

Open

Licensing Sub Committee

Agenda

11am
Friday, 3 May 2024
Kidderminster/Rock Room
Wyre Forest House
Finepoint Way
Kidderminster



Licensing Sub Committee

Members of Committee:

Chairman: Councillor P Harrison

Councillor J F Byng

Councillor K Henderson

Information for Members of the Public:

Part I of the Agenda includes items for discussion in public. You have the right to request to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.

Part II of the Agenda (if applicable) deals with items of "Exempt Information" for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

Disclosure of Interests

Members and co-opted Members of the Council are reminded that, in accordance with the Council's Code of Conduct and the statutory provisions of the Localism Act, they are required to consider in ADVANCE of each meeting whether they have a disclosable pecuniary interest (DPI), an other registrable interest (ORI) or a non-registrable interest (NRI) in relation to any matter on the agenda. If advice is needed, Members should contact the Monitoring Officer or other legal officer in good time before the meeting.

If any Member or co-opted Member of the Council identifies a DPI or ORI which they have not already registered on the Council's register of interests or which requires updating, they should complete the disclosure form which can be obtained from Democratic Services at any time, copies of which will be available at the meeting for return to the Monitoring Officer.

Members and co-opted Members are required to disclose any DPIs and ORIs at the meeting.

Where the matter relates to a DPI they may not participate in any discussion or vote on the matter and must not stay in the meeting unless granted a dispensation.

Where the matter relates to an ORI they may not vote on the matter unless granted an advance dispensation.

Where a Member or co-opted Member has an NRI which directly relates to their financial interest or wellbeing, or that of a relative or close associate, they must disclose the interest at the meeting, may not take part in any discussion or vote on the matter and must not stay in the meeting unless granted a dispensation.

Where a matter affects the NRI of a Member or co-opted Member, the Code of Conduct sets out the test which must be applied by the MEMBER to decide whether disclosure is required. Again please ensure you have spoken in ADVANCE to the relevant legal officer and determined whether it is appropriate to declare the NRI and leave.

For further information:

If you have any queries about this Agenda or require any details of background papers, further documents or information you should contact Louisa Bright, Principal Committee and Member Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732763 or email louisa.bright@wyreforestdc.gov.uk

Wyre Forest District Council

Licensing Sub Committee

Friday, 3 May 2024

Kidderminster/Rock Room, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Appointment of Substitute Members To receive the name of any Councillor who is to act as a substitute, together with the name of the Councillor for whom he/she is acting.	
3.	Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any disclosable pecuniary interest (DPI), an other registrable interest (ORI) or a non-registrable interest (NRI) in relation to any matter on the agenda. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
4.	Application for the Grant of a Premises Licence To consider and determine an application for grant of a premises licence under the provisions of the Licensing Act 2003, in respect of Stourport Manor Hotel, 35 Hartlebury Road, Stourport On Severn, Worcestershire DY13 9JA	4

WYRE FOREST DISTRICT COUNCIL

LICENSING SUB-COMMITTEE

3 MAY 2024

LICENSING ACT 2003

APPLICATION FOR THE GRANT OF A PREMISES LICENCE

STOURPORT MANOR HOTEL

PUBLIC HEARING	
DIRECTOR:	Head of Worcestershire Regulatory Services
CONTACT OFFICER:	Graham Rowberry Technical Officer (Licensing) 01562738074 graham.rowberry@worcsregservices.gov.uk
WARD(S) AFFECTED:	Mitton
APPENDICES:	Appendix 1 – Application Form Appendix 2 – Existing Licence Appendix 3 – Letter sent to current licence holder Appendix 4 – Representations from other parties

1. PURPOSE OF REPORT

- 1.1. To present information to the Licensing Sub-Committee to enable the consideration and determination an application for grant of a premises licence under the provisions of the Licensing Act 2003, in respect of

Stourport Manor Hotel
35 Hartlebury Road
Stourport On Severn
Worcestershire
DY13 9JA

2. BACKGROUND

- 2.1. On 22 March 2024 an application for the grant of a premises licence was made to Wyre Forest District Council by Hills Licensing Limited acting as agents for Stourport Manor Hotel Limited. A copy of the application is attached at **Appendix 1**.

- 2.2. All required documentation, including the fee and premises plan, was included in the application.
- 2.3. It can be confirmed that the application has been advertised in accordance with the requirements of the Licensing Act 2003 and associated regulations and that the application was served on all responsible authorities.
- 2.4. The applicant is applying to authorise the following licensable activities:-

Activity	Days	From	To	Indoors/Outdoors
Anything of a Similar Desc to RE	Everyday	10:00	- 01:00	Both
Performance of Dance	Everyday	10:00	- 01:00	Both
Exhibition of Films	Everyday	10:00	- 01:00	Both
Performance of Live Music	Everyday	10:00	- 01:00	Both
Late Night Refreshment	Everyday	23:00	- 01:00	Both
Performance of Plays	Everyday	10:00	- 01:00	Both
Playing of Recorded Music	Everyday	10:00	- 01:00	Both
Sale of Alcohol	Everyday	10:00	- 01:00	For consumption both on and off the premises

- 2.5. The designated premises supervisor identified in the application is Ritesh Sookun.
- 2.6. There is an existing licence in force at the premises (licence number WK/201203170). This is held by Stourport Manor Hotel Limited with Mr Sookun named as Designated Premises Supervisor. The current licence certificate is attached as **Appendix 2**.
- 2.7. There is a record of a single complaint regarding the levels of noise at an outdoor event at the premises in April 2023. Following the complaint, a letter was sent to Mr Sookun as the Designated Premises Supervisor named on the licence to make him aware of the complaint and remind him of the conditions of the existing licence. A copy of this letter is attached as **Appendix 3**.

3. REPRESENTATIONS

RESPONSIBLE AUTHORITIES

- 3.1. Two Responsible Authorities responded to consultation. These are Worcestershire Public Health and Hereford and Worcester Fire and Rescue Service. Neither Responsible Authority object to the application.
- 3.2. West Mercia Police contacted the applicant independently and agreed with them for additional conditions to be included on the licence when issued. These covered the use of CCTV and are as follows:

Agenda Item No. 4

- *CCTV cameras are located within the premises to cover all public areas including all entrances and exits*
- *The system records clear images permitting the identification of individuals.*
- *The CCTV system is able to record footage which must be securely retained for a minimum of 28 days.*
- *The CCTV system operates at all times while the premises are open for licensable activities. All equipment must have a constant and accurate time and date generation.*
- *The CCTV system is fitted with security functions to prevent recordings being tampered with, i.e. password protected.*
- *There are members of trained staff at the premises during operating hours able to provide viewable copies on request to police or authorised local authority officers as soon as is reasonably practicable but within 24 hours at the latest. The CCTV will be provided in accordance with the Data Protection Act 2018 (or any replacement legislation).*

The following conditions were also agreed with the Police:

- *Boundary checks to be carried when regulated entertainment is carried out (ie live or recorded music) to prevent any noise nuisance to residents.*
- *Appropriate risk assessments undertaken when planning any large scale events using marquees and similar.*
- *Written drugs policy.*
- *Letter of delegated authority.*

These conditions will be applied to the licence on issue.

OTHER PERSONS

- 3.3. Four residents living next to, or near, the premises made representations during consultation. These representations oppose the granting of a licence in the requested form, based on concerns about potential noise and nuisance. These representations are attached as **Appendix 4**.
- 3.4. Those making representations expressed concerns about how granting the licence will affect the promotion of the Licensing Act 2003's objectives. These concerns specifically relate to three objectives: public nuisance, public safety, and the prevention of crime and disorder.

4. LOCAL POLICY CONSIDERATIONS

- 4.1. The Sub-Committee should have regard to the Council's Statement of Licensing Policy under the Licensing Act 2003.

4.2. The Council's Statement of Licensing Policy is available to download from the Council's website or to request a hard copy, contact Worcestershire Regulatory Services on 01905 822799 or email enquiries@worcestershire.gov.uk

4.3. The Sub-Committee's attention should be drawn to the following **Paragraphs 5.3 - 5.6** of the Council's Statement of Licensing Policy in respect of this application generally:

(5.3) The licensing authority will aim to carry out its licensing functions in a way that promotes tourism, increases leisure and culture provision and encourages economic development within the district.

(5.4) However, the licensing authority will also always try and balance the needs of the wider community, local community and commercial premises, against the needs of those whose quality of life may be adversely affected by the carrying on of licensable activities, particularly within residential areas.

(5.5) In particular the licensing authority will attempt to control any potential negative impacts from the carrying on of licensable activities, such as increased crime and disorder, anti-social behaviour, noise, nuisance, risks to public safety and harm to children.

(5.6) The licensing authority's aim is to facilitate well run and managed premises with licence holders displaying sensitivity to the impact of the premises on local residents.

5. LEGAL IMPLICATIONS

5.1. The Sub-Committee must consider this application on its own merits. It is also obliged to determine this application with a view to the promotion of the licensing objectives of the Licensing Act 2003, which are:

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance;
- the protection of children from harm.

5.2. In making its decision, the Sub-Committee is further obliged to have regard to the guidance issued by the Secretary of State under section 182 of the Licensing Act 2003, the Council's own Statement of Licensing Policy, the representations made in relation to the application, and the evidence it hears.

5.3. In particular, the Sub-Committee should have regard to the following:

PUBLIC NUISANCE

Paragraph 2.21 of the guidance issued by the Secretary of State under section 182 of the Licensing Act 2003 (the 's182 Guidance') (December 2023) states:

The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells, and litter.

In addition to **Paragraph 2.21** of the s182 Guidance referred to above and the subsequent paragraphs of that section, the Sub-Committee's attention is also drawn to **Paragraphs 6.24 - 6.29** of the Council's Statement of Licensing Policy relating to the Prevention of Public Nuisance.

The Sub-Committee's attention is further drawn to **Paragraph 8** of the Council's Statement of Licensing Policy relating to Licensing Hours. The Sub-Committee will see, at **Paragraph 8.3**, that:

Consideration may be given to imposing stricter restrictions on licensing hours when it is appropriate to control noise and disturbance from particular licensed premises, such as those in mainly residential areas.

PREVENTION OF CRIME AND DISORDER

Paragraph 2.1 of the s182 Guidance states: 'Licensing authorities should look to the police as the main source of advice on crime and disorder'.

In addition to Paragraph 2.1 of the s182 Guidance referred to above and the subsequent paragraphs of that section, the Sub-Committee's attention is also drawn to **Paragraphs 6.11 - 6.19** of the Council's Statement of Licensing Policy relating to the Prevention of Crime and Disorder in respect of this application.

PUBLIC SAFETY

Paragraph 2.8 of the s182 Guidance states:

Licence holders have a responsibility to ensure the safety of those using their premises, as a part of their duties under the 2003 Act. This concerns the safety of people using the relevant premises rather than public health which is addressed in other legislation. Physical safety includes the prevention of accidents and injuries and other immediate harms that can result from alcohol consumption such as unconsciousness or alcohol poisoning. Conditions relating to public safety may also promote the crime and disorder objective as noted above. There will of course be occasions when a public safety condition could incidentally benefit a person's health more generally, but it should not be the purpose of the condition as this would be outside the licensing authority's powers (be ultra vires) under the 2003 Act. Conditions should not be imposed on a premises licence or club premises certificate which relate to cleanliness or hygiene.

Paragraph 2.9 continues:

A number of matters should be considered in relation to public safety. These may include:

- *Fire safety;*
- *Ensuring appropriate access for emergency services such as ambulances;*
- *Good communication with local authorities and emergency services, for example communications networks with the police and signing up for local incident alerts (see paragraph 2.4 above [of the s182 Guidance])*
- *Ensuring the presence of trained first aiders on the premises and appropriate first aid kits;*
- *Ensuring the safety of people when leaving the premises (for example, through the provision of information on late-night transportation);*
- *Ensuring appropriate and frequent waste disposal, particularly of glass bottles;*
- *Ensuring appropriate limits on the maximum capacity of the premises (see paragraphs 2.12-2.13, and Chapter 10 [of the s182 Guidance]; and*
- *Considering the use of CCTV in and around the premises (as noted in paragraph 2.3 above [s182 Guidance], this may also assist with promoting the crime and disorder objective).*

Paragraphs 6.20 to 6.23 of the Council's Statement of Licensing Policy are relevant to this licensing objective.

- 5.4. The Sub-Committee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:
 - (a) Grant the application as requested
 - (b) Modify the conditions of the licence, by altering or omitting or adding to them.
 - (c) Reject the application in whole or in part.
- 5.5. The Sub-Committee is asked to note that it may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be appropriate in order to promote the licensing objectives.
- 5.6. All parties to the hearing will be notified of the Sub-Committee's decision in writing within five working days of the conclusion of the hearing.
- 5.7. Any party aggrieved by a decision taken by the Sub-Committee may appeal against the decision to a Magistrates' Court within 21 days of being notified of the decision in writing.
- 5.8. The hearing should be conducted in accordance with the agreed procedure.

6. FOR DECISION

6.1. The Sub-Committee must consider and determine the application.



**Wyre Forest
Application for a premises licence
Licensing Act 2003**

For help contact
enquiries@worcsregs services.gov.uk
Telephone: 01905 822799

* required information

Section 1 of 21

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

Yes No

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

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 the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is the applicant's business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name If the applicant's business is registered, use its registered name.

VAT number Put "none" if the applicant is not registered for VAT.

Legal status

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

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

Note: completing the Applicant Business section is optional in this form.

Registration number

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

Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

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

Section 4 of 21

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

private limited company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

* Nationality [Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of 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.

Country house hotel with extensive grounds.
 Hotel is currently licensed but with onerous conditions and this application seeks to amend and replace them and also include the grounds of the hotel within the Premises Licence. It was considered that a Variation would not be appropriate in the circumstances.

Continued from previous page...

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of a play take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Continued from previous page...

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.

provision of amateur performances within the hotel and also in the grounds, weather permitting.

State any seasonal variations for performing plays

For example (but not exclusively) where the activity will occur on additional days during the summer months.

New Year's Eve 1000 to terminal hour on New Year's Day (36 hour Licence)

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

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Continued from previous page...

THURSDAY

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FRIDAY

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Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

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Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the exhibition of films take place indoors or outdoors or both?

- Indoors
 Outdoors
 Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

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.

provision of film showings within the hotel and also in the grounds, weather permitting.

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

New Year's Eve 1000 to terminal hour on New Year's Day (36 hour Licence)

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing indoor sporting events?

- Yes No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

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Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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End

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.

Continued from previous page...

SUNDAY

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Will the performance of live music take place indoors or outdoors or both? Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Indoors
 Outdoors
 Both

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.

provision of live music by way of bands, soloists and similar within the hotel and also in the grounds (and/or marquee), weather permitting.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

New Year's Eve 1000 to terminal hour on New Year's Day (36 hour Licence)

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

Yes
 No

Standard Days And Timings

MONDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

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.

TUESDAY

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WEDNESDAY

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THURSDAY

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Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

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Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors
 Outdoors
 Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

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.

provision of recorded music by way of DJ, karaoke and similar within the hotel and also in the grounds (and/or marquee), weather permitting.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

New Year's Eve 1000 to terminal hour on New Year's Day (36 hour Licence)

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

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WEDNESDAY

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THURSDAY

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FRIDAY

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End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

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.

provision of dancing within the hotel and also in the grounds (and/or marquee), weather permitting

Continued from previous page...

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

New Year's Eve 1000 to terminal hour on New Year's Day (36 hour Licence)

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Give a description of the type of entertainment that will be provided

provision of other types of regulated entertainment (charity, team building, comedy) and similar within the hotel and also in the grounds (and/or marquee), weather permitting

Will this entertainment take place indoors or outdoors or both?

- Indoors
 Outdoors
 Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

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.

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

New Year's Eve 1000 to terminal hour on New Year's Day (36 hour Licence)

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 14 of 21

LATE NIGHT REFRESHMENT

Continued from previous page...

Will you be providing late night refreshment?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

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.

provision of hot food and hot drink menu within the hotel and also in the grounds (and/or marquee), weather permitting

Continued from previous page...

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

New Year's Eve 1000 to terminal hour on New Year's Day (36 hour Licence)

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

- On the premises
 Off the premises
 Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

New Year's Eve 1000 to terminal hour on New Year's Day (36 hour Licence)

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Bona fide residents of the hotel are permitted to purchase alcohol seven days a week, three hundred and sixty five days a year.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Date of birth / /
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

Continued from previous page...

TUESDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="00:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

The premises are open twenty-four hours a day (hotel)

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 18 of 21

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

The Hotel is currently licensed by way of a Premises Licence No: WK/201203170 . However, due to customer demand a more extensive Licence is required and this NEW Application seeks to simplify the Licence, provide more operational conditions and add the grounds of the Hotel to the Premises Licence.

Should this Application be granted, the existing Premises Licence No WK/201203170 will be offered for surrender.

b) The prevention of crime and disorder

Except for the Restaurant and Bar areas, the premises will be used by bona fide persons and their guests attending pre-booked events/weddings/conferences and similar or by personal invitation of the General Manager.

The Premises Licence Holder shall ensure that a fully functioning CCTV system (cameras and equipment) is installed in the premises. CCTV shall be kept operational at all times the premises is open for licensable activities and images will be kept for 28 days.

No persons other than the Police, the Licensing Authority, the Premises Licence Holder, DPS or other authorised persons shall have access to the CCTV recording equipment or the recordings made from such equipment. Any such requests will be made with reasonable notice.

The 'Challenge 25' policy will be enforced, where any person reasonably looking under the age of 25 shall be asked to provide their age when attempting to purchase alcohol. The only acceptable forms of identity will be those with photographic identification documents recognised in the Home Office guidance, including valid passports, photo-card driving licence or proof of age card bearing the PASS hologram.

c) Public safety

An incident logbook shall be kept at the premises and be made available upon request to the Police or the relevant Local Authority. The book (electronic) will record the date, time and who is making the entry. The following must be recorded:

- a) All crimes reported to the venue.
- b) All ejections of customers.
- c) Any complaints received.
- d) Lost property.
- e) Any incidents of violence or serious disorder.
- f) Any drug or offensive weapon seizures.
- g) Refusals of alcohol sales, including any underage attempts.

Notices will be prominently displayed within the premises advising customers that:

- a) CCTV is in operation.
- b) To respect residents and leave the hotel and vicinity quietly.

All emergency exit doors shall be available at all times without the use of key, code or similar means.

The means of escape provided for the premises shall be maintained, unobstructed, free of hazards and be immediately available and clearly identified in accordance with the plans provided.

All staff shall be fully trained in health and safety and evacuation procedures and there will be adequate first aiders at any events.

Where any event takes place in the grounds of the premises, a suitable event management plan will be provided to the Council and Police, three weeks before any event takes place.

d) The prevention of public nuisance

Where necessary noise levels will be maintained by the Duty Manager and DPS. All reasonable measures are to be taken to

Continued from previous page...

ensure limitation of noise.

No noise beyond acceptable levels, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to nuisance.

Appropriate liaison with local residents shall be promoted by the Premises Licence Holder and the DPS.

Where live or recorded music events are provided, all doors and windows will be kept shut after 2200 hours to minimise the escape of noise.

e) The protection of children from harm

Where a supply of alcohol takes place at an event, any person under 18 will be accompanied by an appropriate adult (over 18).

All staff will be trained in under age sale prevention.

As above, acceptable forms of identification will be those with photographic identification documents recognised in the Home Office guidance, including valid passports, photo-card driving licence or proof of age card bearing the PASS hologram.

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

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

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

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.

Premises Licence Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

450.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

DECLARATION

* I understand 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.

* I understand that I must now advertise my application.

* I understand that if I do not comply with the requirements my application will be rejected.

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I

* understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

* The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

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/premises-licence/wyre-forest/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.

Continued from previous page...

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

Consent of individual to being specified as premises supervisor

RITESH VINIT SOOKUN

I _____
[full name of prospective premises supervisor]

Of

Home Address: _____

Date of Birth: _____ Place of birth: _____, **United Kingdom**

[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Application for new Premises Licence

[type of application]

by

Stourport Manor Hotel Limited

[name of applicant]

relating to a premises licence _____
[number of existing licence, if any]

for

**Stourport Manor Hotel
35 Hartlebury Road
Stourport on Severn
Worcestershire
DY13 9JA**

[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

Stourport Manor Hotel Limited

[name of applicant]

concerning the supply of alcohol at

**Stourport Manor Hotel
35 Hartlebury Road
Stourport on Severn
Worcestershire
DY13 9JA**

[name and address of premises to which application relates]

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

PA3558

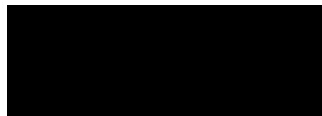
[insert personal licence number, if any]

Personal licence issuing authority

**WEST NORTHAMPTONSHIRE COUNCIL.
Licensing team, The Guildhall, St Giles Square, Northampton, NN1 1DE**

[insert name and address and telephone number of personal licence issuing authority, if any]

Signed



Name (please print)

RITESH VINIT SOOKUN

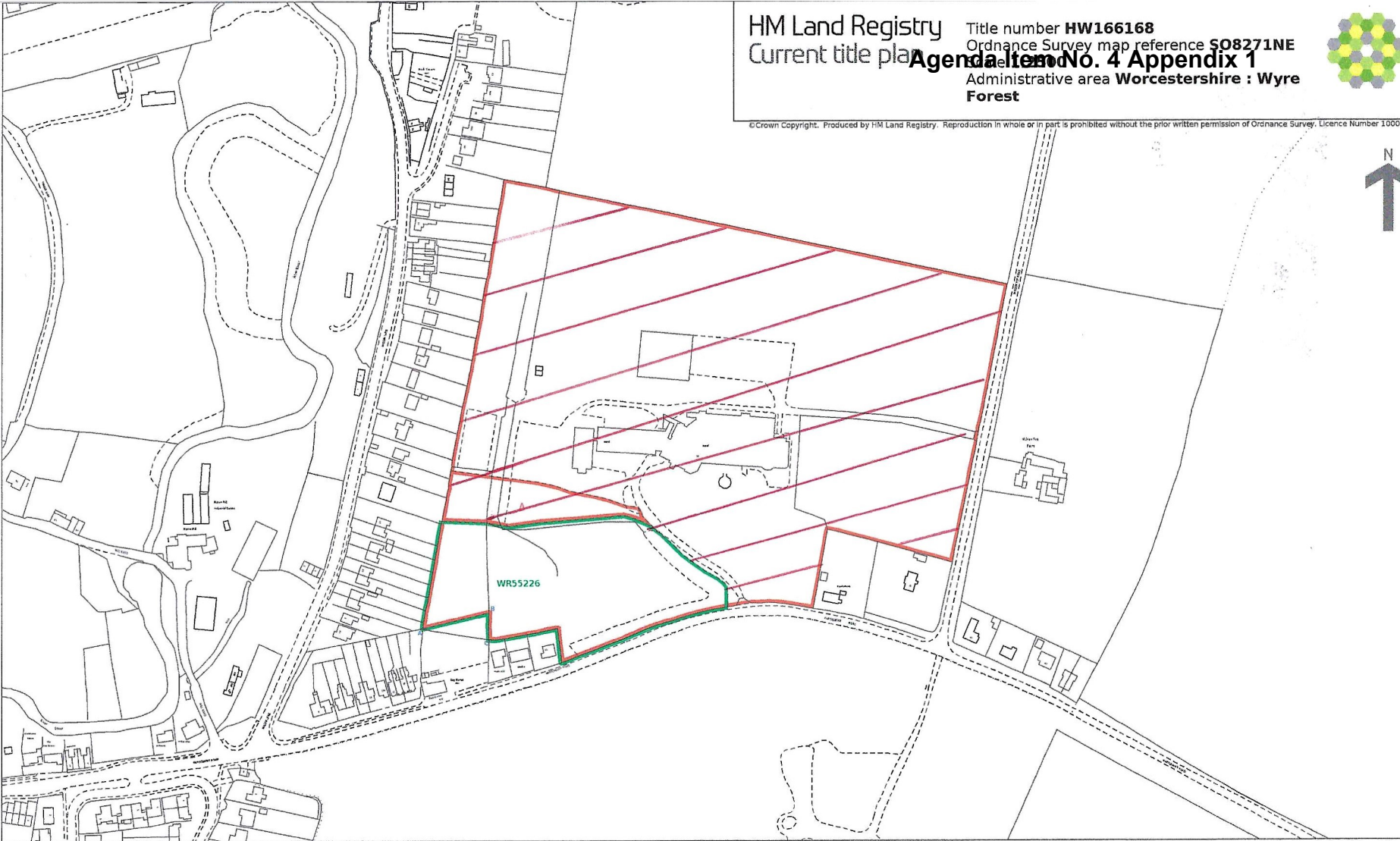
Date

20.03.2024





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LICENSING ACT 2003



PREMISES LICENCE

PREMISES LICENCE NUMBER

WK/201203170

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code	
Stourport Manor Hotel Day Spa Leisure 35 Hartlebury Road Stourport-On-Severn Worcestershire DY13 9JA	
Telephone number	N/A

Where the licence is time limited, the dates Not applicable

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Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities

Activity	Days	From	To	Indoors/Outdoors
Performance of Dance (Indoors - Worcester, Stafford and Hereford Suites)	Sunday	10:00	- 22:30	N/A
Performance of Dance (Indoors - Worcester, Stafford and Hereford Suites)	Friday - Saturday	10:00	- 01:30	N/A
Performance of Dance (Indoors - Worcester, Stafford and Hereford Suites)	Monday - Thursday	10:00	- 01:00	N/A
Performance of Live Music (Indoors - Worcester, Stafford and Hereford Suites)	Sunday	10:00	- 22:30	N/A
Performance of Live Music (Indoors - Worcester, Stafford and Hereford Suites)	Friday - Saturday	10:00	- 01:30	N/A
Performance of Live Music (Indoors - Worcester, Stafford and Hereford Suites)	Monday - Thursday	10:00	- 01:00	N/A
Late Night Refreshment (Indoors in ALL PUBLIC AREAS)	Everyday	23:00	- 01:30	N/A
Sale of Alcohol (Indoors in ALL PUBLIC AREAS)	Monday	10:00	- 23:00	N/A
Sale of Alcohol (Indoors - Worcester, Stafford and Hereford Suites)	Monday	10:00	- 01:00	N/A
Sale of Alcohol (Indoors - Restaurant and Gloucester Suite)	Monday	10:00	- 00:00	N/A
Sale of Alcohol (Indoors - Restaurant and Gloucester Suite)	Tuesday	10:00	- 00:00	N/A
Sale of Alcohol (Indoors - Worcester, Stafford and Hereford Suites)	Tuesday	10:00	- 01:00	N/A
Sale of Alcohol (Indoors in ALL PUBLIC AREAS)	Tuesday	10:00	- 23:00	N/A
Sale of Alcohol (Indoors - Worcester, Stafford and Hereford Suites)	Wednesday	10:00	- 01:00	N/A
Sale of Alcohol (Indoors - Restaurant and Gloucester Suite)	Wednesday	10:00	- 00:00	N/A
Sale of Alcohol (Indoors in ALL PUBLIC AREAS)	Wednesday	10:00	- 23:00	N/A

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Sale of Alcohol (Indoors - Worcester,Stafford and Hereford Suites)	Thursday	10:00	-	01:00	N/A
Sale of Alcohol (Indoors - Restaurant and Gloucester Suite)	Thursday	10:00	-	00:00	N/A
Sale of Alcohol (Indoors in ALL PUBLIC AREAS)	Thursday	10:00	-	23:00	N/A
Sale of Alcohol (Indoors in ALL PUBLIC AREAS)	Friday	10:00	-	23:00	N/A
Sale of Alcohol (Indoors - Worcester,Stafford and Hereford Suites)	Friday	10:00	-	01:00	N/A
Sale of Alcohol (Indoors - Restaurant and Gloucester Suite)	Friday	10:00	-	00:00	N/A
Sale of Alcohol (Indoors - Restaurant and Gloucester Suite)	Saturday	10:00	-	00:00	N/A
Sale of Alcohol (Indoors in ALL PUBLIC AREAS)	Saturday	10:00	-	23:00	N/A
Sale of Alcohol (Indoors - Worcester,Stafford and Hereford Suites)	Saturday	10:00	-	01:00	N/A
Sale of Alcohol (Indoors - Restaurant And Gloucester Suite)	Sunday	12:00	-	22:30	N/A
Sale of Alcohol (Indoors in ALL PUBLIC AREAS)	Sunday	12:00	-	22:30	N/A
Sale of Alcohol (Indoors - Worcester,Stafford and Hereford Suites)	Sunday	12:00	-	22:30	N/A
Non-standard timings					
No non-standard timings					

The opening hours of the premises			
Days	From		To
Everyday	00:00	-	00:00
No non-standard opening hours			

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Stourport Manor Hotel Ltd
35 Hartlebury Road
Stourport On Severn
Worcestershire
DY13 9JA

Email Address: [REDACTED]

Telephone No.: N/A

Registered number of holder, for example company number, charity number (where applicable)

14275618

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Ritesh Vinit Sookun

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Personal Licence No: PA3558

Licensing Authority: West Northamptonshire Council



Date of first issue: 24 November 2005

This version valid from: 22 December 2022

Issuing Authority: Wyre Forest District Council
Finepoint Way
Kidderminster
DY11 7WF

AUTHORISED OFFICER
Head of Regulatory Services
Worcestershire Regulatory Services
On behalf of Wyre Forest District Council

ANNEX 1 – MANDATORY CONDITIONS

The making and authorisation of alcohol sales

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 his personal licence is suspended.

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Irresponsible alcohol promotions

The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—

- (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
- (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
- (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

Provision of free potable water

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

Age verification policy for the sale or supply of alcohol

The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

- (a) a holographic mark, or
- (b) an ultraviolet feature.

Availability of small measures of alcohol

The responsible person must ensure that—

- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

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- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

Permitted price of alcohol

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price
2. For the purposes of the condition set out in paragraph 1—
 - a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979);
 - b) “permitted price” is the price found by applying the formula—

$$P=D+(D \times V)$$

where—

P is the permitted price,

D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

- c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence—
 - (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
 - d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
 - e) “valued added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.
3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
 4.
 - (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.
 - (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

ANNEX 2 – CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

a) General – all four licensing objectives (b,c,d,e):

WYRE FOREST DISTRICT COUNCIL PUBLIC ENTERTAINMENT CONDITIONS APPLY AND ARE ATTACHED

Restaurant and Gloucester Suite

Alcohol may be sold or supplied for one hour following the end of standard hours and on Christmas Day between 15.00 and 19.00 hours, to persons taking table meals on the premises in a part of the premises usually set apart for the service of such persons and for consumption by such a person in that part of the premises as an ancillary to his meal.. For other purposes or in other parts of the premises standard hours shall continue to apply

Worcester Suite, Stafford Suite and Hereford Suite

Alcohol may be sold or supplied until 01.00 hours following weekdays and 00.30 hours following Sundays to persons taking table meals in the premises in a part of the premises usually set apart for the service of such persons and for consumption by that person in that part of the premises as an ancillary to his meal. The alcohol must be sold or supplied at a time before:

- a) The provision of entertainment by persons present and performing, or
- b) The provision of substantial refreshment has ended

For other purposes or in other parts of the premises the standard hours shall continue to apply. This condition does not authorise any sale or supply to any person admitted to the premises either after midnight or less than half an hour before the entertainment is due to end

b) The prevention of crime and disorder:

c) Public safety:

d) The prevention of public nuisance:

e) The protection of children from harm:

Other operating conditions

CONDITIONS ATTACHED TO PREMISES LICENCE FOLLOWING CONVERSION UNDER THE LICENSING ACT 2003

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982
LICENSING OF INDOOR PUBLIC ENTERTAINMENTS

The Wyre Forest District Council, in exercise of its powers under Paragraph 11 of Schedule I of the Local Government (Miscellaneous Provisions) Act 1982 hereby makes the following Conditions.

PART I

GENERAL

CITATION AND COMMENCEMENT

1 These Conditions may be cited as the Wyre Forest Licensing conditions and shall come into operation on 1 January 1983.

DEFINITIONS

2 In these Conditions unless the context otherwise requires:

"Approval of the Council" or "Consent of the Council" means the approval or consent of the Council in writing and "approved" or "accepted" means approved or accepted by the Council in writing;

"Approved arrangements" means the arrangements of the premises, fittings and installations and all other things in connection therewith as approved by the Council;

"The Council" means the Wyre Forest District Council and shall be deemed to include a Committee, Sub-Committee or Officer to which or to whom authority has been delegated for the purpose of these Regulations;

"General Lighting" means all lighting other than safety lighting, permanently installed in those parts of the premises to which the public have access;

"Entertainments Licence" means a licence granted by the Council under Section 1, Schedule 1 of the Local Government (Miscellaneous Provisions) Act 1982;

"Premises" means any premises within the district of Wyre Forest to be used for public dancing or music or any other public entertainment of the like kind or for public contest, exhibition or display of boxing, wrestling, judo, karate or any similar sport under an Entertainments Licence granted by the Council and includes any means of ingress and egress to the premises.

"Appropriate form" means the relevant form specified in the Schedule or such other form as the Council may from time to time require.

"The Licensee" means the person in whose name the licence is held.

"Public Entertainment" means entertainment by way of music, singing and/or dancing or any other entertainment of a like kind (including Karaoke entertainment) to which members of the general public are admitted.

"The Fire Service" or "Fire Officer" means the Assistant Divisional Fire Officer - Fire Safety, Hereford and Worcester Fire & Rescue North District Castle Road Kidderminster DY11 6th
Tel 01562 512612

"The Chief Officer of Police" or "Police Officer" means the Chief Superintendent, West Mercia Constabulary, Kidderminster Police Station, Habberley Road, Kidderminster, Worcs DY11 6AN. Telephone number (01562) 820888.

NOTE

Except where the context demands otherwise the singular includes the plural and the masculine includes the feminine.

CONTACT

3 Any queries or points of clarification on the application of these conditions should be directed to:
The Licensing Section,
Planning, Health and Environment Division, Duke House, Clensmore Street, Kidderminster, Worcs. DY10 2JX

PART II

GRANT RENEWAL, TRANSFER AND VARIATION OF ENTERTAINMENTS LICENCES

NOTICE OF APPLICATIONS

4 The Council, Chief Officer of Police, Fire Authority and the Clerk to the Licensing Justices, shall be given not less than 28 days notice of any application for a grant, renewal or transfer of a licence on the appropriate form (Form PE1) to be accompanied by a suitable plan or plans as necessary. All other correspondence concerning the application must be addressed to The Licensing Officer, Duke House, Clensmore Street, Kidderminster DY10 2JX

APPLICANTS

5 An application for a new annual Entertainments Licence shall be made by a person who lawfully occupies or who will occupy the premises by virtue of a freehold interest, a lease, an assignment of lease, an under-lease, an agreement for a lease or a tenancy, evidence of which may be required by the Council. The form of application shall be signed by the applicant, his solicitor or other duly authorised agent.

NOTICES AND ADVERTISEMENTS

6 (a) On the date on which the application is made for a new annual Entertainments Licence the applicant shall cause a notice of the application on the appropriate form (Form PE2) to be put up and kept exhibited for not less than 28 days on a part of the premises where it can be easily seen and read by persons in the street or adjoining public place.

6 (b) Within 7 days of the date on which the application is made for a new annual Entertainments Licence a notice of the application in the appropriate form (Form PE3) shall be published in at least one local newspaper which circulates in the locality in which the premises are situated

and the applicant shall cause one complete copy of the newspaper to be sent to the Council within 14 days of the date on which the application was made.

NOTE: Copies of forms PE1, PE2 and PE3 are obtainable from the Council.

MODIFICATION OR VARIATION

7 (a) An applicant who applies for the modification, variation, amendment or waiver of any of the terms, conditions or restrictions of an existing Entertainments Licence relating to an extension of the licensed area shall comply with Conditions 6(a) and (b).

RENEWALS AND TRANSFERS

7 (b) Condition 6 shall not apply to an application for renewal or transfer of an Entertainments Licence unless the Council specifically so requires.

OBJECTIONS

8 Anyone who wishes to object to the renewal of an Entertainments Licence for a particular place can obtain the date on which the licence will expire, and the date by which an objection must be lodged, from The Licensing Section, Planning, Health and Environment Division, Duke House Clensmore Street Kidderminster DFY10 2JX

PERIOD FOR MAKING OBJECTIONS

9 Anyone wishing to object to an application for a new annual Entertainments Licence must write within 21 days of the date of the notice of the application referred to in Condition 6(b) to the Licensing Section, Planning, Health and Environment Division, Duke House Clensmore Street Kidderminster DY10 2JX

PETITIONS

10 If a petition is submitted, the organiser(s) should ensure that:

- (a) the grounds of objection are set out in detail on every page containing signatures;
- (b) names and addresses are legible, and preferably written in black;
- (c) the date on which signatures are collected is stated;
- (d) the name and address of the organiser is clearly stated for the purposes of future correspondence.

HEARINGS

11 Objectors must be prepared to attend an oral hearing in public by the Council.

IMMATERIAL OBJECTIONS

12 The Council will not entertain an objection where it considers the grounds of objection is a matter which it cannot take into account or is otherwise immaterial.

DURATION

13 Entertainments Licences, other than those issued in respect of one or more particular occasions, shall be in force from 1 April each year until 31 March the following year unless previously surrendered by the licensee and cancelled by the Council.

HOLDERS OF LICENCE

14 An Entertainments Licence may be held by not more than two private individuals in respect of any premises and by no other.

CONSIDERATION OF REPRESENTATIONS

15 The Council shall, when considering the application, take into account the comments of their Officers, the Chief Officer of Police, Fire Authority and Clerk to the Licensing Justices; and may consider any other representations received as it thinks fit.

TRANSFER OF LICENCE

16 In the case of a transfer of an Entertainments Licence, the application shall be accompanied by the written consent of the existing licensee or his agents to the transfer, unless it is considered by the Council not to be reasonably practicable.

NOTIFICATION OF DECISION

17 The Council shall notify the Chief Officer of Police, Fire Authority and Clerk to the Licensing Justices of any decision to grant, renew or transfer a licence.

LIST OF APPLICATIONS

18 The Council shall display at their offices, a list of applications in respect of premises for which they have received proper notice of application. Such a list shall be displayed for not less than 7 days before the date upon which the Council will consider the application.

VARIATION OF TERMS, CONDITIONS OR RESTRICTIONS

19 The Council may vary an Entertainments Licence, its conditions, terms or restrictions, upon receipt of written application by the licensee, as they think fit.

SPECIAL EVENTS

20 If the licensee proposes to stage any entertainment which is not usually carried out at the premises, the Council must be notified (in writing) not less than 28 days prior to the proposed entertainment taking place, giving precise details of the entertainment. It will be at the discretion of the Council whether to permit the staging of the proposal.

PART III

CONTROL AND CONDUCT OF PREMISES

RESPONSIBILITY OF LICENSEE

21(a) The licensee shall be fully and totally responsible for the carrying out of these conditions and for the safety of the public and employees on the premises and shall do nothing within the provision of the entertainment which will endanger any persons attending the premises.

SAFETY AND CONTROL

21(b) The licensee shall take all reasonable precautions for the safety of the public, the performers and the employees and shall retain control over all portions of the premises.

INSURANCE

21(c) The licensee shall effect and maintain during the continuance of an Entertainments Licence public liability insurance cover in respect of his/her/their occupation of the premises in a sum not less than £1,000,000 (one million pounds) and shall when required produce for inspection by the Council the policy and latest premium receipt.

PERSONS IN CHARGE

21(d) Subject to Condition 53 Part IV of these conditions the licensee or some responsible person nominated by him in writing for the purpose shall be in charge of, and upon, the premises during the whole time that they are open to the public. Such written nomination shall be continuously available for inspection by the Council's officers. The person in charge shall not be engaged on any duties which will prevent him from exercising general supervision.

MAXIMUM OCCUPANCY LEVELS

22 The maximum number of persons allowed to resort in any licensed area shall be clearly displayed on a sign in each room.

OVERCROWDING

23 Overcrowding in such a manner as to endanger the safety of the public shall not be allowed in any part of the premises.

HOURS OF OPENING AND CLOSING

24 (a) Without the consent of the Council the premises shall not be kept open or used for public dancing music or other public entertainments of the like kind:

- (i) On weekdays other than Fridays and Saturdays between 11.00pm and 10.00am the following morning;
- (ii) On Fridays and Saturdays between 11.30pm and 10.00am the following morning;
- (iii) On Sundays, Christmas Day or after 12 midnight on Good Friday

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24(b) Notwithstanding the provisions of paragraph (a) above the premises may be kept open or used for public dancing music or other public entertainment of the like kind on any weekday other than a Sunday for an extended period of thirty minutes after the latest hour specified by the local licensing justices under any special order of exemption granted in respect of the premises under Section 74(4) of the Licensing Act 1964.

24(c) The premises shall not be open for the purposes of an Entertainments Licence on any occasion when the Council shall have signified 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.

24(d) On those occasions when Christmas Eve and New Years Eve fall on a Sunday, public entertainment shall be permitted where the Licensing Justices have granted a Special Order of Exemption;

the Sunday Observance Act 1780 requirement which prevents dancing on a Sunday where payment for admission is made shall continue to be recognised;

all night clubs with existing Sunday Public Entertainments Licences for "music only" be allowed to extend their permitted hours in line with any Special Order of Exemption granted by the Licensing Justices, for music only (no dancing) provided that no admission charge is made.

NOISE LIMITING DEVICE

25 A noise limiting device shall be affixed to sound equipment to the satisfaction of the Council.

DOORS AND WINDOWS

26 All doors and windows shall remain closed when entertainment is taking place on the premises.

PREVENTION OF NOISE NUISANCE AND ANNOYANCE

27 No noise generated by any entertainment shall be for such periods of time or such levels of intensity so as to render liable to damage the hearing of persons attending the entertainment.

CONDUCT OF PREMISES

28(a) The licensee shall maintain good order in the premises.

28(b) Disorderly conduct shall not be permitted.

28(c) The licensee shall ensure that music provided at the premises shall not cause a nuisance or annoyance to nearby residents and any form of amplification shall be so controlled by the licensee as to prevent such a nuisance. The Council may revoke an Entertainments Licence on being satisfied that the licensee has not taken such steps as are reasonably necessary to prevent this type of nuisance.

28(d) No poster, advertisement, photograph, sketch, synopsis or programme shall be displayed, sold or supplied anywhere by or on behalf of the licensee which is unsuitable for general exhibition. If this licensee is notified by the Council in writing that it objects under this rule to a poster, advertisement, photograph, sketch, synopsis or programme, such poster, advertisement, photograph, sketch, synopsis or programme shall not be displayed, sold or supplied.

28(e) No person shall give at the premises (otherwise than as provided by sections 2(1A) and 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 intended to be increased.

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An application for consent shall be in writing and signed by the licensee or his agent and shall be made not less than 28 days in advance of the exhibition, demonstration or performance concerned.

LICENCE TO BE DISPLAYED

29 A copy of the Public Entertainments Licence and any special and general conditions attached shall be at all times displayed in a conspicuous position on the premises by being affixed thereto, so as to be available for inspection by the police, the fire authority, authorised officers of the licensing authority and the general public.

OBSCENE AND UNLAWFUL ACTIVITIES

30 No exhibition, recitation, acting, singing or dancing which is of an obscene character or offensive shall be permitted on the premises. No unlawful lottery or game shall be permitted therein.

PROHIBITION OF STRIP-TEASE ACTS

31 Any performance of a kind commonly known as a strip-tease act involving the complete removal of garments within view of the audience (including a performance which can be seen by the audience through a translucent screen or similar device) and which is offensive to public decency or likely to excite a breach of the peace, shall not be permitted.

SANITARY FACILITIES

32 Adequate and separate sanitary conveniences with washing facilities, suitably marked, shall be provided and maintained for persons of each sex, free of charge, at all times and be kept clean and in proper working order, to the satisfaction of the Council.

ALTERATIONS

33 No alterations or additions of the premises whether permanent or temporary, shall be made except with the Council's approval.

MAXIMUM NUMBER OF PERSONS

34 The maximum number of persons permitted to use the premises, or any part of the premises, for any of the said purposes, shall be as specified by the Council.

Closed circuit television (CCTV) shall be installed on all premises with a full "Justices' On-Licence" where the maximum limit of persons permitted to attend the premises is 200 or more;

When the premises are open for entertainment, television cameras must be in operation and must be connected to a video recorder which is also in operation, recording events and the correct date and time. The recorded video tape must be kept for not less than twenty-eight days from the date of recording; and

without prejudice to the foregoing the following conditions will also apply;

a written record of video tape usage must be maintained;

equipment must be maintained so as to give good picture quality on the recorded video tape;

video tapes must be made available to any authorised officer for scrutiny

video tapes must be unedited and of good quality and be changed daily;

reuse is permitted after twenty-eight days;

notices must be displayed indicating that CCTV is in operation on the premises;

sufficient cameras must be provided to ensure that all normal entrances and exits for patrons

are kept under surveillance; minimum equipment must consist of camera(s), video recorder

and monitor.

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ADMISSION OF COUNCIL'S OFFICERS

35 Officers of the Council, who are furnished with authorities which they will produce on request, shall be admitted immediately to all parts of the premises where there is reason to believe that public entertainment is being, or about to be given in order to see whether the terms conditions, restrictions on or subject to which the Entertainments Licence is held are being complied with. At all other times 24 hours' notice must be given to the occupier of the premises before officers of the Council are allowed to enter the premises for the purposes of inspecting the same.

NOTE

The officers of the Council are authorised to inspect on behalf of the Council and to notify licensees or their responsible representatives in writing of any minor matters which they have noted during inspection and which are contrary to these Conditions or which are not in accordance with the arrangements of the premises as approved by the Council and also of any matters which are fraught with immediate danger to the public. A copy of any such notification is submitted to the Council.

If a Licensee should disagree with the Council's Officer as to the necessity for remedying any defect or should wish to controvert any statement as to an infringement of the Conditions, he should communicate forthwith in writing to the Head of Planning, Health and Environment, Duke House, Clensmore Street, Kidderminster, Worcs. DY10 2JX

ADMISSION OF POLICE AND FIRE AUTHORITY OFFICERS

36 Police Officers and Fire Authority Officers shall at all times be allowed to enter the premises in the execution of their duty where there is reason to believe that public entertainment is being, or is about to be given in order to see whether the terms conditions restrictions on or subject to which the Entertainments Licence is held are being complied with.

An Officer of the Fire Authority when executing routine and pre-licensing inspection shall give at least 24 hours notice to the occupier of the premises for the purpose of:

- a) inspecting the premises to ensure that there are adequate fire precautions;
- b) ascertaining whether the terms conditions or restrictions relating to fire precautions on or subject to which the Entertainments Licence is held are being complied with.

PART IV

FIRE PREVENTATIVE AND SAFETY MEASURES

MAINTENANCE REPAIR AND CLEANLINESS

37 All necessary parts of the premises shall be kept in a good state of repair and cleanliness and properly maintained to the satisfaction of the Council at all times.

VENTILATION

38 The public part of the premises shall be kept properly and sufficiently ventilated, lit and heated to the satisfaction of the Fire Authority and the Council.

COMPLIANCE WITH SAFETY MEASURES

39 The licensee shall comply with any reasonable fire preventative and safety measures that may be required of him by the Fire Authority or the Council.

LIGHTING

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40 Every part of the premises, including the area immediately outside the buildings, to which the public are admitted shall be adequately lighted during the whole of the time it is open to the public so as to make it possible to see clearly over the whole area.

EMERGENCY LIGHTING

41(a) The licensee shall provide emergency lighting to the satisfaction of the Fire Authority and the Council.

41(b) A system of lighting known as emergency lighting, independent of the normal lighting of the premises, shall be provided. This lighting shall adequately illuminate all escape routes within a room from the premises and the notices referred to in Condition 42.

41(c) The system shall be maintained in full working order at all times that the premises are in use during the absence of normal daylight or be arranged to come into operation automatically on failure of the normal lighting.

41(d) All hand lamps and emergency lighting shall be maintained in an efficient working order and shall be checked weekly. All batteries shall be maintained or changed in accordance with the manufacturers recommendations.

41(e) All switches controlling the emergency lighting shall have marked immediately below them "Emergency Lighting only".

41(f) No entertainment shall take place until the emergency lighting has been tested and found to be fully operative.

41(g) The licensee (or nominated representative) shall ensure that in the event of the failure of an emergency lighting system, members of the public are instructed to leave the premises immediately and not readmitted until the system is operable.

EXITS

42 The number, size and positioning of exit doors, gangways and passageways, provided for the purposes of egress from the premises shall be to the satisfaction of the Council and the Fire Service.

42(a) All such exits and routes shall be clearly indicated by the word "Exit" or "Way Out" and the "Running Man" symbol. All such notices and routes shall be subject to the approval of the Council and Chief Fire Officer and shall be adequately illuminated and linked to an emergency lighting system.

42(b) Any doors or routes in sight from the public parts which lead to portions of the premises not forming part of the means of escape shall be clearly marked PRIVATE or NO THOROUGHFARE.

42(c) All exit doors, gangways, passageways, steps and stairways affording access thereto shall be kept unlocked and entirely free from obstruction and combustible storage, during the whole time that the premises are open to the public or during the time that any persons are present.

EXIT DOORS

43 Before the public are admitted to any entertainment, the licensee (or nominated representative) shall ensure that all exits are unlocked, available for use and that:

43(a) All exit doors which do not open in the direction of exit eg sliding doors, gates and shutters must be secured in the open position where necessary and signed;

43(b) All removable fastenings, if any, have been removed from other exit doors, gates and shutters and placed in a secure place;

43(c) All panic bolts, if any, have been tested and are in good working order;

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43(d) Automatic bolts shall be of such a pattern that horizontal pressure on the cross-bars will open the doors. The cross-bars shall, where practicable, be placed at a height 3ft from the bottom of the door. Doors fitted with automatic bolts shall have the words "PUSH BAR TO OPEN" painted upon them in block letters at least 100mm high.

FIRE APPLIANCES

44 Suitable fire fighting equipment and fire alarms, where installed, shall be provided and maintained in efficient working order to the satisfaction of the Fire Authority and the Council.

OUTBREAK OF FIRE

45 Notices shall be displayed detailing the action to be taken in case of fire, the position of the nearest telephone and the method of calling the Fire Authority. The licensee shall ensure that any outbreak of fire shall at once be communicated to the Fire Authority.

FIRE PROCEDURE

46(a) A written fire and emergency evacuation procedure shall be established and maintained to the satisfaction of the Council and Chief Fire Officer.

46(b) Any outbreaks of fire, however slight must be reported immediately to the Fire Service by dialling 999.

46(c) A notice giving instructions on how to call the Fire Service and indicating the nearest available public telephones shall be prominently displayed in the premises.

46(d) The licensee (or nominated representative) shall supervise the escape of persons in the event of fire. He/she will arrange for:

- i) The fire procedure to be practised by all staff and other attendants at least twice in each calendar year and upon employment of new staff;
- ii) a record of the dates and times of such practices and of the persons taking part to be kept on the premises.

ACCESS FOR FIRE APPLIANCES

47 The licensee (or nominated person) should be able to satisfy the Council and the Chief Fire Officer, when required, that external access can be effectively provided for fire service appliances. The licensee (or nominated person) must ensure that vehicles do not obstruct such access.

FLAMMABLE MATERIAL

48 No flammable material shall be used or kept in the premises, and no rubbish, waste paper or similar materials shall be stored or allowed to accumulate in any part of the licensed premises. All scenery, cloths, draperies, decorations, curtains and hangings, whether on the stage, platform or in other parts of the building, must be inherently non-flammable or rendered and maintained to be flame retardant.

DECORATIONS

49 All permanent decorations (including artificial flowers) shall be either made of non-combustible materials or treated and maintained so as to not readily catch fire. Temporary decorations should not be used without the prior approval of the Chief Fire Officer.

ELECTRICAL INSTALLATIONS

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50 The electrical installations shall be maintained in efficient condition and no temporary wiring or telecommunications may be installed without the consent of the Council.

ELECTRICAL SAFETY

51 The electrical installations at the premises should be tested by a competent electrician at least once annually and any remedial works necessary must be carried out by a competent electrician. A record should be maintained by the licensee.

51(a) A sensitive earth leakage protection system (residual current device), having a rated residual operating current of not exceeding 30 milliamps, shall be installed and maintained as part of the fixed wiring installation supplying the stage area.

51(b) The device(s) shall also each incorporate a test button facility and be tested monthly.

SEATING

52 The Premises shall not be used for a seated audience except in accordance with plans previously submitted to and approved by the Council after consultation with the Fire Authority. Seating arrangements shall be to the satisfaction of the Chief Fire Officer and the Council.

ATTENDANTS

53 The licensee or the responsible person nominated by him under Condition 21(d) Part III of these conditions shall be properly instructed in the protection of the premises from fire and the use of the fire appliances provided, and shall not be a person under the age of 21 years. There shall also be at all times when the public are on the premises sufficient staff in attendance in the building, instructed in evacuation procedure, for the purpose of securing safety.

STEWARDS

54 A minimum number of visually identifiable stewards as specified by the Council shall be on duty supervising the public.

SPECIAL EFFECTS

55(a) The installation and use of laser beams, (pyrotechnics or real flame), explosive or highly flammable or smoke producing agent, by any person shall not be permitted without the specific written consent of the Council. Application for consent, together with detailed description of the method of use, should be made to the Council not less than 14 days prior to the day on which the laser equipment is to be used.

55(b) Strobe lights shall be operated on a fixed rate of not more than four flashes per second. Where more than one strobe light is used, the flashes shall be synchronised. In any case, such lights shall not be installed without the prior written approval of the Council.

55(c) The installation and use of smoke machines shall not be permitted without the specific written consent of the Council. Application for consent, together with a detailed description of the methods of use, should be made to the Council not less than 14 days prior to the day on which the equipment is to be used.

PEOPLE WITH DISABILITIES

56 On those occasions when people with disabilities are present on the premises, the licensee shall make a self-assessment so as to enable all persons to leave the premises safely in the event of fire or other emergency (advice can be sought from the Council or Chief Fire Officer).

FURNITURE AND FITTINGS

Agenda Item No. 4 Appendix 2

57(a) Fire resisting doors, and associated self-closing devices, walls, ceilings and floors shall be kept in a satisfactory state of repair.

57(b) The licensee shall comply with any reasonable requirement of the Fire Service with regard to the provision and maintenance of surface finishings on walls, ceilings and partitions, floor coverings and upholstered furniture within the premises and shall allow Fire Officers to test any furniture, equipment, fittings and similar items, if requested.

57(c) Curtain covering exit doors or across gangways shall be made to part in the centre and shall not obstruct exit signs. They shall hang so as to be readily drawn aside and should be at least 100mm above floor level.

EXPLOSIVE AND FLAMMABLE SUBSTANCES

58 Lamps burning paraffin or other mineral oils shall not be used. Any naked light shall be protected by means of an efficient glass or wire globe. Gas cylinders, whether natural or liquefied, shall not be used unless the installation is housed externally and fixed pipework is used. Any gas taps shall be secured so far as possible against unauthorised access and flexible piping shall not be used.

SMOKING

9 There shall be no smoking in the stage area or backstage except so far as may be necessary on stage in connection with a live performance.

LOG BOOK

60 The licensee shall keep a log book, and produce it for inspection at the request of an authorised officer of the Council, the Fire Service and any Police Officer. The log book shall record the date, time and result of each of the following tests or inspections and signed by the person responsible:

- a) Inspections by authorised officers of the Council, the Fire service and the Police;
- b) Fire equipment test dates;
- c) Emergency lighting tests;
- d) Fire alarm test dates;
- e) Staff fire prevention and emergency procedure training.

PART V

GENERAL ARRANGEMENTS RELATING TO SAFETY AND OTHER MATTERS

HEALTH AND SAFETY

61 The licensee shall, at all times, comply with the Health and Safety at Work Etc Act 1974 and appropriate Regulations and Codes of Practice made thereunder.

MAINTENANCE OF APPROVED ARRANGEMENTS

62 The approved arrangements and any curtains or decoration shall be maintained in good order and condition and no alterations or additions, permanent or temporary, shall be made without the prior consent of the Council.

MAINTENANCE/ALTERATIONS STRUCTURAL SAFETY

63 The premises, and all fittings, apparatus and installations therein (including the heating and ventilation system and upholstered seating) shall be maintained at all times in good repair and no alterations or additions, whether permanent or temporary, shall be made to the structure, fittings, apparatus or installations, without the prior approval, in writing, of the Council.

CHANGE OF USE

64 No change of use of any portion of the premises from that approved by the Council shall be made until the Council's consent has been obtained thereto.

CLOSURE OF PREMISES DURING REPAIR ETC

65 In the event of the premises being closed for the purpose of effecting alterations, additions, repairs or decorating, they shall not be reopened until consent of the Council has been obtained.

CARRYING OUT OF WORKS ETC

66 No work in connection with any alteration, additions, repairs or decorating shall be carried out without the consent of the Council whilst the public are on the premises.

ELECTRICAL CERTIFICATES

67 The electrical installation shall be examined by a competent electrical engineer and a certificate of worthiness obtained each year such certificate to be produced to the Council on demand.

NOTICE OF REPAIRS

68 Notice in writing shall be given to the Council of any intention to carry out work necessitating the use of internal or external scaffolding, cradles or plant, and if the Council shall so require, the premises shall be closed to the public until the work has been completed and the scaffolding, cradles and plant have been removed.

CEILINGS

69 If required by the Council a certificate by a qualified person as to the safe condition of the ceilings shall be submitted at five-yearly intervals, and in addition, interim certificates may be required when ceilings are redecorated or repaired.

NON-SLIPPERY SURFACES

70 All gangways and exitways and the treads of steps and stairways shall be maintained with non-slippery and even surfaces. The edges of the treads of steps and stairways shall be made conspicuous if so required by the Council.

MATS AND FLOORS COVERINGS

71 Druggert, matting, crumb cloths and other floor coverings shall be so secured and maintained that they will not be likely to ruck or to be in any way a source of danger. Mats shall be sunk so as to be flush with the surface of the floor.

HEATING APPLIANCES

72 Stoves, open fires and heating appliances shall be effectively fixed and guarded. The use of portable heating appliances shall be subject to the prior approval of the Fire Service.

PORTABLE APPLIANCES

73(a) Portable cooking or heating appliances shall not be used except with the consent of the Council.

73(b) Appliances utilising cylinders or containers of gas under pressure shall not be used on the premises except in accordance with such conditions as the Council may deem necessary.

GAS-METER AND ELECTRICAL INTAKE ENCLOSURES

74 Any gas-meter or electricity-meter enclosure provided shall be used exclusively for the accommodation of the meter and its connections and the area around the equipment, whether enclosed or not, shall be kept clear and unobstructed.

GENERAL LIGHTING

75 The general lighting shall be maintained alight and the lighting to "EXIT" or "WAY OUT" shall not in any circumstances be extinguished or dimmed while the public are on the premises, provided that so long as there is sufficient daylight in any part of the premises, artificial light need not be used in that part.

FIRST AID PERSONNEL

76(a) At least one qualified first-aider shall be on duty at all times when members of the public are present.

76(b) The licensee shall ensure that an adequate and appropriate supply of first aid equipment and material is available at the premises.

FOOD SAFETY

77 The storage, preparation and sale of food for human consumption shall, at all times, be such as to ensure compliance with current food safety legislation.

DRINKING WATER

78 Free and unrestricted access to cold drinking water shall be provided at all times and without charge.

FLY POSTING

79(a) The licensee, or any other person involved in the management of the premises, shall not advertise by means of fly-posting any entertainment to be held on the premises.

79(b) The licensee must maintain a written record of the name, address and telephone number of any person who promotes or organises any entertainment at the licensed premises. This information must be kept for 3 months and should be made available for inspection by any authorised officer of the Council.

**ANNEX 3 – CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING
AUTHORITY**

None

ANNEX 4 – PLANS

As deposited with the licensing authority

LICENSING ACT 2003



PREMISES LICENCE SUMMARY

PREMISES LICENCE NUMBER

WK/201203170

Premises Details

<p>Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code</p> <p>Stourport Manor Hotel Day Spa Leisure 35 Hartlebury Road Stourport-On-Severn Worcestershire DY13 9JA</p>	
<p>Telephone number</p>	<p>N/A</p>

<p>Where the licence is time limited the dates</p> <p>Not applicable</p>

Agenda Item No. 4 Appendix 2

Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities

Activity	Days	From	To	Indoors/Outdoors
Performance of Dance (Indoors - Worcester, Stafford and Hereford Suites)	Sunday	10:00	- 22:30	N/A
Performance of Dance (Indoors - Worcester, Stafford and Hereford Suites)	Friday - Saturday	10:00	- 01:30	N/A
Performance of Dance (Indoors - Worcester, Stafford and Hereford Suites)	Monday - Thursday	10:00	- 01:00	N/A
Performance of Live Music (Indoors - Worcester, Stafford and Hereford Suites)	Sunday	10:00	- 22:30	N/A
Performance of Live Music (Indoors - Worcester, Stafford and Hereford Suites)	Friday - Saturday	10:00	- 01:30	N/A
Performance of Live Music (Indoors - Worcester, Stafford and Hereford Suites)	Monday - Thursday	10:00	- 01:00	N/A
Late Night Refreshment (Indoors in ALL PUBLIC AREAS)	Everyday	23:00	- 01:30	N/A
Sale of Alcohol (Indoors in ALL PUBLIC AREAS)	Monday	10:00	- 23:00	N/A
Sale of Alcohol (Indoors - Worcester, Stafford and Hereford Suites)	Monday	10:00	- 01:00	N/A
Sale of Alcohol (Indoors - Restaurant and Gloucester Suite)	Monday	10:00	- 00:00	N/A
Sale of Alcohol (Indoors - Restaurant and Gloucester Suite)	Tuesday	10:00	- 00:00	N/A
Sale of Alcohol (Indoors - Worcester, Stafford and Hereford Suites)	Tuesday	10:00	- 01:00	N/A
Sale of Alcohol (Indoors in ALL PUBLIC AREAS)	Tuesday	10:00	- 23:00	N/A
Sale of Alcohol (Indoors - Worcester, Stafford and Hereford Suites)	Wednesday	10:00	- 01:00	N/A
Sale of Alcohol (Indoors - Restaurant and Gloucester Suite)	Wednesday	10:00	- 00:00	N/A
Sale of Alcohol (Indoors in ALL PUBLIC AREAS)	Wednesday	10:00	- 23:00	N/A

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Sale of Alcohol (Indoors - Worcester,Stafford and Hereford Suites)	Thursday	10:00	-	01:00	N/A
Sale of Alcohol (Indoors - Restaurant and Gloucester Suite)	Thursday	10:00	-	00:00	N/A
Sale of Alcohol (Indoors in ALL PUBLIC AREAS)	Thursday	10:00	-	23:00	N/A
Sale of Alcohol (Indoors in ALL PUBLIC AREAS)	Friday	10:00	-	23:00	N/A
Sale of Alcohol (Indoors - Worcester,Stafford and Hereford Suites)	Friday	10:00	-	01:00	N/A
Sale of Alcohol (Indoors - Restaurant and Gloucester Suite)	Friday	10:00	-	00:00	N/A
Sale of Alcohol (Indoors - Restaurant and Gloucester Suite)	Saturday	10:00	-	00:00	N/A
Sale of Alcohol (Indoors in ALL PUBLIC AREAS)	Saturday	10:00	-	23:00	N/A
Sale of Alcohol (Indoors - Worcester,Stafford and Hereford Suites)	Saturday	10:00	-	01:00	N/A
Sale of Alcohol (Indoors - Restaurant And Gloucester Suite)	Sunday	12:00	-	22:30	N/A
Sale of Alcohol (Indoors in ALL PUBLIC AREAS)	Sunday	12:00	-	22:30	N/A
Sale of Alcohol (Indoors - Worcester,Stafford and Hereford Suites)	Sunday	12:00	-	22:30	N/A
Non-standard timings					
No non-standard timings					

The opening hours of the premises					
Days		From		To	
Everyday		00:00	-	00:00	
No non-standard opening hours					

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

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Name, (registered) address of holder of premises licence

Stourport Manor Hotel Ltd
35 Hartlebury Road
Stourport On Severn
Worcestershire
DY13 9JA

Registered number of holder, for example company number, charity number (where applicable)

14275618

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol

Ritesh Vinit Sookun

State whether access to the premises by children is restricted or prohibited

Access by children is not restricted or prohibited



AUTHORISED OFFICER
Head of Regulatory Services
Worcestershire Regulatory Services
On behalf of Wyre Forest District Council

Date of first issue: 24 November 2005

This version valid from: 22 December 2022

Issuing Authority: Wyre Forest District Council
Finepoint Way
Kidderminster
DY11 7WF

**ENVIRONMENTAL HEALTH &
LICENSING**

Direct line: 01905 822799

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Our ref: WK/201203170 (22/06646/VARDPS)

Ritesh Vinit Sookun
Stourport Manor Hotel
Day Spa Leisure
35 Hartlebury Road
Stourport-On-Severn
Worcestershire
DY13 9JA

19 April 2023

Dear Sir / Madam

**Licensing Act 2003 – Complaint Regarding Licensed Premises
Stourport Manor Hotel Stourport Manor Hotel Day Spa Leisure 35 Hartlebury Road
Stourport-On-Severn Worcestershire DY13 9JA.**

I am writing to you as a result of a complaint received regarding the above premises in relation to which you are the designated premises supervisor specified on the premises licence issued under the Licensing Act 2003.

The complainant alleges that on the 15th April 2023 there was loud music coming from Stourport Manor Hotel until 23:00 due to an outdoor event that was held at the premises.

The premises is licenced for sale of alcohol and live music for indoors only. Any licensable activity taking place outdoors is not covered by the premises licence.

Whilst this complaint has not yet been verified and proven to be true, I would like to remind you that breaching the terms and conditions of a premises licence is an offence under section 136 of the Licensing Act 2003. The maximum penalty for this offence is an unlimited fine, or a term of imprisonment not exceeding six months, or both.

Furthermore it is open to any responsible authority or other person to apply to the licensing authority for a review of your premises licence at any time if they believe you are failing to adequately promote the four licensing objectives. Therefore please take all appropriate steps to ensure that the premises is operating in accordance with the premises licence and that activities at the premises are not having a detrimental impact on the local community.

If further complaints of this nature are received, the premises will be monitored and appropriate action taken if breaches of the premises licence are witnessed.

If you would like to discuss this matter further, do not hesitate to contact me on the above number.

Yours sincerely

Emma Rhodes

Technical Officer (Licensing)

Worcestershire Regulatory Services

On behalf of Wyre Forest District Council

cc: Stourport Manor Hotel Ltd (Holder of the Premises Licence)

Mr [REDACTED] D [REDACTED]
[REDACTED] Hartlebury Road
Stourport On Severn
Worcestershire, DY139JA
12TH April 2024

Licencing
Worcestershire Regulatory Service
Wyre Forest House
Finepoint Way
Kidderminster
Worcestershire, DY11 7WF

Re: Premises licence application: Stourport Manor - Application ref. 24/01394/PREMLI

This letter acts as formal representation against the new Stourport Manor, licencing application - ref. 24/01394/PREMLI. The representations are made by [REDACTED] & [REDACTED] D [REDACTED], direct boundary neighbours.

Our objections are based on lived experience rather than “perceived possibility” and we would earnestly request that the application be denied in its entirety.

Not surprisingly Statutory Nuisance will be the main focus of our representations, especially given that the application itself, seems to be overtly disingenuous.

“CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE”

c) Public safety:

It has been our experience that whenever an event (other than weddings) takes place, at the hotel, Hartlebury Road becomes a car park. Vehicles are parked (legally) up to the Wilden Top, junction.

This section of road was never expected to support large numbers of parked vehicles, hence no traffic enforcement measures are in place. We will regularly witness traffic chaos, hear screeching brakes, horns blowing and frustrated drivers, shouting.

Perhaps a matter for Highways and Police rather than Licensing but certainly worthy of consideration and consultation, given the nature and extent of this application.

D) “No noise beyond acceptable levels, shall emanate from the premises”

“Where live or recorded music events are provided, all doors and windows will be kept shut after 2200 hours to minimise the escape of noise.”

Re: Premises licence application: Stourport Manor - Application ref. 24/01394/PREMLI

12TH April 2024

Page 2

During the summer months 2023, (weekends) not only windows but doors were open until the early hours, with music clearly audible from inside the hotel. Is there a suggestion that there already existed, a requirement for doors and windows to be closed?

Were this application to prove successful, alcohol could be served until 1 a.m , 7 days a week, in hotel and grounds, accompanied by live or recorded music. This would seem to contradict Item D, *“No noise beyond acceptable levels, windows closed after 10 pm”*?

Its been our experience that Stourport Manor throughout the summer of 2023, up until late autumn, from early afternoon till 11 pm, played recorded music outside, daily. This activity alone caused much anxiety and ruined enjoyment of our home and garden.

I view the continuation of daily outside music, with distain and trepidation, knowing full well that 2023 was dismal however, this application makes 2023 pale into insignificance.

Live music performed outside, is particularly onerous and inescapable, even in our house, with all windows & doors closed.

An escalation in frequency and duration of these events is unacceptable. We live next door, we have already compromised, the Hotel has not.

There has been no consideration to rectify sound levels. Staff, including the hotel manager, have ignored requests to visit our property and experience the interference for themselves.

This does not sit well with the Hotels assertion that *“appropriate liaison with local residents shall be promoted”*, and only serves to galvanise our opposition to the application.

The application in terms of noise nuisance, is without doubt, outlandish, inappropriate and would only serve to exacerbate, an already disagreeable situation.

It is my opinion that Statutory Nuisance and Public Nuisance exist to protect individuals against this very type of unwarranted intrusion.

The Stourport Manor licencing application would only serve to legitimise, what in any other circumstance, would be considered, completely unacceptable and offensive.

We would urge that this application be denied, in its entirety.

████ D █████

██████████ D █████

FROM Mr and Mrs F [REDACTED]

[REDACTED] Hartlebury Road

Stourport on Severn

Worcestershire

DY139JA

13 April 2024

TO

Technical Officer (Licensing)

Worcestershire Regulatory Services

On behalf of Wyre Forest District Council

Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF

Sent by email to WRS Enquiries <enquiries@worcsregservices.gov.uk>

Our reference : [REDACTED] **licence app**

Dear Sir or Madam

Subject: Premises licence application: Stourport Manor - Application ref. 24/01394/PREMLI

There are multiple concerns that we have over the conduct of the management of Stourport Manor Hotel in the last year or so since the change of ownership, not least the installation of outside speakers so that music was broadcast outside continuously throughout the day on many occasions even when there were no outside events or guests at the hotel to listen to it. Mr F [REDACTED] went round to reception and asked to speak to whoever was in charge and when he complained about the nuisance of the noise he was told in no uncertain terms that he had no right to see the hotel's licence and the broadcasting of music outside throughout the day regardless of the noise nuisance it was creating was what was going to happen in the future and we better get used to it. If you were to read Trip Adviser you would find independent assessments by recent guests of the hotel's management style which we think are revealing and should also be a cause of concern.

However the purpose of this letter is to make a representation against the application for a new premises licence at Stourport Manor Hotel with the end date for representation being the 17th April.

We have serious concerns that were this licence to be granted it would undermine the licensing objective of the prevention of public nuisance

The application seeks to grant a premises licence for the entirety of the grounds of the hotel.

If granted this would in effect allow licensable activities to be carried out anywhere within the grounds until 1:00 AM seven days a week. This would include live and recorded music.

From the attached plan it can be seen that there are a number of residential properties which run along the boundary of the property, irrespective of those in the immediate locality, this

licence would also potentially grant capacity to up to 4999 persons within those grounds causing a disturbance far beyond.

Were this licence to be granted it is conceivable that open air festivals or large music events could be held. If live music and recorded music were played to a capacity of that amount, there would be an inevitable increase in public nuisance, namely recorded music and live music being heard from a distance. Sound travels further during summer months when these outdoor events would likely be more common.

The application itself makes reference to this fact, the application also details within the operating schedule that there is an intention to “simplify” the licence.

Bearing in mind that if granted this licence could cater for large scale events seven days a week up until 1:00 AM externally, it should be the case that there should be extensive conditions attached to the licence.

To simplify this licence is to neglect the obvious issues that the grant would generate.

The applicant states that they are adding more operational conditions, these are limited to say the least.

Regrettably, there are no conditions which could be added to the licence that would mitigate the risks of nuisance occurring. Even at weekends, a 1am licence externally would cause serious issues. Not only from the licensable activity but from the increased levels of intoxication and concerns around dispersal of patrons from the area and clean up required.

It is a concern that the applicant has not given proper consideration to the operating schedule, there is an absence of detail in how the public nuisance objective will be managed.

An expectation would be that an acoustic report would at least be carried out in consultation with neighbours in the locality, as of today we have had no consultation.

The conditions offered in the operating schedule are unclear and ambiguous, there is reference to wedding events being held externally or “similar” this ambiguity could mean that any events are held externally. The ambiguity is a concern, is there an intention to add a condition which could not legally be enforced?

This is further compounded by the later addition of a condition around a three week notification to authorities for events and association EMP being produced.

An Event Management Plan requires consideration and detail, some of this detail should also be conditioned in the licence such as required appendices and timescales as well as sign off from Safety Advisory Groups (if in place). The condition itself does not detail any required appendices, merely that an EMP is produced.

The question remains, why have an EMP condition if only wedding events are to be held?

We have concerns that this application seeks to hide the real intent of the premises for the use of external areas.

From research on review sites it is clear that the premises are currently holding house music events and tribute acts internally. Were the licence to be granted it is conceivable that these events could be held externally as well causing serious nuisance to neighbours.

The application would also permit externally promoted events to be carried out, this delegation of authority gives rise to a reduction in responsibility and adherence to any conditions which may be considered appropriate. It also creates a risk of the crime and disorder objective being undermined should the licence holder not carry out proper due diligence on any promoters.

We would ask that the committee refuse this application in its entirety as there will be an inevitable disturbance caused to local residents were this licence to be granted.

There is a premises licence in place which could be varied at a later date following proper consultation with neighbours and a detailed, substantive operating schedule submitted.

Please note that we authorise Absolute Licence Solutions Ltd and their representatives to act our behalf in relation to this representation.

We would be grateful if you would acknowledge safe receipt of this email and letter and inform us of your response to our representation.

Yours sincerely

Mr and Mrs F [REDACTED]

[REDACTED]
[REDACTED] Hartlebury Road
Stourport-on-Severn
Worcs DY13 9JB

15th April 2024

Mr Graham Rowberry
Wyre Forest District Council
Technical Officer (Licensing)

**REF: Licensing Application 24/01394/PREMLI
Premises Licence Application. Stourport Manor.**

Dear Mr Rowberry

Further to my neighbour informing me of the above licence application by Stourport Manor, please accept this letter as a formal objection of the respective application.

There are certain points aligning with this objection of which I feel the Council should be aware:

- The noise which is already emitted from the hotel over the past few years during months with good weather is already not only prohibitive to sleep, but prohibitive to being able to enjoy any peace in the privacy of my own house and gardens
- Given some of the areas being proposed for licensing have expanded [REDACTED] [REDACTED], it would be intolerable
- There have already been multiple incidents of drunken and rowdy behaviour of guests of the hotel off the premises in the vicinity. These incidents can be unnerving for most however for those of us who are more vulnerable, they can be frightening and demonstrate a lack in the level of security which has historically been prevalent in the area – and which any neighborhood has the right to expect

- The levels of noise and rowdiness of guests would not only affect the standard of living for those of us living in the proximity, but would also affect the value of the houses in the area

I would appreciate your confidentiality in ensuring the specifics and names provided in this letter are not shared with anyone outside of the council for my safety and sense of wellbeing.

Yours sincerely

[Redacted Signature]

[REDACTED]
Hartlebury

Kidderminster

Worcs DY11 7YE

16th April 2024

Technical Officer (Licensing)

Worcestershire Regulatory Services

Wyre Forest House

Finepoint Way

Kidderminster

Worcs DY11 7WF

Re: Premises Licence Application 24/01394/PREMLI – Stourport Manor Hotel

Following a recent discussion with a neighbour, I was alarmed to hear about an application to extend the Premises Licence for the Stourport Manor Hotel. The document details a comprehensive request to cover licensable activities up to 7 days per week until 1 am; and for the said licence to cover activities throughout the grounds as well as within the Hotel. It seems likely the Hotel management have plans to hold an increasing number of large scale events at which loud music will be played for much of the day and night.

I am concerned that this will cause public nuisance to the many families whom live within the locality. Events of up to 4999 participants, with the inevitable mix of music, alcohol, etc in a location close to a busy main road on a blind hill - is a safety concern, and would require a detailed risk assessment, for each large-scale event planned and held by the hotel. I am not sure how simplification and extending the licence to provide blanket cover will help cover any aspect of this.

We live in a property just about half a mile from the Hotel – I can confirm that despite the distance, we can clearly hear the music when played on the outdoor speakers. In addition, we live next to Hartlebury Castle – whom held an Easter event over 4 days – which also played loud music via outdoor speakers, on repeat for the duration (day-time only, thankfully!).

Frankly, no one minds occasional music, and my objective is not to stifle enterprise within local business, but I do think the licence granted needs to be mindful and reasonable in its application, to prevent nuisance and wider risk to the local population and neighbouring properties. I am thinking of all the waste and rubbish generated at these types of events. I feel the change proposed to the current licence must-not-be-granted without further careful consideration, and do not understand the need to have such an extended and comprehensive licence until 1 am on all 7 nights of the week – especially if the main events held at the venue are typically Weddings.

Thank you for consideration of the points raised herein. I would be grateful if you could acknowledge receipt of my letter and keep me informed as to developments and decisions made.

Yours faithfully

[REDACTED] B [REDACTED]