence (including witnesses) by the officer representing the responsible authority (or their representative).
 - ii) Allow appropriate **questions** from :
the Applicant/other Responsible Authorities/other persons/member of the Sub-Committee.
 - iii) Any points of clarification.
- D)
 - i) Opening remarks and evidence by the **other person/s** (or spokesperson/representative).
 - ii) Allow appropriate **questions** from :
the Applicant, Responsible Authorities, each further other person and sub-committee members.
 - iii) Any points of clarification.
- E) **Closing Summary**

Responsible Authorities/Other Persons/The Applicant
- F) **End of Hearing**
 - i) The Chairman will ask the members of the sub-committee if they have any final questions for any party to the hearing.
 - ii) The Chairman will ask the legal advisor whether there are any further matters to be raised or resolved before the hearing is closed.
 - iii) 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.
 - iv) The Chairman will invite the legal advisor to remain with the sub-committee during its deliberations to provide any advice required.

G) **The Decision**

The Chairman shall declare in public session:

- i) The sub-committee's **determination** and indicate that all parties to the hearing will receive a copy of the written Determination Notice regarding the sub-committee's determination; and
- ii) that 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.
- iii) Formally close the meeting.

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