

To: All Members of the LICENSING SUB-COMMITTEE B
(Other Members for Information)

When calling please ask for:

Kimberly Soane, Democratic Services officer
Policy and Governance

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Direct line: 01483 523258

Calls may be recorded for training or monitoring

Date: 20 December 2019

Membership of the Licensing Sub-Committee B

Cllr Michael Goodridge
Cllr Roger Blishen

Cllr Jacquie Keen

Dear Councillors

A meeting of the LICENSING SUB-COMMITTEE B will be held as follows:

DATE: THURSDAY, 9 JANUARY 2020

TIME: 10.00 AM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

The Agenda for the meeting is set out below.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

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NOTE FOR MEMBERS

Members are reminded that contact officers are shown at the end of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

AGENDA

1. **ELECTION OF CHAIRMAN**

To elect a Chairman for the Sub-Committee B meeting.

2. **DISCLOSURE OF INTERESTS**

To receive and Disclosure of Interests for this meeting.

3. **LICENSING ACT 2003 - APPLICATION FOR A VARIATION OF CERTIFICATE - NAVAL CLUB, MEADOW, GODALMING, GU7 3HY** (Pages 5 - 60)

The Sub-Committee to consider an application for a variation to the Club Certificate of the Godalming Navy Club, Meadow under section 84 of the Licensing Act 2003, Godalming, Surrey GU7 3HY made by Adrian Price Solicitors on behalf of the Naval Club. Six relevant representations' have been received from 'other persons'.

Recommendations

1. It is recommended that the Sub-Committee considers the application and evidence of all parties involved at the hearing and then determines the steps it considers appropriate to promote the licensing objectives.
2. Members must determine the application in accordance with the Licensing Act 2003 (Hearings) Regulations 2005.
3. The Sub-Committee should take such steps as it considers appropriate for the promotion of the licensing objectives.
4. Once determined, the licensing authority must provide notification of the decision including its reasons to the applicant, any person who has made relevant representations and the Chief Officer of Police for the area in which the premises is situated.

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- **Please note Revised Appendix 3, email from Naval Club and Navel Club Rules added since meeting held on 19/12/2019.**
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4. **LEGAL ADVICE**

To consider any legal advice relating to any applications in the agenda.

[Note: Reports relating to confidential or exempt information may be excluded

from those copies of the agenda provided for inspection by members of the public if they relate to matters during which the meeting is likely not to be open to the public.]

**For further information or assistance, please telephone
Kimberly Soane, Democratic Services officer, on 01483 523258 or by
email at kimberly.soane@waverley.gov.uk**

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WAVERLEY BOROUGH COUNCIL

LICENSING SUB-COMMITTEE B – 19th DECEMBER 2019

Title:

**LICENSING ACT 2003 - APPLICATION TO VARY A CLUB PREMISES
CERTIFICATE – GODALMING NAVAL CLUB, 88 MEADOW, GODALMING,
SURREY GU7 3HY**

[Wards Affected: All Godalming Wards]

Summary and Purpose

The purpose of the report is to enable the Sub-Committee to consider an application for a variation to the Club Certificate of the Godalming Navy Club, Meadow under section 84 of the Licensing Act 2003,

Godalming, Surrey GU7 3HY made by Adrian Price Solicitors on behalf of the Naval Club. Six relevant representations' have been received from 'other persons'.

Background

1. The Naval Club is a qualifying organisation under the Licensing Act 2003 and the Club Premises Certificate was converted and varied when the Licensing Act 2003 came into force.
2. A full of the current Club Certificate is attached at Annexe 1 and summarised below:

- **Regulated Entertainment** (Indoor sports events, live music& recorded music)

Monday to Thursday	1900 to 2300
Friday	1900 to 0030
Saturday	1100 to 0030
Sunday	1100 to 2300

- **Sale of Alcohol** (on the premises only)

Sunday to Thursday	1100 to 2300
Friday to Saturday	1100 to 0000

- **Opening hours – premises are open to members and guests**

Sunday to Thursday	1100 to 2330
Friday to Saturday	1100 to 0030

Activities sought under this licence application

3. In brief, the applicant seeks to update the plan of the premises regarding alterations of the internal layout, increase the number of guests permitted onsite and to replace the existing licence conditions. The applicant also seeks to increase the hours of licensable activity and add performance of dance (Regulated Entertainment) to the licence as proposed below;

- **Regulated Entertainment** (live & recorded music, performance of dance)

Sunday to Thursday	0800 to 2300
Friday & Saturday	0800 to 0030

- **Regulated Entertainment** (Indoor sports events)

Monday to Thursday	1900 to 2300
Friday	1900 to 0030
Saturday	1100 to 0030
Sunday	1100 to 2300

- **Sale of Alcohol** (on the premises only)

Sunday to Thursday	1000 to 2300
Friday to Saturday	1000 to 0030

- **Opening hours**

Sunday to Thursday	0800 to 2330
Friday to Saturday	1100 to 0100

Non Standard timings to cater for special occasions, specifically New Years Eve and the December Dinner and Dance
(previously 1100 to 0100) 1000 to 0130

[Note : No licence permission is required for any playing of recorded/live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption provided the audience does not exceed 500.]

4. All other licensable activities, times and days are to remain the same.

- A copy of the application form is attached at Annexe 2.

5. Attached at Annexe 3 are copies of the previous plans of the premises and the new plan showing of the premises.

6. Attached at Annexe 4 is a plan showing the area of the premises and surrounding properties

Representations received

7. Within the consultation period, six valid 'relevant representations' were received. A representation is 'relevant' if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives.

Responsible Authorities

8. There have been no representations received from any of the Responsible Authorities.

Other Persons

9. There has been six (6) relevant representation from "other persons". Copies of the representations are attached at Annexe 5

What the Sub-Committee may do

The Sub-Committee

10. Licensing authorities are required to carry out licensing functions under the Licensing Act 2003 with a view to promoting the licensing objectives of:-
 - i. public safety
 - ii. the prevention of crime and disorder
 - iii. the protection of children from harm, and
 - iv. the prevention of public nuisance.
11. In addition, when carrying out its licensing functions, the licensing authority must have regard to its own statement of licensing policy and the guidance issued under Section 182 of the Licensing Act 2003, available at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705588/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018_.pdf

The Guidance will be available for reference purposes at the meeting.* Particular attention is drawn to:

- Conditions – paragraphs 1.16-1.17 and 10.1 to 10.66
 - The Licensing Objectives – paragraphs 2.1–2.32
 - Hearings - paragraphs 9.31 to 9.44
 - Regulated Entertainment - 16.1 -16.9
12. The Sub-Committee must consider the application on its individual merits and take into account all relevant matters then determine the application by taking the steps it considers appropriate and necessary / proportionate to promote the licensing objectives.

13. When considering applications to vary an existing certificate, only the variation is subject to determination. No changes can be made to the certificate unless they are subject to the variation application.

14. Members are advised that when considering applications to vary an existing premises certificate, the following options are available to them by virtue of Part 4 Section 85(3) and (4) Licensing Act 2003. This provides that the Sub-Committee, having regard to the relevant representations made, must take such steps as it considers appropriate for the promotion of the licensing objectives. The steps are to:

- a. modify the conditions of the certificate (conditions are deemed to be modified if they are altered, omitted or a new condition added); or
- b. reject the whole or part of the application.

If neither of these steps are taken, the application must be granted.

Financial implications

15. There are no financial implications arising from this report.

Equalities and Human Rights

16. Under the Human Rights Act 1998, the Sub-Committee needs to consider the balance between the rights of the licensee and those making representations when making their decision. The Sub-Committee has a duty under section 17 of the Crime and Disorder Act 1998 when making its decision to do all it can to prevent crime and disorder in the Waverley area.

Legal implications

17. The Licensing Act 2003 sets out how applications for Club Premises Certificates should be dealt with where valid representations have been submitted.

18. Where a decision is made that is contrary to or a departure from the statement of licensing policy and the guidance, the decision should clearly state on what basis a decision was made to depart from the policy or guidance.

19. An appeal against the determination of this application may be made to the Magistrates Court within 21 days of all parties being notified of the local authority's decision. The applicant or any party making representation may make an appeal.

Climate change implications

There are no relevant matters to consider.

Recommendations

1. It is recommended that the Sub-Committee considers the application and evidence of all parties involved at the hearing and then determines the steps it considers appropriate to promote the licensing objectives.
2. Members must determine the application in accordance with the Licensing Act 2003 (Hearings) Regulations 2005.
3. The Sub-Committee should take such steps (as described at 14 above) as it considers appropriate for the promotion of the licensing objectives.
4. Once determined, the licensing authority must provide notification of the decision including its reasons to the applicant, any person who has made relevant representations and the Chief Officer of Police for the area in which the premises is situated.

Background Papers

Application referred to above; representations referred to above.

CONTACT OFFICER:

Name: Paul Hughes **Telephone:** 01483 523189
E-mail: paul.hughes@waverley.gov.uk

*Those without access to the Internet should contact Paul Hughes in order to access the Guidance

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Licensing Act 2003
Club Certificate - Summary

Godalming Naval Club 88 Meadrow Godalming Surrey GU7 3HY	Licence number:	LN/000002266	
	Valid from:	20th July 2009	
	Valid until		
	Telephone:	01483 415168	
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 regulated entertainment:-			
Indoor Sports Event, Live Music, Recorded Music and Facilities for dancing	Monday - Thursday	19:00	23:00
	Friday	19:00	00:30
	Saturday	11:00	00:30
	Sunday	11:00	23:00
Supply of Alcohol	Sunday - Thursday	11:00	23:00
	Friday and Saturday	11:00	00:00
Non-standard Timings:	Christmas Eve 11:00-00:30. New Year's Eve 11:00-01:00. December dinner and dance (two weeks prior to Christmas) 11:00-01:00.		

The opening hours of the premises:

Opening hours as for the sale of alcohol, closing 30 minutes after the sale of alcohol ceases

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:

Godalming Naval Club
 88 Meadrow
 Godalming
 Surrey
 GU7 3HY

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

N/A

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

No restrictions

Licensing Act 2003
Club Certificate - Detail

Godalming Naval Club 88 Meadrow Godalming Surrey GU7 3HY	Licence number: LN/000002266		
	Valid from: 20th July 2009		
	Valid until:		
	Telephone: 01483 415168		
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 regulated entertainment:-			
Indoor Sports Event, Live Music, Recorded Music and Facilities for dancing	Monday - Thursday Friday Saturday Sunday	19:00 19:00 11:00 11:00	23:00 00:30 00:30 23:00
Supply of Alcohol	Sunday - Thursday Friday and Saturday	11:00 11:00	23:00 00:00
Non-standard Timings:	Christmas Eve 11:00-00:30. New Year's Eve 11:00-01:00. December dinner and dance (two weeks prior to Christmas) 11:00-01:00.		

The opening hours of the premises: Opening hours as for the sale of alcohol, closing 30 minutes after the sale of alcohol ceases

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: Godalming Naval Club
88 Meadrow
Godalming
Surrey
GU7 3HY

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

Whether access to the premises by children is restricted or prohibited: No restrictions

Annexe 1 – Mandatory Conditions

Alcohol – Club

A club premises certificate may not authorise the supply of alcohol for consumption off the premises unless it also authorises the supply of alcohol to a member of the club for consumption on those premises. A club premises certificate which authorises the supply of alcohol for consumption off the premises must include the following conditions:

- The first condition is that the supply must be made at a time when the premises are open for the purposes of supplying alcohol, in accordance with the club premises certificate, to members of the club for consumption on the premises.
- The second condition is that any alcohol supplied for consumption off the premises must be in a sealed container.
- The third condition is that any supply of alcohol for consumption off the premises must be made to a member of the club in person.

that section 20 (3) of the Licensing Act 2003 applies to the film.

Annexe 2 – Conditions consistent with the operating schedule

Indoor Sports Event	Monday	19:00 hours to 23:00 hours
	Tuesday	19:00 hours to 23:00 hours
	Wednesday	19:00 hours to 23:00 hours
	Thursday	19:00 hours to 23:00 hours
	Friday	19:00 hours to 00:30 hours
	Saturday	11:00 hours to 00:30 hours
	Sunday	11:00 hours to 23:00 hours

Further Detail

Snooker and darts.

Non-Standard Timing

N/A

Location of activity : Indoors

Live Music	Monday	19:00 hours to 23:00 hours
	Tuesday	19:00 hours to 23:00 hours
	Wednesday	19:00 hours to 23:00 hours
	Thursday	19:00 hours to 23:00 hours
	Friday	19:00 hours to 00:30 hours
	Saturday	11:00 hours to 00:30 hours
	Sunday	11:00 hours to 23:00 hours

Further Detail

Usually on Saturdays only.

Non-Standard Timing

Boxing Day 12:00-16:00.

New Year's Day 19:00-01:00.

December dinner and dance 19:00-01:00.

Location of activity : Indoors

Recorded Music	Monday	19:00 hours to 23:00 hours
	Tuesday	19:00 hours to 23:00 hours
	Wednesday	19:00 hours to 23:00 hours
	Thursday	19:00 hours to 23:00 hours
	Friday	19:00 hours to 00:30 hours
	Saturday	11:00 hours to 00:30 hours
	Sunday	11:00 hours to 23:00 hours

Further Detail

Usually Saturdays only.

Non-Standard Timing

Boxing Day 12:00-16:00.
 New Year's Day 19:00-01:00.
 December dinner and dance 19:00-01:00.

Location of activity : Indoors

Facilities for dancing	Monday	19:00 hours to 23:00 hours
	Tuesday	19:00 hours to 23:00 hours
	Wednesday	19:00 hours to 23:00 hours
	Thursday	19:00 hours to 23:00 hours
	Friday	19:00 hours to 00:30 hours
	Saturday	11:00 hours to 00:30 hours
	Sunday	11:00 hours to 23:00 hours

Further Detail

Usually on Saturdays only.

Non-Standard Timing

Boxing Day 12:00-16:00.
 New Year's Day 19:00-01:00.
 December dinner and dance 19:00-01:00.

Location of activity : Indoors

Alcohol Sale or Supply	Monday	11:00 hours to 23:00 hours
	Tuesday	11:00 hours to 23:00 hours
	Wednesday	11:00 hours to 23:00 hours
	Thursday	11:00 hours to 23:00 hours
	Friday	11:00 hours to 00:00 hours
	Saturday	11:00 hours to 00:00 hours
	Sunday	11:00 hours to 23:00 hours

Further Detail

N/A

Non-Standard Timing

Christmas Eve 11:00-00:30.

New Year's EVE 11:00-01:00.

December dinner and dance (two weeks prior to Christmas) 11:00- 01:00.

Supply of alcohol to be for consumption : On the premises

Opening Hours	Monday	11:00 hours to 23:30 hours
	Tuesday	11:00 hours to 23:30 hours
	Wednesday	11:00 hours to 23:30 hours
	Thursday	11:00 hours to 23:30 hours
	Friday	11:00 hours to 00:30 hours
	Saturday	11:00 hours to 00:30 hours
	Sunday	11:00 hours to 23:30 hours

Further Detail

N/A

Non-Standard Timing

Christmas Eve 11:00-00:30.

New Year's Day 19:00-01:00.

December dinner and dance (two weeks prior to Christmas) 19:00-01:00.

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

None.

ELEMENTS OF OPERATING SCHEDULE TO ADDRESS LICENSING OBJECTIVES:

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

As a private members club, purchase of alcohol shall be monitored at all times.

Only members and bona fide (signed in) guests shall be permitted to purchase alcohol.

The premises shall use a "Challenge 21" policy and staff members shall only accept passport, photo driving licence or ID cards bearing the PASS hologram as forms of identification.

b) The prevention of crime and disorder

The Licensing Authority, Police or other interested authority shall be given access to the premises at any time.

There shall be no irresponsible drinks promotions (e.g. happy hour).

Staff shall be trained in the basic law relating to the sale/supply of alcohol and written records shall be kept for inspection.

The premises shall continue to be an active member of Pubwatch and shall send a representative to Pubwatch meetings as long as one exists.

c) Public Safety

Members of the Club's Committee shall monitor entry to the club and to monitor maximum attendance at events.

Main events at the club shall be kept to a limit of 120 members/guests on site and notices to that effect shall be displayed on the entrance door.

d) The prevention of public nuisance

During all musical events all windows and doors shall be closed not later than 22:00 hours to avoid causing unnecessary nuisance to local residents.

e) The protection of children from harm

Children shall only be permitted to the club if accompanied by a member - parent or responsible guardian.

Children shall not be permitted in the bar area nor are they permitted to purchase alcohol.

Children are not permitted to play snooker or play the fruit machine.

Children shall be allowed to play games on the "IT" box.

There shall be a notice informing members this.

Embedded Restrictions : Club

1. Permitted Hours

Alcohol shall not be sold or supplied except during permitted hours.

In this condition, permitted hours means those hours listed above.

2. Restrictions

The above restrictions do not prohibit:

- a) the supply to, or consumption by, any person of alcohol in any premises where they are residing;
- b) the consumption of the alcohol on the premises during the first twenty minutes after the above hours;
- c) the taking of the alcohol from the premises (unless the alcohol is supplied or taken in an open vessel), during the first twenty minutes after the above hours;
- d) the consumption of the alcohol on the premises by persons taking table meals there during the first thirty minutes after the above hours, if the alcohol was supplied for consumption ancillary to those meals;
- e) the consumption of the alcohol on the premises by, or, the taking sale or supply of alcohol to any person residing in the licensed premises;
- f) the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of the alcohol so ordered;
- g) the sale of alcohol to a trader or club for the purposes of the trade or club;
- h) 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;
- i) the taking of alcohol from the premises by a person residing there; or
- j) 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
- k) 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 liquor 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).

Annexe 3 – Conditions attached after a hearing by the Licensing Authority

N/A

Annexe 4 – Plans

Attached

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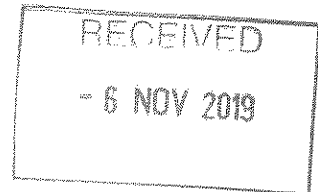
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4/12/19

Waverley
BOROUGH COUNCIL

Hearing 19/12/19

ANNEXE 2



Application to vary a club premises certificate to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING APPLICATION

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.

GODALMING NAVAL CLUB

(Insert name of club)

club applies for a club premises certificate under section 84 of the Licensing Act 2003 for the premises named in Part 1 below

Club premises certificate number

LN/000002266

Part 1 - Club premises details

Name of club

GODALMING NAVAL CLUB

Postal address of premises, if any, or if none Ordnance Survey map reference or description

88 MEADOW

Post town

GODALMING

Postcode

GU7 3HY

Telephone number (if any)

01483 45168

E-mail address (optional)

GNC.GODALMING@MAIL.COM

Name of person performing duties of a secretary to the club

GEMMA BURROWS

Address of person performing duties of a secretary to the club

7 OCKFORD RIDGE

GODALMING

SURREY

Post town

GODALMING

Postcode

GU7 2NP

Daytime contact telephone number (if any)	07403 009171
E-mail address (optional)	GEMNALBURROWS@GMAIL.COM

Part 2 – Applicant details

Daytime contact telephone number (if any)	01483 752763		
E-mail address (optional)	ADZIAN.PRICE@TUNSOLICITORS.COM		
Current postal address if different from premises address	65 WOODBRIDGE ROAD GUILDFORD SURREY		
Post town	GUILDFORD	Postcode	GU1 4RD

Part 3 - Variation

Please tick

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

Yes No

If not when do you want the variation to take effect from?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

- UPDATED PLAN OF THE PREMISES SHOWING THE SLIGHT ALTERATION OF THE INTERNAL LAYOUT AND THE AREA TO BE COVERED BY THE LICENCE EDGED IN RED.
- THE MAXIMUM NUMBER OF MEMBERS/GUESTS PERMITTED ON SITE DURING MAIN EVENTS TO BE INCREASED TO 150 IN LINE WITH THE FIRE SAFETY REGULATIONS FOR THE PREMISES
- ALL LICENCE CONDITIONS RELATING TO THE FOUR LICENSING OBJECTIVES TO BE UPDATED IN LINE WITH THE ATTACHED DOCUMENT "LICENCE CONDITIONS" AS AGREED WITH SURREY POLICE LICENSING ENFORCEMENT OFFICER, RAS CARNIE

If the club's 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 – Club Operating Schedule

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

What qualifying club activities do you intend to conduct on the club premises which will be affected by your application?

Provision of regulated entertainment (please read 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 entertainments (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)

The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club (if ticking yes, fill in box I)

The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

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	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	08:00	23:00	Please give further details here (please read guidance note 5)	Both	<input type="checkbox"/>
Tue	08:00	23:00			
Wed	08:00	23:00	State any seasonal variations for the performance of live music (please read guidance note 6) DECEMBER DINNER + DANCE - HELD TWO WEEKS BEFORE CHRISTMAS: 08:00 - 01:00 NEW YEAR'S EVE: 08:00 - 01:00 (NEW YEAR'S DAY)		
Thur	08:00	23:00			
Fri	08:00	00:30	Non-standard timings. Where the club intends to use the premises for the performance of live music at different times from those listed in the column on the left, please list (please read guidance note 7)		
Sat	08:00	00:30			
Sun	08:00	23:00			

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	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon	08:00	23:00			
Tue	08:00	23:00			
Wed	08:00	23:00	State any seasonal variations for the playing of recorded music (please read guidance note 6) DECEMBER DINNER + DANCE - HELD TWO WEEKS BEFORE CHRISTMAS: 08:00 - 01:00 NEW YEAR'S EVE: 08:00 - 01:00 (NEW YEAR'S DAY)		
Thur	08:00	23:00			
Fri	08:00	00:30	Non-standard timings. Where the club intends to use the premises for the playing of recorded music at different times from those listed in the column on the left, please list (please read guidance note 7)		
Sat	08:00	00:30			
Sun	08:00	23:00			

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	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	08:00	23:00	Please give further details here (please read guidance note 5)	Both	<input type="checkbox"/>
Tue	08:00	23:00			
Wed	08:00	23:00	State any seasonal variations for the performance of dance (please read guidance note 6) DECEMBER DINNER + DANCE - HELD TWO WEEKS BEFORE CHRISTMAS! 08:00 - 01:00 NEW YEAR'S EVE! 08:00 - 01:00 (NEW YEAR'S DAY)		
Thur	08:00	23:00			
Fri	08:00	00:30	Non-standard timings. Where the club intends to use the premises for the performance of dance at different times from those listed in the column on the left, please list (please read guidance note 7)		
Sat	08:00	00:30			
Sun	08:00	23:00			

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	<input checked="" type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	State any seasonal variations (please read guidance note 6)					
Mon	10:00	23:00				DECEMBER DINNER & DANCE - HELD TWO WEEKS BEFORE CHRISTMAS: 10:00 - 01:00 NEW YEAR'S EVE: 10:00 - 01:00 (NEW YEAR'S DAY)		
Tue	10:00	23:00						
Wed	10:00	23:00						
Thur	10:00	23:00	Non-standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list (please read guidance note 7)					
Fri	10:00	00:30						
Sat	10:00	00:30						
Sun	10:00	23:00						

J

Hours club premises are open to the members and guests Standard days and timings (please read guidance note 8)			State any seasonal variations (please read guidance note 6) DECEMBER DINNER & DANCE - HELD TWO WEEKS BEFORE CHRISTMAS 08:00-01:30 NEW YEAR'S EVE: 08:00-01:30 (NEW YEAR'S DAY)
Day	Start	Finish	Non standard timings. Where you intend the premises to be open to the members and guests at different times from those listed in the column on the left, please list (please read guidance note 7)
Mon	08:00	23:30	
Tue	08:00	23:30	
Wed	08:00	23:30	
Thur	08:00	23:30	
Fri	08:00	01:00	
Sat	08:00	01:00	
Sun	08:00	23:30	

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).

THERE ARE GAMING MACHINES ON THE PREMISES THAT CHILDREN ARE NOT PERMITTED TO USE OR LOITER AROUND AND THERE ARE NOTICES TO THIS EFFECT DISPLAYED IN THE VICINITY OF THE MACHINES

L

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

ALL CURRENT CONDITIONS TO BE UPDATED IN LINE WITH THE ATTACHED DOCUMENT HEADED "LICENCE CONDITIONS" AS AGREED WITH SURREY POLICE'S LICENSING ENFORCEMENT OFFICER, PAB CARNIE

Please tick as appropriate

- I have enclosed the club premises certificate
- I have enclosed the relevant part of the club premises certificate

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

Reasons why the club has not enclosed the club premises certificate or relevant part of it:

THIS DOCUMENT WAS HELD BY THE PREVIOUS CLUB SECRETARY WHO PASSED AWAY AFTER A SHORT ILLNESS.

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

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

PLEASE SEE 'LICENCE CONDITIONS' ATTACHED

b) The prevention of crime and disorder

PLEASE SEE 'LICENCE CONDITIONS' ATTACHED

c) Public safety

PLEASE SEE 'LICENCE CONDITIONS' ATTACHED

d) The prevention of public nuisance

PLEASE SEE 'LICENCE CONDITIONS' ATTACHED

e) The protection of children from harm

PLEASE SEE 'LICENCE CONDITIONS' ATTACHED

Godalming Naval Club

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

The Committee/Secretary fully understands their role and responsibilities concerning the four licensing objectives obtained within the 2003 licensing act. A comprehensive breakdown of these objectives & how to ensure they are met are detailed below.

PREVENTION OF CRIME AND DISORDER

- 1 Any person who shows signs of intoxication will be refused entry to the licensed premises.
- 2 Appropriate digital CCTV equipment and a sufficient number of cameras shall be installed and maintained at the premises to record colour images that are clear enough to allow the Police to use them to investigate any crimes that are committed on the premises. The areas covered by the cameras will be all areas that the public have access to and this will include the outside area. A camera will be positioned to obtain images of persons entering the building by the main entrances.
- 3 No persons other than the Police, the licensing authority, the premise licensing holder or the Club Secretary shall have access to the CCTV recording equipment or the recordings made from such equipment. The CCTV system will be in operation and recording whenever the premises are open to the public.
- 4 Recordings made on the CCTV system shall be retained for a period of at least 30 days of recording.
- 5 A minimum of 3 notices stating that CCTV is in operation shall be displayed throughout the premises where the public have access. The notices shall be at least A4 size.
- 6 There shall be a member of staff on duty at all times when the premises is open to the members and guests who is able to operate the CCTV system. If an incident occurs at the premises then the footage on the CCTV system shall be made available to view by Police officers on request. If a copy is requested then it must be available within 48 hours of the request.
- 7 An incident book shall be kept on the premises and all incidents no matter how minor will be recorded.
- 8 There shall be no irresponsible drinks promotions (e.g. happy hour).
- 9 Staff shall be trained in the basic law relating to the sale/supply of alcohol and written records shall be kept for inspection.
- 10 The premises shall continue to be an active member of Pubwatch and shall send a representative to Pubwatch meetings as long as one exists.

PUBLIC SAFETY

- 1 The premises shall have a "Challenge 25" policy and bar staff are instructed not to serve anyone who fails to prove that they have reached 18 years of age.
- 2 Members of the Club's Committee shall monitor entry to the Club and to monitor maximum attendance at events. Main events at the Club shall be kept to a limit of 150 members/guests on site and notices to that effect shall be displayed on the entrance door.

PREVENTION OF PUBLIC NUISANCE

- 1 The Committee/Secretary will control the escape of noise from the licensed premises by ensuring that the windows and doors are kept shut during any live indoor music events after 22:00 hours.
- 2 Entry to the licensed premises will not be permitted to anyone who appears intoxicated.
- 3 The Committee/Secretary fully understands that it is their duty to prevent their premises causing any nuisance to any local residents or businesses they will monitor the external premises area in relation to any anti-social behaviour or public nuisance.

PROTECTION OF CHILDREN FROM HARM

- 1 Only children accompanied by an adult will be allowed into the licensed premises and those children will be supervised by an adult at all times.
- 2 The Committee/Secretary shall adopt the "Challenge 25" policy. Any person who appears to look under the age of 25 years shall be challenged and asked for identification to prove that they are over the age of 18 in accordance with the 'Challenge 25' policy.
- 3 The 'Challenge 25' policy shall be brought to the attention of customers at the point of sale by the display of notices.
- 4 The premises will only accept valid forms of identification such as photo driving licence, passport and home office approved id cards displaying the national proof of age standard scheme (PASS hologram). All customers who look under the age of 25 shall be challenged to prove their age and identity when purchasing alcohol.
- 5 A Refusals book shall be kept on the premises and a record must be kept of all persons who are refused the sale of alcohol and this book shall be made available on request to the police or authorised person.
- 6 All staff who serve alcohol shall receive suitable training including refresher training in relation to challenge 25 proof of age policy which shall be applied to the premises. This

training shall be carried out every 6 months and a written record of the training shall be kept. Every person who completes the training shall sign and date the written record and this record shall be countersigned by the designated premises supervisor or by a person who holds a personal licence.

Checklist:

Please tick to indicate agreement

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

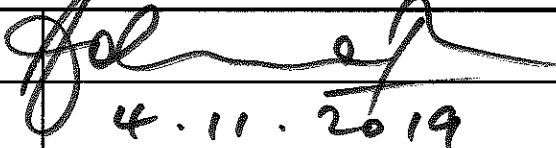
IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 5 – Signatures (please read guidance note 12)

I ADRIAN JOHN PRICE

(Insert full name)

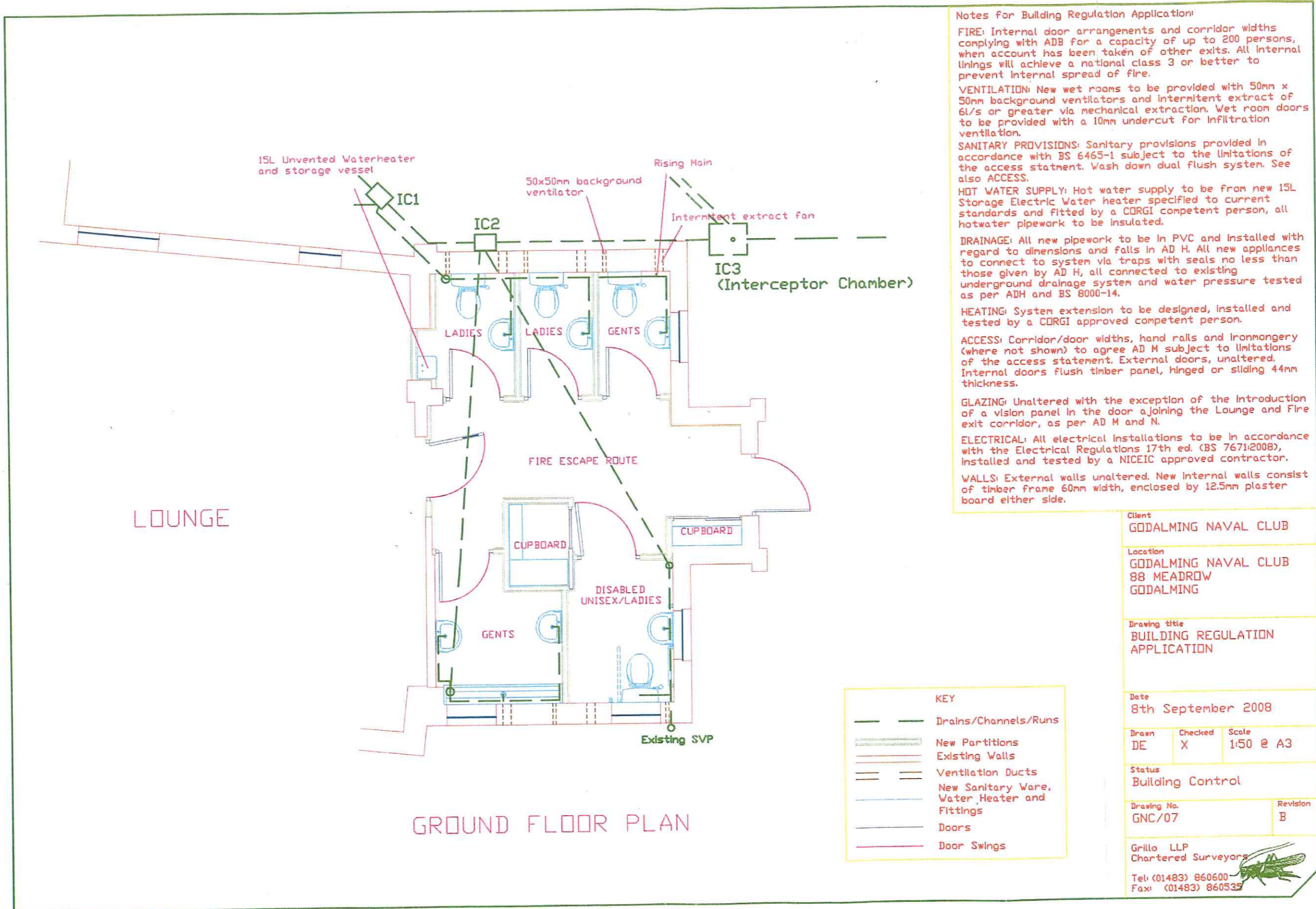
make this application on behalf of the club and have authority to bind the club

Signature	
Date	4.11.2019
Capacity	PARTNER / SOLICITOR

Address for correspondence associated with this application (please read guidance note 13)			
TWM Solicitors LLP 65 Woodbridge Road Guildford Surrey GU1 4RD			
Post town		Postcode	
Telephone number (if any)	01483 752700		
If you would prefer us to correspond with you by e mail, your e mail address (optional)			
ADRIAN.PRICE@TWM-SOLICITORS.COM			

Notes for Guidance

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 it is, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for people to consume these off-supplies, please include a description of where this 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



Notes for Building Regulation Application:

FIRE: Internal door arrangements and corridor widths complying with ADB for a capacity of up to 200 persons, when account has been taken of other exits. All internal linings will achieve a national class 3 or better to prevent internal spread of fire.

VENTILATION: New wet rooms to be provided with 50mm x 50mm background ventilators and intermittent extract of 6l/s or greater via mechanical extraction. Wet room doors to be provided with a 10mm undercut for infiltration ventilation.

SANITARY PROVISIONS: Sanitary provisions provided in accordance with BS 6465-1 subject to the limitations of the access statement. Wash down dual flush system. See also ACCESS.

HOT WATER SUPPLY: Hot water supply to be from new 15L Storage Electric Water heater specified to current standards and fitted by a CORGI competent person, all hotwater pipework to be insulated.

DRAINAGE: All new pipework to be in PVC and installed with regard to dimensions and falls in AD H. All new appliances to connect to system via traps with seals no less than those given by AD H, all connected to existing underground drainage system and water pressure tested as per ADH and BS 8000-14.

HEATING: System extension to be designed, installed and tested by a CORGI approved competent person.

ACCESS: Corridor/door widths, hand rails and ironmongery (where not shown) to agree AD M subject to limitations of the access statement. External doors, unaltered. Internal doors flush timber panel, hinged or sliding 44mm thickness.

GLAZING: Unaltered with the exception of the introduction of a vision panel in the door adjoining the Lounge and Fire exit corridor, as per AD M and N.

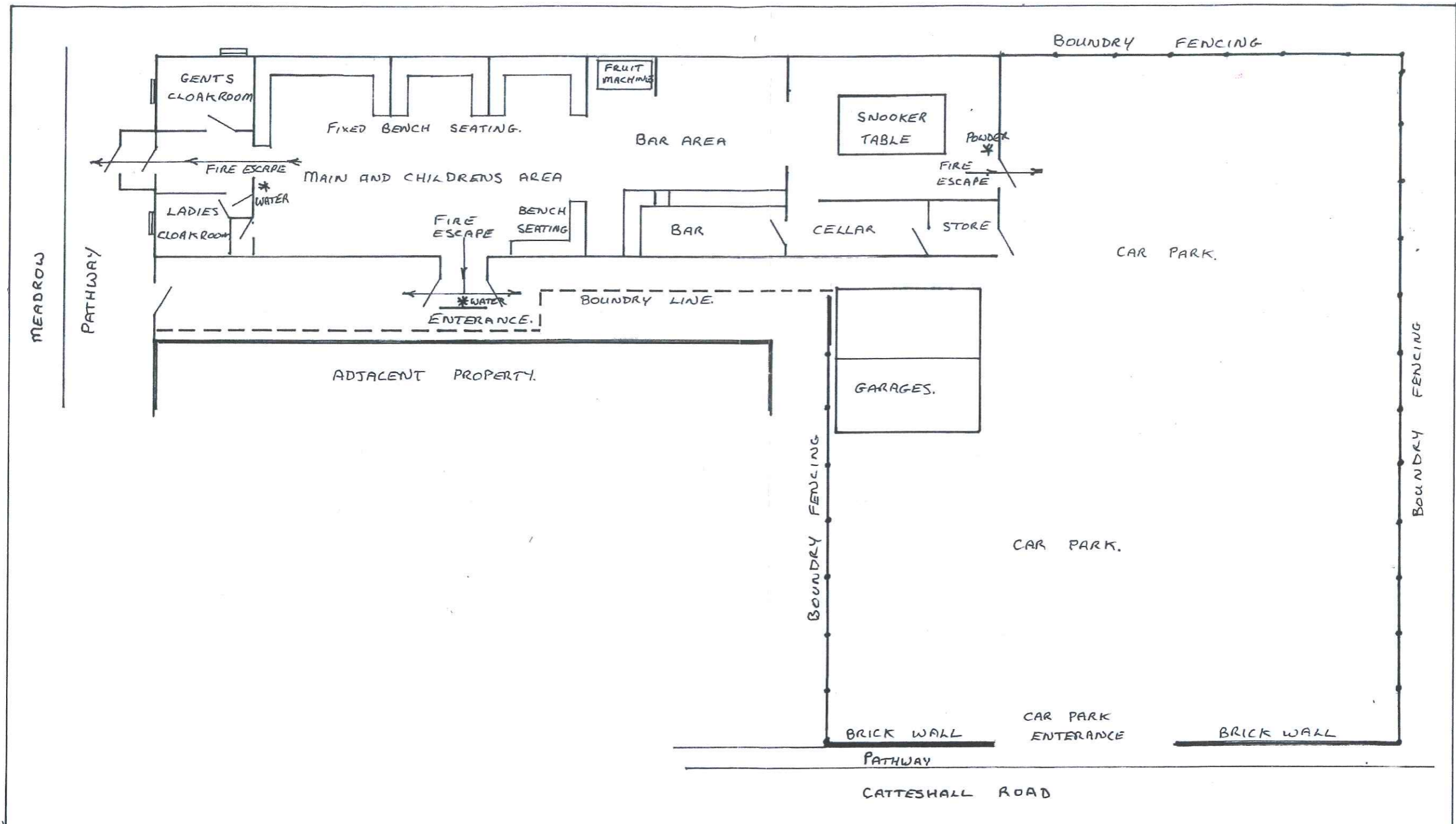
ELECTRICAL: All electrical installations to be in accordance with the Electrical Regulations 17th ed. (BS 7671:2008), installed and tested by a NICEIC approved contractor.

WALLS: External walls unaltered. New internal walls consist of timber frame 60mm width, enclosed by 12.5mm plaster board either side.

Client GODALMING NAVAL CLUB		
Location GODALMING NAVAL CLUB 88 MEADOW GODALMING		
Drawing title BUILDING REGULATION APPLICATION		
Date 8th September 2008		
Drawn DE	Checked X	Scale 1:50 @ A3
Status Building Control		
Drawing No. GNC/07	Revision B	
Grillo LLP Chartered Surveyors		
Tel: (01483) 860600 Fax: (01483) 860535		

KEY	
	Drains/Channels/Runs
	New Partitions
	Existing Walls
	Ventilation Ducts
	New Sanitary Ware, Water Heater and Fittings
	Doors
	Door Swings

OLD



NOTES.
 CEILING HEIGHT 2465mm
 * DENOTES POSITION OF FIRE EXTINGUISHERS
 ALL FIXED BENCH SEATING AREAS HAVE BALLUSTRADING PARTITION'S 1.9m HIGH

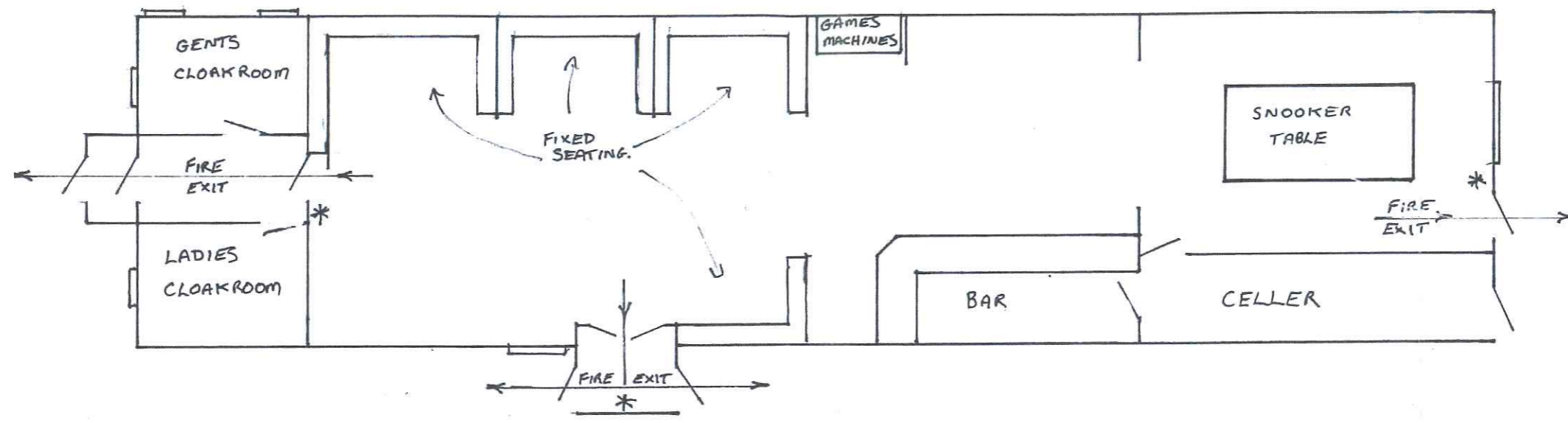
DRAWN.
 G.K.B.
 DATE
 28/7/05

GODALMING NAVAL CLUB
 88. MEADOW
 GODALMING
 SURREY GU7 3HY

SCALE 1:125
 DRAWING NO 2
 REK

OLD

Wk/265720016



* POSITION'S OF FIRE EXTINGUISHERS

GRAHAM BROWN

Rozellen, Catteshall Road, Godalming, Surrey, GU7 1LY.
Telephone No. (01483) 420379. Mobile No. 07768 072351

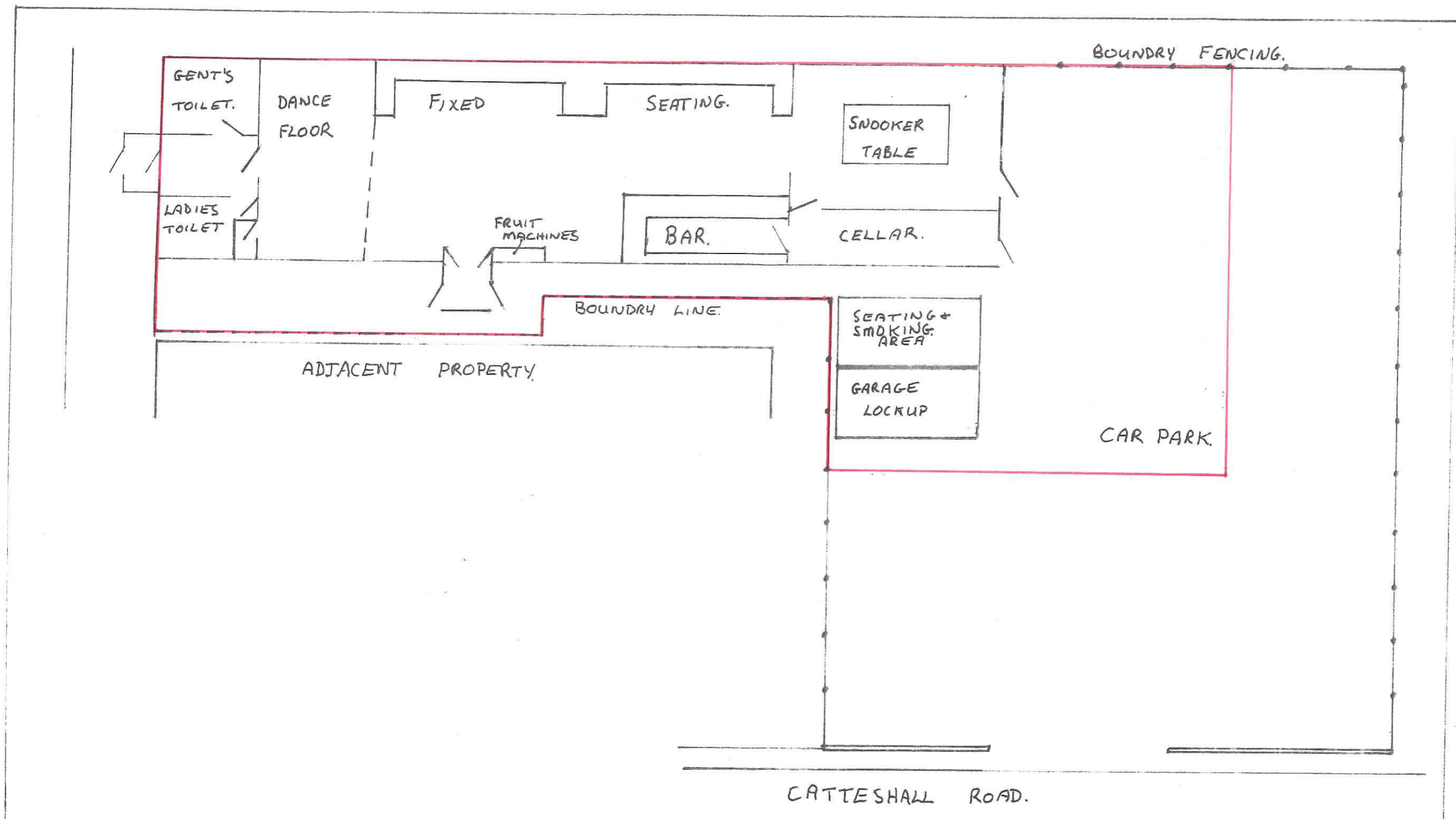
DRAWN *GB*
CHECKED
DATE

CLIENT GODALMING NAVAL CLUB
88 MEADOW
GODALMING
SURREY
GU7 2LZ

SCALE
1:100

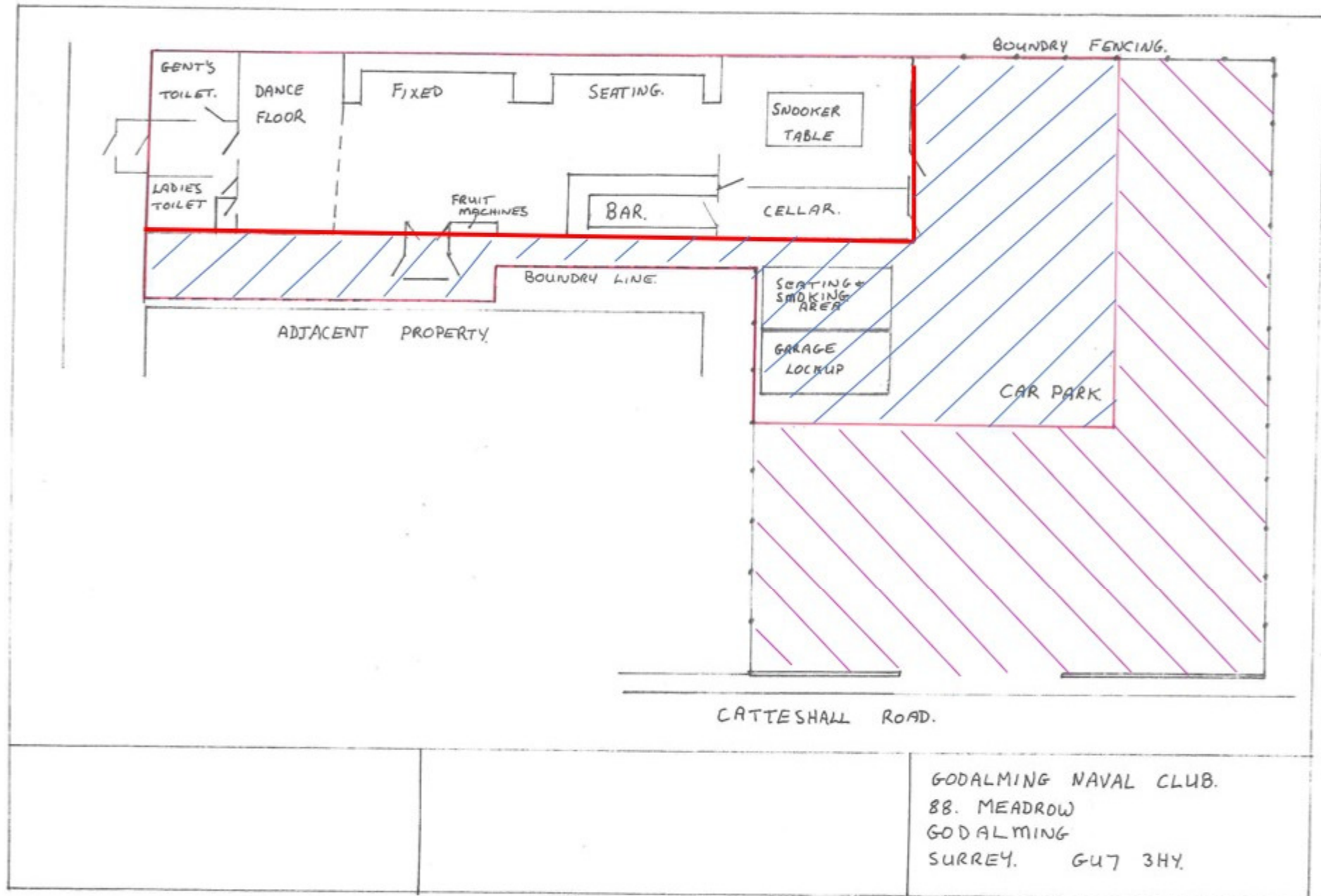
DRAWING No.	REV.
1	

OLD



		GODALMING NAVAL CLUB. 88. MEADOW GODALMING SURREY. GU7 3HY.
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NOV 2019



NOV 2019

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Kate Halsall

From:
Sent: Friday 22 November 2019 13:54
To: Licensing Policy;
Subject: Godalming Naval Club application of licence extension



Follow Up Flag: Follow up
Flag Status: Flagged

[** This email originates from an external source **]

Dear

I understand that the Godalming Naval Club (88 Meadow, Godalming, GU7 3HY) has made an application to alter their existing licence. I write as a local resident to formally object to the proposed extension of their operating hours on the following grounds.

Members' noise and antisocial behaviour - Their premises is surrounded by residential properties. The loud noise created by their clients when existing and entering the club, particularly in the evening, demonstrates a total disregard to those who live nearby. Their members do not leave the premises according to the club's operating hours and their drunken noise is becoming a nuisance, particularly early morning.

Groups of clients stand and drink in the car park during the club's operating hours and, again, show no regard for those whose homes neighbour the car park. This is evidenced by the noise they create and their intimidating attention paid to residents who are carrying out their everyday activities. I have a right to privacy.

Music noise - As stated, above the club is surrounded by residential properties. I consider that an extension of the playing of music to be inappropriate for a business which essentially operates in the evening. I work at home and do not wish to be disturbed by music (live or otherwise) and the associated drunken club members during the day.

To conclude, I consider that an extension to their operating licence will ultimately see an extension to the current levels of nuisance client noise, disorder and antisocial behaviour. I should also point out that the club is located on a road used as the main pedestrian route for school children, and as such it is inappropriate for children to be exposed to the drunken and intimidating behaviour of the club's members.

I look forward to hearing from you in due course.

Yours sincerely

Kate Halsall

From:
Sent: Friday 22 November 2019 18:52
To: Licensing Policy
Subject: Godalming Naval Club proposed extension of licensing hours!

2

[** This email originates from an external source **]

Dear

I strongly object to the Godalming Naval Club's proposal for extended licensing hours.

My home looks directly onto their car park and the club's rear doors, with only 52-inch fence to separate the two properties. There is no hedge to baffle the already unacceptable noise (especially at the weekends.) I already have to tolerate loud music, particularly the bass noise, car doors slamming, with raucous laughter and loud conversation from the outside 'smoking area' all evening, plus litter from their cars (blown under the fence into Catteshall Hatch) and incessant shouting as the drinkers depart.

This is a RESIDENTIAL AREA, and the Naval Club is surrounded on three sides by houses, where residents already have to tolerate the "disturbances" from the Club. Lights like search lights point at my bedroom with CCTV cameras all day and night. Most nights up to six or more large vans are parked until early next morning, when they leave with engines revving, men shouting and doors banging and slamming.

Increasing the licensing hours is a big step too far!

Kate Halsall

From: .
Sent: Friday 22 November 2019 22:24
To: Licensing Policy
Subject: Representation - Objection to any licence extension for Godalming Naval Club

3

[** This email originates from an external source **]

Hi,

I attempted to submit this using the online form, however I just received an application error. Anyway, the following is my objection.

I'd like to object to any extension of Godalming Naval Club's licence which would cause more noise.

On a number of occasions, their functions have caused noise late at night. The club and their patrons do not appear to have much consideration for residents.

The car park is often used as a beer garden(a table is outside and people sit and drink during the summer) and also people congregated in the car park.

Club doors have been left open and the noise therefore carries further particularly when bands play. Since I live immediately adjacent to the club with only a wooden fence between us, I am aware of people noisily leaving the club late at night(after 11pm) with car doors slamming, engines left running and people carrying on loud conversations. It's obvious to me that any extension to their licence would only make matters worse.

Please do not allow any extension.

Thanks and regards,

Kate Halsall

From:
Sent: Sunday 24 November 2019 15:55
To: Licensing Policy;
Cc:
Subject: Godalming Naval Club application of licence extension

4

[** This email originates from an external source **]

Dear

We understand that the Naval Club have applied for an increase in their opening hours. We did not receive any formal notification of this application, which is strange considering that the Club is ringed by residential properties. I have copied this to Linda Wilson, the Chair person of the Lammas Residents Association and request that in future we are all copied on any further changes the Naval Club may request.

There are already difficulties for us, largely due to the noise from members sitting and drinking outside on the edge of the car park in the evenings.

In summary, the current situation is bad enough, but any extension obviously makes matters much worse, later in the night. When they leave, there are loud discussions and noise as they get in to their cars, right under our bedroom window.

We beg you not to change the current hours.

Yours sincerely,

Kate Halsall

From:
Sent: Monday 25 November 2019 17:04
To: Licensing Policy
Subject: Official Objection to license vacation, Godalming Naval Club



[** This email originates from an external source **]

Dear Sirs/Madam

I am writing in relation to the application for an extension of the opening hours of the Godalming Naval Club, Meadrow.

I live immediately adjacent to the GNC, separated by a fence and hedge that attempt to mitigate noise and disturbance with only partial success.

Presently, I am awoken or prevented from sleeping on multiple weekends because of loud music and the sub-bass that is transported through the walls & ground into my home, into my bedroom, into my BED and gently vibrating me on the low notes while I am lying prone, no more than 20 FEET from the source.

People at the far end of the Naval Club are generally further away from the music than I am.

As an unwilling participant of this karaoke and live music, I feel this would be considered enough by most people. However, this is also punctuated from time to time by hearing the shouts of 'No, Leave it, he/she's not worth it' projected across the carpark, at full volume, with accompanying scuffles, breaking glass, indignant car door slams, high revs and squealing of tyres in the dramatic exit style of a 70's Cop show.

And don't get me started on the 3am random Fire alarm going off without any response or remedial actions by the licensees.

All wonderful parts of human life, to be sure, but I feel this is already pushing the limits of an acceptable level of disturbance for the area.

To extend this by 30 minutes EVERY DAY is NOT acceptable to our community, and would likely lead to an increase from the immediate neighbours in the monitoring of decibel output, keeping of a noise diary and a large increase in complaints that would potentially be counterproductive to the Naval Club in the long term.

I hope that you will consider this fully in your evaluation of the application. In fact, I would like to ask you how I would go about petitioning for a restriction of current hours to more acceptable ones: is this possible?

Along with other immediate neighbours, I specifically forbid you under GDPR from sharing any of my details with the license applicants.

With kindest regards

Kate Halsall

From:
Sent: Monday 02 December 2019 05:44
To: Licensing Policy
Subject: Objection - Godalming Naval Club Application
Attachments: IMG_1807.JPG



[** This email originates from an external source **]

I write to formally object to the application submitted by Godalming Naval Club and request the Premises License is subjected to review.

I am an interested party as a property owner, directly opposite the car park to this social club and due to the ongoing disturbance I suffer, I would greatly appreciate the license being reviewed to minimise the public nuisance. Please see attached photo of the notice displayed inside the club, which at best demonstrates the incompetence of the club management but at worst, encourages their patrons to cause nuisance to local residents.

The car park is not detailed in the Premises License as an area for licensable activities yet it is used by the club for their customers to dwell for drinking alcohol, smoking and BBQs. A picnic bench has even been provided for the purpose of dwelling in the car park. In previous complaints to EHO and Waverley Licensing, I have requested the bench be removed and polite 'respect our neighbours' notices be displayed in order to reduce the noise nuisance caused by this club but this has not only been ignored, the attach sign has been displayed.

The noise from patrons is therefore not what you would expect from a car park and causes frequent disturbance to me, particularly in the evenings and weekends.

A smoking shelter erected against the garage in the car park, is also in constant use and the 'corridor' the shelter has created amplifies the voices of patrons. Another noise nuisance which despite having double glazed windows, I am frequently disturbed by shouting, swearing, laughter and even screaming.

There is a condition on the license to have doors and windows closed when music is being performed but this was not adhered to in summer months so loud music is blaring out, causing a nuisance to local residents throughout the evening.

The security alarm is frequently sounding when the premises is unmanned (in the night or early morning) and local residents must then suffer the very loud, irritating siren until a member of staff arrives to turn it off! A security light has also been attached to the side of the club, shining constantly and directly into my property.

The rubbish bins are situated in the car park and have a weekly collection between 6am and 7am. The noise of the lorry and the emptying of a large quantity of glass is a huge disturbance at a very unsociable time of day.

In summary, the noise nuisance I am affected by could and indeed should have been greatly reduced by the club management taking responsible steps to promote the licensing objectives.

I trust appropriate conditions will be added to this license to improve the quality of life for local residents and the application to increase activity of what is already proving a nuisance, be declined.

Regards

POLITE NOTICE

WHEN LEAVING THE
PREMISES, PLEASE REMIND
OUR NEIGHBOURS THAT
DRUNK PEOPLE HAVE
BEEN LOUDLY LEAVING
THIS ESTABLISHMENT
LONG BEFORE THEY
DECIDED TO BUY HOUSES
NEXT DOOR TO IT

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From> redacted

Sent: Monday 23 December 2019 17:58

To: Paul Hughes <Paul.Hughes@waverley.gov.uk>; Licensing Policy <Licensing.Policy@waverley.gov.uk>

Subject: Re: Naval Club Agenda - Licensing Sub-Committee B 19 December 2019

[This email originates from an external source **]**

Hi Paul,

It was good to meet yourself and some of objectors last week, the opportunity to clarify our variation and to discuss the objections before the next meeting on the 9th January 2020 was I think quite productive.

Of the points you raised

- I have attached a copy of the Club's current rules.
- We have reviewed the area requested for licensing based on your explanation that we could keep the area licensed area as is, but would be able to consume alcohol anywhere within the premises. I have amended the attached diagram to show this, only the unhatched area with the red line around requires a licence for supply of alcohol, the blue hatched area is that removed from the variation, the unhatched, the blue and purple areas (the premises) are those where alcohol can be consumed
- We wish to remove the "Performances of Dance" request from the variation on the understanding this would not prevent members (or guests) from dancing at disco or similar

There is one area we would like further clarification on and that was the law and regulations around opening and the supply of alcohol for major events, e.g. football or rugby world cup. Do we add examples of the events to the non-standard timings? Or is there some other method?

The remainder of the variation we wish to retain.

In response to some of the objections we

- have removed the bench where people were congregating
- have permanently switched off one of the lights whilst we ascertain whether we can fit a timer,
- will be re-siting the other light to a lower level below the roof line and fitting a cowling
- will review the brightness of the lights with a view to reducing
- have provided a channel of communication for residents to raise any concerns directly with ourselves

If you have queries then please do get in touch.

Regards
redacted

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RULES
of the
GODALMING NAVAL CLUB

Registered under the Friendly Societies Acts 1896 – 1986

Register Number 2546W

(Revised 29/07/2015)

Registered Office

88 Meadrow, Farncombe, Godalming, Surrey GU7 3HY

Tel: 01483 415168 E-mail: gnc.godalming@mail.com

NAME AND CONSTITUTION

1. The Society is a Working Men's Club. It shall be called the **GODALMING NAVAL CLUB** and is hereafter referred to as "**THE CLUB**".

REGISTERED OFFICE

- 2.(1) The registered office of the Club shall be:

GODALMING NAVAL CLUB, 88 MEADOW, GODALMING, SURREY. GU7 3HY.

- 2.(2) In the event of any change in the situation of the registered office, notice of such change shall be sent to the Registrar within fourteen days thereafter in the form prescribed by the Treasury Regulations.

OBJECTS

3. The Club is established for the purpose of providing for its Members the means of Social Intercourse, Mutual Helpfulness, Mental and Moral Improvement and Rational Recreation.

APPLICATION OF FUNDS

- 4.(1) All moneys received on account of subscriptions, levies, fines, donations, sale of rules, or otherwise, and interest on investments shall be applied in carrying out the objects of the Club, in accordance with the rules.
- 4.(2) Any officer misapplying the funds shall repay the amount misapplied and be excluded without prejudice to his liability to prosecution for such misapplication.

INVESTMENT

- 5.(1) So much of the funds as may not be wanted for immediate use, or to meet the usual accruing liabilities, shall, with the consent of the Committee, or a majority of the Members present and entitled to vote in a General Meeting, be invested by the Trustees in any of the following ways, namely, - in the Post Office Savings Bank, or in any Savings Bank certified under the Trustee Savings Bank Act 1863, or the Trustees Savings Bank Act 1954, or in any Building Society authorised for investment by Trustees, or in the Public Funds, or in the purchase of land, or in the erection or alteration of offices or other buildings thereon, or in any investment in which the Trustees are for the time being by law authorised to invest Trust Funds.
- 5.(2) The Trustees, with the consent of a Special General Meeting, may purchase or take on lease any land and may sell, exchange, mortgage, lease, or build upon that land (with power to alter and pull down buildings and again rebuild) and a purchaser, assignee, mortgagee, or tenant shall not be bound to enquire as to the authority for any sale, exchange, mortgage or lease by the Trustees, and receipt of the Trustees shall be a discharge for all moneys arising from or in connection with such sale, exchange, mortgage or lease.
- 5.(3) Mortgages or other assurances for securing money to the Club may be vacated by a receipt endorsed or annexed, signed by the Trustees and countersigned by the Secretary, in the form contained in the Second Schedule to the Friendly Societies Act of 1896.

BORROWING

6. The Trustees, with the consent of a Special General Meeting, may borrow money for the purposes of the Club upon the security of any assets of the Club and shall have the power to execute all deeds or other documents which may be required for the purpose.

MEMBERSHIP

7.(1) Qualifications for Membership.

All Members, Honorary Members and Associate Members of the Godalming Naval Club, and all other persons whether male or female over eighteen years of age shall be eligible for membership of the Club.

7.(2) Method of Nominating and Electing Members.

- (a) All other persons shall sign an application for membership which shall be proposed by a Member of the Club, and Seconded by a Member of the Committee. The application form shall be displayed on the Club Notice Board before being considered by the Committee of Management.
- (b) All categories of Members shall be elected by the Committee of Management who may decline to elect any Member in its absolute discretion without assigning any reason for its decision.
- (c) No person shall be admitted to any class of membership without an interval of at least 48 hours between nomination for membership and his admission. New Members, other than Honorary Members shall pay the joining fee and the current years membership subscription to the Treasurer before their admission shall be deemed complete.

7.(3) Temporary Members.

Any person over eighteen years of age may be elected as a Temporary Member for four days in any one week, no more than twice in a calendar year, by any two Committee Members. The names of such persons shall be displayed on the Club Notice Board. Temporary Members shall not be called upon to pay any subscription, though will be required to pay a visitors fee, and shall not be liable for any deficiency or be entitled to share in any assets of the Club on its dissolution.

SUBSCRIPTIONS

8. Annual Subscriptions, payable on the First Day of January each year, shall be such sums as may be from time to time be determined by the Committee of Management at their meeting in November each year. The sum so decided shall be posted on the Club Notice Board, together with the Visitors entrance fee which shall be determined at the same time. Such sums shall not exceed £15.00 per year.

VISITORS

- 9.(1) Visitors may be introduced by Members of the Club subject to names being entered in a book kept for that purpose and to their host being responsible for their conduct at all times. The visitor may only stay on Club premises while accompanied by the Member signing them in. A visitors fee of £1 will be payable.

- 9.(2)** No Member may introduce more than two guests in any one day, and no person may be allowed into the Club as a guest on more than two occasions in the same month.

DISQUALIFICATIONS & FORFEITURES OF MEMBERSHIP

10.(1) Non Payment of Subscription.

If any Member shall fail to pay his Subscription within one month of the date on which it shall become due, the Secretary shall write to him requiring payment of his Subscription within seven days. The name of any Member who has neglected to pay his Subscription by the last day of February shall become a lapsed Member and may only be re-admitted with the consent of the Committee and on payment of joining and membership fees.

10.(2) Resignation.

Any Member may resign at any time by giving written notice to the Secretary whereupon he shall immediately cease to be a Member. No Member shall be entitled to the return of his Subscription or any part thereof.

10.(3) Expulsion.

The Committee of Management may expel any Member who breaks the Rules of the Club or whose conduct either within or outside the Club shall in its opinion render him unfit for Membership. Any Member who the Committee of Management intends to expel shall be given notice of the Committee's resolution in writing. If the Member shall within seven days of the service of such notice request in writing a hearing before the Committee of Management, he shall be entitled to appear at a meeting of the Committee. A Member shall not be expelled unless at least a majority of the Committee Members present at the meeting at which he appears shall vote in favour of his expulsion. If a Member shall not request a hearing before the Committee of Management, he shall be deemed to be expelled at the expiration of seven days from the date of service of the notice informing him of the Committee's intention. A Member who is expelled shall not be entitled to the return of his Subscription or any part thereof. Any Member aggrieved by the decision of the Committee of Management may refer the matter to arbitration as provided by Rule 22.

10.(4) Withdrawal from Club Premises.

The Secretary, President, Vice President or Chairman shall have the power to order the withdrawal from the Club premises of any Member who misconducts himself and such Member shall have no right of re-entry to the Club premises until summoned to meet the Committee of Management.

CHANGE OF RESIDENCE

- 11.** Every Member shall give written notice to the Secretary of any change of permanent address.

MEETINGS

- 12.(1)** The Annual General Meeting shall be held not later than 30th April every year.
- 12.(2)** A Special General Meeting shall be held whenever the Committee of Management think expedient, and whenever twelve Members so request in writing, signed by them and delivered to the Secretary.

- 12.(3)** At least fourteen days notice of any General Meeting, stating the business to be transacted at such meeting, shall be posted on the Club Notice Board.
- 12.(4)** All General Meetings shall be held at the Registered Office unless the Committee of Management (either general or in a particular case) otherwise decide.
- 12.(5)** At all General Meetings, the President, or if he shall not be present, the Vice President, or if he shall not be present, the Chairman, shall preside. Fifteen Members shall form a quorum.
- 12.(6)** Every Member present shall have one vote, except the Presiding Member who shall have a casting vote only.

OFFICERS

- 13.(1)** The Club shall have the following Officers who shall form the Committee of Management: - Three Trustees, a President, a Vice President, a Chairman, a Treasurer, a Secretary and a minimum of five Committeemen.
- 13.(2)** All the Officers shall be over twenty one years of age. A Member shall not be nominated for office if he is six weeks in arrears with his Subscriptions. The same person shall not be Secretary, or Treasurer and a Trustee of the Club.
- 13.(3)** The Trustees, The President and the Vice President shall be elected to hold office during the pleasure of the Club by a majority of Members present at an Annual or Special General Meeting at which they are entitled to vote. The Treasurer, the Secretary and all other Officers shall be elected for a term of three years by a majority of Members present at an Annual or Special General Meeting at which they are entitled to vote. A retiring Officer shall be eligible for re-election. At their first meeting following each Annual General Meeting, the Committee of Management shall elect from their number a Chairman, who shall hold office until the close of the next Annual General Meeting. A retiring Chairman shall be eligible for re-election.

All Officers making up the Committee of Management as defined in Rule 13.(1) shall be elected to serve the appropriate terms of office by a majority of Members present at an Annual or Special General Meeting at which they are entitled to vote.
- 13.(4)** Any Officer may be removed by resolution of a Special General Meeting which may proceed to fill the vacancy.
- 13.(5)** In case any Officer (other than a Trustee) shall die, resign, be removed or become unfit or incapable to act, the Committee may at any time appoint a person to fill the vacancy until the next Annual General Meeting, unless the vacancy is previously filled at a Special General Meeting.
- 13.(6)** In the event of any Trustee dying, resigning or being removed from office, another shall be appointed by a resolution of a majority of the Members present and entitled to vote at the Annual General Meeting or at a Special General Meeting. Every resolution appointing a Trustee shall be entered on the minutes of the meeting at which he is appointed.
- 13.(7)** A copy of such resolution, signed by such Trustee, shall be forwarded within fourteen days, by the Secretary, to the Registrar in the form prescribed by the Treasury Regulations.
- 13.(8)** At their first meeting following each Annual General Meeting, the Committee of Management shall elect a Sub-Committee to be called the Finance Committee. It shall

consist of three Committeemen and any other Officers who may be elected for the purpose. It shall be the duty of the Finance Committee to take a record of the stock of goods held on the first convenient day of each month unless an Agent has been duly appointed by the Committee of Management for that purpose, to check all demands for payment with the Order Book, Delivery Notes and Invoices, and report to the Committee of Management Whether such stock vouches the correctness of the returns made by the Steward and whether the Demands are in order and correct.

The Finance Committee shall also see that vouchers are produced by the Secretary for all payments made by him and shall report at each meeting of the Committee of Management whether the Secretary's Cash Book has been duly made up and that the amount there shown as standing to the credit of the Club appears also in the Treasurer's Book or Books and in the Club's Bank Pass Book. These Books, duly made up to date, shall be laid on the table at each meeting of the Committee of Management. All cheques drawn on the Club's account shall be signed by the Secretary and either the Chairman or Treasurer. Two Signatures are required. All cheques drawn on the Club's account shall be signed by two signatures from: the Secretary, the Treasurer, the Chairman. Internet/sole access may be authorised by the Committee subject to suitable and proper safeguards being in place at all times.

13.(9) The Steward and other servants of the Club shall be appointed and be subject to dismissal by the Committee of Management.

13.(10) Every Officer or Servant having the receipt or charge of money shall, before taking upon himself the execution of his office or service, give security to the Trustees through a Guarantee Society or by a Bond in Pursuance of the Act, in such sum as the Committee may direct, being not less than a sum sufficient to cover the maximum amount of cash which the Officer or Servant is likely at any time to hold.

TRUSTEES

14.(1) All Deeds, Documents of Title and Securities for money shall be held by the Trustees, who shall take such measures for the safe custody and preservation thereof at the expense of the Club as they may think fit, and they shall be responsible for the safe custody of all such Deeds, Documents and Securities as are placed in their hands or under their control, and shall produce them for inspection by the Auditors when required by them, and whenever else required by a Resolution of a General Meeting, or of the Committee.

14.(2) The Trustees shall be the persons to sue and be sued on behalf of the Club.

14.(3) If any Trustee, being removed from his office, refuse or neglect to assign or transfer any property of the Club as General Meeting may direct, such Trustee shall (if he be a Member) be expelled, and cease to have any claim on the Club without prejudice to any liability to prosecution.

TREASURER

15. The Treasurer shall pay all the monies received by the Club from any source whatever without any deduction for any purpose whatever to the Credit of an Account opened in the name of the Club at such Bank and in such manner as the Committee of Management shall direct. He shall keep such accounts as the Committee of Management shall direct. He shall produce all Books, Documents, Property and Money of the Club in his possession and render

a Full and Clear Account at each Audit, and whenever required by a Resolution of the Club or the Committee of Management, or by the Trustees. He shall also give up all Books, Documents, Moneys and Property of the Club in his possession when required to do so by a Resolution of the Club, or of the Committee of Management, or by the Trustees. For his services, he shall receive such sum as the Committee of Management shall determine.

SECRETARY

16. The Secretary shall attend all meetings of the Club and of the Management Committee; he shall record correctly the names of the Officers there present, and the Minutes of the Proceedings, which he shall transcribe into a Book to be authenticated by the signature of the Chairman as the proceedings of the meeting, he shall receive Proposals for Admission to the Club; he shall forthwith hand over all Moneys received by him to the Treasurer (other than Moneys drawn from the Bank as an Imprest Account). He shall produce all Books, Documents, Property and Money of the Club in his possession and render a Full and Clear Account at each Audit and whenever required by Resolution of the Club or of the Committee of Management or by the Trustees. He shall pay over all Moneys, and give up all Books, Documents and Property belonging to the Club when ordered to do so by a Resolution thereof or of the Committee of Management or by the Trustees.

He shall Summon and give Due Notice of all Meetings of the Club and of the Committee of Management and keep the Accounts, Documents and Papers of the Club in such manner and for such purposes as the Committee of Management may appoint, and shall prepare all Returns and other Documents required by the Act or the Treasury Regulations and duly forward them to the Registrar.

The Secretary shall on all occasions, in the execution of his office, act under the Superintendence, Control and Direction of the Committee of Management. For his services, he shall receive such sum as the Committee of Management shall determine.

COMMITTEE OF MANAGEMENT

- 17.(1) The entirely elected Committee, shall be responsible for the purchase of alcohol by the Club and it's supply to Members on behalf of the Club. The Committee shall meet on such days and hours as may be agreed from time to time. The Chairman, or if he not be present, an Acting Chairman elected by the Officers present, shall preside. Any Five shall form a Quorum, and shall have Full Power to Superintend and Conduct the Business of the Club according to the Rules thereof, and shall in all things Act For and In the Name of the Club. Every question shall be decided by a Majority of Votes, and if the votes are equal, the Chairman or in his absence, the Acting Chairman, shall have a Casting Vote in addition to his vote as a Member. Any three of the Committee may call a Special Meeting thereof, by giving Seven Clear Days' Notice in Writing to the Secretary, but at such Special Meeting, No Other Business Than That Specified in the Notice shall be taken into consideration.
- 17.(2) The Committee shall have the power to make such By-Laws as it may consider necessary for the Good Government and Order of the Club, provided that no such By-Law shall conflict with any of the Rules. A copy of all such By-Laws shall be posted in a Conspicuous Place within the Club House.

ACCOUNTS

- 18.(1)** The Committee shall cause Proper Accounts of the Club to be kept by the Secretary in accordance with the requirements of the relevant section(s) of the Friendly Societies Act, 1974.
- 18.(2)** It shall be the duty of the Committee to keep a Copy of the Last Annual Balance Sheet and of the Report of the Auditor on the Balance Sheet always hung up in a conspicuous place at the Registered Office of the Club.

INSPECTION OF BOOKS

- 19.** The Committee of Management shall cause the Books to be available for the Inspection of any Member or Person having an Interest in the Funds of the Club at all reasonable hours, at the Registered Office or at any place where the Books are kept, and it shall be the Duty of the Secretary to produce them accordingly.

AUDIT

- 20.(1)** An Audit, where necessary in law or where the Membership require, will be carried out by a Registered Auditor or two or more Lay Auditors where the condition for appointing Lay Auditors prevail.
- 20.(2)** Save as provided in paragraph (3) of this Rule every appointment of an Auditor shall be made by Resolution of a General Meeting of the Club.
- 20.(3)** The Committee may appoint an Auditor to fill any casual vacancy occurring between General Meetings of the Club
- 20.(4)** An Auditor appointed to Audit the Accounts and Balance Sheet of the Club for the Preceding Year of Account (whether by a General Meeting or by the Committee) shall re-appointed as Auditor of the Club for the Current Year of Account (whether or not any Resolution expressly re-appointing him has been passed) unless:
- (a)** A Resolution has been passed at a General Meeting of the Club appointing somebody instead of him or providing expressly that he shall not be re-appointed or
 - (b)** He has given to the Club Notice in Writing of his un-willingness to be re-appointed or
 - (c)** He is ineligible for Appointment as Auditor of the Club for the Current Year of Account or
 - (d)** He has Ceased to Act as Auditor of the Club by reason of Incapacity

Providing that a Retiring Auditor shall not be automatically re-appointed by virtue of this Rule if Notice of an Intended Resolution to Appoint Another Person in his place has been given in accordance with Paragraph (6) of this Rule and the Resolution cannot be proceeded with because of the Death, Incapacity or Ineligibility of that Other Person.

- 20.(5)** A Resolution at a General Meeting of the Club
- (a)** Appointing Another Person as Auditor in place of a Retiring Auditor or
 - (b)** providing expressly that a Retiring Auditor shall not be re-appointed shall not be effective unless Notice of the Intention to move it has been given to the Club not less than twenty-eight days before the Meeting at which it is moved. On receipt by the Club of Notice of the

Intention to move any such Resolution, the Club shall Give Notice of the Resolution to the Members in accordance with Section 34 of the Friendly Societies Act 1974. The Club shall also give notice to the Retiring Auditor In Accordance with Section 356 of the Friendly Societies Act 1974 and shall give Notice to the Members in accordance with that Section of any Representations Made or Intended to be Made by the Retiring Auditor.

20.(6) None of the following persons shall be appointed as Auditor of the Club

(a) An Officer or Servant of the Club.

(b) A person who is a partner of or in the employment of or who employs an Officer or Servant of the Club.

20.(7) The Auditor shall in accordance with Section 38 of the Friendly Societies Act 1974 make a Report to the Club and the Accounts examined by him and on the Revenue Account or Accounts and the Balance Sheet of the Club for the Year of Account in respect of which he is appointed.

20.(8) The Auditor shall have the right of access at all times to the Books, Deeds and Accounts of the Club and to all other documents relating to its affairs, and shall be entitled to require from the Officers of the Club such information and explanations as he thinks necessary for the performance of the duties of the Auditors.

ANNUAL RETURN

21.(1) Every Year before the 1st June, the Secretary of the Club shall send the Registrar an Annual Return relating to its affairs for the period required to be included in the Return.

The Return shall be made up for the period beginning with the Date of Registration of the Club or with the 1st January of the year preceding the year in which the Return is required to be sent whichever is the later and ending with the 31st December then last inclusively. The Return must be made in the Form prescribed by the Chief Registrar and contain such particulars as may from time to time be required by the Form. A copy of the Report of the Auditor on the Accounts and Balance Sheet contained in the Return must be sent with the Annual Return.

21.(2) The Secretary shall supply gratuitously to every Member or Person interested in the Funds of the Club on his application, either a Copy of the Last Annual Return or a Balance Sheet or Other Document duly Audited, containing the same particulars relating to the affairs of the Club as are contained in the Annual Return together with a copy of the Report of the Auditor on the Annual Return or his Report on the Balance Sheet or Other Document supplied in lieu of the Annual Return.

DISPUTES

22.(1) If any Dispute shall arise between a Member or Person claiming through a Member or Under the Rules, or any Person Aggrieved who has ceased to be a Member, or any Person claiming through such Person Aggrieved, and the Club, or any Officer of the Club, It Shall Be Decided By Reference To Arbitration.

22.(2) Five Arbitrators shall be elected at a General Meeting, none of them being directly or indirectly interested in the Funds of the Club, and any Vacancy or Vacancies shall be filled at a General Meeting. The Complaining Party to a Dispute, or Someone Appointed by him, Shall

Draw Three Names Out Of Five By Lot in the usual way and the three Arbitrators whose Names are First Drawn shall Decide The Dispute.

- 22.(3)** In this Rule the expression “Dispute” includes any Dispute arising on the question whether a Member or Person Aggrieved is entitled to be or continue to be a Member or to be re-instated as a Member but, save as aforesaid, in the case of a Person who has ceased to be a Member, does not include any Dispute on a Question between him and the Club or an Officer thereof, which arose whilst he was a Member or arises out of his previous relation as a Member of the Club.
- 22.(4)** Any dispute arising out of, or not covered by, these rules, shall be referred to the Committee, whose decision shall be final.

APPLICATIONS TO THE REGISTRAR

- 23.** One-Fifth of the Total Number of Members, or if the Number of Members is 1000 or more, then such Number of Members as is Prescribed by the Act, by an Application in Writing to the Chief Registrar, signed by them in the Forms respectively provided by the Treasury Regulations in that behalf, may apply:
- (a)** For the Appointment of One or More Inspectors to Examine Into and Report on the Affairs of the Club.
- (b)** For the Calling of a Special Meeting of the Club.
- (c)** For an Investigation into the Affairs of the Club with a view to the Dissolution thereof where the Funds are insufficient to meet the existing claims thereon.

VOLUNTARY DISSOLUTION

- 24.** The Club may at any time be dissolved by the consent of Three-Fourths of the Members, testified by their signatures to an Instrument of Dissolution in the Form prescribed by the Treasury Regulations. On Dissolution of the Club, any surplus assets over liabilities shall be divided rateably amongst the persons who are Members of the Club and the Date of the Instrument of Dissolution.

NOTICES

- 25.** All Summonses and Notices shall be deemed to have been duly served if delivered at or sent by ordinary post addressed to the last known address of the Member or Person for whom they are intended.

COPIES OF RULES

- 26.** The Secretary shall be supplied by the committee of Management with copies of these Rules and shall deliver to every Person on Demand a copy

AMENDMENT OF RULES

- 27.(1)** No new Rule shall be made, nor shall any of the Rules herein contained or hereafter to be made, be amended or rescinded unless with the consent of the Majority of those Members

present at a General Meeting of which Notice has been given specifying the intention to propose such New Rule or Amendment.

27.(2) No New Rule or Amendment of Rule is Valid until Registered.

HOURS OF OPENING AND CLOSING AND PERMITTED HOURS

28.(1) The Club shall be Opened and Closed at such Hours as may from time to time be Fixed by the Committee and Posted in the Club Premises.

28.(2) The Committee shall have the power to Fix Permitted Hours for the supply of Intoxicants in the Club and from time to time Alter the Hours so Fixed within the Limits Permitted by the Licensing Justices for the District under the Licensing Act 1964.

INTERPRETATION

29. In these Rules, unless the contrary intention appears:

- (a)** Words in the Singular shall include the Plural and words in the Plural shall include the Singular.
- (b)** Words in the Masculine shall include the Feminine.
- (c)** "The Act" means the Friendly Societies Acts 1896 to 1986 and any Acts amending or substituted for them and for the time being in force.

GODALMING NAVAL CLUB

Signed By:

SECRETARY

(Richard Fulleylove)

TREASURER

(Jane Williams)

KEN MOFFAT

(Chairman)

GRAHAME BROWNE

(Vice President)

DATE: 19th AUGUST 2015

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