



**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 ST CATHERINE'S SCHOOL (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 ST CATHERINE'S SCHOOL STATION ROAD BRAMLEY	
Post town GUILDFORD	Post code GU5 0DF

Telephone number at premises (if any) 01483 899701

Non domestic rateable value of premises £ 385,000

**Part 2 – Applicant Details**

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

- |   |   |
|---|---|
|   | <b>Please tick ✓</b>  |
| a) an individual or individuals*                | <input type="checkbox"/> please complete section (A)            |
| b) a person other than an individual*           |   |
| i. as a limited company                         | <input checked="" type="checkbox"/> please complete section (B) |
| ii. as a partnership                            | <input type="checkbox"/> please complete section (B)            |
| iii. as an unincorporated association or        | <input type="checkbox"/> please complete section (B)            |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> 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       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)

**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	ST CATHERINE'S SCHOOL
Address	STATION ROAD BRAMLEY GUILDFORD SURREY, GU5 0DF
Registered number (where applicable)	CHARITY NO: 1070858 COMPANY NO: 3596520
Description of applicant (for example, partnership, company, unincorporated association etc.)	INDEPENDENT DAY & BOARDING SCHOOL
Telephone number (if any)	01483 899701
E-mail address (optional)	business.managerpa@stcatherines.info

### Part 3 Operating Schedule

When do you want the premises licence to start?

Day		Month		Year			
2	3	0	4	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)

ST CATHERINE'S IS AN INDEPENDENT GIRLS DAY & BOARDING SCHOOL. WE WISH TO LICENCE THE DINING HALL, AUDITORIUM, BAR, CAFE, SPORTS HALL AND SURROUNDING TERRACES. ALL ENTERTAINMENT WILL BE PERFORMED IN ONE OF THESE AREAS. ANY ALCOHOL SOLD WILL BE CONSUMED IN THESE AREAS AND THE SURROUNDING TERRACES.

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

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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**

- 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) performance 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)

Please tick ✓

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

**Provision of entertainment facilities:**

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

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

<input type="checkbox"/>
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**Sale by retail of alcohol** (if ticking yes, fill in box M)

<input checked="" type="checkbox"/>
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**In all cases complete boxes N, O and P**

# A

<b>Plays</b> Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon	18:30	23:00	Please give further details here (please read guidance note 3)  <b>STUDENT SCHOOL PRODUCTIONS AND OTHER PRODUCTIONS BY HIRE OF THE HALL.</b>	Both	✓	
Tue	18:30	23:00				
Wed	18:30	23:00		State any seasonal variations for performing plays (please read guidance note 4) SCHOOL PRODUCTIONS ARE PERFORMED APPROX FOR ONE OR TWO WEEKS PER TERM. THEY ARE NOT WEEKLY BUT OTHERS MAY OCCUR BY HIRE.		
Thur	18:30	23:00				
Fri	18:30	23:00		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 5)		
Sat	18:30	23:00				
Sun	18:30	23:00				

# B

<b>Films</b> Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon	18:00	23:00	Please give further details here (please read guidance note 3)  <b>WE WISH TO OCCASIONALLY SCREEN A FILM.</b>	Both	✓	
Tue	18:00	23:00				
Wed	18:00	23:00		State any seasonal variations for the exhibition of films (please read guidance note 4) THIS WILL BE VERY OCCASIONAL AND NOT WEEKLY.		
Thur	18:00	23:00				
Fri	18:00	23:00		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 5)		
Sat	18:00	23:00				
Sun	18:00	23:00				

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)  WE WISH TO HOLD OCCASIONAL EXHIBITIONS, MATCHES AND TOURNAMENTS.
<b>Day</b>	<b>Start</b>	<b>Finish</b>	State any seasonal variations for indoor sporting events (please read guidance note 4)  THIS WILL BE VERY OCCASIONAL AND NOT WEEKLY.
Mon	09:00	21:00	
Tue	09:00	21:00	Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list. (please read guidance note 5)
Wed	09:00	21:00	
Thur	09:00	21:00	
Fri	09:00	21:00	
Sat	09:00	21:00	
Sun	09:00	21:00	

**D**

<b>Boxing or wrestling entertainment</b> Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Please give further details here (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for the boxing or wrestling entertainment (please read guidance note 4)		
Wed					
Thur			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Fri					
Sat					
Sun					

# E

<b>Live music</b> 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	
Day	Start	Finish		Outdoors	
Mon	09:00	22:30	Please give further details here (please read guidance note 3) <b>PERFORMANCES WILL BE GIVEN TO STUDENTS AND GUESTS BY STUDENTS OR PROFESSIONALS</b>	Both	✓
Tue	09:00	22:30			
Wed	09:00	22:30			
Thur	09:00	22:30			
Fri	09:00	22:30			
Sat	09:00	22:30			
Sun	09:00	22:30			
			State any seasonal variations for the performance of live music (please read guidance note 4) <b>THESE WILL BE OCCASIONAL AND NOT WEEKLY</b>		
			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)		

# F

<b>Recorded music</b> 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	
Day	Start	Finish		Outdoors	
Mon	09:00	22:30	Please give further details here (please read guidance note 3) <b>PERFORMANCES WILL BE GIVEN TO STUDENTS AND GUESTS BY STUDENTS OR PROFESSIONALS. THESE MAY BE RECORDED.</b>	Both	✓
Tue	09:00	22:30			
Wed	09:00	22:30			
Thur	09:00	22:30			
Fri	09:00	22:30			
Sat	09:00	22:30			
Sun	09:00	22:30			
			State any seasonal variations for the playing of recorded music (please read guidance note 4) <b>THESE WILL BE VERY OCCASIONAL AND NOT WEEKLY.</b>		
			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)		



# 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		
Mon	09:00	22:30	Please give further details here (please read guidance note 3) <b>PERFORMANCES WILL BE GIVEN TO STUDENTS AND GUESTS BY STUDENTS AND PROFESSIONALS.</b>	Both		
Tue	09:00	22:30				
Wed	09:00	22:30		State any seasonal variations for the performance of dance (please read guidance note 4) <b>THESE WILL BE VERY OCCASIONAL AND NOT WEEKLY.</b>		
Thur	09:00	22:30				
Fri	09:00	22:30		Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list. (please read guidance note 5)		
Sat	09:00	22:30				
Sun	09:00	22:30				

# 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 <b>FASHION SHOW</b>	Will this entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish			Outdoors	
Mon	19:00	22:30	Please give further details here (please read guidance note 3) <b>STUDENTS PARTAKE IN A FASHION SHOW.</b>	Both		
Tue	19:00	22:30				
Wed	19:00	22:30	State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4) <b>THIS IS ONCE A YEAR.</b>			
Thur	19:00	22:30				
Fri	19:00	22:30	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list. (please read guidance note 5)			
Sat	19:00	22:30				
Sun	19:00	22:30				

<b>Provision of facilities for making music</b> Standard day and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing		
			Will the facilities for making music be indoors or outdoors or both – please tick (✓) (please read guidance note 2)		Indoors <input checked="" type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Please give further details here (please read guidance note 3) <b>MUSIC WILL BE MADE BY STUDENTS AND PROFESSIONALS.</b>		
Mon	09:00	22:30			
Tue	09:00	22:30	State any seasonal variations for the provision of facilities for making music (please read guidance note 4) <b>THIS WILL BE ON AN OCCASIONAL BASIS AND NOT WEEKLY.</b>		
Wed	09:00	22:30			
Thur	09:00	22:30	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)		
Fri	09:00	22:30			
Sat	09:00	22:30			
Sun	09:00	22:30			

**J**

<b>Provision of facilities for dancing</b> 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)		Indoors <input checked="" type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Please give a description of the facilities for dancing you will be providing <b>DANCE STUDIO AND AUDITORIUM</b>		
Mon	09:00	22:30			
Tue	09:00	22:30	Please give further details here (please read guidance note 3) <b>DANCE FACILITIES COULD BE PROVIDED FOR PERFORMANCES BY STUDENTS AND PROFESSIONALS FOR STUDENTS AND GUESTS.</b>		
Wed	09:00	22:30			
Thur	09:00	22:30	State any seasonal variations for providing dancing facilities (please read guidance note 4) <b>THIS WILL BE ON AN OCCASIONAL BASIS AND NOT WEEKLY.</b>		
Fri	09:00	22:30			
Sat	09:00	22:30	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)		
Sun	09:00	22:30			

**M**

<b>Sale of alcohol</b> 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"/>			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Both</b>					
Mon	12:00	14:00	State any seasonal variations for the sale of alcohol (please read guidance note 4)  <b>ALCOHOL WILL ONLY BE SOLD WHEN AN EVENT IS TAKING PLACE. THIS WILL NOT BE DAILY.</b>					
	18:00	23:00						
Tue	12:00	14:00						
	18:00	23:00						
Wed	12:00	14:00						
	18:00	23:00						
Thur	12:00	14:00				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)		
	18:00	23:00						
Fri	12:00	14:00						
	18:00	23:00						
Sat	12:00	14:00						
	18:00	23:00						
Sun	12:00	14:00						
	18:00	23:00						

<b>State the name and details of the individual whom you wish to specify on the licence as premises supervisor</b>	
<b>Name</b>	MRS CHRISTINE SILVER
<b>Address</b>	186 NEW ROAD CHILWORTH SURREY GU4 8LX
<b>Postcode</b>	
<b>Personal licence number (if known)</b>	GUPA1108
<b>Issuing licensing authority (if known)</b>	GUILDFORD BOROUGH COUNCIL
<b>Personal licence expiry date (if known)</b>	29.06.2021

# 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)

NONE

# 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	PLEASE NOTE THESE ARE OUTSIDE TIMES WHEN AN EVENT COULD BE HAPPENING IN ANY OF THE CATEGORIES. THE SCHOOL IS CLOSED TO THE PUBLIC NORMALLY AND WILL ONLY BE OPENED FOR THE SPECIFIC HOURS OF EACH EVENT.  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	09:00	23:30	
Tue	09:00	23:30	
Wed	09:00	23:30	
Thur	09:00	23:30	
Fri	09:00	23:30	
Sat	09:00	23:30	
Sun	09:00	23:30	

## **P**

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

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

The bar is a new purpose built, secure and safe venue for sales of alcohol. The Auditorium has been built to all standard safety regulations. The School is experienced in running entertainment events within its community and is fully aware of safety and security responsibilities. An incident log shall 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) seizures of drugs or offensive weapons. f) any refusal of the sale of alcohol. h) any visit by a relevant authority or emergency service.

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

The bar will generally only be open for ticketed or "home" events.  
We record all incidents in the Incidents Book.  
We advise senior members of staff of any incidents.  
Glasses and bottles are collected regularly from licensed areas, held in a secure area and removed safely.

**c) Public safety**

External Premises are surveyed by the use of CCTV cameras. Extra staff are employed for supervised dispersal at the end of trading. Health & Safety Risk Assessment and Fire Risk Assessment are regularly reviewed. Evacuation procedures are regularly practised. Accident reporting is compulsory. Buildings are regularly cleaned and checked for safe movement of persons. First Aid boxes are placed at key points and some staff are first aid trained. Special effects in the Auditorium are always risk assessed. Disabled entry and exit are all local to areas involved. During events adequate trained staff are there to assist members of the public.

**d) The prevention of public nuisance**

No sales of alcohol to anybody who is, or appears to be intoxicated.  
No sales to anyone who is purchasing for somebody who appears to be intoxicated.  
External doors are always closed to minimise extraneous sounds.  
Car parking is provided on site.  
The complete site is a no smoking area.

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

All staff have an enhanced CRB disclosure and Child Protection training.  
Only staff authorised by the DPS are permitted to sell alcohol.  
All staff are trained on restricted sales with a central record kept and signed. 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. Staff shall be trained in the law relating to the sale/supply of alcohol and written records will be kept for inspection. This will include the law relating to both the sale and consumption of alcohol to persons under 18 and the refusal of sale of alcohol to persons who are drunk. There will be an ongoing training regime with refresher/reinforcement training at intervals of no more than six months.

- 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

Please tick ✓

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

**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: C. B. Silver  
 Date: 22 / 3 / 2012 original signed on 6/3/2012  
 Capacity: BUSINESS MANAGER, ST CATHERINE'S SCHOOL

For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> 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: .....

<b>Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)</b> Mrs Christine Barbara Silver St Catherine's School Station Road Bramley	
Post town Guildford	Post code GU5 0DF
Telephone number (if any) 01483 899701	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) business.managerpa@stcatherines.info	



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



**St Catherine's School, Bramley**

Scale 1/2500 Date 3/5/2012

Centre = 500854 E 145016 N



**Paul Hughes**

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**From:** Business Manager <business.manager@stcatherines.info>  
**Sent:** 30 April 2012 16:37  
**To:** Paul Hughes  
**Cc:** Mark Nicholls; Business Manager PA  
**Subject:** FW: St Catherine's School premises Licence Application

Dear Paul

Further to our application for a Premises Licence I confirm that we would like the following conditions in Mark's e-mail added to our conditions of the licence in order to remove the noise objections. If I have directed this to the wrong person please could you advise me where I should be sending it.

Many thanks

Christine Silver

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**From:** Mark Nicholls [mailto:Mark.Nicholls@waverley.gov.uk]  
**Sent:** 30 April 2012 14:59  
**To:** Business Manager  
**Subject:** RE: St Catherine's School premises Licence Application

Dear Mrs Silver,

Further to our telephone conversation I confirm that if the following conditions are agreed as conditions of your license I will withdraw my objection:

1. Decibel monitors are provided at the licensed venues and will be checked regularly by the Designated Premises Supervisor or her appointed person for the event to ensure the maximum of 85 decibels is not exceeded. If any noise beyond 85 decibels is detected then she/he will immediately ensure that the volume is decreased.
2. External windows and doors in the licensed area shall be kept shut at all times, except for entry and exit, when public entertainment is being provided. Noise from the closing of doors is not audible beyond the site boundary.
3. Noise levels inside the auditorium may for short periods reach 95dB(A) for amplified events. Typical levels over the course of a performance would range between approximately 60 - 85dB(A). To control sound transmission to and from the auditorium, the building includes sound locks between the auditorium and foyer areas. In the foyer areas sound from the auditorium would be just audible. The auditorium has glazed façade elements consisting of heavy double glazing to control sound transmission. That during performances and events the doors and windows to the auditorium will remain closed.
4. No handling of goods or materials, which is audible from beyond the site boundary, will be carried out at the premises between 23.00 and 07.00. Recycling of bottles only takes place during normal working hours.
5. The Designated Premises Supervisor and organisers of events will encourage all clientele to enter and leave the licensed premises, car parks and grounds of the school in an orderly and quiet manner.
6. Notices will be provided at the venue encouraging all visitors to respect our neighbours by leaving quietly.



7. Car park supervisors will be on duty to monitor the quiet, calm egress of cars and pedestrians and they will be wearing high visibility yellow jackets or vests to be easily identifiable.

Many thanks  
Christine Silver

Christine Silver (Mrs)  
Business Manager  
St Catherine's School  
Bramley  
Guildford  
Surrey  
GU5 0DF  
01483 899700(Direct)  
01483 899701(PA)

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St Catherine's School  
Registered Office: Station Road, Bramley, Guildford, Surrey GU5 0DF.  
Registered in England No. 3596520. Registered Charity No. 1070858  
A company limited by Guarantee.

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①  
**Kate Halsall**

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**From:**  
**Sent:** 20 April 2012 23:53  
**To:** Licensing Policy  
**Subject:** Objection to St Catherine School of Bramley Application to Sell Alcohol

Hello,

Re: St Catherine School Bramley nr Guildford applying to sell alcohol on the premises.

I am writing to object to the above licensing application.

While I have not read the detail of the application I assume that the plan is to use the premises during holiday season as a bar and entertainment.

I feel that a school should not be associated with alcohol and drunkenness. The reputation of the school will be seriously damaged.

Alcohol consumption leads to unruly behaviour. Why would the guests of St Catherine be different from anybody else? This unruly behaviour will then be associated with the school. It will affect the children that visit the school.

We already have enough drunkenness and unruly behaviour in Bramley, we don't need any more. There are youngsters hanging out near the shop and they approach adults and ask them to buy alcoholic drink for them at the local supermarket. It is all well and good to have laws that forbid the sale of alcohol to underage children. These laws don't achieve much. Much more important is the example that the children receive from the adults around them.

It is deplorable that there is a culture of drinking in Britain, which is not seen in other European countries. It is this culture that leads to so many young people falling victim to alcohol in various ways and so many lives being destroyed.

Why bring this culture into the very school of our young children? It just does not sound right. To the contrary, we should try and shield and protect our children from this unhealthful culture.

Bramley is only a small village and we already have two pubs and two shops where alcohol can be purchased.

What we really need in Bramley, I feel, is not another venue for entertainment and the consumption of alcohol, but a place where children and youth can go, where they can do activities, learn to be part of a team, learn to take responsibility in preparation for adulthood.

Thank you for your consideration.

Regards

**HEARINGS**

- 9.27 Regulations governing hearings may be found on the [www.legislation.gov.uk](http://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.