



GUILDFORD
BOROUGH

Satish Mistry
Director of Corporate Services

www.guildford.gov.uk

Contact Officer:
Sophie Butcher

8 June 2016

Dear Councillor

Your attendance is requested at a meeting of the **LICENSING SUB COMMITTEE** to be held in the Committee Room 1, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **MONDAY, 13 JUNE 2016 at 9.00 am.**

Yours faithfully

Satish Mistry
Director of Corporate Services

MEMBERS OF THE LICENSING SUB COMMITTEE

Councillor Mike Parsons (Chairman)
Councillor David Elms
Councillor Tony Phillips

QUORUM 3



INVESTOR IN PEOPLE



Guildford Borough Council
Millmead House, Millmead, Guildford, Surrey GU2 4BB

THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the borough

For Guildford to be a town and rural borough that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting-edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment, which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs.

Five fundamental themes that support the achievement of our vision:

- **Our Borough** - ensuring that proportional and managed growth for future generations meets our community and economic needs
- **Our Economy** - improving prosperity for all by enabling a dynamic, productive and sustainable economy that provides jobs and homes for local people
- **Our Infrastructure** - working with partners to deliver the massive improvements needed in the next 20 years, including tackling congestion issues
- **Our Environment** - improving sustainability and protecting our countryside, balancing this with the needs of the rural and wider economy
- **Our Society** - believing that every person matters and concentrating on the needs of the less advantaged

Your Council – working to ensure a sustainable financial future to deliver improved and innovative services

Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

Mission – for the Council

A forward looking, efficiently run Council, working in partnership with others and providing first class services that give our society value for money, now and for the future.

AGENDA

**ITEM
NO.**

1 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

In accordance with the revised local Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and that they must also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, you must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

**2 APPLICATION FOR A TEMPORARY EVENT NOTICE AT WORPLESDON
PLACE HOTEL FOR THE PROVISION OF REGULATED ENTERTAINMENT
ON 6 AUGUST 2016 (Pages 1 - 24)**

**Please contact us to request this document in an
alternative format**

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LICENSING SUB-COMMITTEE

13 JUNE 2016

Application Type:	Submission of a Temporary Event Notice (TEN)		
Ward:	Worplesdon	Ward Councillors:	1. Councillor David Elms 2. Councillor Bob Mc Shee 3. Councillor Iseult Roche
Premises user:	Mr Graham Rolland		
Location:	Worplesdon Place Hotel Worplesdon Perry Hill Surrey GU3 3RY		
Proposal:	<p>The premises user has given notice of the following licensable activities:</p> <p>(a) the provision of regulated entertainment</p> <p>on the following dates and times:</p> <ul style="list-style-type: none"> • Saturday 6 August 2016 from 12:00 hrs to 00:00 hrs 		

1. BACKGROUND

- 1.1 The Licensing Act 2003 (the 2003 Act) requires the Council (as licensing authority) to carry out its various licensing functions to promote the following four licensing objectives:
- (1) the prevention of crime and disorder;
 - (2) public safety;
 - (3) the prevention of public nuisance;
 - (4) the protection of children from harm.
- 1.2 The 2003 Act further 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 decisions on applications made under the Act. The current Statement of Licensing Policy took effect on the 7 January 2016.
- 1.3 Under the 2003 Act, it is the duty of all licensing authorities, in carrying out their functions, to have regard to guidance issued by the Secretary of State under section 182. As long as 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.
- 1.4 Temporary event notices allow licensable activities to be carried on without the need for a premises licence. If a premises has a premises licence, they allow licensable activities to be carried on otherwise than in accordance with the licence. They can therefore allow different activities or different hours. Events carried on under the authority of a temporary event notice are not subject to the conditions on the premises licence, however any conditions imposed on the temporary event licence must be in line with the premises licence.

2. **SITE LOCATION AND HISTORY**

- 2.1 Worplesdon Place Hotel is located at Perry Hill, Worplesdon, Surrey, GU3 3RY.
- 2.2 There are residential properties in the immediate vicinity of the premises. A plan showing the location of the premises is attached at Appendix 1, with residential properties represented by a dot.
- 2.3 In October 2015, the current licence holder transferred the licence and took possession of the premises.
- 2.4 The current premises licence, GUPLA0209, permits the sale of alcohol (for consumption on and off the premises) and regulated entertainment indoors until 00:30 hours Monday to Sunday. A copy of the licence is attached at Appendix 2.

3. **APPLICATION**

- 3.1 A Temporary Event Notice was submitted by Mr Graham Rolland on Wednesday 27 May 2016 and the form is attached at Appendix 3. This notification was submitted within the correct time periods and has been accepted as a valid notice.

- 3.2 The dates and times shown on the Notice are as follows:

Saturday 6 August 2016 from 12:00 hours to 00:00 hours (midnight)

The licensable activities notified on the application are:

- a) the provision of regulated entertainment

The proposed event is a large film viewing via a big external screen.

The premises are currently not licensed for these activities outdoors.

- 3.3 On 2 June 2016, Environmental Health served a notice of objection in relation to the temporary event notice. This notice was served within the timescales prescribed.
- 3.4 The objection is based on their concern that the 'prevention of public nuisance' licensing objective would not be met. The objection notice refers to 11 complaints from residents following a recent three day event at the premises. A full copy of the objection notice is attached at Appendix 4.

4. **CONSIDERING THE OBJECTION**

- 4.1 The factors to be taken into account when considering the objection are listed below:
- (a) The Sub-Committee is obliged to consider this objection with a view to promoting the licensing objective of the prevention of public nuisance.
- (b) The Sub-Committee must have regard to any representations made by Environmental Health and the applicant and any supporting evidence.
- (c) The Sub-Committee must, having regard to the objection notice, give a counter notice under Section 105 of the Act if it considers it appropriate for the promotion of the licensing objective of the prevention of public nuisance to do so. If a counter notice is given, the event is not authorised to take place.
- (d) If the Sub-Committee does not consider it appropriate to give a counter notice under Section 105, it may impose conditions on the TEN if it considers it appropriate for the promotion of the licensing objective of the prevention of public

nuisance to do so. The conditions that can be imposed are any which are on the existing premises licence, provided they are not inconsistent with the carrying out of the event.

- (e) If the Sub-Committee does not consider it appropriate to give a counter notice or impose conditions, the premises user will be entitled to hold the event as stated in the notice.
- (f) If the Sub-Committee decides to give a counter notice it must give the counter notice and a notice stating the reasons for the decision to the premises user and Environmental Health. If the Sub-Committee decides to impose conditions it must give notice to the premises user together with a separate statement of conditions and provide a copy to Environmental Health.
- (g) There is a right of appeal to the Magistrate's Court for the recipient of a counter notice or for Environmental Health where no counter notice is given, however no appeal may be brought later than 5 working days before the event period begins.

5. LICENSING POLICY

5.1 The following sections of the Council's Licensing Policy are relevant:

- Section 4 - Fundamental Principles
- Section 10 - Temporary Event Notices
- Section 12.4 - The Licensing Objectives – Prevention of nuisance

6. NATIONAL GUIDANCE

6.1 The following sections of the Guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003 are relevant:

- Paragraphs 2.14 to 2.20 – Public Nuisance
- Paragraphs 7.1 to 7.40 – Temporary Event Notices.

7. RECOMMENDATION

7.1 The Sub-Committee is asked to consider the objection notice from Environmental Health, together with any other submissions made at the hearing, and determine whether it is appropriate for the promotion of the prevention of public nuisance objective to give a counter notice which will prevent the event from going ahead or whether to impose conditions from the existing premises licence on the event.

Reason for recommendation

To comply with the requirements of the Licensing Act 2003

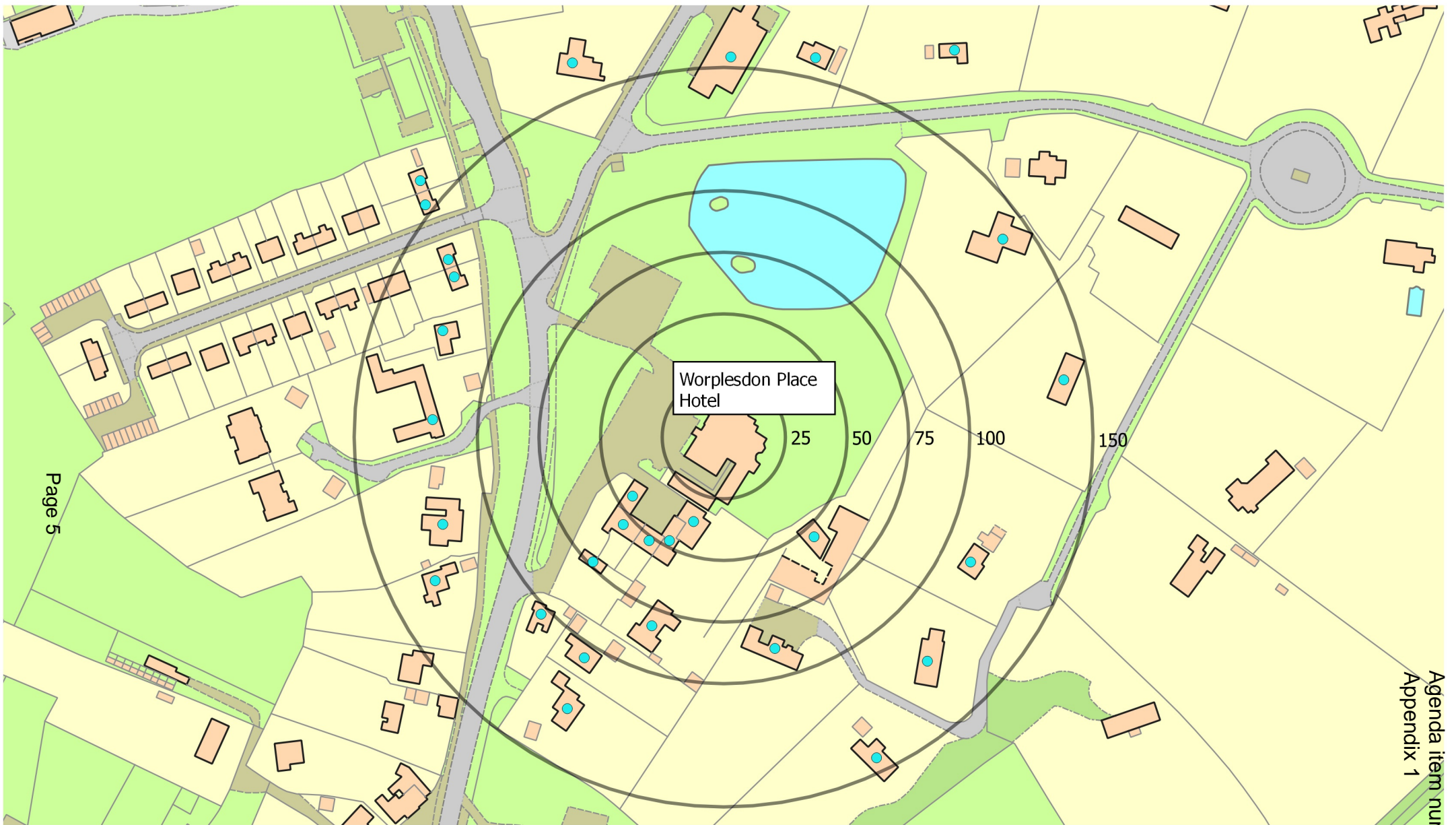
Background Papers:

Amended Guidance issued under Section 182 of the Licensing Act 2003

Originator:

Justine Fuller
Environmental Health Manager
Tel: (01483) 444390
E-Mail: Justine.fuller@guildford.gov.uk

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Worplesdon Place Hotel Residence Proximity Map

Legend

- Residential Property

50 0 50 100 150 200 m



Radial proximity measured in metres

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Licensing Act 2003

GUPLA0209

Premises Licence

Part 1 - Premises Details

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

Worplesdon Place Hotel

Perry Hill, Worplesdon, Guildford, Surrey, GU3 3RY.

Telephone 01483 232 407

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- an exhibition of a film
- an indoor sporting event
- a performance of live music
- any playing of recorded music
- a performance of dance
- provision of late night refreshment
- the sale by retail of alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
B. Exhibition of films (Indoors)	Monday to Sunday	10:00am	12:30am
C. Indoor sporting event	Monday to Sunday	10:00am	12:30am
E. Performance of live music (Indoors)	Monday to Sunday	10:00am	12:30am
F. Playing of recorded music (Indoors)	Monday to Sunday	10:00am	12:30am
G. Performance of dance (Indoors)	Monday to Sunday	10:00am	12:30am
L. Late night refreshment (Indoors)	Monday to Sunday	11:00pm	12:30am
M. The sale by retail of alcohol for consumption ON and OFF the premises	Monday to Sunday	10:00am	12:30am

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Monday to Sunday	Midnight	Midnight No Fixed Times



Justine Fuller
Environmental Health Manager
Guildford Borough Council



Licensing Act 2003

GUPLA0209

Premises Licence

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 and OFF the premises

Part 2

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

BFI Limited
[REDACTED]

15 Bathurst Mews, London, W2 2SB.

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

BFI Limited

06603994

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

Graham ROLLAND
[REDACTED]

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. GUPA0596

Issued by Guildford





ANNEXES

MANDATORY CONDITIONS

A: Sales of alcohol

1. No supply of alcohol may be made under the premises licence -
 - a. at a time when there is no designated premises supervisor in respect of the premises licence, or
 - b. at a time when the designated premises supervisor does not hold a personal licence or the 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

Mandatory Licensing Conditions (Alcohol Sales)

- 1.1 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.
- 1.2 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 in a manner 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).
2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 3.1 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.
- 3.2 The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- 3.3 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.
4. 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-
 - 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

Justine Fuller
Environmental Health Manager
Guildford Borough Council





Premises Licence

ANNEXES continued ...

- 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."

B: Permitted price for alcohol

1. 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.
2. For the purposes of the condition set out in paragraph 1-
 - a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
 - 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.
3. Where the permitted price given by Paragraph (b) of paragraph 2 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.
4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 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.

C: Film exhibitions

- a) Subject to subsection (b) below, the admission of children to the exhibition of films on the premises shall be restricted in accordance with any recommendation made by the British Board of Film Classification (BBFC)
- b) If the licensing authority does not agree with the category of any film as recommended by the BBFC, it may alter the category of the film. On notice of alteration of category being given by the licensing authority to the holder of the licence, the film shall thereafter be treated as being in the altered category and admission of children to the exhibition of the film shall be restricted accordingly

D: Permitted hours

Justine Fuller
Environmental Health Manager
Guildford Borough Council





Licensing Act 2003

GUPLA0209**Premises Licence****ANNEXES continued ...**

As displayed on the Premises Licence.

a. Variations from these times displayed on licence:

Christmas Day: 11:30 to 22:30

New Years Eve: 10:00 to New Years Day terminal hour.

Residents of the hotel shall be permitted to purchase alcohol for themselves and their 'Bone Fide' guests, at all times, which includes the period outside permitted hours.

E: Further Conditions agreed with Environmental Health (Pollution Control) 13 February 2006

1. All Public Entertainment, to which the licence applies, shall be restricted to within the buildings of the premises. No loud speakers external to the building providing amplified music shall be permitted.
2. External windows and doors serving the licensed area shall be kept shut at all times when public entertainment is being provided. Doors may be opened for normal entrance and egress of people but must be shut immediately thereafter and must be fitted with self-closers, which shall be maintained in good working order, which shall ensure this. Noise from the closing of doors shall not be audible beyond the site boundary.
3. The Licensee shall arrange to carry out regular monitoring checks at the site boundary of the licensed premises during any entertainment permitted by this licence. If any noise breakout is determined which is clearly audible at any nearby noise sensitive premises, then the licensee shall act to identify the cause and take such action as necessary to reduce the noise breakout from the building.
4. Customers shall not be permitted to use any external part of the premises, e.g. outside drinking areas, for any purposes after 11:30 pm except for access to and from the premises.
5. Measures should be taken to ensure that noxious smells from the licensed premises are not permitted so as to cause a nuisance to nearby properties.
6. Measures to be taken to not "over-light" the extended patio area. Ensure that the lighting is aimed away from sensitive premises, and use properly designed screens, baffles, hoods and louvres to control the beam. The lighting should be turned off when the patio area is closed.





Licensing Act 2003

GUPLA0209

Premises Licence Summary

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

Worplesdon Place Hotel

Perry Hill, Worplesdon, Guildford, Surrey, GU3 3RY.

Telephone 01483 232 407

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- an exhibition of a film
- an indoor sporting event
- a performance of live music
- any playing of recorded music
- a performance of dance
- provision of late night refreshment
- the sale by retail of alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

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M. The sale by retail of alcohol for consumption ON and OFF the premises	Monday to Sunday	10:00am	12:30am

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Monday to Sunday	Midnight	Midnight No Fixed Times

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 and OFF the premises





Licensing Act 2003

GUPLA0209

Premises Licence Summary

NAME, (REGISTERED) ADDRESS OF HOLDER OF PREMISES LICENCE

BFI Limited
[REDACTED]

15 Bathurst Mews, London, W2 2SB.

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

BFI Limited

06603994

NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

Graham ROLLAND

STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED

N/A



Justine Fuller
Environmental Health Manager
Guildford Borough Council

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Guildford
Temporary Event Notice
Licensing Act 2003

For help contact
licensing@guildford.gov.uk
Telephone: 01483 505050

* required information

Section 1 of 9

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

System reference	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text" value="Worplesdon Place - Cinema"/>	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

First name	<input type="text" value="Graham"/>	
Family name	<input type="text" value="Rolland"/>	
E-mail address	<input type="text" value="gm@worplesdonplace.co.uk"/>	
Main telephone number	<input type="text" value=""/>	Include country code.
Other telephone number	<input type="text" value=""/>	
<input type="checkbox"/> Indicate here if you would prefer not to be contacted by telephone		

Are you:

<input checked="" type="radio"/> Applying as a business or organisation, including as a sole trader	A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.
<input type="radio"/> Applying as an individual	

Applicant Business

Is your business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Registration number	<input type="text" value="06603994"/>	
Business name	<input type="text" value="BFI Limited"/>	If your business is registered, use its registered name.
VAT number	<input type="text" value="GB"/> <input type="text" value="937425604"/>	Put "none" if you are not registered for VAT.
Legal status	<input type="text" value="Private Limited Company"/>	

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 9

APPLICATION DETAILS ([See also guidance on completing the form, general notes and note 1](#))

Have you had any previous or maiden names?

- Yes No

Your date of birth

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence Address

Is the address the same as (or similar to) the address given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

Additional Contact Details

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

- Yes No

E-mail

Telephone number

Other telephone number

Section 3 of 9

THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). [\(See also guidance on completing the form, note 2\)](#)

Does the premises have an address?

- Yes No

Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

- Yes No

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

- Neither Premises licence Club premises certificate

Premises licence number

Location Details

Provide further details about the location of the event

Continued from previous page...

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

[\(see also guidance on completing the form, note 9\)](#)

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

Note that the maximum number of people cannot exceed 499.

[\(see also guidance on completing the form, note 10\)](#)

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

[\(see also guidance on completing the form, note 11\):](#)

- On the premises only
- Off the premises only
- Both

Section 5 of 9

RELEVANT ENTERTAINMENT [\(See also guidance on completing the form, note 12\)](#)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

Section 6 of 9

PERSONAL LICENCE HOLDERS [\(See also guidance on completing the form, note 13\)](#)

Do you currently hold a valid personal licence?

- Yes
- No

Provide the details of your personal licence below.

Issuing licensing authority

Licence number

Date of issue / /
dd mm yyyy

Date of expiry / /
dd mm yyyy

Continued from previous page... Any further relevant details

Section 7 of 9

PREVIOUS TEMPORARY EVENT NOTICES ([See also guidance on completing the form, note 14](#))

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

Yes No

Have you already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before; or Yes No

b) Begins 24 hours or less after the event period proposed in this notice?

Section 8 of 9

ASSOCIATES AND BUSINESS COLLEAGUES ([See also guidance on completing the form, note 15](#))

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes No

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before; or Yes No

b) Begins 24 hours or less after the event period proposed in this notice?

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes No

Continued from previous page...

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

Yes No

a) Ends 24 hours or less before; or
b) Begins 24 hours or less after the event period proposed in this notice?

Section 9 of 9

CONDITION [\(See also guidance on completing the form, note 17\)](#)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.
This formality requires a fixed fee of £21

DECLARATION [\(See also guidance on completing the form, note 18\)](#)

- * The information contained in this form is correct to the best of my knowledge and belief
 - * I understand that it is an offence:
 - * (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and
 - * (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both
- Ticking this box indicates you have read and understood the above declaration

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

Full name

Capacity

Date / /
dd mm yyyy

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

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

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

OFFICE USE ONLY

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

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Justine Fuller

From: Ian Croll
Sent: 02 June 2016 10:06
To: Licensing Unit; 'gm@worplesdonplace.co.uk'
Subject: Licensing Act 2003 - Notice of objection to TEN GUT-MAY16-73 [PRO]

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Sir/Madam,

Notification has been received by Environmental Health that Worplesdon Place Hotel, Perry Hill, Worplesdon, Surrey, GU3 3RY has submitted a TEN application for 6 August 2016: times 1200 - 0000; The provision of regulated entertainment; 300 max in attendance; event described as "Open Air Cinema".

Environmental Health object to this application on the grounds that it would undermine the licensing objective of prevention of public nuisance.

The evidence to support this objection is that:

- A recent 3 day event was held at Worplesdon Place Hotel over the Bank Holiday weekend, entitled "Spring Family Festival", involving a BBQ, pony rides, face-painting, a children's play area and live music in the gardens of the hotel, from 12pm to 5pm on Saturday 28th May, Sunday 29th May and Monday 30th May. To date Environmental Health have received 11 separate complaints from residents of Worplesdon regarding noise from the event, many of whom were significantly affected in their properties, with some having to stay indoors and close windows to avoid the noise, one of whom left the area on Monday to avoid the noise.
- The management of the hotel were contacted about the noise over the weekend by residents, but this does not appear to have any effect on the levels of noise from the event.
- There was no prior notification of the event to residents.
- Due to the timing of the bank holiday event and prior commitments, it has not been possible to discuss at length the complaints with the management, though a meeting has been arranged for Friday 3rd June to visit the venue for this purpose.
- Although evidence to support a statutory nuisance has not been proven at this stage, due to the limited time of the event, the investigation is at its early stage. The number of complaints for one events is sizeable and a future event in the gardens would likely cause a nuisance to local residents.

For these reasons, Environmental Health are satisfied that the granting of this TEN would undermine the licensing objective of preventing public nuisance. A copy of this objection notice will be served on Surrey Police Licensing, in accordance with the legislation.

Yours faithfully,

Ian Croll
Environmental Health Officer

Health and Community Care Services
Guildford Borough Council
Millmead House
Millmead

Agenda item number: 2

Guildford
Surrey GU2 4BB

Appendix 4

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Guildford Borough Council PROTECT EXTERNAL
