# WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND –NOTICE IS HEREBY GIVEN THAT THERE WILL BE A REMOTELY HOSTED VIRTUAL MEETING OF THE PLANNING LIGHTING & HIGHWAYS COMMITTEE on TUESDAY 6th APRIL 2021 at **5.00 pm**

## AGENDA

| | | |
|---|---|---|
| 1 | Apologies for absence. | |
| 2 | To receive declarations of Interest. | **A** |
| 3 | To resolve that the minutes of the Planning Lighting & Highways Committee remotely hosted virtual meeting held on 16th March 2021 are a correct record. | **B** |
| 4 | To receive an update about progress of items arising from the last remotely hosted virtual meeting of the Committee held on 16th March 2021 / previous meetings. | |
| 5 | Public Participation – members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes. | |
| 6 | To consider Planning applications – attached. | **C** |
| 7 | South Norfolk Council – Premises Licence – Kimberley Hall | **D** |

Council Offices
Ketts Park
Harts Farm Road
Wymondham
NR18 0UT

T. Gurney

T B Gurney
Town Clerk
30th March 2021

**Committee Members**

| | | |
|---|---|---|
| Cllr. Broome | Cllr. Nuri | Cllr. Savage |
| Cllr. James | Cllr. Astley | |

**If a member of the public would like to attend to speak on an agenda item in accordance with public participation, please email your request to the Town Clerk at office@wymondhamtc.co.uk no later than 3.30 pm Thursday 1st April 2021**

A

South Norfolk COUNCIL

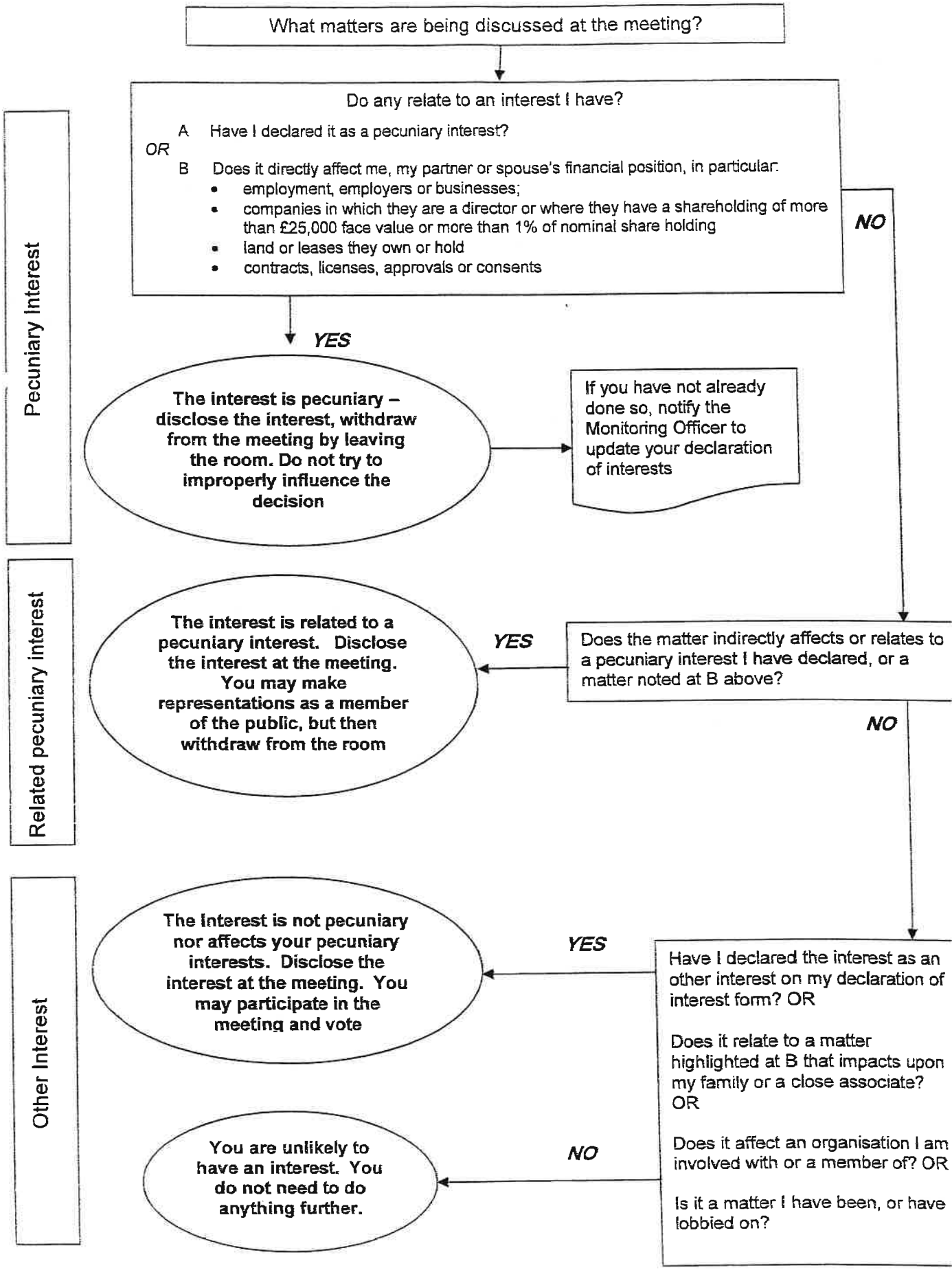
## DECLARATIONS OF INTEREST AT MEETINGS

**When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.**

| |
|---|
| Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed. |
| Does the interest directly:<br>1. affect yours, or your spouse / partner's financial position?<br>2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?<br>3. Relate to a contract you, or your spouse / partner have with the Council<br>4. Affect land you or your spouse / partner own<br>5. Affect a company that you or your partner own, or have a shareholding in<br><br>If the answer is "yes" to any of the above, it is likely to be pecuniary.<br><br>Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days. |
| Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?<br><br>If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting. |
| Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item. |
| Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting. |

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.**
**PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE**

# DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



B

**WYMONDHAM TOWN COUNCIL**
MINUTES OF A REMOTELY HOSTED VIRTUAL MEETING OF THE
PLANNING LIGHTING & HIGHWAYS COMMITTEE held on 16th March 2021 at 5.00 pm

| | |
|---|---|
| Cllrs. | P Broome (Chairman) |
| | A James |
| | R Savage |
| | |
| | |

| | |
|---|---|
| Also Present | 1 member (s) of the public |

| | |
|---|---|
| PL035/21 | APOLOGIES FOR ABSENCE – Cllrs. Nuri & Astley. |
| PL036/21 | DECLARATIONS OF INTEREST – None. |
| PL037/21 | MINUTES OF MEETING Upon the proposition of Cllr James and seconded by Cllr. Broome the record of the virtual meeting of the Planning Lighting & Highways Committee on 2nd March 2021 was approved and signed by the Chairman as a true record. |
| PL038/21 | PROGRESS UPDATE - None. |
| PL039/21 | ITEMS RAISED BY MEMBERS OF THE PUBLIC – None. |
| PL040/21 | PLANNING APPLICATIONS These are shown separately. |
| PL041/21 | NORFOLK COUNTY COUNCIL proposal to amend a section of footway on Station Road to a shared pedestrian/cycle facility and installation of a Puffin crossing to replace an existing Zebra Crossing was approved. |

*(The meeting closed at 17.03 pm)*

DATED……day of ……..……2021

SIGNED……(Chairman)

**WYMONDHAM TOWN COUNCIL**

PLANNING APPLICATIONS DISCUSSED AT A REMOTELY HOSTED VIRTUAL PLANNING LIGHTING & HIGHWAYS COMMITTEE MEETING

HELD ON 2nd March 2021 at 5.00 pm

| | | | | |
|---|---|---|---|---|
| | | | | |
| | **Extensions** | | | |
| 1 | 2021/0412 | 78 London Road | Single storey Garden Room Extension to rear following demolition of existing conservatory. | **Approved** |
| | | | | |
| | **Other** | | | |
| 2 | 2021/0356 (LBC) | 59 Damgate Street | Proposed removal of a partition wall from between living room and an internal corridor | **Approved** subject to views of Conservation Officer. |

DRAFT

C

# WYMONDHAM TOWN COUNCIL

SUMMONS TO RESPOND –NOTICE IS HEREBY GIVEN THAT THERE WILL BE A REMOTELY HOSTED VIRTUAL PLANNING LIGHTING & HIGHWAYS COMMITTEE MEETING
on TUESDAY 6th APRIL 2021 at **5.00 pm**

| | | | | |
|---|---|---|---|---|
| 1 | 2021/0571 | Land to the rear of 87 and 91 Silfield Road | Erection of a single, one and a half storey house with detached two bay car port. | |
| | **Extensions** | | | |
| 2 | 2021/0509 | 33 Gaynor Close | Demolition of existing garage and erection of two storey side extension. | |
| 3 | 2021/0520 | 34 Hewitts Lane | Demolition of existing garage and erection of two storey side extension. | |
| 4 | 2021/0637 | 16 Silfield Road | Erection of single storey side extension | |
| 5 | 2021/0616 | 215 Norwich Road | New bay windows and porch to front elevation of dwelling. | |
| 6 | 2021/0654 | 8 Verbena Drive | Single storey rear extension. | |
| 7 | 2021/0613 | 46A Northfield Gardens | Single storey extension to side of dwelling. | |
| | **Other** | | | |
| 8 | 2021/0527 | 74 Chapel Lane | New sunroom. | |
| 9 | 2021/0519 (LBC) | 24 Fairland Street | Replacement of two existing windows at front of cottage. | |
| 10 | 2021/0592 | Wymondham Rugby Club Barnards Field | Erection of timber building to house composting toilet. | |
| 11 | 2021/0492 | Building 4 Chestnut Drive Suton | Retention of class E(a) use for retail from car MOT garage. | |

South Norfolk COUNCIL

**Application to vary a premises licence under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

**I/We** Robert Victor Buxton
*(Insert name(s) of applicant)*
**being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below**

| **Premises licence number** |
|---|
| PLA0315 |

**Part 1 – Premises Details**

| Postal address of premises or, if none, ordnance survey map reference or description<br><br>Kimberley Hall, Barnham Broom Road | | | |
|---|---|---|---|
| Post town | Wymondham, Norfolk | Postcode | NR18 0RT |

| | |
|---|---|
| Telephone number at premises (if any) | [redacted] |
| Non-domestic rateable value of premises | £9000 |

**Part 2 – Applicant details**

| | | | |
|---|---|---|---|
| Daytime contact telephone number | [redacted] | | |
| E-mail address (optional) | [redacted] | | |
| Current postal address if different from premises address | As Above | | |
| Post town | | Postcode | |

**Part 3 - Variation**

Please tick as appropriate

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

Yes ✓ ☐ No

A listed building consent and change of use application is being submitted at the same time. So will be useable once we receive this.

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

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) ☐Yes ☐ No

**Please describe briefly the nature of the proposed variation** (Please see guidance note 2)

This application must be read in conjunction with our covering letter/EXECUTIVE SUMMARY

We are looking to extend the area licensed for hire at Kimberley Hall to include the basement level. We would like to increase the licensed hours of the new area being available for hire together with late night refreshment, alcohol sales, performance of live music, recorded music, films, and plays in the basement level **only,** until 6am for non-residents and for 24hours for those guests staying at Kimberley hall. All other areas of Kimberley Hall, notably the spaces and rooms at or above ground level and park will stay as they are currently licensed.

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

**Part 4 Operating Schedule**

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

| **Provision of regulated entertainment (Please see guidance note 3)** | **Please tick all that apply** |
|---|---|
| a) plays (if ticking yes, fill in box A) | ✓ |
| b) films (if ticking yes, fill in box B) | ✓ |
| c) indoor sporting events (if ticking yes, fill in box C) | |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | |
| e) live music (if ticking yes, fill in box E) | ✓ |
| f) recorded music (if ticking yes, fill in box F) | ✓ |
| g) performances of dance (if ticking yes, fill in box G) | |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | |

**Provision of late night refreshment** (if ticking yes, fill in box I) ✓

**Supply of alcohol** (if ticking yes, fill in box J) ✓

**In all cases complete boxes K, L and M**

A

| Plays Standard days and timings (please read guidance note 8) | | | Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 4) | Indoors | ✓ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | |
| Mon | 00:01 | 06:00 | Please give further details here (please read guidance note 5) | | |
| | 10:00 | 00:00 | | | |
| Tue | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |
| Wed | 00:01 | 06:00 | State any seasonal variations for performing plays (please read guidance note 6) | | |
| | 10:00 | 00:00 | | | |
| Thur | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |
| Fri | 00:01 | 06:00 | Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 7) | | |
| | 10:00 | 00:00 | | | |
| Sat | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |
| Sun | 00:01 | 06:00 | 24 HOURS FOR GUESTS RESIDENT AT KIMBERLEY HALL ESTATE | | |
| | 10:00 | 00:00 | | | |

B

| Films<br>Standard days and timings (please read guidance note 8) | | | Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 4) | Indoors | ✓ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | |
| Mon | 00:01 | 06:00 | Please give further details here (please read guidance note 5) | | |
| | 10:00 | 00:00 | | | |
| Tue | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |
| Wed | 00:01 | 06:00 | State any seasonal variations for the exhibition of films (please read guidance note 6) | | |
| | 10:00 | 00:00 | | | |
| Thur | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |
| Fri | 00:01 | 06:00 | Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 7)<br><br>24 HOURS FOR GUESTS RESIDENT AT KIMBERLEY HALL ESTATE | | |
| | 10:00 | 00:00 | | | |
| Sat | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |
| Sun | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |

C

| Indoor sporting events<br>Standard days and timings (please read guidance note 8) | | | Please give further details (please read guidance note 5) |
|---|---|---|---|
| Day | Start | Finish | |
| Mon | | | |
| Tue | | | State any seasonal variations for indoor sporting events (please read guidance note 6) |
| Wed | | | |
| Thur | | | Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 7) |
| Fri | | | |
| Sat | | | |
| Sun | | | |

D

| Boxing or wrestling entertainments Standard days and timings (please read guidance note 8) | | | Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 4) | Indoors | ☐ |
|---|---|---|---|---|---|
| Day | Start | Finish | | Outdoors | ☐ |
| | | | | Both | ☐ |
| Mon | | | Please give further details here (please read guidance note 5) | | |
| | | | | | |
| Tue | | | | | |
| | | | | | |
| Wed | | | State any seasonal variations for boxing or wrestling entertainment (please read guidance note 6) | | |
| | | | | | |
| Thur | | | | | |
| | | | | | |
| Fri | | | Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 7) | | |
| | | | | | |
| Sat | | | | | |
| | | | | | |
| Sun | | | | | |
| | | | | | |

E

| Live music Standard days and timings (please read guidance note 8) | | | Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 4) | Indoors | X |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ☐ |
| Mon | 00:01 | 06:00 | Please give further details here (please read guidance note 5) | | |
| | 10:00 | 00:00 | | | |
| Tue | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |
| Wed | 00:01 | 06:00 | State any seasonal variations for the performance of live music (please read guidance note 6) | | |
| | 10:00 | 00:00 | | | |
| Thur | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |
| Fri | 00:01 | 06:00 | Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 7) | | |
| | 10:00 | 00:00 | | | |
| Sat | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |
| Sun | 00:01 | 06:00 | 24 HOURS FOR GUESTS RESIDENT AT KIMBERLEY HALL ESTATE | | |
| | 10:00 | 00:00 | | | |

F

| Recorded music Standard days and timings (please read guidance note 8) | | | Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 4) | Indoors | ✓ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ☐ |
| Mon | 00:01 | 06:00 | Please give further details here (please read guidance note 5) | | |
| | 10:00 | 00:00 | | | |
| Tue | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |
| Wed | 00:01 | 06:00 | State any seasonal variations for the playing of recorded music (please read guidance note 6) | | |
| | 10:00 | 00:00 | | | |
| Thur | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |
| Fri | 00:01 | 06:00 | Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 7) | | |
| | 10:00 | 00:00 | | | |
| Sat | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |
| Sun | 00:01 | 06:00 | 24 HOURS FOR GUESTS RESIDENT AT KIMBERLEY HALL ESTATE | | |
| | 10:00 | 00:00 | | | |

G

| **Performances of dance** Standard days and timings (please read guidance note 8) | | | **Will the performance of dance take place indoors or outdoors or both – please tick** (please read guidance note 4) | Indoors | ☐ |
|---|---|---|---|---|---|
| Day | Start | Finish | | Outdoors | ☐ |
| | | | | Both | ☐ |
| Mon | | | **Please give further details here** (please read guidance note 5) | | |
| Tue | | | | | |
| Wed | | | **State any seasonal variations for the performance of dance** (please read guidance note 6) | | |
| Thur | | | | | |
| Fri | | | **Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list** (please read guidance note 7) | | |
| Sat | | | | | |
| Sun | | | | | |

H

| **Anything of a similar description to that falling within (e), (f) or (g)** Standard days and timings (please read guidance note 8) | | | Please give a description of the type of entertainment you will be providing | | |
|---|---|---|---|---|---|
| Day | Start | Finish | **Will this entertainment take place indoors or outdoors or both – please tick** (please read guidance note 4) | Indoors | ☐ |
| Mon | | | | Outdoors | ☐ |
| | | | | Both | ☐ |
| Tue | | | **Please give further details here** (please read guidance note 5) | | |
| | | | | | |
| Wed | | | | | |
| | | | | | |
| Thur | | | **State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)** (please read guidance note 6) | | |
| | | | | | |
| Fri | | | | | |
| | | | | | |
| Sat | | | **Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list** (please read guidance note 7) | | |
| | | | | | |
| Sun | | | | | |
| | | | | | |

I

| **Late night refreshment** Standard days and timings (please read guidance note 8) | | | **Will the provision of late night refreshment take place indoors or outdoors or both – please tick** (please read guidance note 4) | Indoors | ☐ |
|---|---|---|---|---|---|
| | | | | Outdoors | ☐ |
| Day | Start | Finish | | Both | ✓ |
| Mon | 00:01 | 05:00 | **Please give further details here** (please read guidance note 5)<br><br>The outdoor element restricted to the cellar lightwell area See plan area 17 | | |
| | 23:00 | 00:00 | | | |
| Tue | 00:01 | 05:00 | | | |
| | 23:00 | 00:00 | | | |
| Wed | 00:01 | 05:00 | **State any seasonal variations for the provision of late night refreshment** (please read guidance note 6) | | |
| | 23:00 | 00:00 | | | |
| Thur | 00:01 | 05:00 | | | |
| | 23:00 | 00:00 | | | |
| Fri | 00:01 | 05:00 | **Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list** (please read guidance note 7)<br><br>24 HOURS FOR GUESTS RESIDENT AT KIMBERLEY HALL ESTATE | | |
| | 23:00 | 00:00 | | | |
| Sat | 00:01 | 05:00 | | | |
| | 23:00 | 00:00 | | | |
| Sun | 00:01 | 05:00 | | | |
| | 23:00 | 00:00 | | | |

J

| **Supply of alcohol** Standard days and timings (please read guidance note 8) | | | **Will the supply of alcohol be for consumption – please tick** (please read guidance note 9) | | |
|---|---|---|---|---|---|
| | | | | On the premises | ✓ |
| | | | | Off the premises | ☐ |
| Day | Start | Finish | | Both | ☐ |
| Mon | 00:01 | 06:00 | **State any seasonal variations for the supply of alcohol** (please read guidance note 6) | | |
| | 10:00 | 00:00 | | | |
| Tue | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |
| Wed | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |
| Thur | 00:01 | 06:00 | **Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list** (please read guidance note 7) | | |
| | 10:00 | 00:00 | | | |
| Fri | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |
| Sat | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | 24 HOURS FOR GUESTS RESIDENT AT KIMBERLEY HALL ESTATE | | |
| Sun | 00:01 | 06:00 | | | |
| | 10:00 | 00:00 | | | |

K

| Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 10). |
| --- |
| |

L

| **Hours premises are open to the public** Standard days and timings (please read guidance note 8) | | |
|---|---|---|
| Day | Start | Finish |
| Mon | 00:01 | 06:00 |
| | 10:00 | 00:00 |
| Tue | 00:01 | 06:00 |
| | 10:00 | 00:00 |
| Wed | 00:01 | 06:00 |
| | 10:00 | 00:00 |
| Thur | 00:01 | 06:00 |
| | 10:00 | 00:00 |
| Fri | 00:01 | 06:00 |
| | 10:00 | 00:00 |
| Sat | 00:01 | 06:00 |
| | 10:00 | 00:00 |
| Sun | 00:01 | 06:00 |
| | 10:00 | 00:00 |

**State any seasonal variations** (please read guidance note 6)

**Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list** (please read guidance note 7)

24 HOURS FOR GUESTS RESIDENT AT KIMBERLEY HALL ESTATE

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

Please tick as appropriate

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

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

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

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

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)**

See also item 5 a) of our covering letter/EXECUTIVE SUMMARY

All existing conditions within our licence will be maintained within the schedule on the basis that Kimberley Hall remains a private family residence not open to the public in the traditional sense and that the Hall and grounds are available for private hire only, for weddings, corporate functions and any other type of events that could use the interior or exterior areas as indicated on the existing plans.

The addition of the basement offers us a wider opportunity to attract clients from across the UK wishing to hire a unique venue, particularly if the entire or greater proportion of their guests can stay on site. Each event would be carefully assessed in relation to all licensing objectives. By virtue of it's remote rural situation the issue of crime and disorder, and public nuicance poses a very low risk, however this will be considered on an event by event basis, and if necessary we or the clients will be required to provide additional security.

**b) The prevention of crime and disorder**

See also item 5 b) of our covering letter/EXECUTIVE SUMMARY

Statements within the original licence will be retained.

As a high-end venue for private hire only we are exceptionally circumspect about those we hire to, this has proven to be a sound strategy as we have experienced very few problems as a result. All events will be managed according to their type and scale. Staffing ratios based on the number of guests attending, together with additional security if deemed necessary.

**c) Public safety**

See also item 5 c) of our covering letter/EXECUTIVE SUMMARY

Statements within the original licence will be retained. All aspects of public safety will be assessed against the event in question. Particular consideration will be given to fire risks and emergency procedures, lighting and traffic management, more so if a client wishes to run late. The cellars have 5 entry/exit points and adherence to building regulations will be required of our application for change of use.

**d) The prevention of public nuisance**

See also item 5 d) of our covering letter/EXECUTIVE SUMMARY

In addition to retaining original license statements, continuous noise monitoring will take place by our team and management plans will be required of clients hiring the facilities. Kimberley Hall stands more than half a mile from the public highway and is set in its own 500 acre park. We hereby attach a report by Adrian James Acoustics proving that no sound will be audible by our neighbours. By virtue of the target clients privately hiring our basement the risk of public nuisance is extremely low.

**e) The protection of children from harm**

See also item 5 e) of our covering letter/EXECUTIVE SUMMARY

In addition to retaining original license statements, we will not allow minors to attend a function in the basement beyond a certain time. Proof of age will be mandatory.

Checklist:

**Please tick to indicate agreement**

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

**I/WE UNDERSTAND THAT IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

The data provided on this form and supporting documents, including any photographic image, will be used and held by South Norfolk Council as data controller for the purpose of issuing, maintaining and renewing (as applicable) (subject to eligibility) a variation to a Premises Licence and is subject to the requirements of the Data Protection Act 1998. This personal data will be held and processed by the Council in accordance with the Data Protection Act and may be disclosed to a public body or any agency nominated by a public body for the purpose of preventing and detecting fraud or other relevant criminal activity. The information will be held on computer files and relevant paper filling systems.

**Part 5 – Signatures** (please read guidance note 12)

**Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

| | |
|---|---|
| Signature | [redacted] |
| Date | 16-3-2021 |
| Capacity | APPLICANT / OWNER |

**Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent** (please read guidance note 14). **If signing on behalf of the applicant, please state in what capacity.**

| | |
|---|---|
| Signature | |
| Date | |
| Capacity | |

**Contact name (where not previously given) and address for correspondence associated with this application** (please read guidance note 15)

| | | | |
|---|---|---|---|
| **Post town** | | **Post code** | |
| **Telephone number (if any)** | | | |

**If you would prefer us to correspond with you by e-mail, your e-mail address (optional)**

**Notes for Guidance**

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

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy
2. Describe the premises. For example, the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. 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.

- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - 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;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - 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.

4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).

5. For example state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
8. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
9. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
10. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
11. Please list here steps you will take to promote all four licensing objectives together.
12. The application form must be signed.
13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
14. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
15. This is the address which we shall use to correspond with you about this application.

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

- 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.