



Uttlesford District Council

Chief Executive: Dawn French

Licensing and Environmental Health Committee

Date: Monday, 30th September, 2019

Time: 10.30 am

Venue: Committee Room - Council Offices, London Road, Saffron Walden,
Essex CB11 4ER

Chairman: Councillor **P Lavelle**

Members: Councillors S Barker, C Day (Vice-Chair), D Eke, M Foley,
R Freeman, **V Isham**, **P Lees**, L Pepper and M Tayler

Substitutes: Councillors **A Armstrong**, A Coote, C Criscione, A Khan, J Loughlin
and E Oliver

AGENDA PART 1

Open to Public and Press

1 Apologies for Absence and Declarations of Interest

To receive any apologies for absence and declarations of interest.

2 Application for a Premises Licence - Felsted School

3 - 54

To consider an application for a premises licence.

3 Exclusion of the Public and Press

Consideration of reports containing exempt information within the meaning of section 100I and paragraph 1 part 1 Schedule 12A Local Government Act 1972.

PART 2

Exclusion of Public and Press

4 Determination of a private hire/hackney carriage driver's licence

55 - 88

To determine a private hire/hackney carriage driver's licence.

For information about this meeting please contact Democratic Services

Telephone: 01799 510369 or 510548

Email: Committee@uttlesford.gov.uk

General Enquiries

Council Offices, London Road, Saffron Walden, CB11 4ER

Telephone: 01799 510510

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Email: uconnect@uttlesford.gov.uk

Website: www.uttlesford.gov.uk

Agenda Item 2

Committee: Licensing and Environmental Health Committee
Title: Application for a Premises Licence - Felsted School Braintree Road Felsted
Report Author: Amanda Turner, Licensing Team Leader
aturner@uttlesford.gov.uk
Date: Monday, 30 September 2019

Summary

1. This report sets out an application for a new premises licence in respect of the above. Representations have been received in respect of this application so therefore this matter has been referred to the Committee for determination.

Recommendations

- 2 The application is determined
- 3 In the event of an appeal against the decision of the Licensing Authority, then a member is nominated to represent the Authority at Court.

Financial Implications

- 4 None

Background Papers

- 5 The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.
Premises licence application (Appendix 1)
Plans of premises (Appendix 2)
Premises licence Lord Riche Hall (Appendix 3)
Premises licence The Cromwell Centre (Appendix 4)
Representations from Interested parties (Appendix 5 A to D)
Location of premises (Appendix 6)
Letter from Essex Police supporting the application (Appendix 7)

Impact

- 6

Communication/Consultation	Details of the application was conveyed to Members of Uttlesford District Council, and The Parish Council.
Community Safety	None

Equalities	None
Health and Safety	None
Human Rights/Legal Implications	<p>Under Article 1 First Protocol to the European Convention on Human Rights everyone is entitled to peaceful enjoyment of their possessions which includes property. This right may be interfered with if necessary to control the use of property in accordance with the general interest. The imposition of conditions under the Licensing Act 2003 is a legitimate interference with this right in this context.</p> <p>Where an applicant for a licence wishes to contend that a certain noise limit is appropriate in given situations then it is for the applicant to establish that to the satisfaction of the committee on the balance of probabilities. This can most easily be achieved by a noise survey which (on the authority of the case Uttlesford DC v English Heritage) should be supplied by the applicant at his/her expense</p> <p>In the event that an applicant, responsible authority or interested party is dissatisfied with the decision of the committee there is a right of appeal to the Magistrates Court.</p>
Sustainability	None
Ward-specific impacts	Felsted being the ward within which the premises are situated
Workforce/Workplace	None

Situation

- 7 Felsted School, Braintree Road, Felsted CM6 3LL is situated in the village of Felsted. This premise is a large school consisting of both a preparatory and senior school. The school has multiple buildings and outside spaces and two of the buildings (Lord Richie Hall Appendix 3 and The Cromwell Centre – Appendix 4) have held their own individual premises licences with this authority since November 2005. The school are finding that due to its size they would like more buildings in the school available for licensed actives so have applied for one new premises licence to cover all six buildings.
- 8 In accordance with the Licensing Act 2003 where an applicant submits an application for a premises licence then an operating schedule must

accompany the application. This demonstrates how the licensing objectives will be met and also outlines what licensable activities are sought. These can be read on part M of the application form (appendix 1).

- 9 The licensable activities and time being sought on the application can be found in Appendix 1 under sections B, E, F, I, J and L.
- 10 Copies of this application have been served on all the statutory bodies for the 28 days period and no Statutory Consultees other than the police have raised any representations relating to this application. A letter from Essex Police who are a Statutory Consultee under the Act states that after close liaison with the applicant they feel all licensing objectives are adequately covered. This letter is attached as Appendix 7.
- 11 The application was advertised in the Dunmow Broadcaster on 8 August 2019 and notices were placed by the applicant on the premises on 5 August for 28 days.
- 12 Four representations have been received from interested parties (which include Felsted Parish Council) in Felsted raising concerns based on the licensing objectives that relate to the prevention of public nuisance and crime and disorder (see Appendices 5 A to D)
- 13 It is feared by local residents that disturbance to neighbours would be occasional noise from the music events and cars leaving the premises.
- 14 In carrying out its statutory function, the Licensing Authority must promote the licensing objectives as defined in the Licensing Act 2003. These are:
 - The prevention of crime and disorder
 - Public safety
 - The prevention of public nuisance
 - The protection of children from harm
- 15 The decisions open to the Committee upon this application are to
 - Grant the application; or
 - Modify the application by inserting conditions; or
 - Reject the whole or part of the application
- 16 When determining an application, due regard should be given to the Council's licensing policy and the Secretary of State's Guidance issued in accordance of the Act. The most recent version of this is dated April 2018.
- 18 The relevant sections of the Councils Licensing Policy are:

- 5.1 Licensed premises have a significant potential to adversely impact on communities through public nuisances that arise from their operation. The Licensing Authority wishes to proactively maintain and protect the amenity of residents and other businesses from the potential consequence of the operation of licensed premises whilst recognising the valuable cultural, social and business importance that such premises provide.
- 5.2 The Licensing Authority intends to interpret “public nuisance” in its widest sense, and takes it to include such issues as noise, light, odour, litter and anti-social behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in an area.
- 5.3 Applicants need to be clear that the Licensing Authority may apply stricter conditions, including controls on licensing hours, where licensed premises are in or near residential areas and where relevant representations have been received. Conversely, premises which can demonstrate that they have effective measures planned to prevent public nuisance, may be suitable for 24-hour opening.
- 5.6 If representations are made applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to prevent public nuisance, specifically tailored to the individual style and characteristics of their premises and events.
- 5.7 When addressing the issue of prevention of public nuisance, the applicant should consider those factors that impact on the likelihood of public nuisance. These may include:
- (a) the location of premises and proximity to residential and other noise sensitive premises, such as hospitals, hospices and places of worship
 - (b) the hours during which the licensable activities will be carried out particularly between 23.00 and 07.00
 - (c) A “wind down period” between the end of the licensable activities and closure of the premises the nature of activities to be provided, including whether those activities are of a temporary or permanent nature and whether they are to be held inside or outside premises
 - (d) the design and layout of premises and in particular the presence of noise limiting features
 - (e) the occupancy capacity of the premises
 - (f) the availability of public transport
 - (g) A last admission time
- 5.8 The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule, in the event that representations are received, having regard to their particular type of premises and/or activities:

- (a) Effective and responsible management of premises
- (b) Appropriate instruction, training and supervision of those employed or engaged to prevent incidents of public nuisance, e.g. to ensure customers leave quietly
- (c) Control of operating hours for all or parts (e.g. garden areas) of premises, including such matters as deliveries and clearing up
- (d) Provision of effective CCTV in and around the premises
- (e) Adoption of best practice guidance (e.g. Good Practice Guide on the Control of Noise from Pubs and Clubs, produced by Institute of Acoustics, Licensed Property: Noise, published by BBPA)
- (f) Installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices
- (g) Management of people, including staff, and traffic (and resulting queues) arriving and leaving premises
- (h) Liaison with public transport providers
- (i) Siting of external lighting, including security lighting
- (j) Management arrangements for collection and disposal of litter
- (k) Effective ventilation systems to prevent nuisance from odour

19. The relevant sections of the guidance issued by the Secretary of State are:-

- 2.15 The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.
- 2.16 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It may include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.
- 2.17 Conditions relating to noise nuisance will usually concern steps appropriate to control the levels of noise emanating from premises. This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time, or persons are not permitted in garden areas of the premises after a certain time. More sophisticated measures like the installation of acoustic curtains or rubber speaker mounts to mitigate sound escape from the premises may be appropriate. However, conditions in relation to live or recorded music may not be enforceable in circumstances where the

entertainment activity itself is not licensable (see chapter 15). Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises and its licensable activities. Licensing authorities should avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are expensive to purchase and install and are likely to be a considerable burden for smaller venues.

- 2.18 As with all conditions, those relating to noise nuisance may not be appropriate in certain circumstances where provisions in other legislation adequately protect those living in the area of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and when their powers are engaged, licensing authorities should be aware of the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be appropriate.
- 2.19 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, the most sensitive period for people being disturbed by unreasonably loud music is at night and into the early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. This is why there is still a need for a licence for performances of live music between 11 pm and 8 am. In certain circumstances, conditions relating to noise emanating from the premises may also be appropriate to address any disturbance anticipated as customers enter and leave.
- 2.20 Measures to control light pollution will also require careful thought. Bright lighting outside premises which is considered appropriate to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues.
- 2.21 Beyond the immediate area surrounding the premises, these are matters for the personal responsibility of individuals under the law. An individual who engages in anti-social behaviour is accountable in their own right. However, it would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area, or that, if they wish to smoke, to do so at designated places on the premises instead of outside, and to respect the rights of people living nearby to a peaceful night.
- 9.42 Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case-by-case basis. They should take into account any representations or objections

that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be.

9.43 The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

20. If the Committee in their discretion wishes to impose conditions, the only conditions that can be imposed are those that are appropriate and proportionate to promote the licensing objective relative to the presentations received. Equally, the Committee cannot impose conditions that duplicate the effect of existing legislation.

Risk Analysis

21

Risk	Likelihood	Impact	Mitigating actions
1 Either no conditions are attached to the licence or the conditions do not satisfactorily achieve the licensing objectives the prevention of crime and disorder, the prevention of public nuisance, and the protection of children from harm.	2 There is a possibility that local residents will suffer from nuisance even if what appears to be appropriate conditions are imposed.	2 Due to the availability of the review procedure any inconvenience which may be suffered by local residents would be relatively short lived.	In the event of complaints noise nuisance being received after the licence takes effect then Environmental Health Officers monitor the situation and apply for a review of the licence if it is considered necessary.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

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Uttlesford District Council



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 Felsted School

(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 Felsted School Felsted School Essex			
Post town	Dunmow	Postcode	CM6 3LL

Telephone number at premises (if any)	██████████
Non-domestic rateable value of premises	£715,000

Part 2 - Applicant details

Please state whether you are applying for a premises licence as appropriate 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 or over		I am 18 years old		<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 or over		I am 18 years old		<input type="checkbox"/>	Please tick yes
Nationality					
Current postal 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 Felsted School
Address Felsted School Felsted Essex CM6 3LL
Registered number (where applicable) Registered charity 310870
Description of applicant (for example, partnership, company, unincorporated association etc.) Charity
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
06	09	2019

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)
Felsted School consists of the Preparatory School and the Senior School. The School has multiple buildings and outside spaces. Please see the attached map showing total external areas and buildings we require to be covered under the license.
Due to the size of the school and nature of activities, it is not always possible to use a single venue for licensed activities. It is rare that two venues are in use at the same time for licensed activities.
The school mainly serves alcohol at dinners and events with no charge. Paid bars are not a regular occurrence, and mainly take place for larger events such as musical showcases, plays, balls and when we have external lettings.
Venues to be licensed are as follows:
1 – Lord Riche Hall. This is the main dining and function venue for Felsted, and currently has its own license. This is attached to the Barbara Karan Auditorium.

2 – The Cromwell Centre. This is a coffee shop during the day, and is a reception / function room outside of these hours. It is often used for refreshments for plays.
 3 – Grignon Hall. This is a versatile room, with retractable seating. Used for talks, plays and functions.
 4 – Hunt Theatre. This also includes the 'lounge' which is known as the Colts Pavilion. This area is used mainly for plays and cricket teas.
 5 – Ross Hall. Located at the Prep School, this is used mainly for plays, talks and functions, and is also a wet weather venue for outdoor events.
 6 – Roed Hall. This is mainly a sports hall, but also a wet weather venue for sports teas and functions.

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) N/A		
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) N/A		
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"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	08:00	00:00	<p><u>Please give further details here</u> (please read guidance note 4)</p> <p>This is not something the school does regularly at this current time. It was trialled in June 2019 and was a very popular event, the school may use this for term time and non-term time events going forward.</p> <p>Thursday to Saturday states until 1am, as for outdoor viewings in the summer months any films would start showing later to allow the sun to set.</p> <p><u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)</p> <p>N/A</p> <p><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)</p> <p>N/A</p>		
		08:00		00:00	
Tue	08:00	00:00			
		08:00		00:00	
Wed	08:00	00:00			
		08:00		00:00	
Thur	08:00	01:00			
		08:00		01:00	
Fri	08:00	01:00			
		08:00		01:00	
Sat	08:00	01:00			
		08:00		01:00	
Sun	08:00	00:00			
		08:00		00:00	

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"/>
				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					
Wed					
Thur					
			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
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)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	08:00	23:00	<u>Please give further details here</u> (please read guidance note 4) The school does not intend to utilise these timings every week, events will be sporadic and ad hoc, days will vary depending on the school calendar. There will be events where attendee's will be above 500 between the hours of 08:00 to 23:00. Currently there is only one event in the annual calendar which may have live music later, this falls in either late June or early July on a Saturday. Other uses will be for weddings and events booked with the school, the dates of which will vary year on year.		
		08:00		23:00	
Tue	08:00	23:00			
		08:00		23:00	
Wed	08:00	23:00		<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5) N/A	
		08:00		23:00	
Thur	08:00	00:00			
		08:00		00:00	
Fri	08:00	00:00		<u>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</u> (please read guidance note 6) N/A	
		08:00		00:00	
Sat	08:00	00:00			
		08:00		00:00	
Sun	08:00	00:00			
		08:00	00:00		

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music 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 checked="" type="checkbox"/>						
Day	Start	Finish									
Mon	08:00	23:00	<u>Please give further details here</u> (please read guidance note 4) The school does not intend to utilise these timings every week, events will be sporadic and ad hoc, days will vary depending on the school calendar. There will be events where attendee's will be above 500 between the hours of 08:00 to 23:00. Currently there is only one event in the annual calendar which will have recorded music later, this falls in either late June or early July on a Saturday. Other uses will be for weddings and events booked with the school, the dates of which will vary year on year.								
		08:00				23:00					
Tue	08:00	23:00									
		08:00				23:00					
Wed	08:00	23:00				<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) N/A					
		08:00							23:00		
Thur	08:00	00:00									
		08:00							00:00		
Fri	08:00	02:00							<u>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</u> (please read guidance note 6) N/A		
		08:00									
Sat	08:00	02:00									
		08:00	02:00								
Sun	08:00	00:00									
		08:00	00:00								

G

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

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<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)		
Sun					

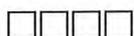
Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Mon			<p><u>Please give further details here</u> (please read guidance note 4)</p> <p>The school does not intend to utilise these timings every week, events will be sporadic and ad hoc, days will vary depending on the school calendar.</p> <p>Currently there is only one event in the annual calendar which will have late night refreshment later, this falls in either late June or early July on a Saturday.</p> <p>Other uses will be for weddings and events booked with the school, the dates of which will vary year on year.</p>		
Tue					
Wed			<p><u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)</p> <p>N/A</p>		
Thur	23:00	00:00			
	23:00	00:00			
Fri	23:00	02:00	<p><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)</p> <p>N/A</p>		
	23:00	02:00			
Sat	23:00	02:00			
	23:00	02:00			
Sun	23:00	00:00			
	23:00	00:00			

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) The school does not intend to utilise these timings every week, events will be sporadic and ad hoc, days will vary depending on the school calendar. Currently there is only one event in the annual calendar which will sell alcohol later, this falls in either late June or early July on a Saturday. Other uses will be for weddings and events booked with the school, the dates of which will vary year on year. 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) N/A		
Mon	11:00	23:00			
	11:00	23:00			
Tue	11:00	23:00			
	11:00	23:00			
Wed	11:00	23:00			
	11:00	23:00			
Thur	11:00	00:00			
	11:00	00:00			
Fri	11:00	02:00			
	11:00	02:00			
Sat	11:00	02:00			
	11:00	02:00			
Sun	11:00	00:00			
	11:00	00:00			

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 Rose Walker	
Date of birth [REDACTED]	
[REDACTED]	
Postcode	[REDACTED]
Personal licence number (if known) [REDACTED]	
Issuing licensing authority (if known) East Herts	



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).

Safeguarding children is of utmost importance to Felsted School. The school follows the 'Keeping Children Safe in Education' guidelines, and has been rated excellent in our 2019 ISI inspection.

The school has an alcohol policy to ensure it is supplied safely and appropriately. The school has specific risk assessments for all events, to ensure all aspects of health and safety are considered. This includes any alcohol being served or sold, and the safeguarding of students in these environments. This is not monitored by one person, but is a collective responsibility to ensure all areas are covered.

Operational leads such as the General Services Manager (DPS) and Catering Managers ensure the teams serving alcohol are fully trained, and what to do if a student attempts to obtain alcohol.

Senior academic leaders play an active part in risk assessing and ensuring all staff support safety measures.

Pastoral staff ensure that students safety and wellbeing during events are a priority. Students and visiting children are never left unsupervised if there is alcohol being sold or served.

Communication is key to ensure we continue to deliver these activities safely. Common areas for students such as common rooms and boarding houses will not be licensed.

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	08:00	18:00	
	08:00	18:00	
Tue	08:00	18:00	
	08:00	18:00	
Wed	08:00	18:00	
	08:00	18:00	
Thur	08:00	18:00	
	08:00	18:00	
Fri	08:00	18:00	
	08:00	18:00	

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 (please read guidance note 6)

The school is not open to the public as standard.

The coffee shop when open is available for parents, gym users and local residents / members of the public who may use the facilities.

Sat	08:00	12:00	The general public have access only in relation to school business, for school events (such as plays) or for private pre-arranged events. Any visitors must sign in.
	08:00	12:00	
Sun	08:00	02:00	
	08:00	02:00	

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 school is committed to upholding the four licensing objectives, and will ensure that all necessary training, policies and procedures are in place to effectively manage the licensed activities. Felsted would never allow itself to be in a position that would breach any of these objectives, or the reputation of the school.

b) The prevention of crime and disorder

The school runs few external events that would hold licensed activities. Therefore, the majority of attendees are known to us. The school has an alcohol policy, covering all aspects including underage drinking.
The DPS will conduct regular training with all staff associated with the license, to ensure procedures such as Challenge 21 are embedded and upheld.
The school also has on site security during the evenings, and additional security is requested as required to ensure the safety of all concerned at specific events and times.
The site also has CCTV cameras in operation.

c) Public safety

Each event within the school is risk assessed to ensure all health and safety requirements are met, including safeguarding, capacity, means of escape, additional equipment etc.
Security and CCTV are on site as above, and we have an onsite Security, Health, Environment and Fire Officer who conducts regular health and safety checks/reviews/meetings to ensure all areas of concern are dealt with swiftly.
As the school site is large with multiple buildings, each event and building are assessed individually as there are many variables to consider.
As the day to day operation is a school environment, safety is paramount. All staff receive regular and refresher health and safety and fire training, alongside department specific training.

d) The prevention of public nuisance

The school has strong local connections and a positive relationship with the community, and takes precautions to minimise any disruptions. For any temporary event that may cause nuisance (for example, the annual Leavers Ball) local residents will be informed in advance. Any external bookings are told in advance the restrictions of time for licensed activities. All restrictions to licensed activities are upheld by the school to ensure the prevention of public nuisance.

e) The protection of children from harm

The school places the safeguarding of children with utmost priority. Every member of staff within Felsted has an advanced DBS check prior to working unsupervised (always within the first few weeks of employment) and all receive child protection training. No adult entertainment or drugs are permitted on the premises. If the school is hosting a large external event with members of the public (for example a wedding) this will mainly take place outside of school term to minimise the risk of interaction with children. Children (non-pupils) are not to be left unsupervised.

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	
Date	26/07/19
Capacity	General Services Manager

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) Rose Walker Felsted School Felsted Essex			
Post town	Dunmow	Postcode	CM6 3LL

Telephone number (if any)	[REDACTED]
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) gsmanager@felsted.org	

Notes for Guidance

1. 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.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:

Part one - Buildings



Felsted

Felsted Prep School
Ages 4-12
Felsted, Essex, CM6 3JL
+44 (0)1371 822 610

Felsted School
Ages 13-18
Felsted, Essex, CM6 3LL
+44 (0)1371 822 600

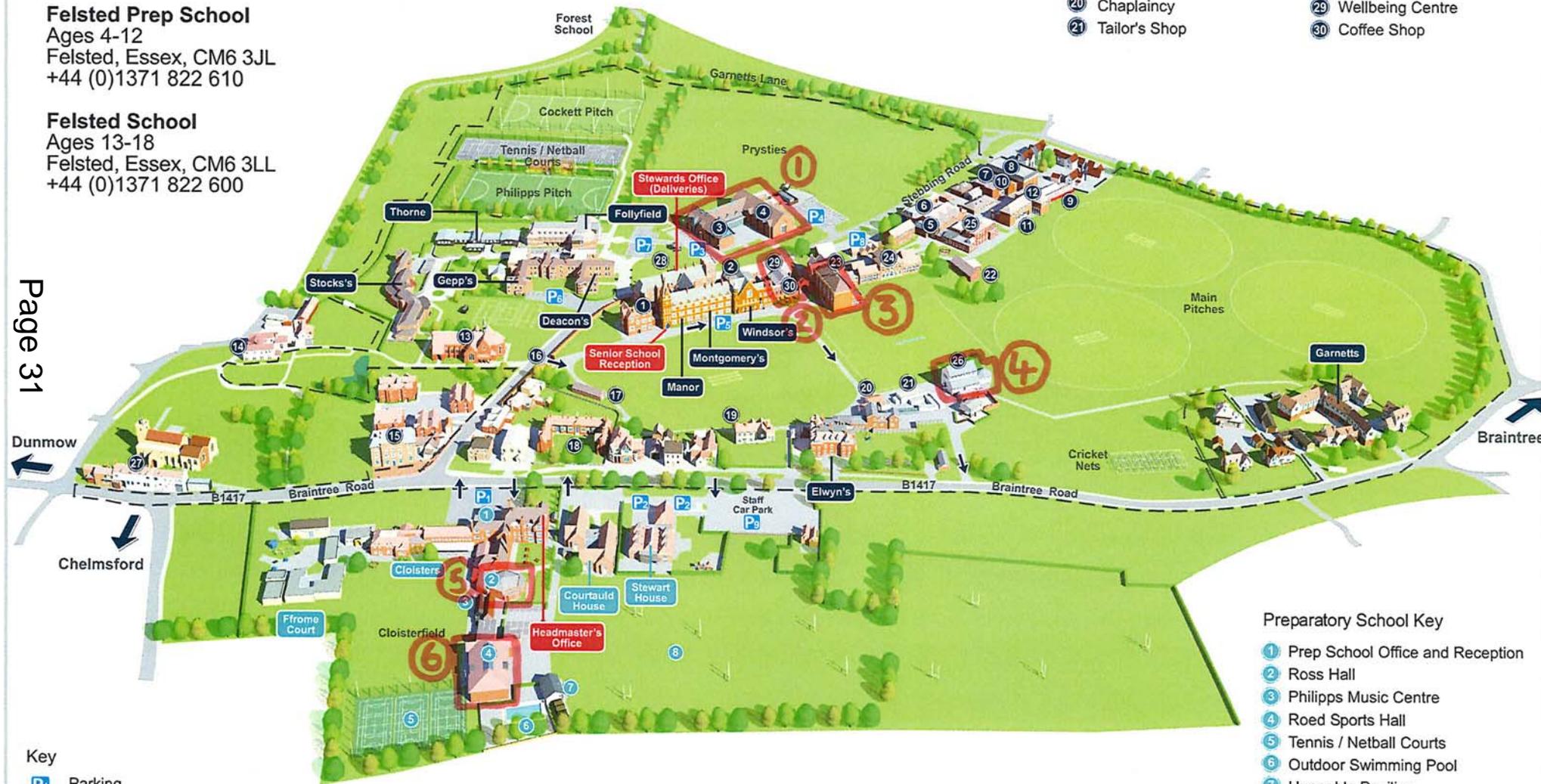
Senior School Key

- | | | | |
|-----------------------|--------------------------------|--------------------------------|---------------------------|
| 1 Headmaster's Office | 7 Squash Courts | 13 The Chapel | 22 Wallis Computer Centre |
| 2 Sixth Form Centre | 8 Palmer Sports Hall | 14 The Bury | 23 Grignon Hall |
| 3 Music School | 9 Shooting Range | 15 Medical Centre | 24 Class Rooms & Library |
| 4 Lord Riche Hall | 10 Felsted Gym | 16 Stephenson's Gate | 25 Science Laboratories |
| 5 Swimming Pool | 11 Business & Economics Centre | 17 Religious Studies Centre | 26 Hunt Theatre |
| 6 Art Centre | 12 DT Centre | 18 Almshouses | 27 The Old School |
| | | 19 Cricket Pavilion / Archives | 28 Bathurst Garden |
| | | 20 Chaplaincy | 29 Wellbeing Centre |
| | | 21 Tailor's Shop | 30 Coffee Shop |

Preparatory School Key

- 1 Prep School Office and Reception
- 2 Ross Hall
- 3 Philipps Music Centre
- 4 Roed Sports Hall
- 5 Tennis / Netball Courts
- 6 Outdoor Swimming Pool
- 7 Hunnable Pavilion
- 8 Preparatory School Pitches

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Key
 Parking
 --- Senior School Pupil Boundary

Part two - Outdoor spaces



Felsted

Felsted Prep School

Ages 4-12

Felsted, Essex, CM6 3JL

+44 (0)1371 822 610

Felsted School

Ages 13-18

Felsted, Essex, CM6 3LL

+44 (0)1371 822 600

Senior School Key

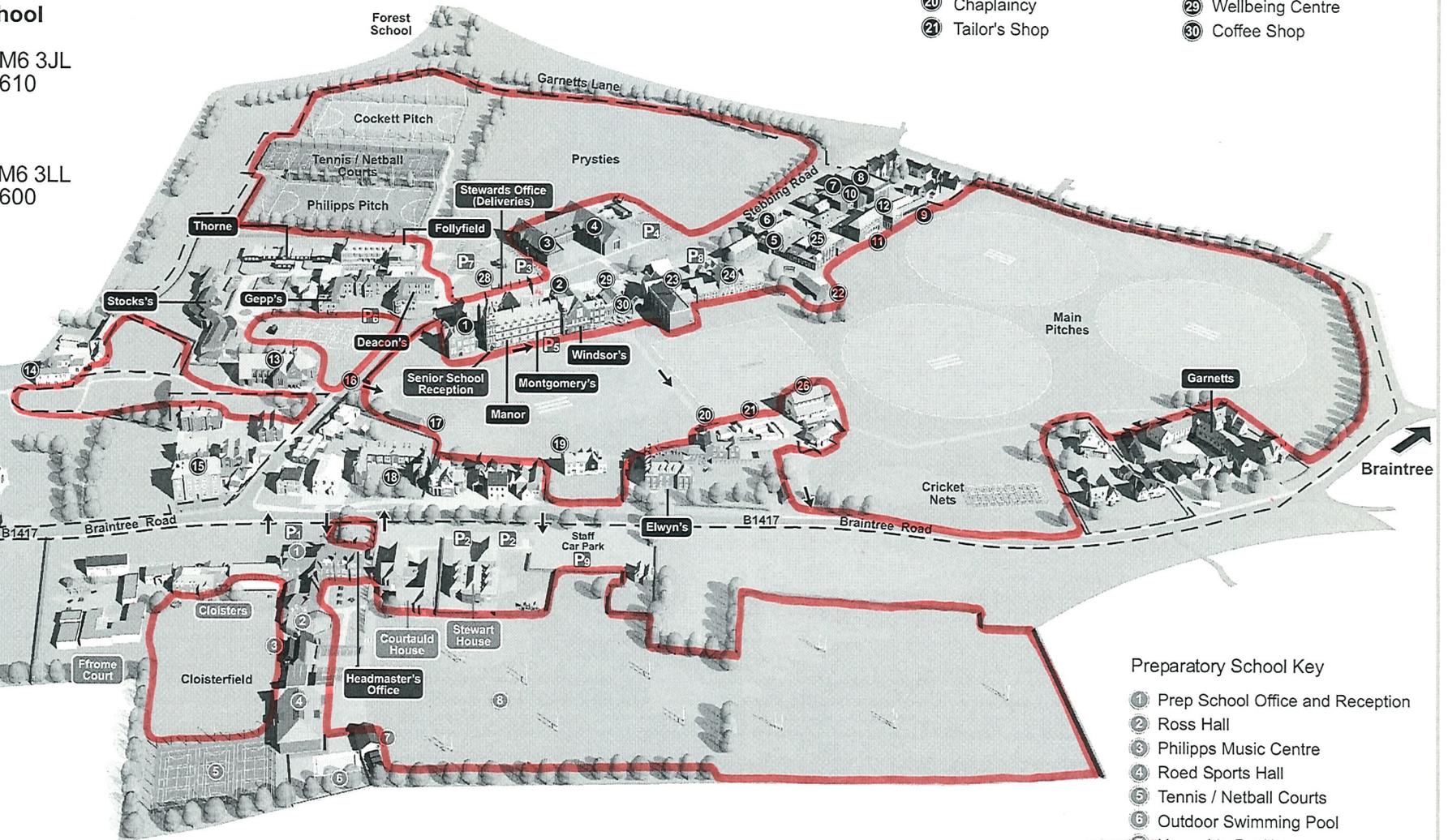
- | | | | |
|-----------------------|-------------------------------|-------------------------------|--------------------------|
| ① Headmaster's Office | ⑦ Squash Courts | ⑬ The Chapel | ⑳ Wallis Computer Centre |
| ② Sixth Form Centre | ⑧ Palmer Sports Hall | ⑭ The Bury | ㉑ Grignon Hall |
| ③ Music School | ⑨ Shooting Range | ⑮ Medical Centre | ㉒ Class Rooms & Library |
| ④ Lord Riche Hall | ⑩ Felsted Gym | ⑯ Stephenson's Gate | ㉓ Science Laboratories |
| ⑤ Swimming Pool | ⑪ Business & Economics Centre | ⑰ Religious Studies Centre | ㉔ Hunt Theatre |
| ⑥ Art Centre | ⑫ DT Centre | ⑱ Almshouses | ㉕ The Old School |
| | | ㉚ Cricket Pavilion / Archives | ㉖ Bathurst Garden |
| | | ㉛ Chaplaincy | ㉗ Wellbeing Centre |
| | | ㉜ Tailor's Shop | ㉘ Coffee Shop |

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Dunmow

Chelmsford

Braintree



Key

- Parking
- Senior School Pupil Boundary

Preparatory School Key

- ① Prep School Office and Reception
- ② Ross Hall
- ③ Philipps Music Centre
- ④ Roed Sports Hall
- ⑤ Tennis / Netball Courts
- ⑥ Outdoor Swimming Pool
- ⑦ Hunnable Pavilion
- ⑧ Preparatory School Pitches

Licensing Act 2003 Premises Licence

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LOCAL AUTHORITY



**Licensing Section
Uttlesford District Council
Council Offices
London Road
SAFFRON WALDEN
ESSEX
CB11 4ER**

Part 1 - Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

LORD RICHE HALL

FELSTED SCHOOL, FELSTED, ESSEX, CM6 3LL.

Telephone 01371 822650

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- a performance of live music
- any playing of recorded music
- entertainment facilities for dancing
- the sale by retail of alcohol

THE TIMES THE LICENCE AUTHORIZES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
E. Performance of live music (Indoors)	Monday to Saturday	Noon	Midnight
	Sunday	2:30pm	10:30pm
F. Playing of recorded music (Indoors)	Monday to Saturday	Noon	Midnight
	Sunday	2:30pm	10:30pm
J. Provision of facilities for dancing (Indoors)	Monday to Saturday	Noon	Midnight
	Sunday	2:30pm	10:30pm
M. The sale by retail of alcohol for consumption ON the premises only	Monday to Saturday	11:00am	11:00pm
	Sunday	Noon	10:30pm

Non Standard Timings:

Christmas Day 12 noon to 3:00pm and 7.00pm to 10:30pm.

Good Friday 12 noon to 10:30 pm.

New Year's Eve, except on a Sunday, 11:00am to 11:00pm;

New Year's Eve on a Sunday, 12 noon to 10.30pm,

New Year's Eve from the end of permitted hours on New Year's Eve to the start of

Licensing Act 2003 Premises Licence

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THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES continued ...

Activity (and Area if applicable)	Description	Time From	Time To
M. The sale by retail of alcohol for consumption ON the premises only continued ...	permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31 st December).		

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Monday to Saturday	11:00am	11:20pm
Sunday	Noon	10:50pm
Non Standard Timings: Christmas Day 12 noon to 3:20pm and 7.00pm to 10:50pm. Good Friday 12 noon to 10:50pm. New Year's Eve, except on a Sunday, 11:00am to 11:20pm; New Year's Eve on a Sunday, 12 noon to 10.50pm, New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31 st December).		

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

- M. The sale by retail of alcohol for consumption ON the premises only

Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

FELSTED SCHOOL

FELSTED, ESSEX, CM6 3LL.
Telephone 01371 822600

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

FELSTED SCHOOL

310870

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

ROSE A WALKER

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL

Licence No. PA

Issued by East Hertfordshire

ANNEXES

Annexe 1 - Mandatory Conditions

Mandatory conditions - supply of alcohol

- 1) No supply of alcohol may be made under the premises licence
 - at a time when there is no designated premises supervisor in respect of the premises licence or
 - at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended
- 2) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
- 3) (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises-
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to-
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either-
 - (a) a holographic mark, or
 - (b) an ultraviolet feature.
6. The responsible person must ensure that-
 - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-

ANNEXES continued ...

- (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
7. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
8. For the purposes of the condition set out in paragraph 8 -
- (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979(a);
- (b) "permitted price" is the price found by applying the formula -
- $$P = D + (D \times V)$$
- where -
- (i) P is the permitted price,
 - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
- (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994(a).
9. Where the permitted price given by Paragraph (b) of paragraph 9 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
10. -(1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 9 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Embedded Conditions of 1964 Act

1) No person under fourteen shall be in the bar of the licensed premises during the permitted hours unless one of the following applies:

- (1) He is the child of the holder of the premises licence.
- (2) He resides in the premises, but is not employed there.
- (3) He is in the bar solely for the purpose of passing to or from some part of the premises which is not a bar and to or from which there is no other convenient means of access or egress.
- (4) The bar is in railway refreshment rooms or other premises constructed, fitted and intended to be used bona fide for any purpose to which the holding of the licence is ancillary.

ANNEXES continued ...

In this condition "bar" includes any place exclusively or mainly used for the consumption of intoxicating liquor. But an area is not a bar when it is usual for it to be, and it is, set apart for the service of table meals and alcohol is only sold or supplied to persons as an ancillary to their table meals.

- (5) Alcohol to be sold to persons or organisations attending functions on the premises booked through the school.
- (6) No off sales.
- (7) No sales to the general public.

Public Entertainment Conditions

- 1) All the conditions of management for places of entertainment to which the public entertainment licence was subject are preserved as conditions on this licence and are shown at schedule 1 hereto.
- 2) The power supply for all electrical equipment which is either portable or of a temporary nature and the use of which is directly connected with the entertainment shall be protected at source by a residual current device of 30mA sensitivity conforming with British Standard 4293.
- 3) Not more than 400 persons shall be in the rooms stated for the purpose authorised by this licence.
- 4) Where portable electrical equipment is used then a CO2 fire extinguisher and, a light duty fire blanket to be installed adjacent to it.
- 5) The emergency exit Luminaire to the rear of the entrance hall to be covered and the door to be locked whilst a function under the above Act takes place.
- 6) The single door leading from the servery area to the first floor to be locked whilst a function under the above Act takes place.
- 7) No properties or stage costumes or articles of a like nature shall be used in connection with the entertainment without the consent in writing of the Council. (Sundays only).
- 8) Where required by the Council, a copy of the detailed programme shall be submitted at least seven days before the date of the entertainment. (Sundays only).

Annexe 2 - Conditions Consistent with Operating Schedule

None.

Annexe 3 - Conditions Imposed Following a Hearing

None.

Annexe 4 - Plan of Premises

See attached.


Chief Executive

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Licensing Act 2003 Premises Licence

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LOCAL AUTHORITY



**Licensing Section
Uttlesford District Council
Council Offices
London Road
SAFFRON WALDEN
ESSEX
CB11 4ER**

Part 1 - Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

THE CROMWELL CENTRE

FELSTED SCHOOL, FELSTED, ESSEX, CM6 3LL.

Telephone 01371 822650

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- a performance of live music
- any playing of recorded music
- a performance of dance
- entertainment facilities for dancing
- the sale by retail of alcohol

THE TIMES THE LICENCE AUTHORIZES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
E. Performance of live music (Indoors)	Non Standard Timings: Provided without limitation for private entertainment purposes only.		
F. Playing of recorded music (Indoors)	Monday to Saturday	10:00am	11:20pm
	Sunday	Noon	10:50pm
	Non Standard Timings: Christmas Day 12 noon to 3:20pm and 7.00pm to 10:50pm. Good Friday 12 noon to 10:50pm. New Year's Eve, except on a Sunday, 11:00am to 11:20pm; New Year's Eve on a Sunday, 12 noon to 10.50pm, New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31 st December).		
G. Performance of dance (Indoors)	Non Standard Timings: Provided without limitation for private entertainment purposes only.		
J. Provision of facilities for dancing (Indoors)	Non Standard Timings: Provided without limitation for private entertainment purposes only.		

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES continued ...

Activity (and Area if applicable)	Description	Time From	Time To
M. The sale by retail of alcohol for consumption ON the premises only	Monday to Saturday	10:00am	11:00pm
	Sunday	Noon	10:30pm
Non Standard Timings:			
Christmas Day 12 noon to 3:00pm and 7.00pm to 10:30pm.			
Good Friday 12 noon to 10:30 pm.			
New Year's Eve, except on a Sunday, 11:00am to 11:00pm;			
New Year's Eve on a Sunday, 12 noon to 10.30pm,			
New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31 st December).			

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Monday to Saturday	10:00am	11:20pm
Sunday	Noon	10:50pm
Non Standard Timings:		
Christmas Day 12 noon to 3:20pm and 7.00pm to 10:50pm.		
Good Friday 12 noon to 10:50pm.		
New Year's Eve, except on a Sunday, 11:00am to 11:20pm;		
New Year's Eve on a Sunday, 12 noon to 10.50pm,		
New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31 st December).		

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

- M. The sale by retail of alcohol for consumption ON the premises only

Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

FELSTED SCHOOL

FELSTED, ESSEX, CM6 3LL.
Telephone 01371 822600

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

FELSTED SCHOOL

310870

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

ROSE A WALKER

Licensing Act 2003

Premises Licence

134

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR
WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL

Licence No. PA

Issued by East Hertfordshire

ANNEXES

Annexe 1 - Mandatory Conditions

Mandatory conditions - supply of alcohol

- 1) No supply of alcohol may be made under the premises licence
 - at a time when there is no designated premises supervisor in respect of the premises licence or
 - at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended
- 2) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
- 3) (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises-
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to-
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either-
 - (a) a holographic mark, or
 - (b) an ultraviolet feature.
6. The responsible person must ensure that-
 - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-

ANNEXES continued ...

- (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
7. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
8. For the purposes of the condition set out in paragraph 8 -
- (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979(a);
 - (b) "permitted price" is the price found by applying the formula -
- $$P = D + (D \times V)$$
- where -
- (i) P is the permitted price,
 - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
- (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994(a).
9. Where the permitted price given by Paragraph (b) of paragraph 9 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
10. - (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 9 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
 (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Embedded Conditions of 1964 Act

- 1) No person under fourteen shall be in the bar of the licensed premises during the permitted hours unless one of the following applies:
- (1) He is the child of the holder of the premises licence.
 - (2) He resides in the premises, but is not employed there.
 - (3) He is in the bar solely for the purpose of passing to or from some part of the premises which is not a bar and to or from which there is no other convenient means of access or egress.
 - (4) The bar is in railway refreshment rooms or other premises constructed, fitted and intended to be used bona fide for any purpose to which the holding of the licence is ancillary.

ANNEXES continued ...

In this condition "bar" includes any place exclusively or mainly used for the consumption of intoxicating liquor. But an area is not a bar when it is usual for it to be, and it is, set apart for the service of table meals and alcohol is only sold or supplied to persons as an ancillary to their table meals.

- (5) Alcohol be sold only to persons or organisations attending functions on the premises booked through the school.
- (6) No off sales.
- (7) No sales to the general public.
- (8) No occasional licenses to be applied for on this licence.

Annexe 2 - Conditions Consistent with Operating Schedule

None.

Annexe 3 - Conditions Imposed Following a Hearing

None.

Annexe 4 - Plan of Premises

See attached.


Chief Executive

Amanda Turner

From: R Sudlow
Sent: 25 August 2019 11:03
To: Licensing
Cc: Clerk to Felsted PC
Subject: [External]..Re: Felsted School - Application for Events/Alcohol Licence

Dear Uttlesford licensing department,

Re: Felsted School – Application for Events Licence

I was alerted to the above application by the Parish Council, as Felsted School seems to have tried to sneak in their application during the quietest time in the village calendar, i.e. the end of the school holidays, and has not notified local people of its intentions in advance.

I object in the strongest terms to this application for the reasons below:

1. Felsted School is a place of learning and education, not an events facility. The provision of alcoholic drinks on site is not in keeping with an institution charged with the welfare of young people, for many of whom the school is acting in loco parentis.
2. The current events at the school already cause a lot of noise and disruption, either through loud speakers (sports day etc) or through all the extra traffic dropping off and picking up children and their parents for all the extra-curricular events, open days etc etc. In addition, Felsted School normal hours drop off/pick-ups are a *major* contributor to local carbon emissions and traffic gridlock. We do not need any further school disruption in the village 'out of hours'.
3. Felsted School normally relies on the goodwill of local people, who tolerate more than they should have to. This sneaky application is a cynical attempt to 'monetise' the school facilities and is totally inappropriate given the institution's setting at the heart of a quiet rural village (quiet when it's not drop off/pick-up time, anyway!). The topography of the land means that noise travels far and wide and it is unacceptable for villagers to be disturbed in this way, even up to 0100hrs on some nights, as per the application. We have work to go to the next morning and we need our sleep. It is also unacceptable in terms of increased light pollution, and the disturbance of bats and other wildlife.
4. One of the upsides of living in the countryside is that, apart from some night flights, the only sound is the barking of foxes, the rustling of badgers and other night creatures. On warm summer nights we can sleep with our windows open and enjoy the night air and dark skies. Imagine how it would be to lie in bed listening to a loud open air film showing and the noise of braying, tipsy guests, followed by the noise of multiple cars being started up and driven out of the village at 0100. It is *totally inappropriate* in this setting.
5. Any drinks and open air event licensing should be limited to no more than one per term, advertised beforehand so that local people can brace themselves.

Yours faithfully,

Rosalind Sudlow 9 Bury Fields Felsted CM6 3HA

Amanda Turner

From: Assistant Clerk <asstclerk@felsted-pc.gov.uk>
Sent: 29 August 2019 11:53
To: Licensing
Subject: [External]..Felsted School New Premises Application

Dear Sirs

Felsted Parish Council strongly object to the New Premises Application for Felsted School under the grounds of Prevention of Public Nuisance. The school is in the Conservation Zone, surrounded by residential dwellings. This application is more akin to a nightclub than a school. The recent example of the Leavers Ball which didn't finish until 2 am and caused considerable disturbance due to very high noise levels is an example of why events must be managed tightly and not given a blanket permission.

The PC strongly believe that events of this nature are not in keeping with a school and village environment and as such event licences need to be applied for on a case by case basis.

Yours faithfully

Heather Read

Assistant Clerk to Felsted Parish Council

Amanda Turner

From: Susan Matthews
Sent: 26 August 2019 10:09
To: Licensing
Subject: [External]..Felsted School event licence

I have been resident in Felsted village for 34 years - during that time I have seen the increase in traffic through the village , increase in pupil numbers at Felsted school with resultant parking problems and increase in noise disturbance by aircraft and some local events. This summer the loud speaker system at Felsted school for sports events was so loud that I could hear it inside my house with doors and windows shut. I guess they have new speaker system as this has not happened in previous years but I view it as sign of what may happen if this application is approved. Getting through the village centre in term time is still a problem often due to inconsiderate parking on the main road - I visualise this problem could be extended to school holidays and weekends when at present we get some respite.

I cannot see how this application benefits the village as a whole and dread the thought of hearing loud music upto 2.0 am and the additional noise of shouting and cheering which results from people consuming too much alcohol.

I hope that this application will not be approved as I cannot see that it will benefit the village as a whole but will cause disturbance and aggravation to residents.

yours faithfully Susan Matthews 7 Bury Fields Felsted CM6 3HA

Amanda Turner

From: Sue King
Sent: 02 September 2019 17:08
To: Licensing
Subject: Re: [External]..Enquiry from website - Felsted School

We live in 6 Alderton Close, Felsted, CM6 3EL. Our back bedroom's views are over a house and then the playing fields.

From: Licensing <Licensing@uttlesford.gov.uk>
Sent: 02 September 2019 13:14
To: Sue King
Subject: RE: [External]..Enquiry from website - Felsted School

Dear Mr & Mrs King,

I refer to your email below. This application is likely to be determined by our Licensing and Environmental Committee. Please can you advise us of your full address as we need to ensure you live within the vicinity of the premises, and we can then include you objection in the report pack.

Kind regards

Amanda

Amanda Turner
Licensing Team Leader

Uttlesford District Council
Council Offices
London Road
Saffron Walden
Essex. CB11 4ER
e-mail: licensing@uttlesford.gov.uk

From: Sue King
Sent: 02 September 2019 13:36
To: Licensing <Licensing@uttlesford.gov.uk>
Subject: [External]..Enquiry from website

Re: Felsted School Alcohol Licence Application

Sent from Windows Mail
Dear Sir,

We wish to lodge our objection to an alcohol licence being granted to Felsted School beyond mid-night for any event.

Noise travels easily across their playing fields, including loud music and it is not an urban area.

We feel that any large events with alcohol involved, especially events such as Leavers Balls, weddings etc., should be very limited and certainly not go onto 2 a.m.

Yours faithfully,

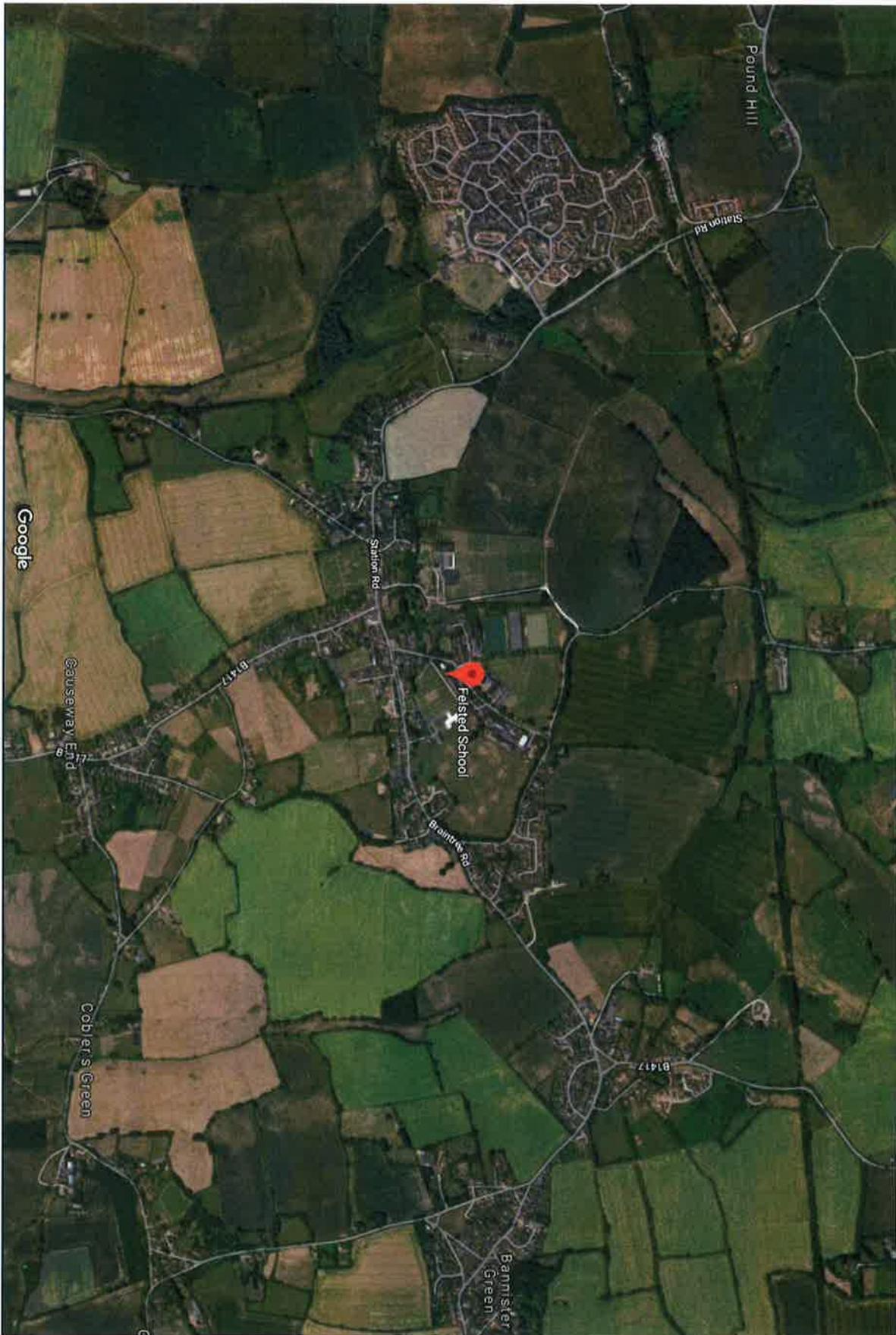
Mrs G.S. & Mr J.C. King

ACHIEVEMENT
AWARDS 2019
FINALISTS **MJ**



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Amanda Turner

From: Vicky Powell 42072551 @essex.police.uk>
Sent: 06 September 2019 13:00
To: Amanda Turner
Subject: [External]..Felsted School Review

Dear Ms Turner,

Essex Police are aware that the application for the premises licence at Felsted School has resulted in representations being raised and a hearing being scheduled to determine the grant.

Essex Police liaised closely with the applicant prior to submission to ensure all aspects of the licence as applied for conformed to legislative requirements and upheld all four licensing objectives in every sense.

It is the view of this licensing officer that the conditions outlined in the operating schedule are adequate to promote the four licensing objectives (Prevention of Crime and Disorder, Public Safety, Prevention of Public Nuisance, Protection of Children from Harm) and ensure the safe management and running of the premises should a licence be granted.

The Licensing Act 2003 as it is written is a permissive act and applications should not be rejected where there is no reason to believe the objectives would be undermined. Through the application for review process there is recourse for a licence holder to be held to account, with the potential for a licence to be revoked should, once granted, the objectives, legislation and conditions be undermined, flouted, or breached.

Essex Police, along with the other relevant authorities, had sight of this application and did not have cause throughout the consultation process to raise any representations against the grant as applied for.

Kind regards
Vicky

*Licensing Officer 72551 Vicky Powell
Braintree & Uttlesford District Policing Area
North Local Policing Area
Phone 01245 452035
Mobile
Email: v.powell@essex.pnn.police.uk*

Braintree Police Station Blyths Meadow Braintree CM73D.J



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