



GUILDFORD
B O R O U G H

Satish Mistry
Director of Corporate Services

www.guildford.gov.uk

Contact Officer:

Sophie Butcher, Committee Manager
Tel: 01483 444056

17 August 2016

Dear Councillor

Your attendance is requested at a meeting of the **LICENSING SUB COMMITTEE** to be held in the Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **MONDAY, 22 AUGUST 2016 at 10.00 am.**

Yours faithfully

Satish Mistry
Director of Corporate Services

MEMBERS OF THE LICENSING SUB COMMITTEE

Councillor Mike Parsons (Chairman)
Councillor David Elms
Councillor Nigel Manning

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 TEMPORARY EVENT NOTICE - HOLROYD ARMS, 36 ALDERSHOT ROAD, GUILDFORD, SURREY, GU2 8AF (Pages 1 - 24)

Please contact us to request this document in an alternative format

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LICENSING SUB-COMMITTEE

22 AUGUST 2016

Application Type:	Submission of a Temporary Event Notice (TEN)		
Ward:	Westborough	Ward Councillors:	1. Councillor Liz Hooper 2. Councillor Sheila Kirkland 3. Councillor Julia McShane
Premises user:	Lisa Ahmah		
Location:	Holroyd Arms 36 Aldershot Road Guildford Surrey GU2 8AF		
Proposal:	<p>The premises user has given notice of the following licensable activities:</p> <p>(a) the sale by retail of alcohol (b) the provision of regulated entertainment</p> <p>on the following dates and times:</p> <ul style="list-style-type: none"> • Sunday 28 August 2016 from 00:00 hrs to 02:30 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 unless conditions are imposed by the Sub-Committee, however any conditions imposed on the temporary event notice must be in line with those on the premises licence.

2. **SITE LOCATION AND HISTORY**

- 2.1 The 'Holroyd Arms' is located at 36 Aldershot Road, Guildford, Surrey, GU2 8AF.
- 2.2 The premises have Bed & Breakfast accommodation at the rear of the property. The adjoining property to the east is a commercial car premises. The 'Woodbridge Hill Members Club' is 50m across Aldershot Road to the south-east. All other remaining neighbours are residential properties which are 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 The current premises licence, GUPLA0286, permits the sale of alcohol (for consumption on and off the premises) and regulated entertainment indoors until:
- 23:30 hours Monday to Thursday
- 00:00 hours (midnight) Friday & Saturday
- 22:30 hours Sunday.
- There are a number of conditions included on the Premises Licence in sections C, D & E. A copy of the licence is attached at Appendix 2.
- 2.4 The Council has previously received noise complaints from nearby residents as detailed by the Council's Environmental Health team in their objection. A copy of this objection is attached at Appendix 3.

3. **APPLICATION**

- 3.1 A Temporary Event Notice was submitted by Lisa Ahmah (Designated Premises Supervisor) on Thursday 11 August 2016 and the form is attached at Appendix 4. 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:
- Sunday 28 August 2016 from 00:00 hrs (midnight) to 02:30 hrs

The licensable activities notified on the application are:

- the sale by retail of alcohol
- the provision of regulated entertainment

The proposed event is a 'Reunion Party' with a 'DJ'.

The premises are currently licensed for these activities indoors on a Saturday night until 00:00 hours (midnight).

On Tuesday 16 August 2016, Environmental Health served a notice of objection in relation to the temporary event notice. This notice was served within the timescales prescribed. A copy of this objection is attached at Appendix 3.

- 3.3 The objection is based on their concern that the 'prevention of public nuisance' licensing objective would not be met. The objection notice refers to a previous history of noise complaints and a recent complaint for an event held under a TEN on the 30th/31st July 2016 that included regulated entertainment.

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 a public 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

Agenda item number: 2

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:

Peter Rodham (B.S. EnHth, MIEHA)
Licensing Officer
Tel: (01483) 444110
E-Mail: peter.rodham@guildford.gov.uk

Attachment 1: Plan of Holroyd Arms and surrounding properties



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Licensing Act 2003

GUPLA0286

Premises Licence

Part 1 - Premises Details

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

Holroyd Arms

36 Aldershot Road, Guildford, Surrey, GU2 8AF.

Telephone 01483560215

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 of a similar description to that falling within entertainment facilities for making music or dancing
- 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
E. Performance of live music (Indoors)	Monday to Thursday	11:00am	11:00pm
	Friday to Saturday	11:00am	Midnight
	Sunday	Noon	10:30pm
F. Playing of recorded music (Indoors)	Monday to Thursday	11:00am	11:00pm
	Friday to Saturday	11:00am	Midnight
	Sunday	Noon	10:30pm
K. Provision of facilities for entertainment of a similar description to that falling within I or J (Indoors)	Monday to Thursday	11:00am	11:00pm
	Friday to Saturday	11:00am	Midnight
	Sunday	Noon	11:30pm
M. The sale by retail of alcohol for consumption ON and OFF the premises	Monday to Thursday	11:00am	11:00pm
	Friday to Saturday	11:00am	Midnight
	Sunday	Noon	10:30pm

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Monday to Thursday	7:00am	11:30pm
Friday to Saturday	7:00am	12:30am
Sunday	7:00am	11:00pm

Justine Fuller
Environmental Health Manager
Guildford Borough Council





Licensing Act 2003

Premises Licence

GUPLA0286

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

Punch Taverns Plc

Jubilee House, Second Avenue, Burton On Trent, Staffordshire, DE14 2AW.
Telephone 08447 360 360

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

Punch Taverns Plc

03752645

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

Lisa Jane AHMAH

24 Bishops Court, Mount Pleasant, Guildford, Surrey, GU2 4HU.
Telephone 01483 560 215 or 01483 851 304

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. GUPA1206

Issued by Guildford





Licensing Act 2003

GUPLA0286

Premises Licence

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 shall take all reasonable steps to 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 in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children
 - 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 (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
 - 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;
 - d. provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on-
 - i. the outcome of a race, competition or other event or process, or
 - ii. the likelihood of anything occurring or not occurring;
 - e. 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.
2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
- 4.1 The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
- 4.2 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 a holographic mark.

Justine Fuller
Environmental Health Manager
Guildford Borough Council





Premises Licence

ANNEXES continued ...

5. The responsible person shall 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; and
 - b. customers are made aware of the availability of these measures.

B: Permitted hours

As displayed on the Premises Licence

(a) Variations from these times displayed on license:

Christmas Eve and Boxing Day: A further additional hour (all licensable activities)

New Years Eve 11:00 to 23:00 New Years Day.

C: Additional Conditions agreed by the Licensing Sub Committee D on 19-08-2005

1. The designated premises supervisor shall be a member of Pub watch
2. Maintained illuminated fire exit notices shall be displayed above each exit door and at any change in direction. They must be illuminated at all times when the premises are in use.
3. Fire-fighting equipment shall be kept on the premises and maintained in satisfactory working order, unobstructed and available for immediate use.
4. No children under the age of 18 shall be allowed on the premises after 20.00 hours.
5. Any children under the age of 18 present on the premises before 20:00 hours shall be accompanied by a parent or guardian
6. A tamper proof noise-limiting device shall be installed and permanently maintained in good working order within the premises. The device shall automatically control the volume of all amplified live and recorded entertainment at the venue at all times, such that noise will not cause disturbance to the locality or any adjacent noise sensitive premises. The maximum volume played shall be set in arrangement with Officer of the Environmental Health & Licensing Services Unit, which shall not be exceeded. If necessary, the licensee shall arrange to reset this level upon request from officers of the unit.
7. All entertainment shall be restricted to within the buildings of the premises and no loud speakers external to the building shall be permitted.
8. External windows and doors serving the licensed area shall be kept shut at all times when 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 closing of doors shall not be audible beyond the site boundary.
9. Customers shall not be permitted to use any external part of the premises, e.g. outside drinking areas, for any purposes after 23:00 with the exception of a maximum of 25 people who will be permitted to use the designated smoking area until midnight and for access to and from the premises.
10. Signs shall be erected both inside and outside the premises asking patrons to have respect for the local neighbourhood and to leave the premises quietly.

(Conditions 4 and 9 as amended by the Licensing Sub-Committee on 29-01-2014)

D: Additional conditions agreed with Surrey Police on 18-12-2013

1. The licence holder will ensure that the premises benefit from a CCTV system that operates at all times when licensable activities are taking place
2. The System will incorporate a camera covering each of the entrance doors and main alcohol display area and will be capable

Justine Fuller
Environmental Health Manager
Guildford Borough Council





Licensing Act 2003

GUPLA0286

Premises Licence

ANNEXES continued ...

of providing an image which is regarded as identification standard. The precise position of the cameras may be agreed, subject to compliance with data protection legislation, with the Police from time to time

3. The system will incorporate a recording facility and any recording will be retained and stored in a suitable and secure manner for a minimum of 30 days and will be made available, subject to compliance with data protection legislation, to the Police for inspection on request
4. The system must be able to export recorded images to a removable means e.g. CD/DVD and have its own software able to allow playback / review.
5. A member of staff trained in the use of the CCTV system must be available at the premises at all times that the premises are open to the public.
6. The system will display, on any recording, the correct time and date of the recording
7. The CCTV will cover the area marked Lawned Garden

E: Additional conditions agreed with the Licensing Sub-Committee on 29-01-2014

1. The lawned garden will be closed to customers at 20:00. A gate will be fitted to close the area from 20:00 to customers.
2. A designated member of staff will regularly monitor the external area marked "Lawned Garden" on the plan attached to the premises licence, when in use, to ensure any empty receptacles are collected.
3. A telephone number will be made available to residents in order that they can contact the premises should they have any problems.
4. A complaints log will be kept at the premises detailing any calls made to the premises, the time of the call, the nature of the complaint and any action taken. This book will be made available to the licensing authority on demand.

Justine Fuller

**Environmental Health Manager
Guildford Borough Council**





Licensing Act 2003

GUPLA0286

Premises Licence Summary

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

Holroyd Arms

36 Aldershot Road, Guildford, Surrey, GU2 8AF.

Telephone 01483560215

WHERE THE LICENCE IS TIME LIMITED THE DATES

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Justine Fuller
Environmental Health Manager
Guildford Borough Council





Licensing Act 2003

GUPLA0286

Premises Licence Summary

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

NAME, (REGISTERED) ADDRESS OF HOLDER OF PREMISES LICENCE

Punch Taverns Plc

Jubilee House, Second Avenue, Burton On Trent, Staffordshire, DE14 2AW.
Telephone 08447 360 360

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

Punch Taverns Plc

03752645

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

Lisa Jane AHMAH

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

No children under the age of 18 shall be allowed on the premises after 20:00 hours.
Any children under the age of 18 present on the premises before 20:00 hours shall be accompanied by a parent or guardian.



Peter

As indicated in my email to the Licensing Unit of Friday 12 August 2016; I as a representative of a responsible authority feel it is appropriate to raise an objection on prevention of public nuisance grounds to the issue of a Temporary Event Licence (TEN) to run on 27-28 August 2016 at the Holroyd Arms, Aldershot Road, Guildford.

The Holroyd Arms is a long established public house located on the Aldershot Road, Guildford. As the attached plan demonstrates the premises has residential properties on all four sides, however according to Environmental Health records the only noise complaints have been from residents the west and north of the premises in Aldershot Road and Wendy Crescent respectively. To my knowledge it has been under the supervision of the applicant for at least five years and I am pleased to report that since the peak of the noise complaints in 2013, the premises has appeared to cause very little concern to the neighbours. I believe that the last TEN issued to this applicant was for the 30/31 July 2016, after which the Council received a complaint that music from the premises was audible and intrusive at a nearby residential property from midday on the 30th until after midnight on the same day.

I have spoken to the resident and they claim that when they called the premises to complain about the noise from amplified music, the response was that they have permission to carry out this activity under the TEN .

The complainant did not want any further action at the time, as it appeared that the offending activity only related to the TEN. However having been consulted on the new TEN, I would like to object with a view to controlling the activity to ensure that there is no likelihood of a public nuisance. In my opinion this can be achieved by limiting the noise from amplified music emanating from the premises. I understand that the premises has a noise limiter, but have no knowledge nor record of when and how it was set up.

Regards
Gary Durrant
Team Leader
Health and Community Care Services
Guildford Borough Council
Millmead House
Guildford
Surrey
gary.durrant@guildford.gov.uk
01483-444373
07890591943

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Guildford
Application for a Temporary Event Notice
Licensing Act 2003

For help contact
licensing@guildford.gov.uk
Telephone: 01483 444371

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

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

Are you an agent acting on behalf of the applicant?

Yes No

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

Applicant Details

* First name

* Family name

* E-mail

Main telephone number

Other telephone number

Handed to
reception on the
11th day of AUGUST
20 16 at 12-13
Guildford Borough Council

Include country code.

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

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

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

Applicant Business

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

* Is your business registered outside the UK? Yes No

* Business name If your business is registered, use its registered name.

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

* Legal status

Continued from previous page...

* Your position in the business	<input type="text" value="DPS"/>	
Home country	<input type="text" value="United Kingdom"/>	The country where the headquarters of your business is located.
Business Address		If you have one, this should be your official address - that is an address required of you by law for receiving communications.
* Building number or name	<input type="text" value="36"/>	
* Street	<input type="text" value="AIDENSHOT ROAD"/>	
District	<input type="text"/>	
* City or town	<input type="text" value="GUILDFORD"/>	
County or administrative area	<input type="text" value="SURREY"/>	
* Postcode	<input type="text" value="GU2 8AF"/>	
* Country	<input type="text" value="United Kingdom"/>	

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
dd mm yyyy

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

* 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

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below (see also guidance on completing the form, note 3)

Describe the nature of the premises below (see also guidance on completing the form, note 4)

PUBLIC HOUSE

Describe the nature of the event below (see also guidance on completing the form, note 5)

REUNION PARTY

Section 4 of 9

LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises (see also guidance on completing the form, note 6):

- The sale by retail of alcohol

Continued from previous page...

- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment
- The giving of a late temporary event notice

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.
(See also guidance on completing the form, note 7).

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

(see also guidance on completing the form, note 8)

Event start date 27 / 08 / 2016
dd mm yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Event end date 28 / 08 / 2016
dd mm yyyy

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

00 AM - 2-30 AM

(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

150

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)

Continued from previous page...

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

DJ 00AM - 2.30AM
ALCOHOL 00AM - 2.30AM

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

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

Continued from previous page...

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

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:

- 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 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

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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.

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