



## **NOTICE OF MEETING**

### **Licensing Panel**

**Monday 23 July 2018, 2.00 pm**

**Council Chamber - Time Square, Market Street, Bracknell, RG12 1JD**

### **To: The Licensing Panel**

Councillor Brunel-Walker (Chairman), Councillors Finnie and Leake

### **cc: Substitute Members of the Committee**

Councillors Allen, Mrs Angell, Dr Barnard, G Birch, Brossard, Finch, Ms Gaw, Mrs McKenzie, Ashman, Porter, Thompson and Tullett

ALISON SANDERS  
Director of Resources

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- 4 Do not re-enter the building until told to do so.

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Email: [hannah.stevenson@bracknell-forest.gov.uk](mailto:hannah.stevenson@bracknell-forest.gov.uk)  
Published: 12 July 2018



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**Council Chamber - Time Square, Market Street, Bracknell, RG12**  
**1JD**

Sound recording, photographing, filming and use of social media at meetings which are held in public are permitted. Those wishing to record proceedings at a meeting are however advised to contact the Democratic Services Officer named as the contact for further information on the front of this agenda as early as possible before the start of the meeting so that any special arrangements can be made.








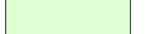




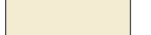
**AGENDA**

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1. <b>Maps</b>	3 - 6
2. <b>Declarations of Interest</b>	
Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.	
Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.	
Any Member with an affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.	
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# Bracknell Town Centre Map



## Legend

-  Subway
-  Zebra Crossing
-  Walk Route
-  Footpath/Cycleway
-  Railway
-  Council Buildings
-  Places of Interest
-  Car Parks
-  Elevated Walkway
-  Public Transport
-  Offices
-  Commercial
-  Residential

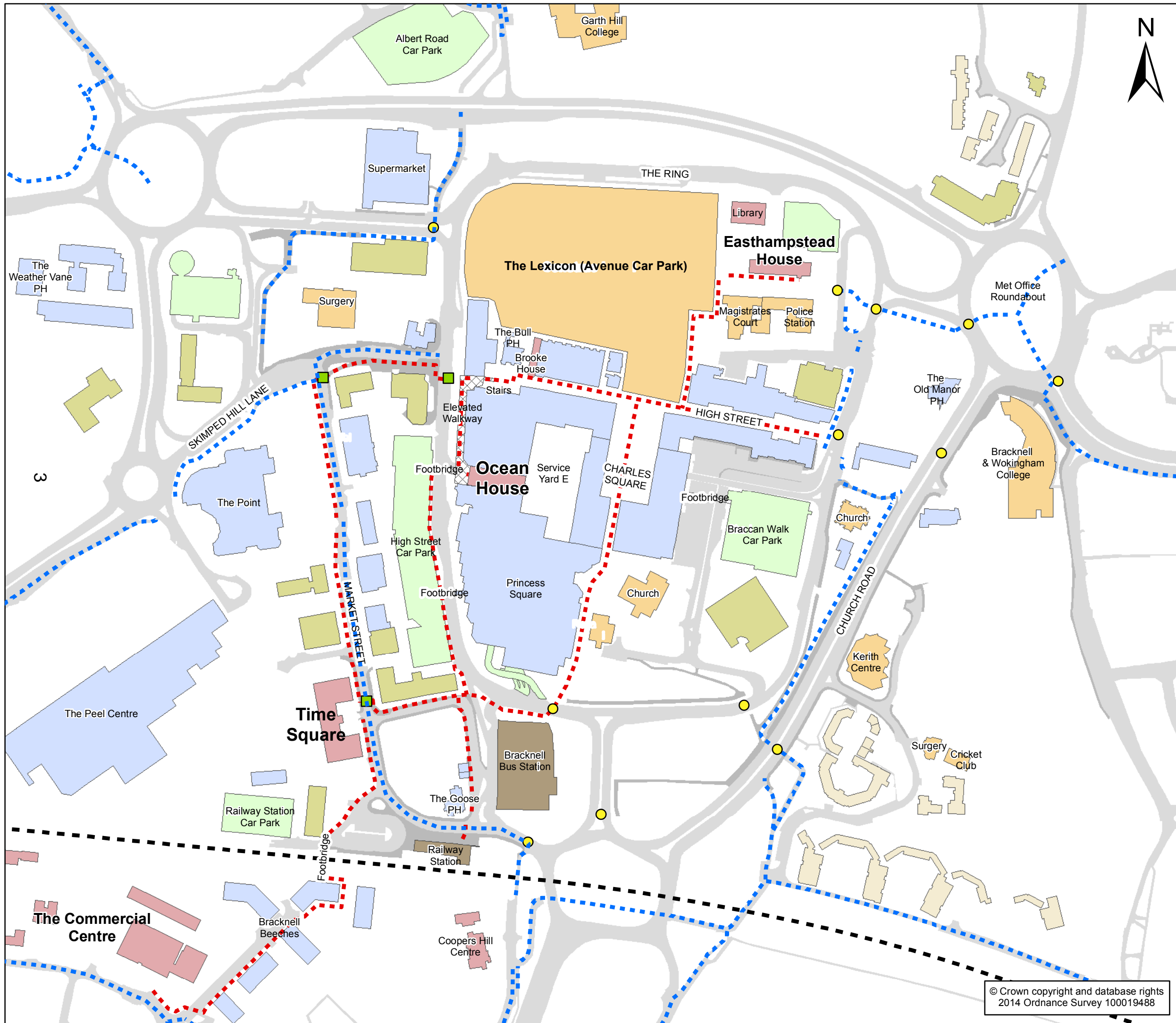
0 50 100 150 Metres




Map Produced June 2014


Agenda Item 1


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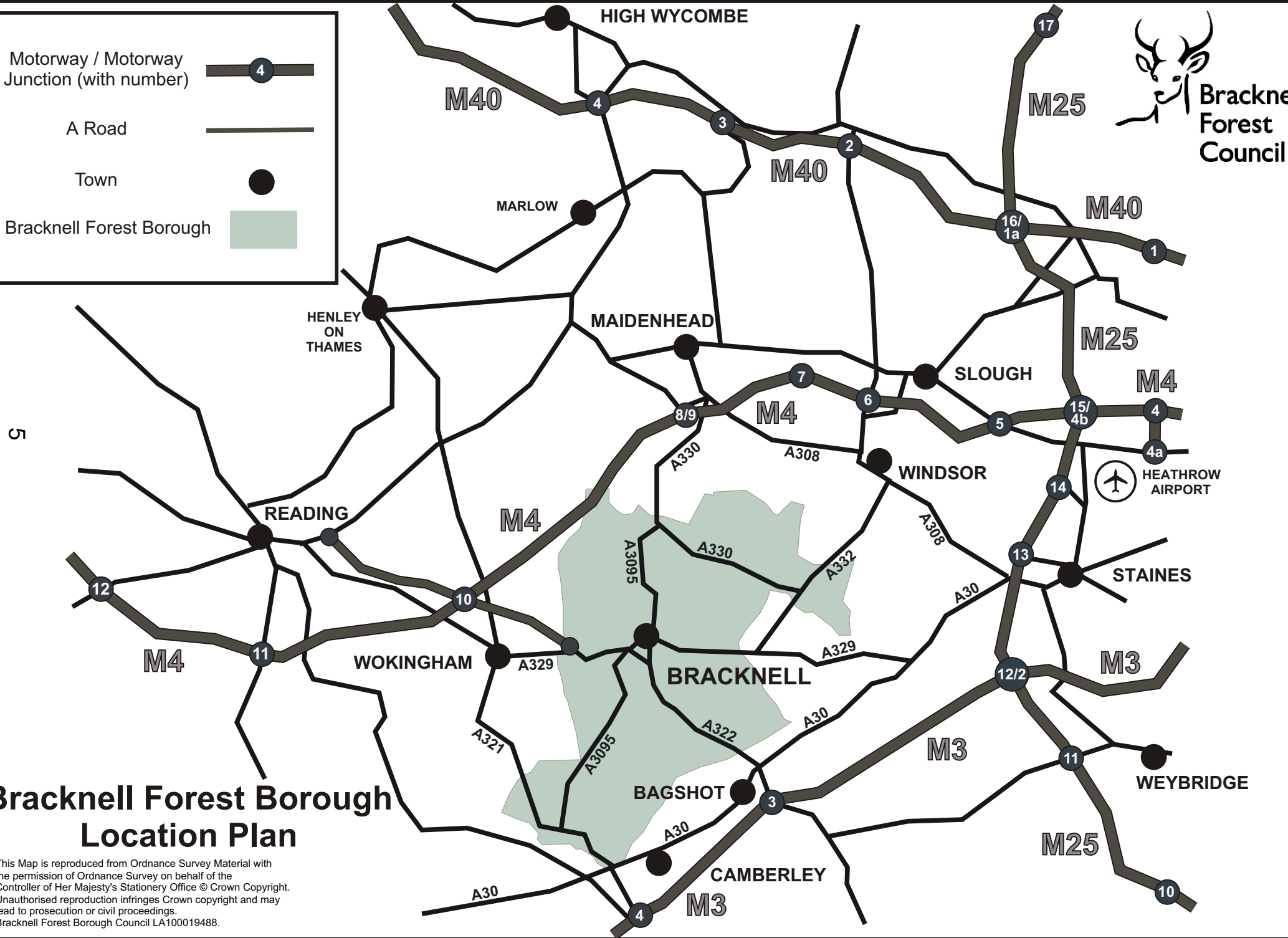
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Motorway / Motorway Junction (with number) 

A Road 

Town 

Bracknell Forest Borough 



# Bracknell Forest Borough Location Plan

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Bracknell Forest Borough Council LA100019488.

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## **INFORMATION AND THE PROCEDURE FOR HEARINGS OF THE LICENSING PANEL**

The following document provides information and outlines the procedure taken for hearings by the Licensing Panel, when considering applications.

### **1. REQUIREMENTS FOR THE HEARING**

- 1.1 The applicant will normally be required to attend the meeting in person. They will be entitled to be represented by a solicitor or counsel or by any other individual provided that the name of any such person is given to the Council's Licensing Manager 48 hours in advance of the hearing.
- 1.2 Written notification of the intended proceedings will be given to the applicant not less than ten clear working days before the meeting. This notification will give details of the procedure to be followed at the hearing and shall advise applicants of their right to be represented. Included with the written notification shall be the Agenda for the meeting.
- 1.3 Any documents to be produced at the hearing by the Director of Environment, Culture and Communities representative shall be sent so as to reach the applicant by no later than 48 hours before the hearing. A copy of these documents shall at the same time be given to Democratic Services to distribute to members of the Panel.
- 1.4 Any documents to be produced at the hearing by the applicant shall be sent to the Council's Licensing Manager by no later than 48 hours before the hearing. A copy of these documents shall at the same time be sent to Democratic Services to distribute to members of the Panel.
- 1.5 At the discretion of the Panel any or all of the requirements set out in paragraphs 1.3 to 1.4 above may be waived, provided that the Panel is satisfied that the interests of the applicant or any objector have not been prejudiced.
- 1.6 Financial costs incurred by either party in the hearing must be met in full by those parties and no awards for costs will be made to either party regardless of the outcome of the hearing.
- 1.7 The public will be allowed access, except if "Confidential Information" as defined by Section 100A of the Local Government Act 1972 is likely to be disclosed (in which case the public must be excluded) or, if "Exempt Information" falling within Schedule 12A of the Local Government Act 1972 is likely to be disclosed in which case the Panel may decide to exclude the public.

### **2. ORDER OF THE HEARING**

- 2.1 Hearings shall be conducted as follows:
  - (a) The Chairman will open the proceedings by stating the nature of the matter which is to be considered and will welcome the parties, introduce them and confirm the roles of those present.
  - (b) The Chairman will ask the officers to confirm whether or not the formal requirements in respect of the matter to be considered have been complied with.
  - (c) The applicant will be asked if there is any reason for the case to be adjourned. An adjournment will only normally be granted if unforeseeable circumstances can be demonstrated which would be prejudicial to a fair hearing if it was heard at that time.

- (d) The Chairman shall first call upon the Director of Environment, Culture and Communities representative to put forward their case.
  - (e) If satisfied as to the formal requirements, the Panel will consider the merits of the application or proposed suspension/revocation and the report of the officer. The Panel may ask the Director of Environment, Culture and Communities representative for clarification of any points.
  - (f) The applicant shall have an opportunity to put questions to the Director of Environment, Culture and Communities representative.
  - (g) The Chairman will then invite (if any) interested parties who have made representations to speak. The Panel may ask interested parties questions and points of clarification.
  - (h) The Chairman will then invite the applicant or licence holder to make any representations.
  - (i) The Chairman, members of the Panel and the Director of Environment Culture and Communities representative may ask the applicant questions and points of clarification. Having heard the applicant's statement, any Responsible Authorities in attendance will be given the opportunity to respond.
  - (j) An opportunity shall be given to the Director of Environment, Culture and Communities representative and the applicant, in that order, to sum up their case (but not to add any new facts).
  - (k) The Panel members, the representative from Legal Services and Clerk to the Panel shall withdraw. Officers present do not take part in the decision making but will provide legal and procedural advice and record the decision.
  - (l) The members of the Panel consider their decision. The applicant or his/her representative (if any) and any officer present is asked to remain in attendance and if any further clarification or information is required from the applicant or licence holder or any officer, this will be sought by the clerk.
- 2.2 The decision of the Panel shall be notified to the applicant and her/his representative (if any) within two working days following the meeting. In most cases, a verbal decision will be given on the day of the hearing.

### **3. ROLES OF THOSE AT THE HEARING**

- 3.1 The Director of Environment Culture and Communities representative is present at the hearing to present the professional officer's case for refusal, suspension or revocation of licences. They are also present to challenge points put forward by the applicant.
- 3.2 Members of the Panel are present to consider and determine an application or to consider if a licence should be suspended or revoked. In doing so they will follow the above procedure.
- 3.3 The representative from Legal Services is present to provide legal and procedural advice to the members of the Panel and to assist in the clarification of any issues which might arise.
- 3.4 The representative from Democratic Services is present to provide procedural advice to members of the Panel and to record the decision.



*Address for Correspondence:*

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Democratic Services, Corporate Services  
Bracknell Forest Council  
Easthampstead House  
Town Square  
Bracknell  
Berkshire RG12 1AQ  
Tel: 01344 352253  
e-mail: [lizzie.rich@bracknell-forest.gov.uk](mailto:lizzie.rich@bracknell-forest.gov.uk)  
Fax: 01344 352253

#### **4. BACKGROUND**

4.1 The Council's Licensing Panel has been given delegated authority to deal with the following applications:

<b>Matter to be dealt with:</b>	<b>Licensing Panel</b>
Application for personal licence	If a Police objection
Application for personal licence with unspent convictions	All cases
Application for premises licence/club premises certificate	If a relevant representation is made
Application for provisional statement	If a relevant representation is made
Application to vary designated premises supervisor	If a Police objection
Application for transfer of premises licence	If a Police objection
Applications for interim authorities	If a Police objection
Applications to review premises licence/club premises certificate	All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application.	All cases
Determination of a police objection to a temporary event notice.	All cases

4.2 In carrying out its licensing function, the Licensing Authority will promote the four Licensing Objectives. These are the only matters to be taken into account when determining an application. The four Licensing Objectives are:

- Prevention of Crime and Disorder;
- Public Safety;
- Prevention of Public Nuisance; and
- Protection of Children from Harm.

- 4.3 The Licensing Policy is about the regulation of licensable activities and as such is focussed on the direct impact of activities taking place on or in the vicinity of those premises. It is not a mechanism for controlling general nuisance unconnected to the Licensing Objectives.
- 4.4 The Council has, apart from the above, delegated power to determine applications, renew, suspend or revoke existing licences and consents to the Director of Environment Culture and Communities. The Director has in turn delegated such authority to officers within the Department.
- 4.5 Whilst officers have delegated authority there will be occasions where it is considered appropriate to refer the matter to the Licensing Panel. Specifically the Licensing & Safety Committee at its meeting on 12 March 2003, resolved to receive representations from applicants for either a licence or a consent where under delegated powers the applicant has been advised that a refusal or revocation is likely.
- 4.6 Where the application is being considered for refusal, having exhausted all options for negotiating an acceptable solution, the applicant is invited should they wish to present their case to the Panel. This request must have been made in writing within 21 days following receipt of a letter from the Council offering the opportunity of a hearing. If the applicant or licence holder fails to comply with this requirement or declines the offer, the matter will be dealt with under delegated authority.
- 4.7 Where an application is refused or a licence/consent is suspended or revoked by the Panel the applicant may have a right of appeal to the courts under the relevant provisions of the legislation and the Panel will inform the applicant within their decision letter.

**LICENSING ACT 2003**  
**HEARINGS – Right of Attendance, Assistance and Representation**

**Regulation 15 of the Licensing Act 2003 (Hearings) Regulations 2005.**

15. Subject to regulations 14(2) and 25 in relation to hearings taking place in public and the right for the Chairman to ask a person attending the hearing to leave the room, a party may attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified to do so.

**LICENSING ACT 2003**  
**HEARINGS – REPRESENTATIONS AND SUPPORTING INFORMATION**

**Regulation 16,17,18 and 19 of the Licensing Act 2003 (Hearings) Regulations 2005.**

16. At the hearing, a party shall be entitled to:
- In response to a point upon which the Panel has given notice to a party that it will want clarification under regulation 7(1)(d), give further information in support of their application, representations or notice (as applicable).
  - If given permission by the Panel, question any other party.
  - Address the Panel.
17. Members of the Panel may ask any question of any party or other person appearing at the hearing.
18. In considering any representations or notice made by a party, the Panel may take into account documentary or other information produced by a party in support of their application, representations or Notice, (as applicable), either before the hearing or, with the consent of all the other parties at the hearing.
19. The Panel shall disregard any information given by a party or any other person to whom permission to appear at the hearing is given by the Panel which is not relevant to:
- their application, representations or notice, (as applicable); or in the case of another person, the application representations or notice of the party requesting their appearance, and
  - The promotion of the licensing objectives or, in relation to a hearing to consider a notice given by a chief officer of police, the crime prevention objective.

**LICENSING ACT 2003**  
**HEARINGS – CONSEQUENCES WHERE A PARTY DOES NOT ATTEND, OR IS NOT**  
**REPRESENTED AT A HEARING**

**Regulation 20 of the Licensing Act 2003 (Hearings) Regulations 2005.**

20. (1) If a party has informed the Authority that he does not intend to attend, or be represented at, a hearing, the hearing may proceed in his absence.
- (2) If a party who has not so indicated fails to attend, or be represented, at a hearing, the Authority may:
  - (a) where it considers it to be **necessary in the public interest**, adjourn the hearing to a specified date, or
  - (b) hold the hearing in the party's absence.
- (3) Where the Authority holds the hearing in the absence of a party, the Authority shall consider at the hearing, the application, representations or Notice made by that party.
- (4) Where the Authority adjourns the hearing to a specified date, it must, forthwith, notify the parties of the date, time and place to which the hearing has been adjourned

## LICENSING PANEL 23 JULY 2018

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### LICENSING ACT 2003 THE ROYAL COUNTY OF BERKSHIRE POLO CLUB, NORTH STREET, WINKFIELD APPLICATION FOR VARIATION OF PREMISES LICENCE (Chief Officer: Environment and Public Protection)

#### 1 APPLICATION DETAILS

- 1.1 On 1 June 2018 an application was made by Royal County of Berkshire Polo Club Ltd to vary the premises licence for the Royal County of Berkshire Polo Club. The application form is attached at **Annex A**.
- 1.2 The application is to expand the licensable area to enable licensable activities to take place across the whole site. Additional conditions have also been proposed. The authorised hours and existing conditions attached to the licence are not proposed to change.
- 1.3 The proposed premises plan is attached at **Annex B**.
- 1.4 The existing premises licence is attached at **Annex C** and the existing premises plan at **Annex D**.

#### 2 SUPPORTING INFORMATION

- 2.1 A map showing the location of the premises is attached at **Annex E**.

#### 3 RESPONSIBLE AUTHORITY REPRESENTATIONS RECEIVED

- 3.1 During the period for making representations from 2 June 2018 to 29 June 2018, one representation was received from a responsible authority in respect of the application. This representation was made by the Council's Environmental Quality Team.
- 3.2 The representation raised concerns that insufficient detail had been provided by the applicant in their operating schedule, to safeguard the licensing objective of the prevention of public nuisance. Conditions were suggested by the Environmental Health Officer, which, if added to the licence, would result in them being happy for a licence to be granted without the need for further measures.
- 3.3 A copy of the representation with the wording of the suggested conditions can be seen at **Annex F**.
- 3.4 Further to discussion between the applicant's agent and the Environmental Health Officer, the wording of suggested condition number 14 was amended, and all other conditions accepted as worded. Confirmation of this agreement is attached at **Annex G**.

#### 4 OTHER REPRESENTATIONS RECEIVED

- 4.1 During the period for making representations from 2 June 2018 to 29 June 2018, two representations were received from local residents in respect of the application. These

representations can be seen at **Annexes H** and **I**.

- 4.2 The locations of those who have made representations are marked on the map attached at **Annex E**.
- 4.3 These representations raise concerns that by granting a premises licence for the entire site, the risk of noise nuisance to nearby residents will be increased. Security concerns are also raised regarding the potential for trespassing and property damage if licensable activities are taking place immediately adjacent to residential properties.
- 4.4 A copy of a response to a Freedom of Information Act request has been included at **Annex J**, at the request of one of the residents who has made a representation.
- 4.5 An offer of mediation has been made by the applicant. This offer has been emailed to those who submitted representations, a copy of this email is attached at **Annex K**. The agreed conditions referenced in this email are those attached at **Annex G** and the existing conditions attached to the licence can be seen at **Annex C**. A copy of the noise management plan is attached at **Annex K**.
- 4.6 At the time of publishing this report, no conclusions have been reached from this mediation. The panel shall be updated in due course with any progress.

## **5 RELEVANT BRACKNELL FOREST BOROUGH COUNCIL POLICIES**

- 5.1 In determining applications, the Licensing Authority will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned. (2.5)
- 5.2 The Council, as Licensing Authority, recognises that conditions attached to licences will be focused on matters which are within the control of individual licensees. (2.7)
- 5.3 If it is reasonably considered that the licensing objectives cannot be met unless additional specific conditions are attached, then the Licensing Authority may consider attaching those which are appropriate for the promotion of the licensing objectives, proportionate to the individual style and characteristics of the event or premises concerned. (11.3)

## **6 RELEVANT NATIONAL GUIDANCE, AS ISSUED UNDER SECTION 182 OF THE LICENSING ACT 2003**

- 6.1 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. (9.37)
- 6.2 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:
  - a) the steps that are appropriate to promote the licensing objectives;
  - b) the representations (including supporting information) presented by all the parties;

- c) the Guidance issued under section 182 of the Licensing Act 2003;
  - d) its own statement of licensing policy. (9.38)
- 6.3 The licensing authority may not impose any conditions unless its discretion has been exercised following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives. (10.8)
- 6.4 Licensing conditions must be tailored to the individual type, location and characteristics of the premises and events concerned. They should be proportionate, justifiable and be capable of being met. (1.16)

## **7 RECOMMENDATION**

- 7.1 The Licensing Authority must, having regard to the representations, take such steps as it considers appropriate for the promotion of the licensing objectives.
- 7.2 In relation to the conditions which have been agreed between the applicant and the Environmental Health Officer, the panel must either:
- a) agree to the additional conditions, or
  - b) reject the additional conditions, or
  - c) amend the wording of these additional conditions as they may deem appropriate.
- 7.3 Having regard to all of the representations received, and subject to the matters outlined above in 7.2, the Panel must decide what is appropriate to promote the licensing objectives. Options available include:
- a) to grant the varied licence as applied for, or
  - b) to grant the varied licence subject to modified and/or additional conditions
  - c) to grant the varied licence but exclude any of the licensable activities or amend the licensed hours for a specified part, or all of the additional licensed area
  - d) to grant the varied licence with a combination of options b) and c), or
  - e) refuse to grant the varied licence and reject the application, meaning the licence will remain as it is.

### Background Papers

Licensing Act 2003

Guidance issued under section 182 of the Licensing Act 2003

Regulations (cited as the Licensing Act 2003 [various] Orders 2005)

Bracknell Forest Borough Council Licensing Policy (January 2016)

### Contact for further information

Charlie Fletcher, Licensing Officer - 01344 352550

[charlie.fletcher@bracknell-forest.gov.uk](mailto:charlie.fletcher@bracknell-forest.gov.uk)

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**Bracknell Forest**  
**Application to vary a premises licence**  
**Licensing Act 2003**

For help contact  
[licence.all@bracknell-forest.gov.uk](mailto:licence.all@bracknell-forest.gov.uk)  
 Telephone: 01344 352000

\* required information

**Section 1 of 18**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes  No

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

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

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

Is the applicant:

Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

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

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

Registration number

Business name

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

VAT number

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

Legal status

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

An agent that is a business or organisation, including a sole trader

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

A private individual acting as an agent

**Agent Business**

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

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 18**

**APPLICATION DETAILS**

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

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

\* Premises Licence Number

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

Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Premises Contact Details**

Telephone number

Continued from previous page...

Non-domestic rateable value of premises (£)

152,000

### Section 3 of 18

#### VARIATION

Do you want the proposed variation to have effect as soon as possible?  Yes  No

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

Yes  No

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 to the late night levy.

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

#### Describe Briefly The Nature Of The Proposed Variation

Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.

The proposed variation is to expand the licensable area to enable licensable activities to take place across the whole site.

There are no proposed changes to the hours of operation or the conditions attached to the existing premises licence.

Extra conditions are offered up as part of this application in addition to the conditions contained within the existing premises licence.

### Section 4 of 18

#### PROVISION OF PLAYS

See guidance on regulated entertainment

Will the schedule to provide plays be subject to change if this application to vary is successful?

Yes  No

### Section 5 of 18

#### PROVISION OF FILMS

See guidance on regulated entertainment

Will the schedule to provide films be subject to change if this application to vary is successful?

Yes  No

### Section 6 of 18

Continued from previous page...

**PROVISION OF INDOOR SPORTING EVENTS**

See guidance on regulated entertainment

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

Yes  No

**Section 7 of 18**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

See guidance on regulated entertainment

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

Yes  No

**Section 8 of 18**

**PROVISION OF LIVE MUSIC**

See guidance on regulated entertainment

Will the schedule to provide live music be subject to change if this application to vary is successful?

Yes  No

**Section 9 of 18**

**PROVISION OF RECORDED MUSIC**

See guidance on regulated entertainment

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

Yes  No

**Section 10 of 18**

**PROVISION OF PERFORMANCES OF DANCE**

See guidance on regulated entertainment

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

Yes  No

**Section 11 of 18**

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

See guidance on regulated entertainment

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

Yes  No

**Section 12 of 18**

Continued from previous page...

**PROVISION OF LATE NIGHT REFRESHMENT**

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

Yes  No

**Section 13 of 18**

**SUPPLY OF ALCOHOL**

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

Yes  No

**Section 14 of 18**

**ADULT ENTERTAINMENT**

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

Provide information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

No changes to the existing operating schedule in this respect.

**Section 15 of 18**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

**MONDAY**

Start

End

Start

End

Provide timings in 24 hour clock (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

**TUESDAY**

Start

End

Start

End

**WEDNESDAY**

Start

End

Start

End

**THURSDAY**

Start

End

Start

End

Continued from previous page...

**FRIDAY**

Start

End

Start

End

**SATURDAY**

Start

End

Start

End

**SUNDAY**

Start

End

Start

End

State any seasonal variations.

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

No changes to the existing operating schedule in this respect.

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

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

No changes to the existing operating schedule in this respect.

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

No changes to the existing operating schedule in this respect.

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

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

The existing premises licence will be sent separately by the licence holder.

**Section 16 of 18**

**LICENSING OBJECTIVES**

**Continued from previous page...**

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

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

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

There are no proposed changes to the existing conditions contained within the current premises licence LN/20050509.

Additional Conditions are offered up as part of this variation application;

For large events (over 1000 attendees) the following conditions shall apply;

An Event Management Plan and copy of plans showing the layout of the site for an event will be submitted to the Licensing Authority at least 28 days prior to an event.

The layout plan shall comply with section 23 of the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005

The Event Management Plan shall contain the following details;

- Safety & Security
- Noise Management
- Traffic Management
- Bar & Alcohol Management
- Medical Provision
- Lost Children Policy
- No Smoking Policy
- Waste Management
- Contingency Plans
- Fire Safety Risk Assessment

A Noise Management Plan shall be submitted to the Licensing Authority at least 28 days prior to the event.

There shall be a maximum of Six NIR HIGH category music events in each twelve month period and music control limits set at the mixer position shall be adequate to ensure that Music Noise Levels (MNL) shall not exceed 75dB(A) over a 15 minute period throughout the duration of the event and/or rehearsal or sound check at the agreed noise sensitive premises locations which are to be specified in the Noise Management Plan.

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance



Continued from previous page...

e) The protection of children from harm

## Section 17 of 18

### NOTES ON REGULATED ENTERTAINMENT

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

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

Continued from previous page...

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

## Section 18 of 18

### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non-domestic rateable value of the premises.

To find out the non-domestic rateable value of a premises please go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00\*

Band E - £125001 and over £635.00\*

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

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

If you own a large premises you are subject to additional fees based upon the number in attendance at any one time.

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

### DECLARATION

\* I/we understand 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.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

Continued from previous page...

* Full name	<input type="text" value="John Newcombe"/>
* Capacity	<input type="text" value="Authorised Agent acting on behalf of the applicant."/>
* Date	<input type="text" value="01"/> / <input type="text" value="06"/> / <input type="text" value="2018"/> dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
  2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/bracknell-forest/change-1> to upload this file and continue with your application.
- Don't forget to make sure you have all your supporting documentation to hand.

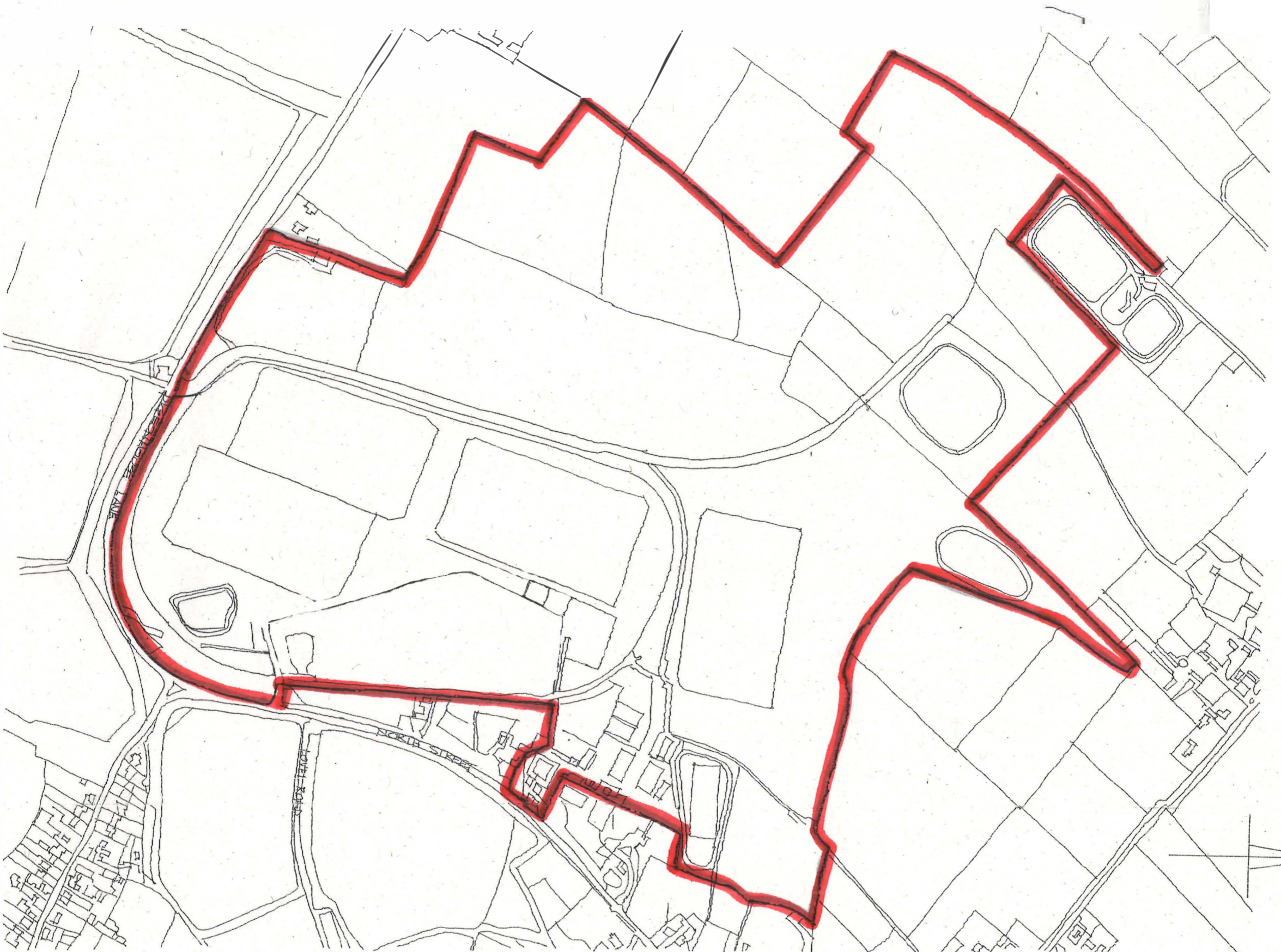
**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**OFFICE USE ONLY**

Applicant reference number	<input type="text" value="90063_Royal_Berkshire_Polo_Club"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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Royal County of Berkshire Polo Club  
Licensed Area Plan 1:5000 at A3

0 80 160 240 20

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**LICENSING ACT 2003****PART A - PREMISES LICENCE**

Granted by Bracknell Forest Borough Council as Licensing Authority

Premises Licence Number : LN/20050509

**Part 1 – Premises Details**

Postal address of premises :

**Premises Name :** Royal County of Berkshire Polo Club  
**Address :** North Street  
 Winkfield  
 SL4 4TH  
**Telephone Number :** 01344 890060

Where the licence is time limited the dates : N/A

The licensable activities authorised by the licence and the times the licence authorises the carrying out of those activities :

Licensable Activities :	Authorised Times :
Sale by retail of alcohol Live music Recorded music Performance of dance	Monday - Sunday: 11:00 - 02:00
Late night refreshment	Monday - Sunday: 23:00 - 02:00

The opening hours of the premises : Monday - Sunday: 11:00 - 02:40

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

**Part 2**

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

**Name :** Royal County of Berkshire Polo Club Ltd  
**Address :** North Street  
 Winkfield  
 SL4 4TH  
**Telephone Number :** 01344 890060  
**e-mail :** info@rcbpoloclub.com

Registered number of holder (where applicable) : N/A

**Name and address of designated premises supervisor (where the premises authorises the supply of alcohol) :**

**Name :** Mr Michael Amoore  
**Address :**

**Telephone Number :** n/a

**Personal licence number and issuing authority of personal licence held by designated premises supervisor (where the premises authorises the supply of alcohol) :**

**Personal Licence Number :**

**Issuing Authority :**

**Signed: .....**  
**for Chief Officer: Environment and Public Protection**  
**Date: 22 January 2018**

**Bracknell Forest Council | 01344 352000 | [licensing@bracknell-forest.gov.uk](mailto:licensing@bracknell-forest.gov.uk)**



## Annex 1 - Mandatory Conditions:

- (1) No supply of alcohol may be made at a time when there is no designated premises supervisor in respect of this licence or when the designated premises supervisor does not hold a personal licence or the personal licence is suspended.
- (2) Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
- (3) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price. For the purposes of this condition,
  - (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
  - (b) “permitted price” is the price found by applying the formula  $P = D + (D \times V)$  where –
    - i) P is the permitted price,
    - ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
    - iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

Where the permitted price given by this formula is not a whole number, it should be rounded up to the nearest penny.

- (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence:
      - (i) the holder of the premises licence,
      - (ii) the designated premises supervisor (if any) in respect of such a licence, or
      - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence; and
    - (d) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.
    - (e) (i) Sub-paragraph (ii) applies where the permitted price on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.  
(ii) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.
- (4) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises. “Responsible person” means the holder of a premises licence, the designated premises supervisor under such a licence or any individual aged 18 or over who is authorised to sell alcohol by a licence holder or designated premises supervisor. An irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises –
  - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to –
    - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);

- (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective.
  - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner).
  - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
- (5) The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- (6) (a) The premises licence holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (b) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (c) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either
- (i) holographic mark or
  - (ii) an ultraviolet feature
- (7) The responsible person must ensure that –
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures –
- (i) beer or cider: ½ pint;
  - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
  - (iii) still wine in a glass: 125 ml; and
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises: and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
- (8) All persons guarding premises against unauthorised access or occupation or against outbreaks of disorder or against damage (door supervisors) must be licensed by the Security Industry Authority.

**Annex 2 – Conditions consistent with the Premises Operating Schedule:**

- (9) Non-standard timings: all licensable activities may be extended from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31<sup>st</sup> December).

- (10) Non-standard timings: all licensable activities may be extended by one hour on no more than 6 (six) occasions per year giving the Local Authority 7 (seven) days notice of the event. The additional 6 (six) occasions will only be used for no more than 2 nights in succession. The additional 6 (six) occasions will not use a marquee for the playing of live or amplified music after 02.00 hrs i.e. a band or disco; background music will be allowed.
- (11) Children under the age of 18 years are able to occupy the Polo Club premises, the Club House and Marquee, Pavilion and Canteen, under the supervision of a parent or guardian who is a Polo Club member or invited guest, during licensable activities for the duration of the authorised opening times.
- (12) A female door supervisor shall be available if searches are to be conducted on female customers.
- (13) Where there are 5 or more door supervisors at least one of these shall be female.
- (14) Door supervisors shall wear clothing that can be easily and clearly identifiable on CCTV, for example yellow reflective tabards.
- (15) Door supervisors shall be issued with multi-channel radios capable of communicating with other door supervisors, the designated premises supervisor and Town Centre radio link if required.
- (16) A door supervisor register shall be kept which includes names, dates and times of the persons employed in such capacity.
- (17) Alcohol and soft drinks shall be served in plastic or toughened glasses.
- (18) All bottles sold shall be made of plastic (where available).
- (19) Customers carrying open or sealed bottles or glasses shall not be admitted to the premises at any time.
- (20) Customers shall not be permitted to take open containers of alcoholic or soft drinks from the premises.
- (21) All bottles and glasses shall be removed from public areas as soon as the contents have been drunk or are empty.
- (22) Bottle bins for collection of empty bottles shall not be accessible to member of the public.
- (23) All instances of crime and disorder shall be reported to the Police as soon as reasonably practicable.
- (24) All-inclusive nights or other irresponsible drinks promotions shall not be permitted.
- (25) The designated premises supervisor or a personal licence holder shall be in charge of the premises when any drinks promotions are taking place.
- (26) Crime prevention notices shall be displayed warning customers of the possibility of crime which may target them, e.g. "Bags should not be left unattended", "Watch out for pickpockets".
- (27) A personal licence holder shall be at the premises at all times when alcohol is being sold or regulated entertainment is being provided.
- (28) A secure area for customer's personal belongings shall be available.
- (29) Food shall be available at all times when the premises are open.
- (30) All exit doors shall be easily operable without the use of a key, card, code or similar means.
- (31) Exit doors shall be regularly checked to ensure they function satisfactorily.

- (32) Records of any Fire Risk Assessments and Exit checks shall be kept and available for inspection.
- (33) All removable security fastening shall be removed whenever the premises are open to the public or staff.
- (34) All fire doors shall be maintained unobstructed and effectively self closing and will not be held open other than with approved devices.
- (35) Fire resistant doors to service shafts, ducts and cupboards shall be kept locked shut.
- (36) Step and stair edges shall be appropriately highlighted so as to be conspicuous.
- (37) All upholstered seating shall be fire retardant and comply with current fire safety regulations.
- (38) Curtains, hangings and temporary decorations shall be located so as not to obstruct exits, fire safety signs or fire-fighting equipment.
- (39) Notices detailing the actions to be taken in the event of fire or other emergency shall be prominently displayed and maintained in good condition.
- (40) Access shall be provided for emergency vehicles and kept clear and free from obstruction at all times.
- (41) Fire drills and emergency lighting tests shall be conducted regularly (weekly or monthly). Records of these tests shall be available on request.
- (42) All fire exits and means of escape shall be signed in accordance with BS5499: Part 1: Specification for Fire Safety Signs: 1990.
- (43) The current evacuation policy shall be maintained and all staff shall be trained in fire and emergency evacuation procedures.
- (44) All wall and ceiling finished shall be fire resistant to the appropriate standard.
- (45) Exit doors shall open outwards or shall be secured in the open position if this is not the case.
- (46) Adequate arrangements shall exist to enable the safe movement within the premises of disabled people and their safe evacuation in the event of an emergency.
- (47) Adequate and appropriate First Aid materials shall be available on the premises.
- (48) At least one suitable trained First-Aider shall be on duty when the public are present.
- (49) If more than one First-Aider is present on duty at any one time, their respective duties shall be clearly defined.
- (50) In the absence of adequate daylight suitable and sufficient artificial lighting shall be provided and maintained in any area accessible to the public.
- (51) Fire safety signs shall be adequately illuminated.
- (52) Emergency lighting shall be installed and maintained.
- (53) Emergency lighting batteries shall be fully charged before the admission of the public to the premises.
- (54) Emergency lighting tests shall be conducted monthly. Records of these tests shall be available on request.

- (55) An inspection of any gas boiler, calorifier or appliance shall be carried out annually.
- (56) The current public liability insurance shall be renewed annually and displayed on the premises.
- (57) All portable fire fighting equipment shall be inspected annually.
- (58) Any temporary electrical equipment being used shall be checked before use by a N.I.C.E.I.C or E.C.A. electrician and a temporary electrical installation report or a certificate of compliance with British Standard BS7909:1998 shall be obtained.
- (59) The use of special effects or mechanical installations shall be arranged, operated and stored so as to minimise any risk to the safety of the audience, performers or staff.
- (60) Special effects (including: dry ice machines and cryogenic fog; smoke machines and fog generators; pyrotechnics including fireworks; real flame; forearm; motor vehicles; strobe lighting; lasers; explosives and highly flammable substances) shall only be used with prior notification to Environmental Health, Licensing and / or Fire authority.
- (61) All safety signs warning customers about the risks to their health and safety shall comply with BS5378 1980: Safety Signs and Colours.
- (62) Free drinking water shall be available at all times when the premises is open to the public and taps are labelled as such.
- (63) A chill out area to the satisfaction of the Police and Licensing Authority shall be provided.
- (64) A "Hot line" to local taxi firms shall be available.
- (65) A policy shall be in place for escorting all patrons from the premises to a licensed taxi or private hire vehicle should a request be made.
- (66) Searching as a condition of entry shall be considered at all times and shall be mandatory when directed by the Police.
- (67) The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas shall not be permitted.
- (68) Disposal of bottles into waste receptacles outside the premises shall not be permitted to take place between the hours of 23:00 and 07:00.
- (69) For the final hours of opening the music shall be reduced in volume and shall be discernibly quieter.
- (70) The playing of live or recorded music in the garden or outside seating areas of the premises shall not be permitted unless in a marquee.
- (71) The playing of live or recorded music in the marquee shall not be permitted after 02:00.
- (72) The garden or outside seating areas are closed to the public after 02:00.
- (73) All fixed plant and equipment at the premises e.g. ventilation systems that produce significant levels of noise shall be fitted with appropriate means of noise suppression and shall be restricted in their use so as to minimise disturbance to any neighbouring noise sensitive premises.
- (74) All ventilation and extraction systems shall be designed and maintained so as to prevent noxious smells causing a nuisance to nearby properties.

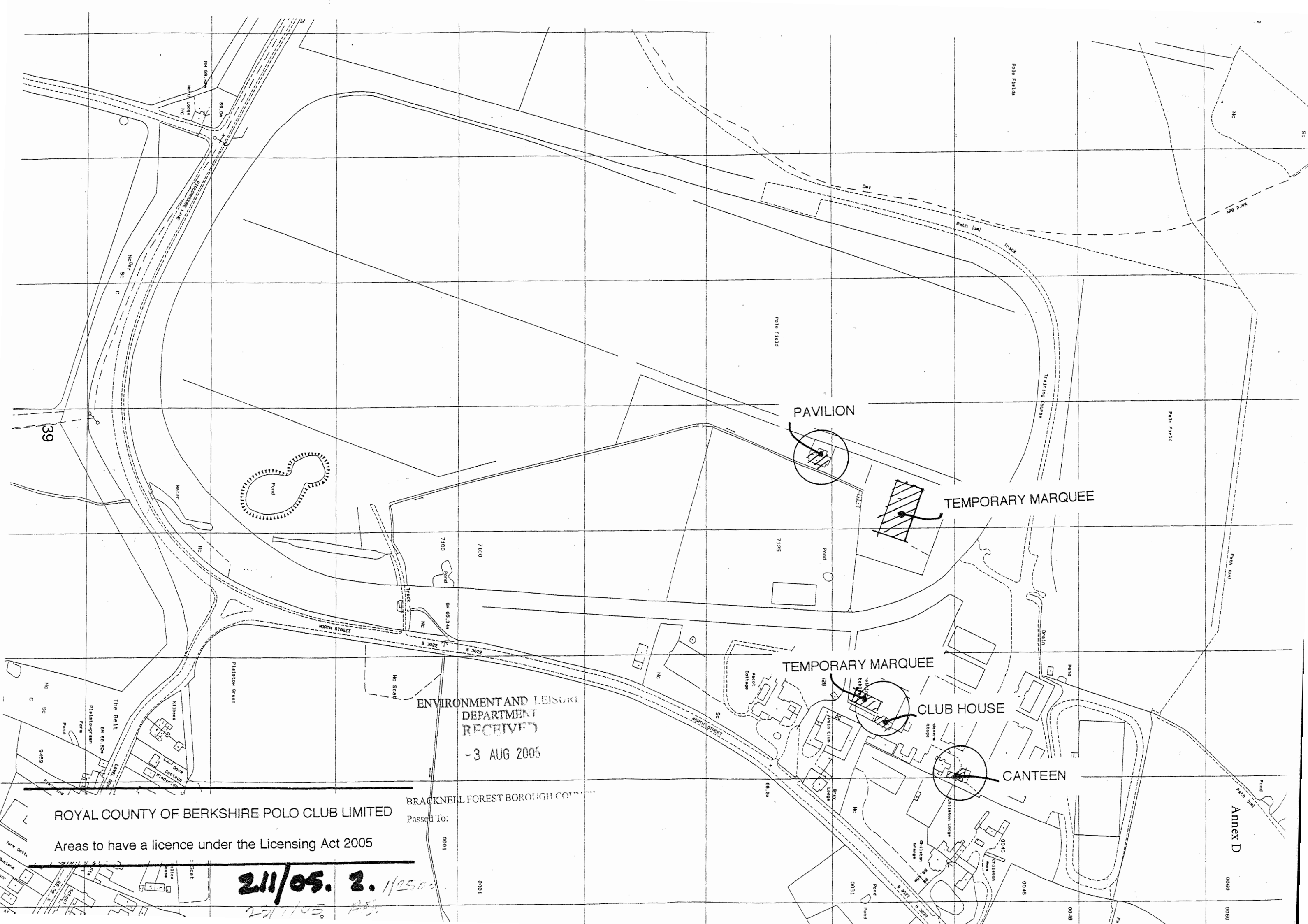
- (75) Refuse receptacles shall be cleaned with disinfectant at least once a week.
- (76) Flashing / bright / flood lights used outside the premises and any security access lighting installed shall not be operated so as to cause a nuisance to nearby occupiers.
- (77) All external lighting, including floodlighting, is directed away from adjacent occupiers.
- (78) At least 5 litter receptacles shall be placed outside the premises for customers to use and shall be emptied daily.
- (79) No advertisement for events which contain nudity or striptease shall be displayed on the premises so that it is seen from outside the premises.
- (80) No person under 18 shall be permitted to enter the premises whilst nudity or striptease is taking place.
- (81) An attendant shall be station in the area(s) occupied by children at a children's event and in the vicinity of each exit.
- (82) All attendants shall have completed appropriate Criminal Record Bureau (C.R.B.) checks.
- (83) The minimum number of attendants on duty as children's events shall be 1 attendant per 50 children (or part thereof).
- (84) The sale and supply of alcohol shall cease 40 minutes prior to the closure of the Club houses and a winding down period shall be implemented, for example quieter music and lighting level raised during or before this 40 minute period.
- (85) The maximum occupancy capacity of the Club house shall be 100 persons.
- (86) The maximum occupancy capacity of the Canteen shall be 50 persons.
- (87) The licensee shall ensure that no noise shall emanate from the premises which gives rise to nuisance.
- (88) Clearly legible notices shall be displayed in prominent locations requesting patrons and their guests to respect the needs of local residents and to leave the premises and area quietly.

**Annex 3 – Conditions attached after a hearing by the Licensing Authority:**

N/A

**Annex 4 – Plans:**

Attached



ENVIRONMENT AND LEISURE  
 DEPARTMENT  
 RECEIVED  
 - 3 AUG 2005

ROYAL COUNTY OF BERKSHIRE POLO CLUB LIMITED  
 Areas to have a licence under the Licensing Act 2005

BRACKNELL FOREST BOROUGH COUNCIL  
 Passed To:

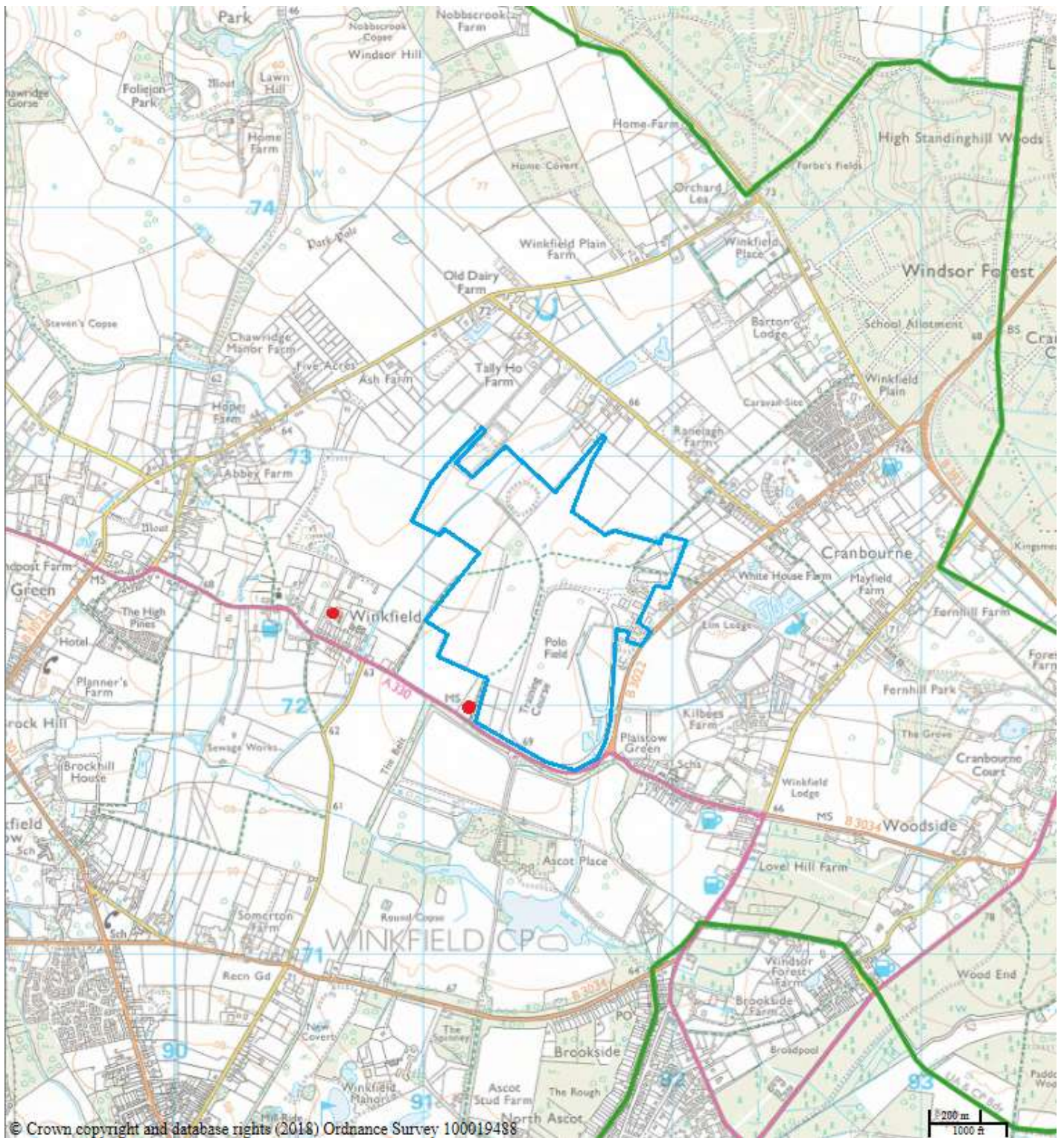
211/05. 2. 1/250  
 27/105. AS

Annex D  
 0060  
 0060

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Key Locations



Royal County of Berkshire Polo Club - site boundary



Approximate location of persons who have made representations

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Ref: LI/18/00558/LAPRE5  
15<sup>th</sup> June 2018

Mr John Newcombe  
Milton Shaw & Associates Ltd.  
Roman House  
46 Roman Way  
Maidstone  
Kent  
ME17 4SG

Dear Mr Newcombe,

**Application for a variation to a premises licence (ref LN\20050509)  
Royal County of Berkshire Polo Club, North Street, Winkfield, SL4 4TH**

---

I have been consulted on your application on behalf of the above premises for comment. Based on the information provided I am objecting to this application, as I believe insufficient detail has been provided within your operating schedule to mitigate for the potential of increased public nuisance as a result of this application. I would recommend some new conditions are attached to the premises licence as part of your operating schedule and existing conditions 67 to 72 inclusive are removed.

If you agree to accept these conditions being attached to your licence, I would be satisfied for the licence to be granted without the need for a hearing. If you have any other or alternative suggestions please contact either myself or Suzanne McLaughlin (Suzanne.McLaughlin@westberks.gov.uk, 01635 502851) within the next 7 days to discuss further.

1. Noise from the premises shall not unreasonably disturb other people.
2. No music or speech shall be relayed via external speakers other than for large events detailed in Condition 3.
3. Large events shall comply with Conditions 4 to 17 below. A large event is used to describe an event involving more than 1000 attendees.
4. There shall be no more than 6 large events per year and no more than two large events per month, unless otherwise agreed with the Licensing Authority. An event is used to describe a single day or night music event.
5. The Premises Licence Holder shall produce a Noise Management and Community Liaison Plan (NMP) for events.

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6. Information relating to a specific event shall be submitted to the Licensing Authority for agreement no later than 28 days prior to the event. No alteration to the NMP after this date shall be made by the Premises Licence Holder except with the written consent of the Licensing Authority.
7. The NMP shall contain the methodology which shall be employed to control sound produced on the premises, in order to comply with the premises licence. The NMP must include all of the arrangements for preventing public nuisance and consultation with the local community and shall include:
  - a. An inventory of all sound systems to be used on the site
  - b. A schedule of contact details for those who are responsible for the sound systems
  - c. A list of stages and cinemas together with sound power output details, a schedule of their location, orientation, and shut down times and their maximum audience capacity
  - d. Maximum permitted sound power output details for traders
  - e. Management command and communication structure /methods for ensuring that permitted sound system output and finish times are not exceeded
  - f. Publication and dissemination of information to the public and arrangements for provision and staffing of a hotline number for dealing with complaints
  - g. Action to be taken by the Event Organiser following complaints.
8. The Premises Licence Holder shall ensure compliance with all aspects of the Noise Management and Community Liaison Plan.
9. At least 7 days prior to an event the Premises Licence Holder shall provide to the licensing authority a telephone number for contacting the licence holder or a nominated representative during the course of an event.
10. The Premises Licence Holder shall produce and make available a Public Information Document with details of arrangements for the event based on the Event Management Plan and NMP that might affect the local community. This shall be made available at least 7 days prior to the event and published through a method agreed with the Licensing Authority.
11. The Premises Licence Holder shall manage noise levels based on principles laid out in the 1995 'Code of Practice on Environmental Noise Control at Concerts.
12. Where the Premises Licence Holder plans to hold 3 or less music events per year the music noise level shall not exceed 65dB(A) over a 15 minute period, at 1 meter from the facade of any noise sensitive premises, from 11:00 to 23:00 hours
13. Where the Premises Licence Holder plans to hold more than 3 events per year the music noise level shall not exceed background noise levels by more than 15dB(A) over at 15 minute period, at 1 meter from the façade of any noise sensitive premises, from 11:00 to 23:00 hours.

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14. After 23:00m hours noise from the premises shall not be audible outside any dwelling in the vicinity
15. Music noise levels shall be measured throughout an event. Monitoring locations and noise levels to be met at those locations shall be agreed in writing with the Licensing Authority no later than 28 days in advance of the event.
16. The sound systems of the principal stages shall be tested to ensure compliance with condition 12, condition 13 and condition 14 prior to the commencement of the event. The Licensing Authority shall be notified no less than 24 hours in advance of such testing being undertaken
17. The Premises Licence Holder shall appoint a competent noise consultant to monitor and record on site and off site noise, to ensure compliance with condition 12, condition 13 and condition 14.
18. The Premises Licence Holder shall not permit amplification equipment to be brought onto the site unless:-
  - a. it is for use as part of regulated entertainment
  - b. it is for the use of authorised traders for the sole purpose of providing 'incidental' or background music to their stall or fairground attraction.
19. Erection/dismantling activities for equipment, stages etc. shall be restricted to 07:00 to 21:00 hours.
20. The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas shall not be permitted.

I can be contacted through the Public Protection Partnership, a shared service provided by Bracknell Forest Council, West Berkshire Council and Wokingham Borough Council on 01635 503460, by email to [sophie.needs@westberks.gov.uk](mailto:sophie.needs@westberks.gov.uk) or on 01344 352000 via Bracknell Customer Service Centre which is open from 8.30am to 5.00pm, Monday to Friday.

Yours sincerely

*S. Needs*

**Dr Sophie Needs**  
Environmental Protection Officer

c.c. Licensing team, Bracknell Forest Council

*This letter has been sent electronically to:* [REDACTED]

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**From:** John Newcombe  
**Sent:** 26 June 2018 17:29  
**To:** Suzanne McLaughlin  
**Cc:** Licence All  
**Subject:** Re: Royal County of Berkshire Polo Club North Street (ref LN/20050509)

Hi Suzanne/Licensing,

I can confirm that the applicant is happy for these conditions to be added onto the licence by way of voluntary amendment to the operating schedule in order to secure the withdrawal of the representations submitted.

Many thanks

John Newcombe  
Consultant Partner

Milton & Shaw Associates Ltd.  
w: [www.miltonshaw.co.uk](http://www.miltonshaw.co.uk)

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On 26 Jun 2018, at 14:03, Suzanne McLaughlin  
<[Suzanne.McLaughlin@westberks.gov.uk](mailto:Suzanne.McLaughlin@westberks.gov.uk)> wrote:

Dear Mr Newcombe

**Premises Royal County of Berkshire Polo Club North Street (ref LN/20050509)**  
**Application to Vary a Premise Licence – Licensing Act 2003**  
**Our ref LI/18/00558/LAPRE5**

Further to your email of today. Thank you for agreeing to the amended condition no.14. I confirm the agreed conditions to be applied as follows:

1. Noise from the premises shall not unreasonably disturb other people.
2. No music or speech shall be relayed via external speakers other than for large events detailed in Condition 3.
3. Large events shall comply with Conditions 4 to 17 below. A large event is used to describe an event involving more than 1000 attendees.
4. There shall be no more than 6 large events per year and no more than two large events per month, unless otherwise agreed with the Licensing Authority. An event is used to describe a single day or night music event.

5. The Premises Licence Holder shall produce a Noise Management and Community Liaison Plan (NMP) for events.
6. Information relating to a specific event shall be submitted to the Licensing Authority for agreement no later than 28 days prior to the event. No alteration to the NMP after this date shall be made by the Premises Licence Holder except with the written consent of the Licensing Authority.
7. The NMP shall contain the methodology which shall be employed to control sound produced on the premises, in order to comply with the premises licence. The NMP must include all of the arrangements for preventing public nuisance and consultation with the local community and shall include:
  - a. An inventory of all sound systems to be used on the site
  - b. A schedule of contact details for those who are responsible for the sound systems
  - c. A list of stages and cinemas together with sound power output details, a schedule of their location, orientation, and shut down times and their maximum audience capacity
  - d. Maximum permitted sound power output details for traders
  - e. Management command and communication structure /methods for ensuring that permitted sound system output and finish times are not exceeded
  - f. Publication and dissemination of information to the public and arrangements for provision and staffing of a hotline number for dealing with complaints
  - g. Action to be taken by the Event Organiser following complaints.
8. The Premises Licence Holder shall ensure compliance with all aspects of the Noise Management and Community Liaison Plan.
9. At least 7 days prior to an event the Premises Licence Holder shall provide to the licensing authority a telephone number for contacting the licence holder or a nominated representative during the course of an event.
10. The Premises Licence Holder shall produce and make available a Public Information Document with details of arrangements for the event based on the Event Management Plan and NMP that might affect the local community. This shall be made available at least 7 days prior to the event and published through a method agreed with the Licensing Authority.
11. The Premises Licence Holder shall manage noise levels based on principles laid out in the 1995 'Code of Practice on Environmental Noise Control at Concerts.
12. Where the Premises Licence Holder plans to hold 3 or less music events per year the music noise level shall not exceed 65dB(A) over a 15 minute period, at 1 meter from the facade of any noise sensitive premises, from 11:00 to 23:00 hours
13. Where the Premises Licence Holder plans to hold more than 3 events per year the music noise level shall not exceed background noise levels by more than 15dB(A) over at 15 minute period, at 1 meter from the façade of any noise sensitive premises, from 11:00 to 23:00 hours.



14. After 23:00 music noise from the premises shall not be at a level that would be considered a nuisance.

15. Music noise levels shall be measured throughout an event. Monitoring locations and noise levels to be met at those locations shall be agreed in writing with the Licensing Authority no later than 28 days in advance of the event.

16. The sound systems of the principal stages shall be tested to ensure compliance with condition 12, condition 13 and condition 14 prior to the commencement of the event. The Licensing Authority shall be notified no less than 24 hours in advance of such testing being undertaken

17. The Premises Licence Holder shall appoint a competent noise consultant to monitor and record on site and off site noise, to ensure compliance with condition 12, condition 13 and condition 14.

18. The Premises Licence Holder shall not permit amplification equipment to be brought onto the site unless:-

- a. it is for use as part of regulated entertainment
- b. it is for the use of authorised traders for the sole purpose of providing 'incidental' or background music to their stall or fairground attraction.

19. Erection/dismantling activities for equipment, stages etc. shall be restricted to 07:00 to 21:00 hours.

20. The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas shall not be permitted.

Regards

**Suzanne McLaughlin**  
**Senior Environmental Health Officer**  
**Public Protection Partnership**

A shared service provided by Bracknell Forest Council, West Berkshire Council and Wokingham Borough Council.

01635 519851 | Extn 2851 | [suzanne.mclaughlin@westberks.gov.uk](mailto:suzanne.mclaughlin@westberks.gov.uk)

Please note I work Mondays-Thursdays only

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**From:** [REDACTED]  
**Sent:** 26 June 2018 18:15  
**To:** Licence All  
**Subject:** Premises licence-Polo club

Dear Mr Fletcher,

We wish to oppose the change of licence to allow the Polo club to have licensable activities anywhere on their site.

The basis for this opposition is that by bringing licensable activities nearer the boundary there is an increased risk of noise nuisance to nearby residents. The Polo club lies within the quiet residential area of Winkfield and enabling the premises to sell more alcohol would be totally detrimental to its aims and objectives because residents in this area already suffer noise nuisance and antisocial behaviour from people leaving the polo club and therefore an increase in the number of licenses will exacerbate the problem.

We would urge the licensing authority to refuse the application.

Kind regards,

[REDACTED]

[REDACTED]

St Marys lane  
Winkfield  
SL4 [REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** 29 June 2018 09:48  
**To:** Licence All  
**Cc:** Moira Gaw  
**Subject:** Formal objection notice

Dear Mr Fletcher

I would like to make a formal objection to the application to vary the premises license for the Royal County of Berkshire Polo Club.

The grounds for my objection is as follows;

As the closest neighbour to the Polo Club, we are already directly and significantly impacted Monday to Friday by the current construction and waste disposal programme that is running through the grounds. Current major issues are down to sheer volume of trucks passing through the site. The noise, dust and our own safety concerns have thus far been ignored by the club and the council. There is at least another year or more of this ongoing disruption to face.

The main roads are either covered in thick layers of dust during the dry seasons or thick dangerous layers of mud in the wet seasons. As a community we are fed up with the lack of care by the club and the council to our small village.

Moving onto the application itself, our back gardens backs onto the grounds and since purchasing our property in 2014 we have never been given advance notice of any events at the club. In the past, evening events have caused a significant increase in traffic to the small already overloaded roads and a very high volume of loud music preventing us from sleeping at night.

Any extension of the existing license both in terms of land use of the full site and increase in the number of events will add to already significant burden on us.

Ordinarily there is no barrier or fencing between our back garden and the club grounds so we should have an uninterrupted view as originally intended. If the variation is approved these events could now be in very close proximity to our property increasing the likelihood of trespassing, damage and other risks to our property. This is a major security concern.

Please acknowledge receipt of my objection.

Regards,  
[REDACTED]  
Pigeonhouse Lane  
SL4 [REDACTED]  
[REDACTED]

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**FOI 229****Request**

I was wondering if you could forward to me any information on complaints concerning music noise levels coming from the Royal County of Berkshire Polo Club during the Summers of 2011/2 from May through to the end of September.

It would help us considerable if you could furnish with any information that you have on record.

**Response**

Date of Complaint	Nature of complaint	Action taken
15/6/2011	Noise from amplified music	Officer visited site and gave advice re noise management
5/8/2011	Noise from late night event	Complainant wanted advice but had received a positive reduction in noise when club approached – NFA
23/7/2012	A number of complainants concerning noise from a late night event	Witness statements requested so as to have evidence to object to future TENS – Polo club worked with EHO re noise management

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Dear Sir/Madam,

We act on behalf of the Royal Berkshire Polo Club and are in receipt of your letter of objection to our client's application to vary the premises licence for the club.

We understand that you may have some concerns over the proposed changes to the licence and would like to offer to meet with you to go through the proposals, and the significant safeguards that have already been agreed with the Responsible Authorities.

As you may be aware there were already a number of safeguards contained within the existing premises licence in relation to nuisance arising from licensable activities at the premises and these are outlined in the attached document 'Existing Conditions'.

Further to the application being submitted to allow for a small number of larger scale events to be held on site, a host of additional safeguards have been agreed with the Council's Noise Officer which are attached at 'Agreed Conditions'.

We believe that both sets of conditions are entirely adequate to ensure that you are not subjected to any nuisance arising from the proposed activities to be held at the premises, however, we are more than happy to discuss any additional safeguards with you which may offer further assurance that you will not be unduly disturbed by the proposed activities at the premises.

We have also attached a copy of the Noise Management Plan for the premises for your consideration.

In order to be able to fully understand your concerns, we would like to invite you to meet with the Club's Management and ourselves at the premises next week and have provisionally booked a meeting room for 7pm on Wednesday 18<sup>th</sup> July. If this date is not suitable then we would be more than happy to try and accommodate an alternative date/time that suits?

RSVP please if you would like to join us on Wednesday.

If you would prefer to communicate via e-mail then please do get in touch, either directly or through the Council's licensing Officer; we are essentially seeking to establish if there are any additional safeguards that could be agreed between us to enable us to move forward on this matter and would ask that you review and consider the two documents attached and let us know if there is anything further that we could offer to satisfy your concerns.

I am more than happy to discuss the matter by telephone if you would prefer and can be contacted on \_\_\_\_\_ or \_\_\_\_\_.

I look forward to hearing from you / meeting you in due course.

Kind regards,

Many thanks

John Newcombe  
Consultant Partner

Milton & Shaw Associates Ltd.

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# Noise Management Strategy

Royal County of Berkshire Polo Club  
North Street  
Winkfield  
SL4 4TH



Head Office  
Ground Floor  
Roman House  
46 Roman Way  
Maidstone  
ME17 4SG

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Licensing



Safety



Gambling



Planning



Acoustics



Training

**Client:** Royal County of Berkshire Polo Club

**Author:** John Newcombe

**Status:** DRAFT

**Version:** D01 [DRAFT]

**Revisions:**

Revision	Date	Purpose	File ref	Author	Check	Review
D01	29.06.2018	First Draft	MSA_CUST_90063_ Polo_Club_NMP_v. D1	JN	NN	KW

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## 1. Introduction

- 1.1. This Noise Management Strategy (NMS) sets out the requirements for noise monitoring and control with regards to the Royal County of Berkshire Polo Club, North Street, Winkfield SL4 4TH. This Noise Management Strategy is a requirement of the Premises Licence issued by Bracknell Forest Borough Council for the venue, and is prepared to assist the venue operator, in ensuring compliance with those conditions as set out within the Premises Licence and to also assist managing relationships with local residents and the Local Authority in relation to activities at the premises.
- 1.2. This NMS considers the potential for noise from the following sources:
  - Rig and de-rig noise;
  - Event noise (including sound check, rehearsals and show);
  - Crowd Noise during event;
  - Crowd noise arriving and departing event;
  - Delivery vehicles;
  - On site vehicles (including forklifts);
  - Event specific plant noise;
- 1.3. This noise management strategy identifies how noise arising from the use of the venue should be monitored and controlled, by establishing reasonable methods to measure, assess and, if necessary, reduce the impact from noise sources associated with the venue, in order to ensure no statutory nuisance arises from operations at the venue.
- 1.4. This noise management strategy also seeks to identify and assess the potential liaison between the noise control engineer, sound system supplier, sustainability manager, venue general manager and the Public Protection Team at Bracknell Forest Borough Council.
- 1.5. The Noise management plan applies specifically to events exceeding 1,000 attendees. The venue operating times are limited to the following hours;  
  
Licensable Activities:  
Authorised Times:  
Sale by retail of alcohol  
Live music  
Recorded music  
Performance of dance  
Monday - Sunday: 11:00 - 02:00  
Late night refreshment Monday - Sunday: 23:00 - 02:00  
The opening hours of the premises: Monday - Sunday: 11:00 - 02:40
- 1.6. The venue is located within the administrative area of Bracknell Forest Borough Council
- 1.7. This noise management plan consists of three sections:
  - Noise assessment and management;
  - Venue location and Noise Sensitive Receptors (NSR's);
  - Complaint process and monitoring;
- 1.8. A glossary of terms used in this report can be found in Appendix A.

## 2. About Us

- 2.1 Milton & Shaw Associates Limited have been helping businesses and organisations achieve regulatory compliance since 2003. Specialising in the entertainment sector we cover many aspects of regulatory

control, including; Licensing, Gambling, Planning, Pollution and Health & Safety. All of our consultants are professionally accredited and trained in their relative areas of specialism.

### **3 About the author**

- 3.1 This report has been prepared by John Newcombe who has been a Consultant Partner at Milton & Shaw since 2003. He is a member of the Institute of Licensing and Institution of Occupational Safety & Health as well as a holder of the certificate of competence awarded by the Institute of Acoustics.



### **4 About the Strategy**

- 4.1 Royal County of Berkshire Polo Club are committed to proactively managing noise arising from their use of the premises and this strategy has been prepared to demonstrate that the venue can be run in accordance with all relevant noise regulations and guidance, and to actively avoid causing any form of statutory nuisance to other persons living nearby.
- 4.2 It also demonstrates a practical approach to dealing with any potential issues or complaints which may arise from the use of the premises for activities.
- 4.3 The strategy is a live document and is expected to evolve over time. It has been prepared according to the client's instructions and subsequent monitoring visits and surveys and will be updated following consultation with the Public Protection Noise Team at Bracknell Forest Borough Council. Any revised documents will be circulated to all stakeholders when available.
- 4.4 The strategy will outline any considerations; provide an overview of monitoring arrangements and available mitigation measures.
- 4.5 The strategy seeks to achieve, above all else, a workable solution to ensuring the harmonious relationship between the thriving community at the Polo Club and the local residents nearby, without impacting on residents needs or the aspirations of this ever growing and increasingly successful organisation.

### **5 Royal County of Berkshire Polo Club**

- 5.1 The Berkshire, near Windsor, stands out as one of the UK's top-tier polo clubs and classic events spaces, boasting world-class sporting facilities, including six pristine polo fields, the UK's first all-weather polo arena, stabling to accommodate over 200 horses, two tennis courts, a croquet lawn and an esteemed polo academy.
- 5.2 Founded by the late rock and roll impresario Bryan Morrison, RCBPC has been at the forefront of fashionable society since founding member HRH The Prince of Wales officially opened the club in 1985. Throughout the years, the club and its legendary members' clubhouse has proved a centre of convergence for Hollywood superstars and rock and roll royalty to bond over a love of polo without the antiquated social barriers of traditional clubs.
- 5.3 RCBPC is proud to host the world's most prestigious players and horses during our dynamic year-long social calendar of events, ranging from beginners' polo to High Goal (22), as well as summer tournaments such as The Prince of Wales Trophy and winter tournaments such as the famous Arena Gold Cup.
- 5.4 Today, RCBPC represents an internationally renowned sports and lifestyle universe that seeks to further innovate and develop polo as a truly inclusive sport fit for the modern world.

## **6 History**

- 6.1 Polo: a marriage of equine history and sheer rock and roll. Our late founder Bryan Morrison, a distinguished businessman and music mogul in the 60s, 70s, 80s and 90s, had a hand in the careers of none other than Pink Floyd, The Jam, The Bee Gees, George Michael and many more. After unexpectedly becoming intoxicated by sport polo and the accompanying lifestyle, in 1985 he purchased a rundown estate with the vision and intent to convert the land into a lavish club that ran by its own rules. In 1986, just one year after he purchased the land, Morrison succeeded in the monumental task of converting the 220-acre estate into a fully functioning polo club with HRH The Prince of Wales opening the club as its first member.
- 6.2 Interestingly, the estate was originally the site of the Windsor Forest Stud, a former racing yard that, in its heyday, sent its best runners to the neighbouring Royal Ascot just one mile away. To this day, the stud's signature race rail and gallops remain on the grounds as a reminder of their equine history. The marriage of the land's prestigious horse racing history and Morrison's rock and roll legacy has given birth to an unquestionably modern club that holds true to the wild, unpredictable and exhilarating spirit of polo.
- 6.3 Morrison has been widely credited with revolutionising and re-popularising polo, with RCBPC serving as a crucible of change in the modern era of polo in the UK. In 2005, Morrison started a global sports/lifestyle clothing brand that reflects the excellence, authenticity and exclusivity of the ever-fashionable Royal County of Berkshire Polo Club. Bryan's son Jamie Morrison, the club's current chairman, will ensure that RCBPC continues to be the vanguard of polo, leading with its current extensive expansion programme, which will provide two new state-of-the-art fields, amongst many more exciting developments.

*'Our aim is to cement the club's stature as a world-class polo and equestrian facility alongside a modern relevant fashion brand that pushes boundaries for generations to come.'* - **Jamie Morrison CEO.**

## **7 Noise Assessment & Management**

### **Rig and De-Rig Noise**

- 7.1 The venue has a permanent PA system installation which means there is negligible impact from Rig and De-rig noise activities at the premises, however, where additional equipment is brought in to the venue the operator is mindful to ensure that such activities are conducted at a reasonable time and with the minimum disturbance to NSR's.

### **Temporary Plant (Mechanical & Electrical) Noise**

- 7.3 If new elements of plant (mechanical or electrical) are to be incorporated at the premises, consideration should be given to the effects of noise to NSRs and an assessment in accordance with BS 4142:1997 'Method for rating industrial noise affecting mixed residential and industrial areas' would be required.
- 7.4 A suitable rating level will be agreed with the Local Authority to enable the plant to be considered for noise emissions to NSRs.

### **Noise from Crowd Activities**

- 7.5 Noise emissions from crowd activities should be considered for effect on NSRs. This would include crowd movements to and from the venue during ingress and egress, as well as crowd noise during the event itself.
- 7.6 There is parking at the venue and persons using the centre are directed to park their vehicles at the parking areas and take the short walk to the venue. The area directly in front of the venue is used as a drop off area for arrivals and is managed by staff on event days. There are also a number of parking spaces available at the venue which are reserved for disabled visitors.



## **Control of Noise from Amplified Music Events & PA Systems**

- 7.7 The main area for concern in relation to activities at the venue is in relation to noise breakout from amplified music events and noise emissions from amplified music and PA announcements should therefore be considered for effect on NSRs.
- 7.8 A full programme of monitoring and compliance will be instigated in accordance with the conditions listed in section 11 of this assessment.

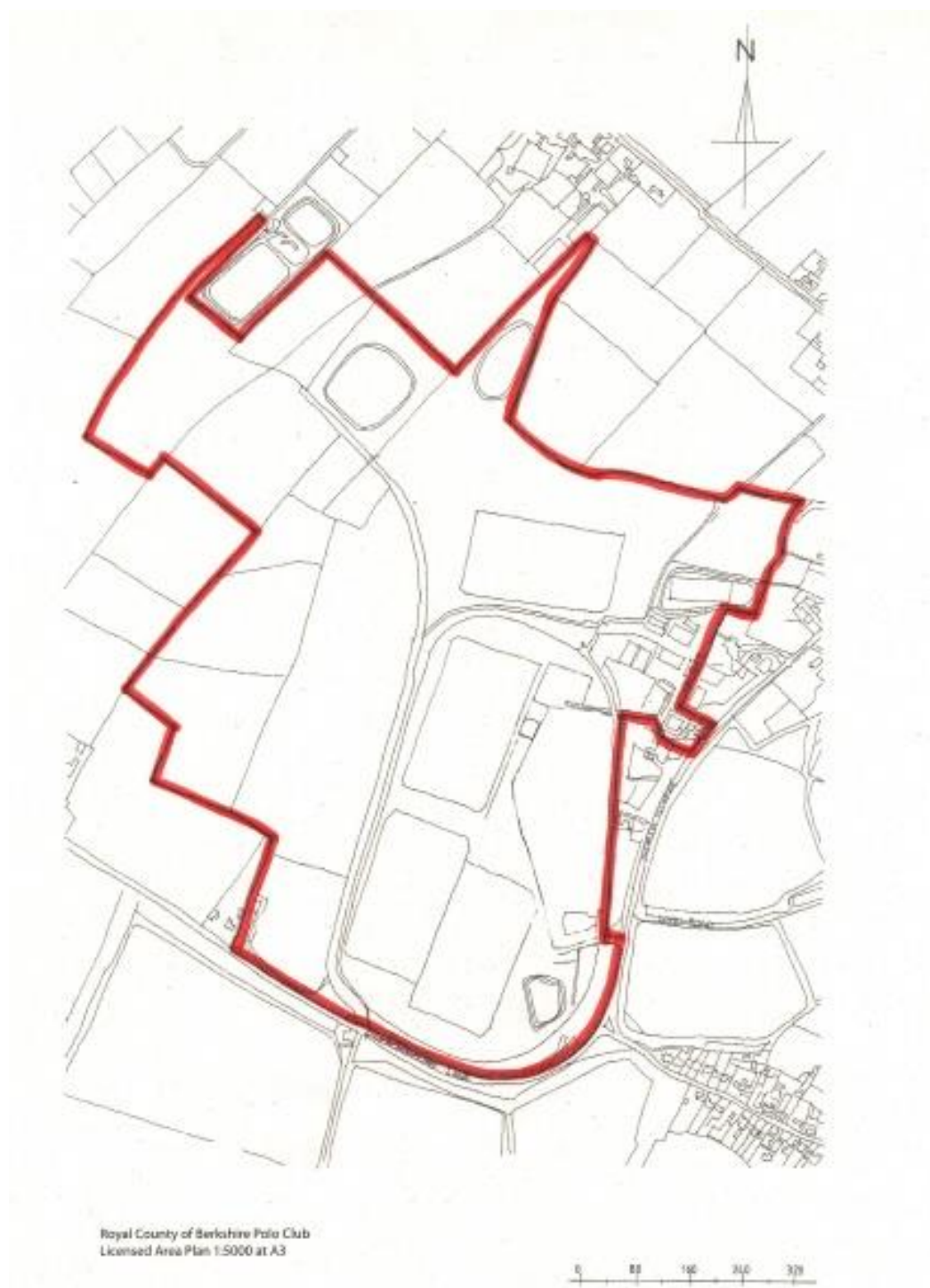
## **8 Complaint Process & Monitoring**

- 8.1 In the event of a complaint relating to noise, a designated staff member will investigate the complaint. In cases where Polo Club representatives are unable to address the complaint, undertake the noise monitoring or where a high number of complaints are received, or the complaint is deemed particularly sensitive, then additional staff should be on call to attend site with professional sound level meters (class 1) for monitoring. This will be classified as 'call-out' monitoring.
- 8.2 Monitoring should be carried out at the complainant's location to ascertain noise levels. If necessary action should be taken to reduce the levels. Levels should be measured as LAeq for a minimum of 5 minute periods.
- 8.3 During the noise monitoring, a noise representative or noise consultants will be operating both on site (at mixer position) and off-site (noise sensitive locations). A communication link will be provided between the mixer position and noise sensitive locations to ensure that the noise levels are not exceeded.
- 8.4 The noise representative or noise consultants will download the noise monitoring data and keep a logbook of noise levels. This will be made available to the Council's EHO for inspection.
- 8.5 A hotline telephone number (the venue landline) will be provided to handle noise complaints and will be staffed during event hours. Event Personnel will coordinate the response to a complaint and details of any noise complaints, and subsequent actions, will be logged and made available to the Local Authority.

## 9 Venue Location

Venue Location

9.1 Figure 1 outlines the location of the venue



## 10 Defined Noise Sensitive Receivers

10.1 The following noise sensitive receptors have been defined as those being the closest, and so, the most noise sensitive to any noise from the Venue:

1. At an agreed location to the South West of the event site
2. At an agreed location to the South East of the event site
3. At an agreed location to the East of the event site
4. At an agreed location to the North of the event site

10.2 Figure 2 outlines the locations of defined noise sensitive receptors.



## 11 Monitoring Visits and liaison with Local Authority

The Noise Consultant will attempt to liaise with the Local Authorities Pollution Officer in order to discuss the most appropriate locations for monitoring locations, at or around the nearest noise sensitive residential properties.

It is proposed to take background readings at each of the noise sensitive residential locations before performance. The results of the measurements will be added at Appendix B. Significant findings of the difference between the background readings and the during performance readings will be added also.

Venue management will try and seek a resolution to the current situation and have been liaising with both the Council's Pollution Team and local resident (complainant) with regards to the issues presented.

All instrumentation used for off-site and on-site measurement will meet a minimum of Class 2 of BS EN 61672-1:2003 (sound level meters) or Type 2 BS EN 60804:2001 and will be calibrated on a routine basis according to the manufacturer's instructions.

The code of practice for noise from pop concerts shall be used as a base for control, however the guidance is based on frequency imbalance at distances over 2k and is not therefore appropriate for close receptors.

## 12 Mitigation Measures

Following discussions with the venue management, the following measures have been put in place to mitigate the potential risks of noise nuisance from activities at the venue.

- Sound monitoring equipment shall be installed at the front of house mixing desk and shall be used to monitor the LAeq decibel levels at all times amplified music is being played in the venue.
- System engineers will be made fully aware of the noise constraints at the venue and will set up the front of house sound system in a manner most practicable to minimise the breakout of music from the venue.
- The music sound level at the mixing desk position will be continuously monitored in terms of 15 minute and 1 minute LAeq values, The front of house music level shall not exceed the agreed db limit at any time (this is the level set at which music noise does not exceed the agreed level at the nearest noise sensitive receptors.)
- Regular monitoring visits of the four identified NSR's shall be undertaken outside the venue to ensure there is no noise nuisance being caused to neighbouring properties. A log of such monitoring visits shall be kept.
- Amplification of lower frequencies shall be reduced so as to not cause vibrations in the structure and substructure of the building nor of fixtures and fittings at the venue. The code of practice for noise from pop concerts shall be used as a base for control
- A telephone number will be made available specifically for neighbour complaints and will be answerable by a responsible person at all times amplified music is played at the venue.
- Any local residents who contact the venue in relation to noise disturbance will be liaised with regarding possible visits, in consultation with the Local Authority Pollution Officer, in order to ascertain the extent of the problem and enable consideration of potential mitigation measures.
- If deemed necessary, the venue will arrange a local residents consultation meeting to discuss any concerns local residents may have about the operation of the venue and to agree any additional mitigation measures to prevent nuisance from the venue.
- The Local Authority will be sent a copy of this plan in order to agree the locations of the NSR's and any mitigation measures are appropriate and proportionate and will further be consulted at regular intervals regarding the effectiveness of the measures and any emerging trends.

### **Specific Noise related mitigations contained within the existing premises licence:**

(67) The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas shall not be permitted.

(68) Disposal of bottles into waste receptacles outside the premises shall not be permitted to take place between the hours of 23:00 and 07:00.

(69) For the final hours of opening the music shall be reduced in volume and shall be discernibly quieter.

(70) The playing of live or recorded music in the garden or outside seating areas of the premises shall not be permitted unless in a marquee.

(71) The playing of live or recorded music in the marquee shall not be permitted after 02:00.

(72) The garden or outside seating areas are closed to the public after 02:00.

(73) All fixed plant and equipment at the premises e.g. ventilation systems that produce significant levels of noise shall be fitted with appropriate means of noise suppression and shall be restricted in their use so as to minimise disturbance to any neighbouring noise sensitive premises.

(76) Flashing / bright / flood lights used outside the premises and any security access lighting installed shall not be operated so as to cause a nuisance to nearby occupiers.

(84) The sale and supply of alcohol shall cease 40 minutes prior to the closure of the Club houses and a winding down period shall be implemented, for example quieter music and lighting level raised during or before this 40 minute period.

(87) The licensee shall ensure that no noise shall emanate from the premises which gives rise to nuisance.

(88) Clearly legible notices shall be displayed in prominent locations requesting patrons and their guests to respect the needs of local residents and to leave the premises and area quietly.

**Additional Conditions agreed as part of the variation application in June 2018;**

1. Noise from the premises shall not unreasonably disturb other people.
2. No music or speech shall be relayed via external speakers other than for large events detailed in Condition 3.
3. Large events shall comply with Conditions 4 to 17 below. A large event is used to describe an event involving more than 1000 attendees.
4. There shall be no more than 6 large events per year and no more than two large events per month, unless otherwise agreed with the Licensing Authority. An event is used to describe a single day or night music event.
5. The Premises Licence Holder shall produce a Noise Management and Community Liaison Plan (NMP) for events.
6. Information relating to a specific event shall be submitted to the Licensing Authority for agreement no later than 28 days prior to the event. No alteration to the NMP after this date shall be made by the Premises Licence Holder except with the written consent of the Licensing Authority.
7. The NMP shall contain the methodology which shall be employed to control sound produced on the premises, in order to comply with the premises licence. The NMP must include all of the arrangements for preventing public nuisance and consultation with the local community and shall include:
  - a. An inventory of all sound systems to be used on the site
  - b. A schedule of contact details for those who are responsible for the sound systems
  - c. A list of stages and cinemas together with sound power output details, a schedule of their location, orientation, and shut down times and their maximum audience capacity
  - d. Maximum permitted sound power output details for traders
  - e. Management command and communication structure /methods for ensuring that permitted sound system output and finish times are not exceeded
  - f. Publication and dissemination of information to the public and arrangements for provision and staffing of a hotline number for dealing with complaints
  - g. Action to be taken by the Event Organiser following complaints.
8. The Premises Licence Holder shall ensure compliance with all aspects of the Noise Management and Community Liaison Plan.
9. At least 7 days prior to an event the Premises Licence Holder shall provide to the licensing authority a telephone number for contacting the licence holder or a nominated representative during the course of an event.
10. The Premises Licence Holder shall produce and make available a Public Information Document with details of arrangements for the event based on the Event Management Plan and NMP that might affect

the local community. This shall be made available at least 7 days prior to the event and published through a method agreed with the Licensing Authority.

11. The Premises Licence Holder shall manage noise levels based on principles laid out in the 1995 'Code of Practice on Environmental Noise Control at Concerts.

12. Where the Premises Licence Holder plans to hold 3 or less music events per year the music noise level shall not exceed 65dB(A) over a 15 minute period, at 1 meter from the facade of any noise sensitive premises, from 11:00 to 23:00 hours

13. Where the Premises Licence Holder plans to hold more than 3 events per year the music noise level shall not exceed background noise levels by more than 15dB(A) over at 15 minute period, at 1 meter from the façade of any noise sensitive premises, from 11:00 to 23:00 hours.

14. After 23:00 music noise from the premises shall not be at a level that would be considered a nuisance.

15. Music noise levels shall be measured throughout an event. Monitoring locations and noise levels to be met at those locations shall be agreed in writing with the Licensing Authority no later than 28 days in advance of the event.

16. The sound systems of the principal stages shall be tested to ensure compliance with condition 12, condition 13 and condition 14 prior to the commencement of the event. The Licensing Authority shall be notified no less than 24 hours in advance of such testing being undertaken

17. The Premises Licence Holder shall appoint a competent noise consultant to monitor and record on site and off site noise, to ensure compliance with condition 12, condition 13 and condition 14.

18. The Premises Licence Holder shall not permit amplification equipment to be brought onto the site unless:-

- a. it is for use as part of regulated entertainment
- b. it is for the use of authorised traders for the sole purpose of providing 'incidental' or background music to their stall or fairground attraction.

19. Erection/dismantling activities for equipment, stages etc. shall be restricted to 07:00 to 21:00 hours.

20. The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas shall not be permitted.

## Appendix A - Noise Units

1. Noise is defined as unwanted sound. The range of audible sound is from 0 dB to 140 dB. The frequency response of the ear is usually taken to be about 18 Hz (number of oscillations per second) to 18000 Hz. The ear does not respond equally to different frequencies at the same level. It is more sensitive in the mid-frequency range than the lower and higher frequencies and because of this, the low and high frequency components of a sound are reduced in importance by applying a weighting (filtering) circuit to the noise measuring instrument. The weighting which is most widely used and which correlates best with subjective response to noise is the dB(A) weighting. This is an internationally accepted standard for noise measurements.

2. For variable noise sources such as traffic, a difference of 3 dB(A) is just distinguishable. In addition, a doubling of a noise source would increase the overall noise by 3 dB(A). For example, if one item of machinery results in noise levels of 30 dB(A) at 10 m, then two identical items of machinery adjacent to one another would result in noise levels of 33 dB(A) at 10 m. The 'loudness' of a noise is a purely subjective parameter but it is generally accepted that an increase/decrease of 10 dB(A) corresponds to a doubling/halving in perceived loudness.

3. External noise levels are rarely steady but rise and fall according to activities within an area. In an attempt to produce a figure that relates this variable noise level to subjective response, a number of noise metrics have been developed. These include:

LAeq noise level - This is the 'equivalent continuous A-weighted sound pressure level, in decibels' and is defined in BS 7445 [1] as the 'value of the A-weighted sound pressure level of a continuous, steady sound that, within a specified time interval, T, has the same mean square sound pressure as a sound under consideration whose level varies with time'. It is a unit commonly used to describe community response plus, construction noise and noise from industrial premises and is the most suitable unit for the description of other forms of environmental noise. In more straightforward terms, it is a measure of energy within the varying noise.

LA90 noise level - This is the noise level that is exceeded for 90% of the measurement period and gives an indication of the noise level during quieter periods. It is often referred to as the background noise level and issued in the assessment of disturbance from industrial noise.

LA10 noise level - This is the noise level that is exceeded for 10% of the measurement period and gives an indication of the noisier levels. It is a unit that has been used over many years for the measurement and assessment of road traffic noise.

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