

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO LICENSING SUB-COMMITTEE

Agenda Item No. 4(1)

meeting date: MONDAY 23 JUNE 2014
 title: BOLTON-BY-BOWLAND VILLAGE HALL, MAIN STREET, BOLTON-BY-BOWLAND, CLITHEROE BB7 4NQ
 submitted by: HEAD OF LEGAL & DEMOCRATIC SERVICES
 principal author: LICENSING OFFICER

1 PURPOSE

- 1.1 To advise the sub-committee on the determination of an application required under section 35 of the Licensing Act 2003.
- 1.2 Relevance to the Council's ambitions and priorities
- Community Objectives]
 - Corporate Priorities] The Council aims to be a well managed Council; a robust licensing process contributes to that objective.
 - Other Considerations]

2 THE APPLICATION

- 2.1 The applicant, Bolton-by-Bowland Village Hall Committee, has the benefit of a Premises Licence, which was originally granted on 24 November 2005. The licence currently permits the following licensable activities:
- [1] The provision of regulated entertainment in the form of live music; recorded music; performance of dance and entertainment of a similar description to that falling within (e), (f) or (g) indoors only:
- Monday to Friday: 1400hrs to 0200hrs;
 - Saturday: 1400hrs to 0200hrs.
- 2.2 A copy of the existing licence is attached at **Appendix A**.
- 2.3 The applicant has now made an application to vary the Premises Licence under Section 34 of the Licensing Act 2003, including an application to run the village hall as a Management Committee and therefore remove the requirement to specify a Designated Premises Supervisor (Personal Licence holder). A copy of the application is attached at **Appendix B**.
- 2.4 The variations applied for are as follows:
- [1] To add the hours for supply of alcohol for consumption on the premises only:
- Sunday to Thursday: 1200hrs until 2300hrs;
 - Friday and Saturday: 1200hrs until 0030hrs.
- [2] To provide regulated entertainment in the form of plays and films indoors only:
- Sunday to Thursday: 1200hrs until 2300hrs;
 - Friday and Saturday: 1200hrs until 0030hrs.
- [3] To amend the hours of regulated entertainment in the form of live music, recorded music, and anything of a similar description to that falling within (e), (f), or (g) indoors only:
- Sunday to Thursday: 1200hrs until 2300hrs;

- Friday and Saturday: 1200hrs until 0030hrs.
- [4] To provide regulated entertainment in the form of indoor sporting events and amend the hours of regulated entertainment in the form of performance of dance indoors only:
- Sunday to Thursday: 0800hrs until 2300hrs;
 - Friday and Saturday: 0800hrs until 0030hrs.
- [5] To provide late night refreshment indoors only:
- Friday and Saturday: 2300hrs until 0030hrs.
- [6] To open the premises to the public:
- Sunday to Thursday: 0800hrs until 2300hrs;
 - Friday and Saturday: 0800hrs until 0030hrs.
- 2.5 Committee are advised that as the applicant has made no provision for 'drinking up time', for example for alcohol sales to cease before the premises close, this may be something that Members would like to consider at the hearing.
- 2.6 The applicant in the operating schedule (Section M) describes the additional measures they intend to take to promote the four licensing objectives. These will become additional conditions of the licence if the variation is granted.
- 2.7 There has been one relevant representation made. Relevant representations can be made in opposition to, or in support of, an application and can be made by any individual, body or business that has grounds to do so.
- 2.8 Statutory guidance states: "A representation is "relevant" if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives" and "representations should relate to the impact of licensable activities carried on from premises on the objectives."
- 2.9 A copy of the representation is attached at **Appendix C** and is made on the basis that the application will undermine two of the licensing objectives, namely the prevention of public nuisance, and public safety. As some of the content of this representation is not valid under the Licensing Act 2003, Committee are advised that only matters relating to the licensing objectives should be addressed in this case.
- 2.10 A plan is attached at **Appendix D** showing the location of the premises.
- 2.11 All parties have been given notice of the hearing in accordance with Regulation 6 of The Licensing Act 2003 (Hearings) Regulations 2005.
- 3 THE LICENSING ACT 2003
- 3.1 When determining an application, the Licensing Act 2003 requires you to have regard to the representations received from Responsible Authorities and/or Other Persons (including supporting information), statutory Guidance issued under s.182 of the Act, the authority's Licensing Policy Statement and take such of the steps as you consider necessary for the promotion of the four licensing objectives i.e.
- The prevention of crime and disorder;
 - Public safety;
 - The prevention of public nuisance; and
 - The protection of children from harm.

3.2 The steps you may take are set out at section 2 of the Licensing Hearings – Guidance for Members, together with the statutory guidance issued under section 182 Licensing Act 2003 commencing at section 8.

4. **LEGAL IMPLICATIONS ARISING FROM THE REPORT**

4.1 Members are reminded that they must follow the rules of natural justice and they are bound by the code of conduct for elected members in licensing applications.

4.2 Members are reminded that they should have read or should hear all the facts prior to making a determination.

4.3 Members are reminded of the consideration they should give to the Human Rights Act 1998, in particular Article 1 – the right to peaceful enjoyment of possessions, Article 6 – the right to a fair hearing, Article 8 – respect for private and family life and Article 10 – the right to freedom of expression.

5. **WARDS AFFECTED**

5.1 The premises are situated within the Bowland Newton & Slaidburn Ward. The ward councillor is not a member of this sub-committee.

6. **RISK ASSESSMENT**

6.1 The approval of this report may have the following implications:

- Resources – none identified.
- Technical, Environmental and Legal – the report demonstrates that there has been proper consideration of the application and the relevant guidance and representations.
- Political – none identified.
- Reputation – none identified.
- Equality & Diversity – none identified.

7. **RECOMMENDED THAT COMMITTEE**

7.1 Members are asked to make a determination and state the reasons for that determination.



DIANE RICE
HEAD OF LEGAL & DEMOCRATIC SERVICES



CATHERINE MOORE
LICENSING OFFICER

For further information please ask for Catherine Moore on extension 4454.

Ribble Valley Borough Council



Chief Executive: Marshal Scott CPFA
Directors: John Heap B.Eng. C.Eng. MICE, Jane Pearson CPFA

Council Offices
Church Walk
Clitheroe
BB7 2RA
www.ribblevalley.gov.uk

Licensing Act 2003

Premises Licence

Part 1 - Premises Details

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

Bolton-by-Bowland Village Hall

Main Street, Bolton-by-Bowland, Clitheroe, Lancashire, BB7 4NQ.

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 of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance

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-Friday	2:00pm	2:00am
	Saturday	2:00pm	2:00am
F. Playing of recorded music (Indoors)	Monday-Friday	2:00pm	2:00am
	Saturday	2:00pm	2:00am
G. Performance of dance (Indoors)	Monday-Friday	2:00pm	2:00am
	Saturday	2:00pm	2:00am
H. Entertainment of a similar description to that falling within E, F, or G (Indoors)	Monday-Friday	2:00pm	2:00am
	Saturday	2:00pm	2:00am

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To

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

Part 2





Licensing Act 2003

Premises Licence

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

Bolton-by-Bowand Village Hall Committee

Bolton-by-Bowland Village Hall, Main Street, Bolton-by-Bowland, Clitheroe, Lancashire, BB7 4NR.

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

ANNEXES

ANNEX 1 - MANDATORY CONDITIONS

Authorised maximum capacity 250 seated audience 190 dancing

ANNEX 2 - CONDITIONS WHICH APPLY TO ALL PREMISES WITH A CONVERTED PUBLIC ENTERTAINMENT LICENCE

LICENCE

1. The premises licence or summary must be kept on the licensed premises and be accessible to the licensee and produced on demand to any duly authorised person.

OPENING HOURS

2. The licensed premises shall not be open for the purpose for which this licence is granted otherwise than in accordance with the permitted opening times specified in the licence.

On Sundays, Christmas Day and Good Friday the licensed premises shall not be opened for the purpose for which this licence is granted except with the permission of the Licensing Authority.

The licensed premises shall not be open for the purpose for which this licence is granted on any occasion such as days of national thanksgiving or outbreaks of contagious diseases when the licensing authority may signify their desire in writing to the occupier or other person having at the time the care and management of the premises that the same should not be open.

CONDUCT OF EVENTS

3. The premises licence holder or a responsible person nominated by him in writing for the purpose shall be present and in charge of the premises during the whole of the time that they are open to the public. At such times there shall be on duty in the premises such numbers of attendants as may be required by the licensing authority in a schedule attached to these conditions.
4. The attendant or attendants which primary responsibilities for ensuring that the public leave the premises safely in the event of an emergency shall not be less than 18 years of age.
5. The premises licence holder shall be under a duty to maintain good order, conduct and decency





Licensing Act 2003

Premises Licence

ANNEXES continued ...

on the premises.

HYPNOTISM

6. No person shall give at the premises (otherwise than provided by Section 5 of the Hypnotism Act 1952) any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any other person any form of induced sleep or trance in which the susceptibility of the mind of that person to suggestion or direction is increased or is intended to be increased.

GAMING

7. No gaming shall be permitted on the premises except in accordance with the licence granted under the Gaming Act 1968 (or subsequent legislation controlling gaming) overcrowding the number of persons allowed in any area licensed for entertainment should be limited to the occupancy figure shown in the licence.

OVERCROWDING

8. The number of persons allowed in any area licensed for entertainment shall be limited to keep within the occupancy figure set down in the licence in such a manner to cause danger to any person shall not be permitted in any part of the premises.

MAINTENANCE

9. All parts of the premises services and fittings therein including the seating, door fastenings and notices, shall be maintained at all times in good order and condition.

MEANS OF ESCAPE IN CASE OF FIRE

10. The premises shall be provided with such means of escape in case of fire for all persons resorting thereto as may reasonably be required in the circumstances of the case.
11. All such means (including external escape routes to a place of safety) shall be properly maintained in an efficient state in efficient working order, good repair and kept free from obstruction at all times when the premises are occupied.
12. Fire resisting doors fitted with self closing devices, other than approved automatic releases, shall be maintained positively self closing at all times and shall not be provided with any means of keeping them in the open position.
13. Fire resisting doors fitted with self closing devices and approved automatic releases shall not be provided under any other means of keeping them in the open position.





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Premises Licence

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14. All doors through which a person may have to pass shall be maintained freely available for exit purposes and shall be fitted only with approved fastenings which are easily and immediately openable without recourse to the use of a key by any person leaving the premises in the event of an emergency.
15. Fastenings other than automatic panic bolts shall be made inoperative whilst the public are present on the premises.

The method of operating any such fastenings eg push bar to open, shall be conspicuously displayed on or adjacent to the fastening to the satisfaction of the licensing authority. The words shall be displayed in 100mm white block lettering on a green background or in such other form as the licensing authority may approve. All exit doors shall open outwards and be cleared of any steps. Any doors which do not open outwards shall be locked back in the open position throughout the times the public are present.
16. All escape routes including stairways and steps comprising the means of escape in the case of emergency, shall be maintained with non-slippery and even surfaces. All stair and floor coverings, mats etc shall be secured and maintained so that they will not in any way be a source of danger to persons escaping in case of emergency.
17. All floors, walls and ceilings shall be kept in a satisfactory state of repair. All wall and ceiling linings shall be to the satisfaction of the licensing authority. In general all wall and ceiling linings on exit routes shall be treated to achieve current statutory levels of resistance to surface spread of flame to general areas Class I.
18. Any door off the auditorium or exit ways which do not lead to an exit shall be subject to conditions as the licensing authority may direct.
19. Any barrier or temporary barrier shall not be erected or installed without the prior approval of the licensing authority.
20. When so required by the licensing authority diagrammatic plans showing escape routes shall be publicly displayed, where necessary, these shall be supplemented by prominently displayed directional signs showing all routes to be taken to emergency exits.
21. No fastenings other than automatic bolts shall be fitted on exit doors used by the public which shall be of such pattern in such position as the licensing authority may determine. Automatic bolts shall be such a pattern that horizontal pressure on the cross bars will open the doors.
22. If the licensing authority gives consent for the use of chains, padlocks or other devices for securing exit doors when the public are not on the premises, a responsible person shall be required to remove such chains, padlocks or other devices before the admission of the public and





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such chains, padlocks or other devices shall not be replaced during the whole time the public are present in the licensed premises. Such padlocks and chains shall be placed on a specifically prepared notice board in a prominent position that can easily be seen by the licence holder. There should be a hook to receive each padlock and chain being numbered with corresponding number on the appropriate door. The specially prepared notice boards shall have the following 'NOTICE' to read in 16mm block letters 'THE PADLOCKS AND CHAINS FITTED TO EXIT AND ENTRANCE DOORS FOR SECURITY PURPOSES ARE TO BE REMOVED ON THE DOORS AND PLACED ON THIS BOARD PRIOR TO THE PUBLIC BEING ADMITTED. THESE PADLOCKS AND CHAINS MUST NOT BE REPLACED ON THE DOORS UNTIL THE ENTIRE PUBLIC HAVE LEFT THE PREMISES'.

23. Doors to external court and passageways which open inwards and all collapsible gates, rollers and sliding shutters shall, while the public are on the premises, be locked in the fully open position in such a way that a key is required to release them. By such doors, gates and shutters a notice shall be erected as follows, 'THIS GATE MUST BE KEPT OPEN AND LOCKED IN THAT POSITION WHENEVER MEMBERS OF THE PUBLIC ARE ON THE PREMISES'. The lettering shall be to the satisfaction of the licensing authority.
24. All removable bolts, chains or padlocks and keys used for securing the entrance doors of the premises or the doors to any external courts or passageways shall be removed before the admission of the public to the premises and shall not be replaced until the public have left the premises. Such bolts, chains, padlocks and keys shall be kept where they are available only to the person in charge of the premises.
25. The contents of any room in the premises shall be so arranged or disposed as to provide for any persons therein an unobstructed escape route to a means of escape in case of emergency.
26. Any such parts of the premises as have been approved by the licensing authority shall be used as retiring rooms or cloak rooms and provisions for hanging hats or coats shall not be made in corridors, passages, gangways or exit ways used by the public.
27. Where necessary the nosings of steps in the premises to which the public have access shall be maintained conspicuous to the satisfaction of the licensing authority.
28. The hangings or curtains over exit doors or across gangways shall be made to part in the centre and to hang so as to be readily drawn aside and not trail on the floor and be arranged so as to not conceal notices.
29. Minimum headroom height to all exit doorways, public areas and staircases shall be as prescribed by the building regulation authority and licensing authority.
30. Where practicable, a continuous and uninterrupted handrail shall be fixed on both sides of all staircases and landings used by the public. Where the staircase is 1.8m in width and upwards, a central handrail shall be provided properly supported and secured to the steps. Similar handrails





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shall be provided on any ramp, the slope of which exceeds one in ten.

EXIT SIGNS

31. All exit doors or openings approved by the licensing authority shall be clearly marked by the word 'EXIT' or other approved wording to the satisfaction of the licensing authority.
32. Doors and openings other than exits which lead to portions of the premises accessible to the public shall have notices placed over them indicating the use of such portions or be marked 'PRIVATE'. Such additional notices and signs indicating the way out of the premises shall be provided as the licensing authority may consider necessary.
33. Notices bearing the words 'NO EXIT' shall not be provided.
34. The notices referred to in this condition shall be where practicable of a height of at least 2m to 2.5m above floor and where possible shall be placed over the doors or openings to which they relate.
35. All new and replacement signs shall comply with the current British Standard.

SEATING AND GANGWAYS

36. The seating and gangway arrangements within the premises shall be to the satisfaction of the licensing authority in accordance with the approved seating plans.
37. Facilities for disabled persons shall be to the satisfaction of the licensing authority.

CEILINGS

38. The licence holder shall report to the Licensing Authority whenever it is proposed to redecorate or erect scaffolding in the public part of a premises and shall then arrange for the ceiling as such part of the premises to be examined on his behalf by a competent technical advisor. The licensee shall notify the Licensing Authority of the examination and shall permit a technical officer on behalf of the Licensing Authority to be present to ensure that such examination is as thorough as circumstances will allow.
39. If redecoration does not take place within five years from the date of the last inspection of the ceiling of the premises, or if the Licensing Authority shall at any time so require, a special inspection and examination of such ceiling shall be carried out on behalf of the licensee by a competent technical advisor. The licensee shall notify the Licensing Authority of the examination and shall permit a technical officer on behalf of the Licensing Authority to be present for the purpose aforesaid.
40. The fact that an inspection has been carried out in the premises by a technical officer





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representing the Licensing Authority will not relieve the licence holder of his primary responsibility for the safety of the premises.

41. Whenever any such inspection and examination is carried out a certificate in the form prescribed by the Licensing Authority should be furnished by the licence holder to the Licensing Authority.
42. When redecoration is undertaken all ceiling surfaces and lining should be specially treated to achieve a minimum of Class 1 resistance to surface spread of flame unless otherwise specified.
43. When practicable adequate access shall be provided and maintained to the satisfaction of the Licensing Authority to the roof voids above the public parts of the premises for the purpose of inspection.

TOILETS

44. Adequate and separate toilet and washing facilities should be provided for persons of each sex to the satisfaction of the Licensing Authority.
45. All water closets and urinals should at all times be kept in good working order and repair and be properly and effectively cleaned, ventilated, disinfected and supplied with water.
46. The position of toilets for each sex shall be clearly indicated.
47. Cloakrooms for males and females shall be provided to premises licensed for entertainment.

HOUSEKEEPING

48. All parts of the licensed premises shall at all times be kept thoroughly cleaned to the satisfaction of the Licensing Authority. Unnecessary combustibles shall not be allowed to accumulate on the premises.

ELECTRICAL INSTALLATION

49. All electrical fittings, wiring and appliances should be constructed, installed and maintained to the satisfaction of the Licensing Authority having regard to statutory regulations, as applicable; and to their approved standard which in general is screwed steel conduit installation or its equivalent. Any adaptation, modification or extension whether permanent or temporary shall conform to the then current regulations for the electrical equipment of buildings issued by the Institution of Electrical Engineers.
50. A Certificate of Safety signed by a registered electrical contractor or competent electrical engineer certifying that the complete installation is maintained in a safe and satisfactory condition shall be submitted to the Licensing Authority, if so required, prior to the grant or renewal of a licence.





Licensing Act 2003

Premises Licence

ANNEXES continued ...

51. To accord with Cinematograph Safety Regulations, certificates will be required to be submitted once a year.

NORMAL OR GENERAL LIGHTING

52. All parts of the premises, including external escape routes to a place of safety, shall be provided with adequate and permanent normal lighting system, the control and installation of which shall be to the satisfaction of the Licensing Authority.
53. An emergency lighting or safety lighting system (in addition to the normal lighting) shall be installed in the premises to the satisfaction of the Licensing Authority. Such lighting shall be switched on (where appropriate) and be in good working order at all times when the public are present on the premises.

TEMPORARY ELECTRICAL INSTALLATION

54. In premises having a stage or platform provided with a permanent installation for the lighting of the productions, arrangements shall be made for the full utilisation of such permanent installation so far as practicable before the use of additional temporary installed equipment.
55. Where the use of temporary installations is unavoidable for a stage play production, discotheque or any other specific function, such wiring or equipment shall be under the control of a competent person who shall ensure the following:
- Safe erection and installation within the appropriate requirements relating to temporary installations specified in the current edition of the Regulations for the Electrical Equipment of Buildings issued by the Institution of Electrical Engineers.
 - Disconnection and removal after use.
 - Display of the name of the competent person and designation at the point of connection or control.
56. Special conditions apply to the safe use of lasers and other special effects and prior to use of such systems the licence holder should contact the Licensing Authority to gain their permission.

FAILURE OF LIGHTING

57. If there is a failure of electric lighting (normal or emergency) the public shall be instructed to leave the premises by the end of one hour of continued failure (three hour category emergency lighting) or 40 minutes (two hour category emergency lighting).
58. If there is a failure of gas lighting, whether used for normal or emergency lighting, the public shall be instructed to leave the premises forthwith.





Licensing Act 2003

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ANNEXES continued ...

SHOWCASES

59. Electrical wiring or apparatus shall not be installed in showcases containing readily combustible materials.

STAGE LIGHTING

60. All stage lighting equipment shall be so installed and erected so as to prevent contact with scenery or other combustible materials.

LAMP HOLDERS

61. All lamp holders shall be kept fitted with lamps.

GAS INSTALLATION

62. Any gas installation shall comply with the then current Gas Safety Regulations.
- Any gas emergency lighting fittings shall be properly maintained, fitted with mantles and suitably enclosed and protected.
 - Tap and gas lighting fittings and main gas controls shall be safeguarded from unauthorised interference.
 - Associated pipe work shall be carried out in hard metal.

HEATING INSTALLATION

63. Heating installation shall comply with current statutory regulations and codes of practice.
- All heaters shall be permanently fixed in position and fitted with appropriate protective guards.
 - No portable type heaters shall be used.
 - Portable gas bottles or cylinders for any purpose shall not be permitted within the premises.
 - Bulk supply installations will be installed in strict compliance with current codes of practice.
 - All open fireplaces or stoves shall be properly protected.

VENTILATION

64. Adequate ventilation to all parts of the premises shall be provided to the satisfaction of the Licensing Authority.

FIRE ALARM SYSTEM





Licensing Act 2003

Premises Licence

ANNEXES continued ...

65. Where deemed necessary, an adequate fire alarm system shall be provided to the satisfaction of the Licensing Authority in accordance with the current British Standard. The system shall be in good working order all times when the public are present on the premises.

REPORTS OF OUTBREAKS OF FIRE

66. All outbreaks of fire or suspected outbreaks shall be immediately reported to the Fire Brigade,
- At all times when the public are present it shall be the specific duty of at least one responsible person to call the Fire Brigade in case of fire or any suspected fire.
 - Such person shall know the location of the nearest telephone and nearest alternative telephone and be familiar with the emergency method of calling the brigade.
 - A notice shall be kept on the premises giving instructions concerning the quickest available method of calling the brigade.

FIRE EQUIPMENT

67. Fire fighting equipment shall be provided and maintained and mounted in a manner to the satisfaction of the Licensing Authority.
68. Arrangements shall be made whereby the fire equipment receives regular annual inspection and maintenance by a competent person in accordance with the current code of practice. The date of such tests should be clearly marked on the equipment of on stout tabs attached thereto.

WATER SUPPLY

69. The licensee shall notify the Licensing Authority immediately if the water supply to the hydrant hose reel, sprinkler, drencher or other fire extinguishing installation is cut off or restricted.

ACCESS FOR FIRE BRIGADE

70. Adequate access for the Fire Brigade vehicles and equipment should be provided and maintained at all times.

TRAINING AND INSTRUCTION IN CASE OF FIRE

71. All persons employed to work in the premises shall be given instruction and training in the procedure to adopt in case of fire and specific details of this shall be recorded in the log book. The instruction and training shall include the following:
- Written information shall be made readily available to all staff.
 - All members of staff shall receive instruction and training appropriate to their particular responsibilities in the event of an emergency.





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ANNEXES continued ...

- Exercises for the staff only shall be held regularly to ensure the efficient operation of the procedure for dealing with an emergency.

LOG BOOK

72. Where required by the Licensing Authority a suitable log book, which shall be produced on request to any person authorised by the Licensing Authority, shall be provided and signed by the licence holder weekly, in which shall be recorded:

- Record of fire drills.
- Any failure of, or in, the normal emergency or safety lighting system and the action taken in the outbreak of fire.

FURNISHINGS AND UPHOLSTERY COVERINGS

73. All new or replacement materials used for upholstery should be suitably treated for flame proofing to current British Standard and evidence of such treatment shall be provided as required.

74. All curtains and drapes shall be suitably treated to satisfy the current British Standards in relation to inherent flame resistance.

SCENERY DECORATIONS

75. All scenery or decorations shall be of either inherently flame retardant materials or be rendered so and maintained in that condition.

76. Highly flammable and readily ignitable materials, such as paper, celluloid and cotton wool should not be used.

REAL FLAME DANGEROUS MATERIALS AND EFFECT

77. Naked flames or lights, flash power, explosives or highly flammable materials shall not be used in any performance except with the permission of the Licensing Authority.

- Such materials shall only be used when essential to the actions as distinct from the atmosphere of the performance.
- Special conditions apply to the use of lasers, strobes and rope lighting as special effects and details can be obtained from the Licensing Authority on request.
- Other special effects, eg the introduction of smoke to and the adequate extraction from the stage require the close control of the Licensing Authority and should not be used except with the permission of the Licensing Authority.

FLAMMABLE MATERIALS AND LITTER





Licensing Act 2003

Premises Licence

ANNEXES continued ...

78. All dirt, rubbish or flammable waste materials should be kept in suitable containers which should be kept outside the premises or in a place within the premises approved by the Licensing Authority.
79. Storage of equipment shall be permitted in parts of the premises authorised by the Licensing Authority.
80. Metal containers with fitted lids shall be provided in all dressing rooms for the reception of litter and waste.

SMOKING

81. Smoking should be strictly prohibited in any stage and dressing room areas and notices to this effect should be prominently displayed in suitable places. Also smoking should be strictly prohibited on any stage except where it is necessary in connection with the performance. Notices to this effect shall be prominently displayed in suitable places.

PUBLIC NUISANCE

82. The licensee shall not use the premises so as to cause or be a nuisance or annoyance.

STRUCTURAL AND ELECTRICAL ALTERATIONS

83. Alterations or additions, whether permanent or temporary, to the structure, lighting, heating or ventilating installations or seating, gangways or other arrangements of the premises shall not be made except with the prior approval of the Licensing Authority.
84. Copies of the plans for the proposed alterations or additions shall be deposited with the Licensing Authority, Fire Authority, Chief Officer of Police and the County Architect for Lancashire County Council. In new or altered works to licensed premises where building regulations apply, premises should be completed to the full building regulations standards as approved by the Building Control Department of the Licensing Authority.

SUPERVISION OF CHILDREN

85. In premises where children and parents are likely to be separated or use different floors, the Licensing Authority shall be informed.

DISABLED PERSONS

86. Arrangements for the admission of disabled persons to the premises shall be made and maintained to the satisfaction of the Licensing Authority.





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ANNEXES continued ...

ENTER AND INSPECTION

87. Any authorised officer of the Licensing Authority or the Fire Authority may at any reasonable time enter and inspect the premises in respect of which a licence is in force for the purpose of ensuring that the terms, restrictions and conditions on, or subject to which the licences held are being complied with.

ANNEX 3 - CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY

None.

M. H. Scott

Chief Executive
Signature of Authorised Officer



STAGES ENTRANCE

COMMITTEE ROOM

KITCHEN

GENTS +

DISABLED TOILET

ENTRANCE

VESTIBULE

LADIES

STAGES (ENTRANCE)

M D S J

M A I N

HALL

AREA

EMERGENCY + DISABLED



Licensing Act 2003

Premises Licence Summary

Premises Details

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

Bolton-by-Bowland Village Hall

Main Street, Bolton-by-Bowland, Clitheroe, Lancashire, BB7 4NQ.

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

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THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To

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

NAME, (REGISTERED) ADDRESS OF HOLDER OF PREMISES LICENCE

Bolton-by-Bowland Village Hall Committee
 Bolton-by-Bowland Village Hall, Main Street, Bolton-by-Bowland, Clitheroe, Lancashire, BB7 4NR.





Licensing Act 2003

Premises Licence Summary

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

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

Not applicable.

M. H. Scott

Chief Executive
Signature of Authorised Officer



Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe, Lancashire BB7 2RA

Application to vary a premises licence 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 BOLTON-BY-BOWLAND VILLAGE HALL COMMITTEE
 (Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number	PRE (N) 0036
-------------------------	--------------

Part 1 - Premises Details

Postal address of premises or, if none, ordnance survey map reference or description	
BOLTON-BY-BOWLAND VILLAGE HALL, BOLTON-BY-BOWLAND	
Post town	CLITHEROE
Postcode	

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

Part 2 - Applicant details

Daytime contact telephone number	[REDACTED]
E-mail address (optional)	
Current postal address if different from premises address	BOLTON-BY-BOWLAND VILLAGE HALL COMMITTEE
Post town	
Postcode	

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible?

Yes

No

If not, from what date do you want the variation to take effect?

DD	MM	YYYY

Please describe briefly the nature of the proposed variation (Please see guidance note 1)

BOLTON -BY -BOULAND VILLAGE HALL
COMMITTEE WOULD LIKE TO ADD PLAYS
FILMS, SPORTING EVENTS & SALE OF
ALCOHOL AS WELL AS WHATS ON THE
CURRENT LICENCE. WE ALSO WISH TO
CHANGE START & FINISH TIMES

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

--

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment

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)

Sale by retail 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 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	12-00	23-00	Please give further details here (please read guidance note 3)	Both	<input type="checkbox"/>
Tue	12-00	23-00			
Wed	12-00	23-00	State any seasonal variations for performing plays (please read guidance note 4)		
Thur	12-00	23-00			
Fri	12-00	24-30	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 (please read guidance note 5)		
Sat	12-00	24-30			
Sun	12-00	23-00			

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	12-00	23-00	Please give further details here (please read guidance note 3)		
Tue	12-00	23-00			
Wed	12-00	23-00	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	12-00	23-00			
Fri	12-00	24-30	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 (please read guidance note 5)		
Sat	12-00	24-30			
Sun	12-00	23-00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3) THIS IS MAINLY FOR BADMINTON & OTHER INDOOR SPORTS
Day	Start	Finish	
Mon	8-00	23-00	
Tue	8-00	23-00	State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed	9-00	23-00	
Thur	8-00	23-00	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 (please read guidance note 5)
Fri	8-00	24-30	
Sat	8-00	24-30	
Sun	8-00	23-00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	Please give further details here (please read guidance note 3)					
Mon								
Tue								
Wed						State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur								
Fri								
Sat						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 (please read guidance note 5)		
Sun								

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) THIS IS MAINLY FOR LIVE BANDS MUSIC MAY BE AMPLIFIED		
Mon	12-00	23-00			
Tue	12-00	23-00	State any seasonal variations for the performance of live music (please read guidance note 4)		
Wed	12-00	23-00			
Thur	12-00	23-00			
Fri	12-00	24-30	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	12-00	24-30			
Sun	12-00	23-00			

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)</u>	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here (please read guidance note 3)</u> MUSIC MAY BE AMPLIFIED		
Mon	12-00	23-00			
Tue	12-00	23-00	<u>State any seasonal variations for the playing of recorded music (please read guidance note 4)</u>		
Wed	12-00	23-00			
Thur	12-00	23-00			
Fri	12-00	24-30	<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 (please read guidance note 5)</u>		
Sat	12-00	24-30			
Sun	12-00	23-00			

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) THE EARLY START TIME IS FOR EXAMPLE KEEP FIT CLASSES		
Mon	8-00	23-00			
Tue	8-00	23-00			
Wed	8-00	23-00	State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	8-00	23-00			
Fri	8-00	24-30	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 5)		
Sat	8-00	24-30			
Sun	8-00	23-00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both - please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon	12-00	23-00		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	12-00	23-00	Please give further details here (please read guidance note 3)		
Wed	12-00	23-00			
Thur	12-00	23-00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Fri	12-00	24-30			
Sat	12-00	24-30	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 (please read guidance note 5) START TIME MAY BE EARLIER FOR A DANCE CLASS OR A VILLAGE FAIR		
Sun	12-00	23-00			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon	12-00	23-00			
Tue	12-00	23-00	State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Wed	12-00	23-00			
Thur	12-00	23-00	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 (please read guidance note 5)		
Fri	12-00	24-30			
Sat	12-00	24-30			
Sun	12-00	23-00			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	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 4)		
Mon	12-00	23-00			
Tue	12-00	23-00			
Wed	12-00	23-00			
Thur	12-00	23-00			
Fri	12-00	12-30			
Sat	12-00	12-30			
Sun	12-00	23-00			
			Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		

K

<p>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 8).</p>

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	8-00	23-00	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 5)
Tue	8-00	23-00	
Wed	8-00	23-00	
Thur	8-00	23-00	
Fri	8-00	24-30	
Sat	8-00	24-30	
Sun	8-00	23-00	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

THE SALE & CONSUMPTION OF ALCOHOL

THE OPENING & CLOSING TIMES

THE USE OF THE VILLAGE HALL ON SUNDAYS

M

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

b) The prevention of crime and disorder

KEEP ALL DOORS & WINDOWS LOCKED
THERE WILL BE A RESPONSIBLE ADULT AT ALL
EVENTS

c) Public safety

ANYBODY HIRING THE VILLAGE HALL HAVE TO
SIGN A TERMS & CONDITIONS AGREEMENT
WHICH INCLUDES PUBLIC SAFETY CONDITIONS ALL
MEASURES FOR FIRE SAFETY HAVE BEEN TAKEN,
AND ALL EXITS ARE CLEARLY MARKED

d) The prevention of public nuisance

THIS IS INCLUDED IN THE TERMS & CONDITIONS
AGREEMENT
WE WILL MAKE SURE ALL TIMES ON THE
LICENCE ARE ADHERED TO

e) The protection of children from harm

THE VILLAGE HALL COMMITTEE HAVE A
VULNERABLE ADULT & CHILD PROTECTION PCAM
IN PLACE
RESPONSIBLE ADULT HAS TO BE PRESENT AT
ALL CHILDRENS EVENTS

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I understand that I must now advertise my application.
- I have enclosed the premises licence or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 5 – Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 11). If signing on behalf of the applicant, please state in what capacity.

Signature	<i>Bryan R Cornthwaite</i>
Date	<i>29-4-14</i>
Capacity	<i>CHAIRMAN</i>

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)

<i>BRYAN R CORNTHWAITE</i>			
<i>[REDACTED]</i>			
<i>BOLTON -BY- BOWLAND</i>			
Post town	<i>CLITHEROE</i>	Post code	<i>[REDACTED]</i>
Telephone number (if any)	<i>[REDACTED]</i>		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

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. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



RIBBLE VALLEY BOROUGH COUNCIL
 Council Offices, Church Walk, Clitheroe, Lancashire BB7 2RA

**Application for the mandatory alcohol condition under the
 Licensing Act 2003 requiring a Designated Premises Supervisor in
 respect of a premises licence to be disapplied**

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 in written black ink. Use additional sheets if necessary.

Once completed please give your application to the Administration & Licensing Officer, Ribble Valley Borough Council. You may wish to keep a copy of the completed form for your records.

We being a board or committee of individuals with responsibility for the management of the community premises described in Part 1 below, and being the applicant for a premises licence / premises licence holder *[delete as applicable]* in respect of those premises apply for the condition referred to in section 19(4) of the Licensing Act 2003 to be included in the licence instead of the conditions referred to in section 19(2) and (3) of the said Act. (see guidance note 2).

Part 1 – Community premises details

Name of premises BOLTON -BY -BOWLAND VILLAGE HALL	
Postal address of premises or, if none, ordnance survey map reference, or description MAIN ST BOLTON -BY -BOWLAND	
Post town CLITHEROE	Postcode BB7 4NW

Telephone number at premises (if any)

Premises licence number (if applicable)

Brief description of premises and the composition of the committee or board of individuals with responsibility for the management of the premises (Please see Guidance Note 3) BOLTON -BY -BOWLAND VILLAGE HALL IS SITUATED IN THE CENTRE OF BOLTON -BY -BOWLAND AND HAS BEEN RUN BY A COMMITTEE MADE UP OF LOCAL PEOPLE AND PEOPLE FROM LOCAL ORGANISATIONS WHO USE THE VILLAGE HALL

Please describe how you will ensure that alcohol sales are properly supervised and what arrangements you have in place (if any) for hiring out the premises (Please see Guidance Note 4) **A MEMBER OF THE VILLAGE HALL COMMITTEE WILL BE PRESENT WHEN ALCOHOL IS BEING SOLD. ANY BODY HIRING THE VILLAGE HALL HAVE TO SIGN A TERMS AND CONDITIONS AGREEMENT**

Part 2 - Applicant details

We are the premises licence holder (Please tick ✓yes)

Contact phone number in working hours (if any)

E-mail address (optional)

Current address (if different from premises address)

Post Town

Postcode

Telephone (if any)

Please tick ✓yes as appropriate

I have enclosed the premises licence

I have enclosed the relevant part of the premises licence

This form accompanies a new premises licence application

If you are varying an existing licence and have not ticked one of the first two boxes above, please explain why in the box below.

Reasons why you have failed to enclose the premises licence or relevant parts
ALREADY SENT

Any further information to support your application

LIST OF COMMITTEE MEMBERS

CHECKLIST:-

Please tick ✓ yes

If applying to remove the mandatory requirements from an existing premises licence that already authorises alcohol sales

- I have made or enclosed payment of the fee
- I have included documents (if available) which identify the premises and how it is managed
- I have included copies of any hiring agreements
- I have sent a copy of this application to the chief officer of police
- I understand that if I do not comply with the above requirements my application will be rejected

If applying alongside a new application or variation for a permission to allow alcohol sales

- this application accompanies a new premises licence application / this application accompanies an application to vary an existing premises licence [delete as applicable]

- I have enclosed the premises licence or relevant part of it or provided an explanation
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 3 – Signatures (Please see guidance note 5)

Signature of applicants. Please provide two signatories of members of the management committee stating in what capacity they represent the premises licence holder.

First Signature

MEMBERS OF THE COMMITTEE

B	CORNTHWAITE	CHAIRMAN
S	CORNTHWAITE	BOOKING SECRETARY
A	M McNALLY	SECRETARY
T	ROBERTS	TREASURER
TIM	ROBERTS	
K	WHITWELL	
S	WHITWELL	
C	MELLIN	
H	MELLIN	
J	LILBURN	
J	FAWCETT	
A	PICKARD	
B	BOOTH	
R	DEWHURST	
C	CURRY	
P	CURRAY	
J	CURRAY	
S	WHITIKER	

Date

Boyd R Cornthwaite

Capacity

CHAIRMAN

Second Signature

Date

Capacity

Contact name (where not previously given) and address for correspondence associated with this application <i>B CORNTHWALTE</i> , [REDACTED]	
<i>BOLTON-BY-BOWLAND CL</i>	
Post town <i>CLITHEROE</i>	Postcode [REDACTED]
Telephone number (if any) [REDACTED]	
If you would prefer us to correspond with you by e mail your e mail address (optional)	

Notes for Guidance

1. This form may be used by a community premises seeking to replace the mandatory conditions in sections 19(2) and 19(3) of the 2003 Act which requires a personal licence holder and Designated Premises Supervisor where a premises allows the supply of alcohol, with the alternative mandatory condition (in section 19(4) of the Act) that the supply of alcohol is instead authorised by the premises licence holder through either:

- applying to remove the mandatory conditions of an existing premise licence which allows the sale of alcohol;
- applying to remove the mandatory conditions when applying for a new premises licence that includes the sale of alcohol; or
- applying to remove the mandatory conditions when applying to vary an existing premises licence to allow the sale of alcohol.

On applying for the removal of the requirement to have a Designated Premises Supervisor, the management committee should understand that if this is granted they will be responsible for all alcohol sales under the licence.

2. The applicant must be a committee or board of individuals with responsibility for the

management of the premises – enter name of committee or board.

3. Describe the premises and the management structure. In particular, explain why you consider it to be a community premises i.e. is it available for community benefit most of the time and accessible by a broad range of persons and sectors of the local community for purposes beneficial to the community as a whole. If the community premises is a registered charity, please include its Charity Commission number. Set out how the premises is managed and the structure of the committee or board of individuals with responsibility for its management (including the names of the committee's or board's key officers, e.g. the chair, secretary, treasurer). Please include any documents e.g. a written constitution or other management documents that show the structure of the premises and how it is managed.
4. Describe how the supervision of alcohol sales is to be ensured in different situations (including e.g. when the community premises is hired to private parties, when the community premises is hired for large fundraising events and when the community premises is hired for short fundraising events by local voluntary organisations). Set out how responsibility for alcohol sales is to be determined in individual cases and discussed and reviewed within the committee's or board's procedure in the event of any issues arising. You should include copies of hiring agreements that describe the arrangement made between the community premises and the hiring party. You should note that sample hire agreements are available from e.g. ACRE and Community Matters. More information about these hire agreements is contained in the statutory Guidance.
5. Applications to substitute the section 19(4) mandatory condition must be made by a management committee or similar structure which holds or will be the holder of the premises licence for the community premises. Please state in what capacity you are signing the application (e.g. Committee Chair, committee member, Hall secretary etc).
6. Please send a copy of this form to the chief officer of police for your area.

BOLTON-BY-BOWLAND VILLAGE HALL

WELCOME TO BOLTON-BY-BOWLAND VILLAGE HALL.
THE FOLLOWING IS GIVEN FOR INFORMATION, HELP AND
ADVICE FOR ALL HALL USERS.

WHILST WE TRY TO KEEP RULES AND REGULATIONS TO A
MINIMUM, WE OBVIOUSLY NEED TO ADHERE TO CURRENT
LEGISLATION. PLEASE NOTE THAT OUR ENTERTAINMENT LICENCE
ALLOWS A MAXIMUM OF 190 PEOPLE.

CONDITIONS OF HIRE

1. Charges for the hire of the hall should be paid within 14 days of use of the hall to the Treasurer. For regular users the Treasurer will send an account at the end of each month or by special arrangement each quarter. The scale of charges is available on request.
2. Notice of cancellation of bookings shall be given 14 days in advance. In the absence of such notice and subject to the discretion of the committee, the hirers must pay hire charges.
3. The person or organisation to whom the hall is let shall be responsible for its proper and orderly use; for the observance of any licensing regulations or other legal requirements covering such use; for ensuring that the doors are locked, the windows closed and all lighting and heating switched off. The hall should be left in a clean and tidy condition. Ball games are not allowed in the hall. The hirer will be liable for damages done to the hall and its contents and any breakages or damage should be reported to the Secretary immediately after the event. The committee reserves the right to demand an extra charge from the hirer if the hall is left in an extremely poor condition.
4. The right to refuse any application for the hire of the hall, or to refuse admission to any individual without assigning any reason, is reserved to the committee, or to the Chairman, or to the committee acting on their behalf, provided the Chair reports their action to the next meeting of the committee.
5. No intoxicating liquors are permitted to be brought, sold or consumed on any part of premises without permission of the committee, whose consent must also be obtained prior to seeking any temporary licence for the sale of alcoholic liquors.

When it is intended to sell intoxicating liquors at a function in the village hall, the organiser of such a function must do one of the following:-

- i) Obtain a 'Temporary Event Notice' (aka a TENS) from the Licensing Authority.
- ii) Obtain an 'Occasional Licence' and we recommend that potential hirers of the hall approach the Coach and Horses Pub.

PLEASE NOTE only an individual can apply for a 'Temporary Event Notice' and they are personally liable for the conduct of that notice. The bar facilities within the village hall are the property of the licensee of the Coach and Horses public house and cannot be used without the permission of the licensee.

6. BAR LICENCES MAY ONLY BE OBTAINED UNTIL 12 MIDNIGHT
LICENCES BY PRIOR CONSENT OF THE COMMITTEE AND THE HALL
MUST BE READY FOR CLOSURE BY 1.00AM.

7. Nothing shall be done on the premises in contravention of the law relating to betting, gaming and lotteries and the person hiring the hall shall be responsible for seeing that the requirements of the relevant betting, gaming and lotteries acts are strictly observed.
8. The hall is licensed for music, singing and dancing, and theatrical productions.
9. All safety regulations shall be strictly observed, and no obstructions placed in gangways or in front of 'Exits' from the hall.
10. Cars must not be parked so as to cause any obstruction to or from 'Exits' to the hall.
11. In accordance with the Fire Regulations, there must be at least one responsible person in attendance during the hiring of the hall, whose specific duty is to call the fire brigade in case of fire or suspected fire. The nearest telephones are in the Coach and Horses public house or the public telephone at the entrance to the car park.
12. Instructions for use of all heating and lighting systems are available on request. Copies of these instructions are kept on the inside of the Electrical Room or in the kitchen.
13. The hall has undergone an audit to establish its reasonable compliance with the Disability Discrimination Act 1995 and the recommendations thereof have been implemented. A copy of the document can be made available if required by any hirer where people designated as disabled by the Act may be using the hall.

14. The hall is a **NO SMOKING AREA**. A cigarette disposal unit is sited by the main entrance steps.
15. **No children under 16** are allowed in the kitchen whilst it is in use.
16. **No children under 10** are allowed on the stage except when taking part in organised activities and should be under strict supervision of organisers/parents/guardians.
17. The Coach and Horses and village hall car park **is not to be used as a play area** by children who are attending functions in the village hall.

THIS IS AN IMPORTANT HEALTH AND SAFETY POINT.

18. The **Disabled/Emergency Exit** must only be used for its intended purpose and the doors **must remained closed** during functions.
19. **Hall windows are to be kept closed at all times** to reduce noise to the neighbouring properties and the village in general. Extractor fans in the hall are operated by a switch on the main lighting panel in the entrance hall.

WOULD HIRERS PLEASE TRY TO ENSURE THAT PEOPLE DISPERSE QUIETLY FROM THE HALL AFTER FUNCTIONS, PARTICULARLY WHEN THIS MAY BE LATE AT NIGHT OR EARLY IN THE MORNING.

REMEMBER THAT PEOPLE LIVING IN THE VILLAGE MAY NOT APPRECIATE HIGH SPIRITS IN THE EARLY HOURS OF THE MORNING.

JULY 2010

SENTRY Sound Level Controller User Instructions

BOLTON-BY-BOWLAND VILLAGE HALL IS PROTECTED BY A SENTRY SOUND LEVEL CONTROLLER WHICH WILL DISCONNECT THE POWER TO 13A SOCKETS IF THE SOUND LEVEL PRODUCED BY A BAND OR DISCO EXCEEDS A CERTAIN LEVEL.

N.B THE EMERGENCY DOORS ARE INCLUDED IN THE SOUND LEVEL CONTROL UNIT AND THE OPENING OF THE DOORS COULD RESULT IN THE ELECTRICAL SUPPLY BEING INTERRUPTED TO THE STAGE.

The sound level in the hall is displayed as a series of coloured lamps in the control unit located on the centre of the stage lighting bar situated on the main hall ceiling and can be easily observed by a band or disco on stage.

As long as the sound level remains in the green section with an occasional peak in the red section, the sound level is acceptable.

If the two red WARNING segments are lit this indicates that the volume level in the hall is nearing the permitted limit. At the same time as these two lamps illuminate an additional red lamp located on stage above the front curtain and the warning lamp on the reset button box will also illuminate to draw your attention to the fact that the sound is nearing the permitted limit.

If the sound level is allowed to illuminate the OVERLIMIT section for any length of time the unit will TRIP AND REMOVE POWER FROM THE 13A MAINS SOCKETS. When tripped the RESET lamps on the control unit and the reset button will be lit.

The system can be reset using the reset button which is located on the right at the top of the stairs leading from the main hall up onto the stage. There will be a delay before the unit will reset – this delay depends on how much the maximum sound level was exceeded.

IMPORTANT – please check it is safe to reset the unit.

Bands or discos may wish to turn off amplifiers etc. prior to resetting the unit to prevent any damage.

The village hall committee cannot accept any liability for equipment damaged caused by not turning equipment off prior to resetting the SENTRY unit after a trip.

**FIRE REGULATIONS & SAFETY FOR HIRERS /USERS OF
BOLTON-RV-BOWLAND VILLAGE HALL (NOVEMBER2011)**

**PLEASE READ, SIGN & RETURN TO BOOKING SECRETARY PRIOR TO USE
OF THE HALL. (2 copies provided one to be kept by user)**

- 1) Know all emergency exits
- 2) Do not obstruct any emergency exit
- 3) Do not cover any emergency exit sign or lighting
- 4) Know the positions of the emergency fire alarms & how to activate.
- 5) Know the meeting point (read notice in hall entrance)
- 6) Know position of extinguishers & fire blanket & specified uses.
- 7) Do not use foam extinguishers on electrical appliances
- 8) If you suspect a fire, sound the alarm & leave the building in a calm manner & do **not re-enter** the building until told it is safe by a fire officer.
- 9) Close all doors if possible.
- 10) **Dial 999 & ask for fire brigade**
- 11) Contact a key holder for alarm box if possible but do not waste time leaving the building. (List of holders in hall entrance)
- 12) Hirers to check that anyone bringing electrical items into the hall ie. a D.J. have had all items suitably checked & pronounced safe to use.
- 13) A **designated person** is required who is attending the function who will call the Fire Brigade.
- 14) There is a public telephone at the entrance to the car park or The Coach & Horses.
- 15) Cars must not be parked in a way which would obstruct exits.

USE OF DRAPES IN THE HALL

- 1) Drapes must be flame retardant & have a certificate to prove this either from original maker or if treated to be flame retardant or have attached makers labels stating this. **Otherwise they will not be allowed**

This follows assessment by the Lancashire Fire & Rescue Service Officer 10/11/11.
This proof must be given to the Hall Booking Secretary or other committee member.

- 2) Drapes on the ceiling need to be suspended 0.5 metres beneath any lighting or fans.
Emergency ceiling lights must not be covered.
- 3) The emergency lighting & emergency exit signs must not be covered.
- 4) If **drapes** are to be used **no candles** can be allowed unless fully enclosed e.g. in lantern style containers

Signature of Chair Person or Hirer

Date

Bolton by Bowland, Nr. Clitheroe

The Licensing Officer, Catherine Moore
 Council Offices Church Walk
 Clitheroe BB7 2RA
 24 May 2014

Dear Mrs Moore

**Variation of Premises Licence, Bolton By Bowland Village Hall (re-submission)
 Registered Charity 525027**

As a resident of Bolton by Bowland for 46 years living in close proximity to the Village Hall and an elected Parish Councillor of 7 years its my responsibility is to bring to your notice that we have been totally unaware the existing licence was for 21 events till 12.00 excluding Sunday, or 15 events till 2am. The notice for the licence inside the hall failed to show the proposed hours of opening, limited to only those who knew, and an all year every day licence till late is not what residents want. The trustees withdrew the licence and promised to discuss extended hours but havent, and as a Charity if they do something we don't like they've to put it right.

The demand for venues has not been overwhelming, since 2005 at the least 3 have been applied for, at the most 8, more so an alcohol licence is not the main contributing factor in making the Village Hall successful its the community who value the Charity benefits, and appeal to the licensing committee to make objections to this application for the following reasons

1. The major issue is the noise disturbances, and the public nuisance The residents in close proximity to the hall have been disturbed by noise disturbances by the parties and when we should reasonably expect a quiet enjoyment left undisturbed the trustees have done nothing Parties hiring the hall have shown little respect for the resident when the parties get out of order generally after 12 with loud music audible in my home, and abusing the licence by not leaving the hall till as late as 3.30am followed by a mayhem in the main street shouting, and the sounding of car horns. Groups are seen wandering round the village after the venues which is unnerving, and could potentially lead to crime resulting in harm to the amenity which is unacceptable and contrary to the NPPF, Policy G1 of the Districtwide Local Plan, and the Core Strategy draft submission

Notices posted in the village hall to request users to respect the residents are ignored
 A complaint on the Parish Council at the excessive noise was on the agenda Monday 4 July 2011 made no difference. The first applications for a variable licence was itemised as number 3 on the Parish Council agenda and the landlord of the pub made objections at the 4 November 2013, & J.Walmsley supported the application at the Parish Council meeting May 12, 2014

This has been an opportunity to regularise the licence for the Village Hall, the Trustees are a registered Charity for our benefit, and it has to be protected, and if the trustees continue to operate outside the charitable purposes it would inevitably lead to the loss of charitable status

Time now for the trustees to consider its future commitment to the Charity.

2. Records show the all year licence is for local organisations each running their own bar for profits, and intended to play a large part of the total sum gained towards the continued running and fund raising for these clubs... all very noble but we have concerns behind this claim it would result in a private night club for their organisations, and potentially lead to more disturbances and upset in the neighbourhood

Whilst the addition of a monthly Film Show/Dinner is most commendable it is entertainment, and in legal terms not charitable. Ticketed means a sufficient section of the community cannot benefit from it, further more there's no guarantee this would be a permanent feature and the application simply to ensure a slightly increased need is insufficient grounds for the licence and inevitably create a private club for the few which is a serious breach the Charity Principles

3. A licence for the sale of alcohol —although perhaps a "facility" within the meaning of the Charitable Act, it is not in the commissions view a facility 'for recreation or other leisure time occupation' The inclusion of a bar facility will therefore prevent an institution being charitable under that Act unless the provision of the bar was merely ancillary to the provision of facilities that do qualify under the Act

4. There is no adequate parking now for the venues, more would exacerbate the fact
The Brewery gift was land, and the right of way to the hall leaving parking for only 6 vehicles As a concession, and by law the landlord of the Coach and Horses ran the bar to make a profit from sale, and kept strictly controlled closing times, as far as I know the trustees make no contributions to the Council Tax/ maintenance to the coach and Horses

Serious health and safety issues and avoid on street parking patrons to the hall
Use the land parking to capacity in what is effectively the hotels car park, blocking access to the hall and leaving no opening for emergencies. There is no access at the rear of the hall putting the public and children at risk, and sufficient to refuse approval to this application

5. We strongly object to an alcohol licence on Sunday. It would not be a public benefit, and in direct competition with the landlord of the Coach and Horses Pub who rely particularly on Sunday trade to make a profit. This is an application which would create a distortion of profit making, and we don't want to see a local charitable organisation the reason the pub closed with no chance of reopening having in competition an all years licence on their doorstep.

The village halls that are successful have a good sized car park, away from residents, and reasonable limits to closing times, and see no reason why the village hall trustees cant capitalise on the assets they already have

I trust the points I make will be considered favourably, and trust the licensing committee will accept reasonable hours for the sale of alcohol bearing in mind the effect an all year licence will have on nearby residential property.

Yours sincerely, Councillor Mary Walsh

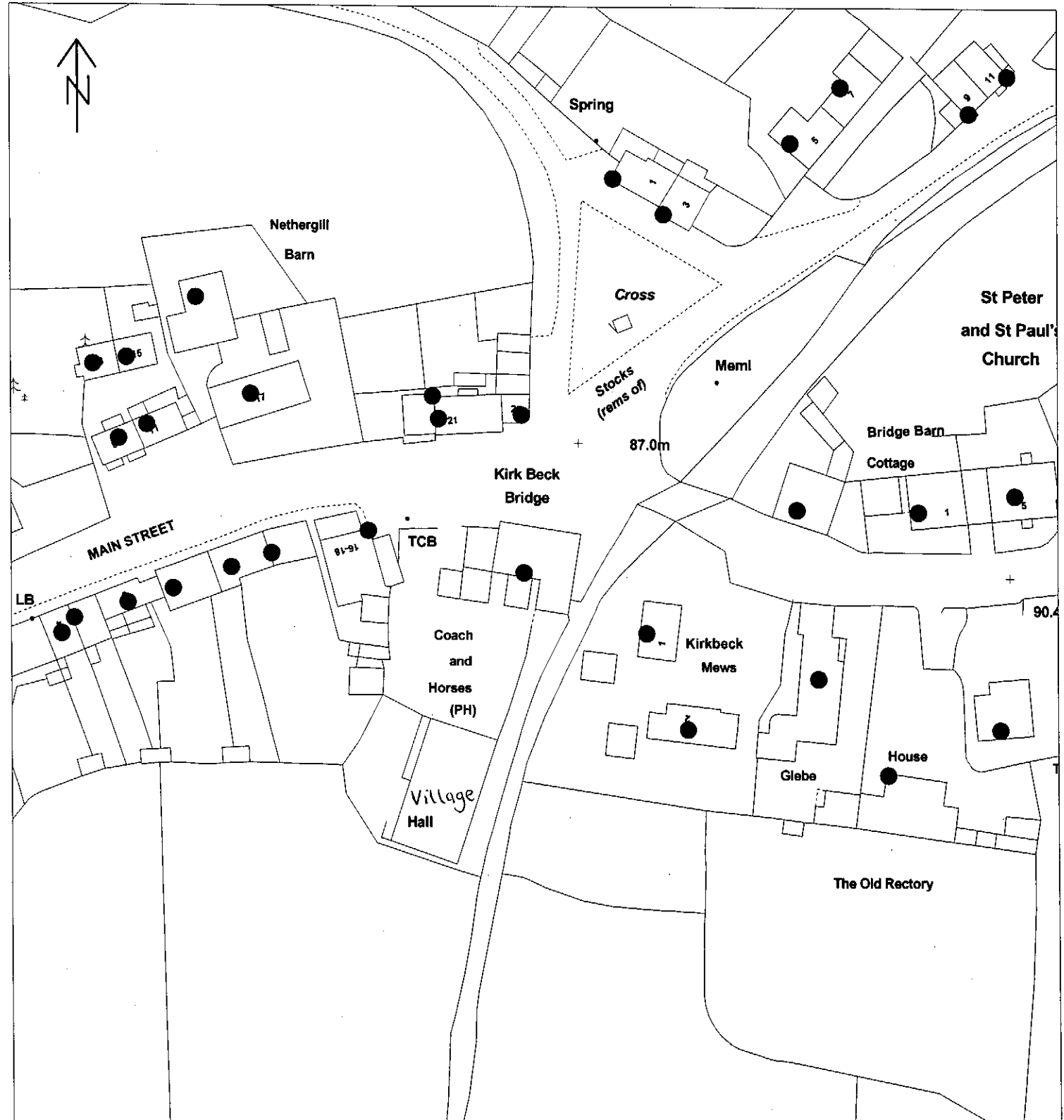
M. Walsh

Location Plan

Map Ref: SD7849SE

Scale: 1:958

RIBBLE VALLEY
BOROUGH COUNCIL



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