



WAVERLEY BOROUGH COUNCIL

Licensing Team, Chief Executive's Dept, Waverley Borough Council, The Burys, Godalming, Surrey GU7 1HR

Application for a premises licence to be granted 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 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 TIMOTHY OSTLE (insert name(s) of applicant) apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description <u>CENTRAL DINING ROOMS CHAPELHOUSE</u>	
Post town <u>GODALMING</u>	Post code <u>GU7 2DX.</u>

Telephone number at premises (if any) 01483 291 500

Non domestic rateable value of premises £ 550,000 (WORLD CAMPUS)

Part 2 – Applicant Details

Please state whether you are applying for a Premises Licence as:

- Please tick ✓
- a) an individual or individuals* please complete section (A)
 - b) a person other than an individual*
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)

- | | | |
|---|-------------------------------------|-----------------------------|
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input checked="" type="checkbox"/> | please complete section (B) |
| e) The proprietor of an educational establishment | <input type="checkbox"/> | please complete section (B) |
| f) A health service body | <input type="checkbox"/> | please complete section (B) |
| g) A person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales | <input type="checkbox"/> | please complete section (B) |
| ga) A person who is registered under Chapter 2 or 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 | <input type="checkbox"/> | please complete section (B) |
| h) The chief officer of police of a police force in England and Wales | <input type="checkbox"/> | please complete section (B) |

Please tick ✓

*If you are applying as a person described in (a) or (b) please confirm:

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other title (for example, Rev) <input type="checkbox"/>
Surname			First names	
<input type="text"/>			<input type="text"/>	

Please tick ✓

I am 18 years old or over

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

Email address (optional)

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname

First names

Please tick

I am 18 years old or over

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

(B) OTHER APPLICANTS

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

Name	CHALETMOUSE SCHOOL
Address	HORTWOODS ROAD GODALMING SURREY GU7 2DF
Registered number (where applicable)	CHARITY NO 312054
Description of applicant (for example, partnership, company, unincorporated association etc.)	SCHOOL / CHARITY.
Telephone number (if any)	SWITZER - 01483 291500 / CONTACT 01483 239600
E-mail address (optional)	TIM.OSTLE @ CHALETMOUSE.ORG.UK.

Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			
0	1	0	5	2	0	1	2

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day		Month		Year			

Please give a general description of the premises (please read guidance note 1)

CENTRAL DINING ROOMS + KITCHENS SERVICING THE SCHOOL DURING TERM-TIME AND CONFERENCES, DINNER DANCES AND OTHER SIMILAR EVENTS DURING THE SCHOOL HOLIDAY PERIODS.

THIS FACILITY HAS RECENTLY BEEN EXTENDED TO ACCOMMODATE TWO ADDITIONAL DINING ROOMS.

THIS APPLICATION SEEKS TO LICENCE THE WHOLE BUILDING INCLUDING THE NEW DINING AREA TO REPLACE THE EXISTING PREMISES LICENCE (PRE-EXTENSION) WHICH WILL BE RELINQUISHED IF SUCCESSFUL.

If 5000 or more people are expected to attend the premises at any one time, please state the number expected to attend

--

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick ✓

- | | |
|---|-------------------------------------|
| a) . plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performance of dance (if ticking yes, fill in box G) | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

Provision of entertainment facilities:

- | | |
|---|-------------------------------------|
| i) making music (if ticking yes, fill in box I) | <input checked="" type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J) | <input checked="" type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K) | <input type="checkbox"/> |

Provision of late night refreshment (if ticking yes, fill in box L)

Sale by retail of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	18:00	23:59	Please give further details here (please read guidance note 3) <i>LIVE MUSIC TO ACCOMPANY FUNCTIONS SUCH AS DINNER DANCES, BALLS ETC.</i>	Both	<input type="checkbox"/>
Tue	18:00	23:59			
Wed	18:00	23:59	State any seasonal variations for the performance of live music (please read guidance note 4) <i>CHARTERHOUSE SCHOOL HOLIDAYS ONLY INCLUDING HALF-TERM BREAKS (EXCEPTS) AND HOLIDAY WEEKENDS – EXCLUDES TERM-TIME.</i>		
Thur	18:00	23:59			
Fri	18:00	23:59	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list. (Please read guidance note 5)		
Sat	18:00	23:59			
Sun	18:00	23:00			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	18:00	23:59	Please give further details here (please read guidance note 3) <i>RECORDED MUSIC TO ACCOMPANY FUNCTIONS SUCH AS DINNER DANCES, BALLS ETC.</i>	Both	<input type="checkbox"/>
Tue	18:00	23:59			
Wed	18:00	23:59	State any seasonal variations for the playing of recorded music (please read guidance note 4) <i>AS FOR 'E'.</i>		
Thur	18:00	23:59			
Fri	18:00	23:59	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat	18:00	23:59			
Sun	18:00	23:00			

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	18:00	23:59	Please give further details here (please read guidance note 3) <i>TO ACCOMPANY FUNCTIONS SUCH AS DINNER DANCES, BALLS ETC</i>	Both	<input type="checkbox"/>
Tue	18:00	23:59			
Wed	18:00	23:59	State any seasonal variations for the performance of dance (please read guidance note 4) <i>AS FOR 'E'</i>		
Thur	18:00	23:59			
Fri	18:00	23:59	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat	18:00	23:59			
Sun	18:00	23:00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing	Will this entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	
Day	Start	Finish		Indoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)	Outdoors	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)	Both	<input type="checkbox"/>
Thur					
Fri			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat					
Sun					

Provision of facilities for making music Standard day and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing <p style="text-align: center;"><i>TEMPORARY STAGING</i></p>							
			Will the facilities for making music be indoors or outdoors or both – please tick (✓) (please read guidance note 2)	<table border="1"> <tr> <td>Indoors</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Outdoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Both</td> <td><input type="checkbox"/></td> </tr> </table>	Indoors	<input checked="" type="checkbox"/>	Outdoors	<input type="checkbox"/>	Both	<input type="checkbox"/>
Indoors	<input checked="" type="checkbox"/>									
Outdoors	<input type="checkbox"/>									
Both	<input type="checkbox"/>									
Day	Start	Finish								
Mon	18:00	23:59	Please give further details here (please read guidance note 3) <i>TO PROVIDE FOR LIVE BANDS AND RECORDED MUSIC AS IN 'E' AND 'F'</i>							
Tue	18:00	23:59								
Wed	18:00	23:59	State any seasonal variations for the provision of facilities for making music (please read guidance note 4) <p style="text-align: center;"><i>AS IN 'E'</i></p>							
Thur	18:00	23:59								
Fri	18:00	23:59	Non standard timings. Where you intend to use the premises for the provision of facilities for making music at different times to those listed in the column on the left, please list. (please read guidance note 5)							
Sat	18:00	23:59								
Sun	18:00	27:00								

J

Provision of facilities for dancing Standard days & timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick (✓) (please read guidance note 2)							
			<table border="1"> <tr> <td>Indoors</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Outdoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Both</td> <td><input type="checkbox"/></td> </tr> </table>	Indoors	<input checked="" type="checkbox"/>	Outdoors	<input type="checkbox"/>	Both	<input type="checkbox"/>	
Indoors	<input checked="" type="checkbox"/>									
Outdoors	<input type="checkbox"/>									
Both	<input type="checkbox"/>									
Day	Start	Finish								
Mon	18:00	23:59	Please give a description of the facilities for dancing you will be providing <p style="text-align: center;"><i>TEMPORARY DANCE FLOORS</i></p>							
Tue	18:00	23:59								
Wed	18:00	23:59	Please give further details here (please read guidance note 3) <i>TO PROVIDE FOR DANCING AT DINNER DANCES, BALLS ETC.</i>							
Thur	18:00	23:59								
Wed	18:00	23:59	State any seasonal variations for providing dancing facilities (please read guidance note 4) <p style="text-align: center;"><i>AS IN 'E'</i></p>							
Thur	18:00	23:59								
Fri	18:00	23:59	Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list. (please read guidance note 5)							
Sat	18:00	23:59								
Sun	18:00	23:00								

M

Sale of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption on or off the premises or both – please tick (✓) (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the sale of alcohol (please read guidance note 4) <i>AS IN E.</i>	Both	
Mon	12:00	23:59			
Tue	12:00	23:59			
Wed	12:00	23:59			
Thur	12:00	23:59		Non standard timings. Where you intend to use the premises for the sale of alcohol at different times to those listed in the column on the left, please list. (please read guidance note 5)	
Fri	12:00	23:59			
Sat	12:00	23:59			
Sun	12:00	23:00			

State the name and details of the individual whom you wish to specify on the licence as premises supervisor	
Name	TIMOTHY OSTLE
Address	12 GEORGE ROAD MILFORD SURREY
Postcode	GU8 5HA
Personal licence number (if known)	WAV2005 PER/0006
Issuing licensing authority (if known)	WANDERLEY B.C.
Personal licence expiry date (if known)	12.06.15.

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

(This area is currently blank for section N.)

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	AS IN 'E'. Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list. (please read guidance note 5)
Mon	06:00	23:59	
Tue	06:00	23:59	
Wed	06:00	23:59	
Thur	06:00	23:59	
Fri	06:00	23:59	
Sat	06:00	23:59	
Sun	06:00	23:00	

LICENSING OBJECTIVES CHARTERHOUSE CENTRAL DINING ROOMS

SECTION P

a) General

This document sets out the means by which Charterhouse Central Dining Rooms will be managed in order to meet the Licensing Objectives of:

- ◆ The prevention of crime and disorder
- ◆ Public safety
- ◆ The protection of children from harm
- ◆ The prevention of public nuisance

Risk assessments covering the four sections below will be undertaken and reviewed for each event / booking to include any additional learning points from earlier events.

Typically, the nature of the events covered by this licence application will be dinner dances and balls, and conferences whereby delegates may have the opportunity to consume alcohol either with a meal or in the evenings through temporary bar arrangements.

b) The Prevention of Crime and Disorder

The sale and consumption of alcohol shall be directly supervised by the Premises Supervisor or other suitable delegated person holding BII or equivalent qualification. The licence must be carried by the delegated person at all times whilst on the premises. Spot checks may be carried out.

The School's security team will be responsible for preventing crime within the School buildings. Anyone who is causing general disorder will be removed from the event. 24 hour uniformed security staff is available on call and licensed door staff available.

Alcohol: It is understood that alcohol can be a cause of disruption.

1. The licence does not include off sales
2. Staff involved in the sale of alcohol shall be trained in the law regarding the sale of alcohol to persons under 18 and to persons who are drunk.
3. The premises will operate a Challenge 21 policy and will only accept passport, photo driving licence or ID cards bearing the PASS hologram as forms of identification.
4. Staff shall monitor the site in an effort to prevent any person under the age of 18 from consuming alcohol on the premises.
5. Alcohol will not be sold to a person who appears to be drunk or to a companion who is buying an alcoholic drink for them.

c) Public Safety

Events will accommodate a maximum of 350 people at any one time.

A no smoking policy is enforced within Charterhouse buildings.

Risk Assessments will be carried out before each booking.

Inspections/reports shall be completed as necessary including electrical, emergency lighting, boiler, alarms, and fire-fighting equipment.

All vehicles attending any function will be brought off the highway on to the School campus.

a) The Prevention of Public Nuisance

Events will not operate past the hours stated on the Operating Schedule.

Where amplified music is played, sound levels will be controlled by the School's representative to ensure minimum the impact on the local community.

All practicable precautions will be taken to ensure those using the facility, whether as performers or audience, behave in a manner which does not upset those around them, the residents of Charterhouse School or other local residents.

24 hour uniformed security staff is available on call.

b) The Protection of Children from Harm

A Challenge 21 Policy will be adopted and age verification checks will be performed.

Alcohol will not be sold to any person under the age of 18 nor will it be sold to any person who is buying it on behalf of a child under the age of 18yrs.

Please tick ✓

- I have made or enclosed payment of the fee
- I have enclosed a plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the proposed premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

✓
✓
✓
✓
✓
✓

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

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent. (See guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature: 

Date *29 March 2012*

Capacity *Commercial Director.*

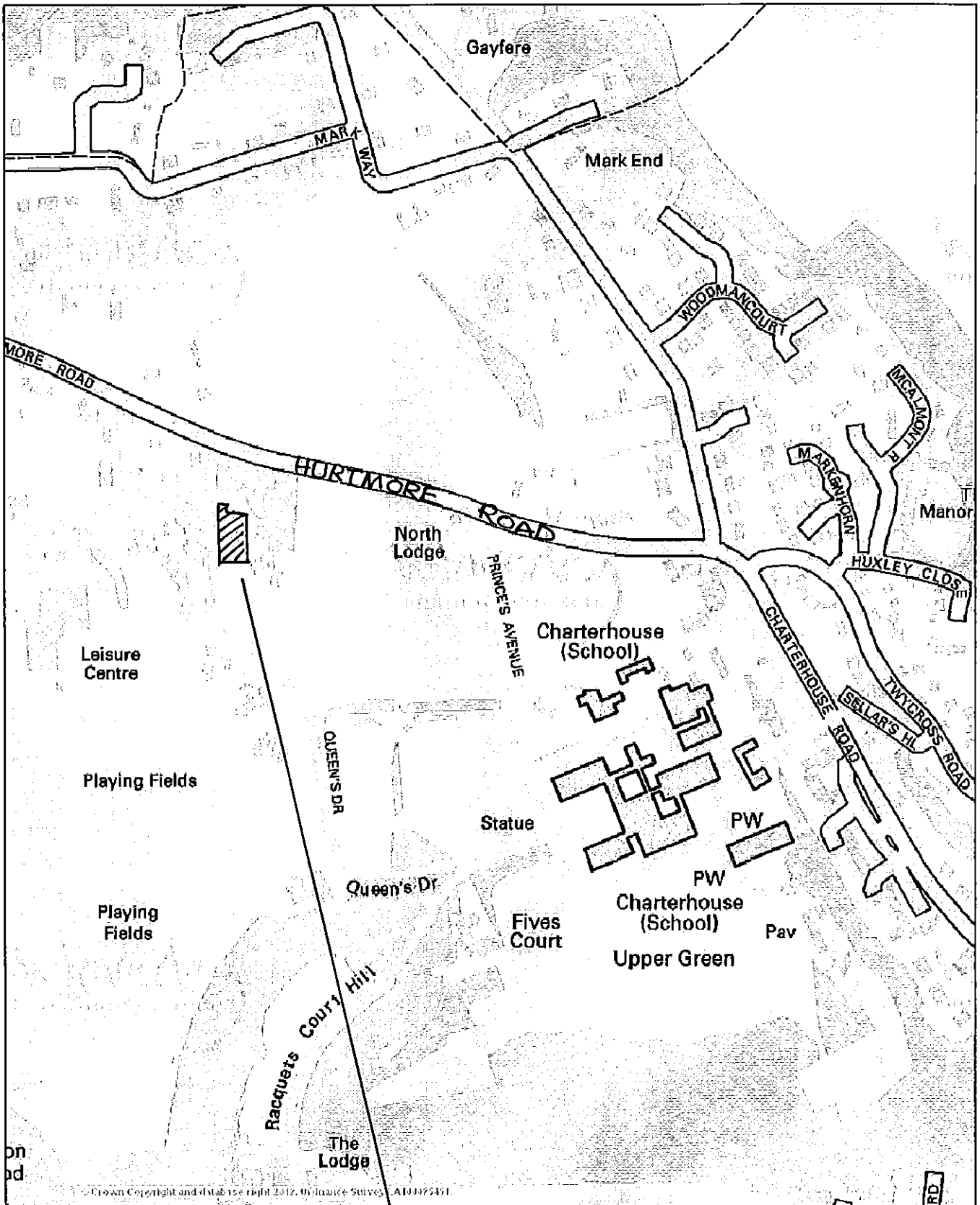
For joint applications signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent. (please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature:

Date

Capacity

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



Waverley Borough Council
 The Burs, Godalming, Surrey
 GU7 1HR
 Telephone: 01483 523333
 Fax No: 01483 523118



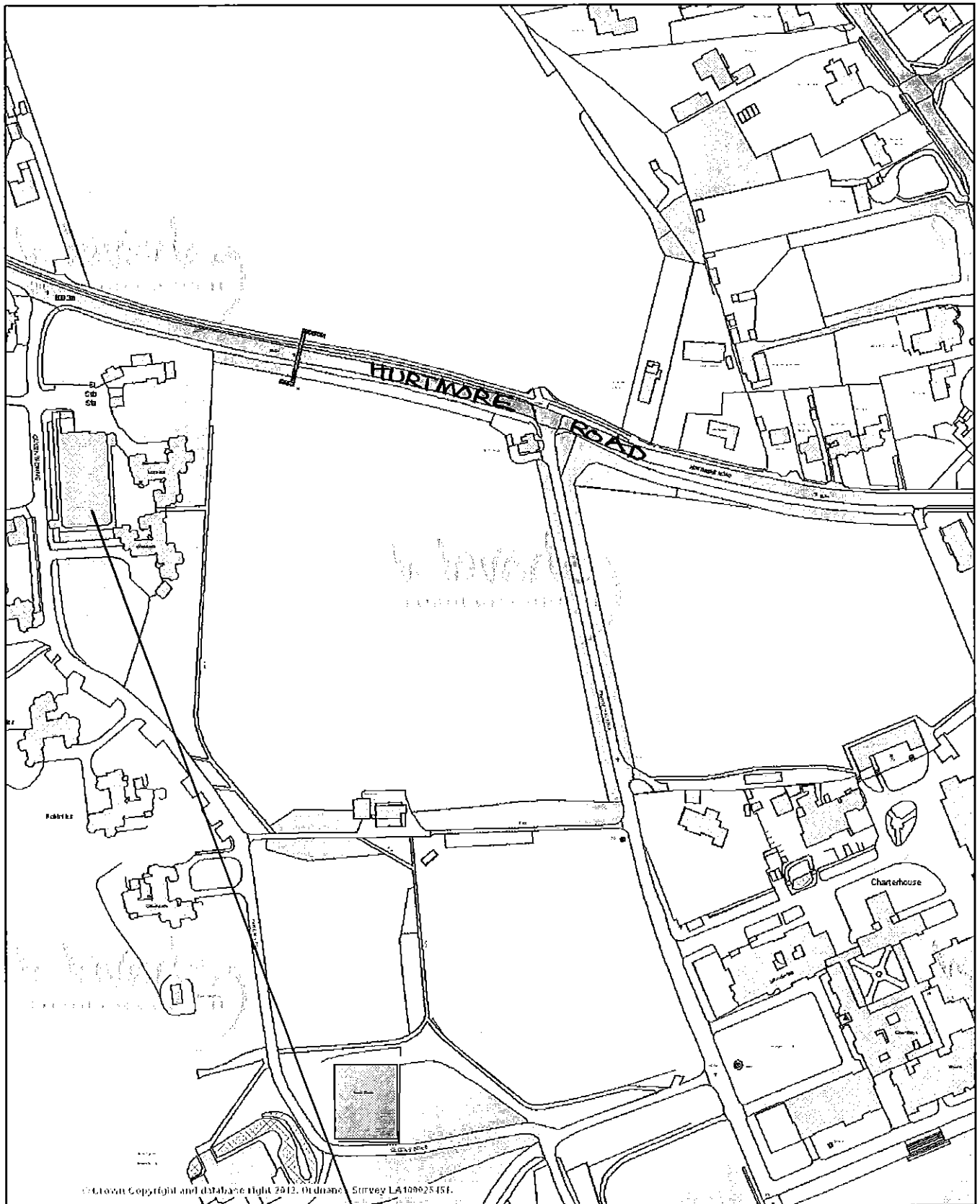
CENTRAL DINING ROOMS, CHARTERHOUSE

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Scale 1/5000 Date 10/5/2012

Centre = 496233 E 145247 N





Waverley Borough Council
 The Burs, Godalming, Surrey
 GU7 1HR
 Telephone: 01483 523333
 Fax No: 01483 523118



CENTRAL DINING ROOMS, CHARTERHOUSE

Scale 1/2500 Date 10/5/2012

Centre = 496181 E 145251 N

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Licensing Act 2003
Premises Licence – Detail

Central Dining Room Charterhouse Godalming Surrey GU7 2DX	Licence number: WAV2005PREM/0311		
	Valid From: 24th November 2005		
	Valid until: -----		
	Telephone: 01483 291645		
Licensable Activities Authorised by the Licence and times these activities may be carried on:			
Activity (and area if applicable)	Description	Time From:	Time To:
Provision of live music	The second Friday of December <u>only</u> .	1930	0100
Provision of dancing facilities	The second Friday of December <u>only</u>	1930	0100
Sale by Retail of Alcohol	Monday – Saturday Sunday	1000 1200	2300 2230
Non-standard Timings:	Good Friday 1200 - 2230 Christmas Day 1200 - 1500 and 1900 - 2230 New Year's Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day. Until 0100 on the second Friday of December for the annual dinner dance ONLY.		

The opening hours of the premises:

Opening hours as for the sale of alcohol.

Where the licence authorises supplies of alcohol, whether this alcohol is to be consumed on and/ or off the premises:

On the premises

Name & (registered) address of holder of premises licence:

Tim Ostle
Charterhouse School
Hurtmore Road
Godalming
Surrey
GU7 2DF

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

312054

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

Mr Timothy James Ostle

Whether access to the premises by children is restricted or prohibited:

No restrictions

Annex 1 – Mandatory Conditions

No supply of alcohol may be made under the premises licence:

- At a time when there is no designated premises supervisor in respect of the premises licence.
- 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.

Annex 2 – Conditions consistent with the operating schedule

Performance of live music Standard days and timings			The performance of live music to take place	Indoors	X
				Outdoors	
				Both	
Day	Start	Finish	Further details here		
MON	-	-	Live music to accompany annual dinner dance on the second Friday in December only .		
TUE	-	-			
WED	-	-	Seasonal variations for the performance of live music		
THU	-	-	N/A		
FRI	1930	0100	Non standard timings.		
SAT	-	-	N/A		
SUN	-	-			

Provision of facilities for dancing Standard days and timings			Performance of dance to take place	Indoors	X
				Outdoors	
				Both	
Day	Start	Finish	Further details here		
MON	-	-	Dancing to live music as part of annual dinner dance on the second Friday in December only .		
TUE	-	-			
WED	-	-	Seasonal variations for providing dancing facilities		
THU	-	-	N/A		
FRI	1930	0100	Non standard timings.		
Sat	-	-	N/A		
Sun	-	-			

Supply of alcohol Standard days and timings			Sale of alcohol to be for consumption	On The Premises	X
				Off The Premises	
				Both	
Day	Start	Finish	Seasonal variations for the sale/supply of alcohol		
Mon	1000	2300	Until 0100 on the second Friday in December at the dinner dance only .		
TUE	1000	2300			
WED	1000	2300			
THU	1000	2300	Non standard timings.		
FRI	1000	0100	Good Friday 1200 - 2230		
			Christmas Day 1200 - 1500 and 1900 - 2230		
SAT	1000	2300	New Year's Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day.		
SUN	1200	2230			

Name and Details of the individual specified on the licence as premises supervisor	
Name	Timothy James Ostle
Address Line	Jessamine Cottage
Address Line	12 George Road
Town/City	Milford
County	Surrey
Post-Code	GU8 5HA
Personal Licence Number (If Known)	WAV2005PER/0006
Issuing Licence authority(If-Known)	Waverley Borough Council
Expiry date	12.6.2015

Hours premises are open to the public			Seasonal variations
Standard timings			
Day	Start	Finish	
MON	1000	2300	
			Until 0100 on the second Friday in December for the annual dinner dance only .
TUE	1000	2300	
WED	1000	2300	
THU	1000	2300	
			Non standard timings.
FRI	1000	0100	
			N/A
SAT	1000	2300	
SUN	1200	2230	

ELEMENTS OF OPERATING SCHEDULE TO ADDRESS LICENSING OBJECTIVES:

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

Access to facilities shall be on a pre-booked basis only. Facilities shall not be open to the general public.

b) The prevention of crime and disorder

There shall be no entrance on the door - pre-purchased ticket only events shall be operational on the premises. 24 hour uniformed security shall patrol the school and shall be available on call.

c) Public Safety

The maximum capacity shall be 270 including guests and staff. A no smoking policy shall be enforced within building. No candles or naked flames shall be permitted. Designated off-road parking shall be available for guests.

d) The prevention of public nuisance

Music provided shall not cause a disturbance to local residents and any form of amplification shall be controlled by licensee to prevent disturbance.

e) The protection of children from harm

All events shall be for adults only. Age verification checks shall be implemented where appropriate.

Embedded Restrictions

1. Permitted Hours

Alcohol shall not be sold or supplied except during permitted hours.
In this condition, permitted hours means those listed above.

Restrictions

The above restrictions do not prohibit:

- a) during the first twenty minutes after the above hours the consumption of the alcohol on the premises;
- b) during the first thirty minutes after the above hours the consumption of the alcohol on the premises by persons taking meals there if the alcohol was supplied for consumption as ancillary to the meals;
- c) consumption of the alcohol on the premises or the taking of sale or supply of alcohol to any person residing in the licensed premises;
- d) the sale of alcohol to a trader or club for the purposes of the trade or club;
- e) the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's naval, military or air forces;
- f) the taking of alcohol from the premises by a person residing there; or
- g) the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied ; or
- h) the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of alcohol so supplied, if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.

The licensee may also provide and permit:

- Entertainment by way of music and singing but only by the reproduction of recorded sound (this does not permit the use of karaoke, disk jockeys, comperes etc).
- The consumption of late night refreshment for a period of 30 minutes after the permitted hours set out below.

2. Children in Bar (No Children's Certificate)

No person under fourteen shall be in the bar of the licensed premises during the permitted hours unless one of the following applies:

- a) He is the child of the holder of the premises licence.
- b) He resides in the premises, but is not employed there.
- c) He is in the bar solely for the purpose of passing to or from some part of the premises which is not a bar and to or from which there is no other convenient means of access or egress.
- d) The bar is in railway refreshment rooms or other premises constructed, fitted and intended to be used bona fide for any purpose to which the holding of the licence is ancillary. In this condition, "bar" includes any place exclusively or mainly used for the consumption of alcohol. But an area is not a bar when it is usual for it to be, and it is, set apart for the service of table meals.

Conditions from Justices' Licence

1. Intoxicating liquor shall only be sold or supplied under the authority of this licence at education courses, conferences and seminars and at organised dances and dinners or any similar functions or courses held at Charterhouse School.
2. There shall be no permanent bar fixture.
3. This licence shall not authorise the holder to apply for and to hold an occasional licence to sell or supply intoxicating liquor on other premises except within the confines of Charterhouse School.
4. No intoxicating liquor shall be supplied for consumption off the premises.

Annex 3 – Conditions attached after a hearing by the licensing authority

N/A

Annex 4 - Plans

Attached

Kate Halsall

From: Tim Ostle <Tim.Ostle@charterhouse.org.uk>
Sent: 23 April 2012 15:41
To: Pete Hathaway
Cc: Paul Hughes; Licensing Policy
Subject: Premises Licence Application - Charterhouse Central Dining Rooms

Dear Pete

Further to our meeting on Friday morning, I confirm the following in relation to our application for a Premises Licence for the Central Dining Rooms at Charterhouse:

1. The operating schedule to be amended to show that alcohol will be served until 11.45 with a 15 minute drinking up time so that the facility closes at 23.59.
2. Staff shall be trained in the law relating to the sale and supply of alcohol and written records will be kept for inspection. This will include the law relating to both the sale and the consumption of alcohol to persons under 18 and the refusal of sale of alcohol to persons who are drunk. There will be an on-going training regime with refresher/reinforcement training at intervals of no more than six months.
3. There shall be no consumption of alcohol outside the premises.
4. No glasses or bottle will be allowed to be taken outside the premises.
5. An incident log will be kept at the premises, and made available on request to an authorised officer of the Borough Council or the Police, which will record the following:
 - a. All Crimes reported to the venue
 - b. All ejections of patrons
 - c. Any complaints received
 - d. Any incidents of disorder
 - e. Seizure of drugs or offensive weapons
 - f. Any refusal of the sale of alcohol
 - g. Any visit by a relevant authority or emergency service.
6. With regard to entertainment, we are happy to accept a condition which states that entertainment will allowed to 23.59 on 12 occasions per year within this premises.

I trust this meets with your approval.

Kindest regards

Tim

***Tim Ostle
Commercial Director
Charterhouse
Godalming
Surrey
GU7 2RS
Phone: 01483 239600
email: tim.ostle@charterhouse.org.uk***

Kate Halsall ①

From:
Sent: 02 April 2012 20:39
To: Kate Halsall
Cc: Stefan Reynolds
Subject: Re: Licensing Act 2003 - Application

Dear Ms Halsall,

I have just read this application and I have grave concerns over the opening times, noise levels and the license to sell alcohol. As a local resident I would be disturbed by music and noise later than 10.30pm on weekdays and on weekends particularly since the ensuing traffic leaving the venue after this time would effectively prolong noise and disturbance by at least a further hour. I am, therefore, although not adverse to the school holding music and dancing events, strongly objecting to the opening hours of this licence.

Many thanks,

all@waverley.gov.uk>
 <All_Councillors_Email_Group@waverley.gov.uk>
 42
 \pplication

An application has been received for a new premises licence. The application is to replace an existing premise licence for a larger refurbished area for Live music, Recorded music, Performance of dance, Making music and Facilities for dancing 18:00-23:59 Monday to Saturday 18:00-23:00 Sunday; On sales of alcohol 12:00-23:59 Monday to Saturday 12:00-23:00 Sunday and Opening hours 06:00-23:59 Monday to Saturday 06:00-23:00 Sunday. The premises shall be used during Charterhouse school holidays only, including half-term breaks (Easter) and leave weekends - excludes term-time. If you would like to make comment or representation on this application, the last date for representations is **30th April 2012**. If you have any queries in respect of this application, please do not hesitate to contact this office.

Premises Type	Address	Application	Applicant
Central Dining Rooms School		New	Charterhouse, Queens Drive, Godalming Charterhouse

Regards

Kate Halsall
 Licensing Administrator
 Waverley Borough Council
 Telephone: (01483) 523033
 (Calls may be recorded for monitoring and training purposes)
www.waverley.gov.uk/licensing

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Please visit our website at <http://www.waverley.gov.uk>

HEARINGS

- 9.27 Regulations governing hearings may be found on the www.legislation.gov.uk website. If the licensing authority decides that representations are relevant, it must hold a hearing to consider them. The need for a hearing can only be avoided with the agreement of the licensing authority, the applicant and all of the persons who made relevant representations. In cases where only 'positive' representations are received, without qualifications, the licensing authority should consider whether a hearing is required. To this end, it may wish to notify the persons who made representations and give them the opportunity to withdraw those representations. This would need to be done in sufficient time before the hearing to ensure that parties were not put to unnecessary inconvenience.
- 9.28 Responsible authorities should try to conclude any discussions with the applicant in good time before the hearing. If the application is amended at the last moment, the licensing committee should consider giving other persons time to address the revised application before the hearing commences.
- 9.29 Regulations made under the 2003 Act require that representations must be withdrawn 24 hours before the first day of any hearing. If they are withdrawn after this time, the hearing must proceed and the representations may be withdrawn orally at that hearing. However, where discussions between an applicant and those making representations are taking place and it is likely that all parties are on the point of reaching agreement, the licensing authority may wish to use the power given within the hearings regulations to extend time limits, if it considers this to be in the public interest.
- 9.30 Applicants should be encouraged to contact responsible authorities before formulating their applications so that the mediation process may begin before the statutory time limits come into effect after submission of an application. The hearing process must meet the requirements of regulations made under the 2003 Act. Where matters arise which are not covered by the regulations, licensing authorities may make arrangements as they see fit as long as they are lawful.
- 9.31 There is no requirement in the 2003 Act for responsible authorities that have made representations to attend, but it is generally good practice and assists committees in reaching more informed decisions. Where several responsible authorities within a local authority have made representations on an application, a single local authority officer may represent them at the hearing if the responsible authorities and the licensing authority agree. This local authority officer representing other responsible authorities may be a licensing officer, but only if this licensing officer is acting as a responsible authority on behalf of the licensing authority and has had no role in the licensing determination process. This is to ensure that the responsible authorities are represented by an independent officer separate from the licensing determination process.
- 9.32 As noted in paragraphs 9.13 to 9.19 above, where the licensing officer is acting as a responsible authority the relevant steps should be followed to ensure that this individual has no role in the decision making process regarding the licensing determination.

- 9.33 As a matter of practice, licensing authorities should seek to focus the hearing on the steps considered appropriate to promote the particular licensing objective or objectives that have given rise to the specific representation and avoid straying into undisputed areas. A responsible authority or other person may choose to rely on their written representation. They may not add further representations to those disclosed to the applicant prior to the hearing, but they may expand on their existing representation.
- 9.34 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the licensing authority must give appropriate weight to:
- the steps that are appropriate to promote the licensing objectives;
 - the representations (including supporting information) presented by all the parties;
 - this Guidance;
 - its own statement of licensing policy.
- 9.35 The licensing authority should give its decision within 5 working days of the conclusion of the hearing (or immediately in certain specified cases) and provide reasons to support it. This will be important if there is an appeal by any of the parties. Notification of a decision must be accompanied by information on the right of the party to appeal. After considering all the relevant issues, the licensing authority may grant the application subject to such conditions that are consistent with the operating schedule. Any conditions imposed must be appropriate for the promotion of the licensing objectives; there is no power for the licensing authority to attach a condition that is merely aspirational. For example, conditions may not be attached which relate solely to the health of customers rather than their direct physical safety.
- 9.36 Alternatively, the licensing authority may refuse the application on the grounds that this is appropriate for the promotion of the licensing objectives. It may also refuse to specify a designated premises supervisor and/or only allow certain requested licensable activities. In the interests of transparency, the licensing authority should publish hearings procedures in full on its website to ensure that those involved have the most current information.
- 9.37 In the context of variations or minor variations, which may involve structural alteration to or change of use of a building, the decision of the licensing authority will not exempt an applicant from the need to apply for building control approval, planning permission or both of these where appropriate.