



CHELTENHAM BOROUGH COUNCIL

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Tammy Madge & Michael Chittenden

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number

13/00794/PRMVPS

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Manor By The Lake Arle Court Hatherley Lane Cheltenham			
Post town	Cheltenham	Postcode	GL51 6PN

Telephone number at premises (if any)	01242 245 071
Non-domestic rateable value of premises	£30,750

Part 2 – Applicant details

Daytime contact telephone number	07766475871		
E-mail address (optional)	tammy@manorbythelake.co.uk		
Current postal address if different from premises address	Same		
Post town		Postcode	

Part 3 - Variation

Please tick as appropriate

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

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

DD	MM	YYYY

Please describe briefly the nature of the proposed variation (Please see guidance note 1)

We are a special events venue available for Weddings, Corporate and other such events. We are available to hire on an exclusive use bases so no members of the public are allowed on to our premises when it is hired by a client. As such all guests attending events are known to the client hosting the event which helps towards preventing issues featured in the four licensing objectives.

My partner and I have recently purchased the building and carried out an extensive renovation to include 12 bedrooms and a ballroom seating up to 200 people. We also own a similar venue called Woodhall Manor based in Suffolk, so are fully aware of the management in preventing issues featured in the four licensing objectives.

We are looking to regularise hours of our license so all days are the same start and finish times. The current license is from 9:00- 23:00 Sunday to Thursday and 9:00- 00:00 Friday and Saturday. We are proposing and extension of one hour Sunday to Thursday so the hours are 9:00- 00:00.

This will help us reach our business objective by being able to offer our clients the same service regardless of the day of the week.

We also need to remove the restrictions of numbers of people attending the events as we have new facilities to cater for larger events. The current license stipulates- Maximum number of persons permitted: ground floor 80 Total for premises 80.

We are looking to increase this to a maximum of 350 people for the ground floor and premises.

We are also requesting live/recorded music, in and outdoors this is only to cover ceremonies that will take place in the grounds and will only take place during the hours of 9:00- 19:00 due to our restriction on ceremony timings. We are happy for this to be a condition of the license.

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

N/A

Part 4 Operating Schedule

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

Provision of regulated entertainment

Please tick all that apply

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

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>					
Day				Start	Finish	Outdoors	<input type="checkbox"/>			
						Both	<input type="checkbox"/>			
Mon	9:00	00:00	Please give further details here (please read guidance note 3)							
	9:00	00:00								
Tue	9:00	00:00								
	9:00	00:00								
Wed	9:00	00:00					State any seasonal variations for performing plays (please read guidance note 4) Same through out the year but generally summer months			
	9:00	00:00								
Thur	9:00	00:00								
	9:00	00:00								
Fri	9:00	00:00	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)							
	9:00	00:00								
Sat	9:00	00:00					No			
	9:00	00:00								
Sun	9:00	00:00								
	9:00	00:00								

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Possible showing of wedding or corporate video for an event <u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4) Same through out the year <u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5) No		
Mon	9:00	00:00			
	9:00	00:00			
Tue	9:00	00:00			
	9:00	00:00			
Wed	9:00	00:00			
	9:00	00:00			
Thur	9:00	00:00			
	9:00	00:00			
Fri	9:00	00:00			
	9:00	00:00			
Sat	9:00	00:00			
	9:00	00:00			
Sun	9:00	00:00			
	9:00	00:00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Tue			
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5) No
Fri			
Sat			
Sun			

D

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

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 2)</u>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here (please read guidance note 3)</u> Performance for live music in accordance to the event i.e Harpist at a Wedding or Classical Guitar at a corporate event greeting guests. <u>State any seasonal variations for the performance of live music (please read guidance note 4)</u> Same through out the year <u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)</u> New years Eve to be extended to 01:00		
Mon	9:00	00:00			
	9:00	00:00			
Tue	9:00	00:00			
	9:00	00:00			
Wed	9:00	00:00			
	9:00	00:00			
Thur	9:00	00:00			
	9:00	00:00			
Fri	9:00	00:00			
	9:00	00:00			
Sat	9:00	00:00			
	9:00	00:00			
Sun	9:00	00:00			
	9:00	00:00			

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Use of recorded music in accordance to the event ie wedding ceremony background music <u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4) Same through out the year <u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) New Years Eve to finish at 01:00		
Mon	9:00	00:00			
	9:00	00:00			
Tue	9:00	00:00			
	9:00	00:00			
Wed	9:00	00:00			
	9:00	00:00			
Thur	9:00	00:00			
	9:00	00:00			
Fri	9:00	00:00			
	9:00	00:00			
Sat	9:00	00:00			
	9:00	00:00			
Sun	9:00	00:00			
	9:00	00:00			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Dance facilities if requested by client		
Mon	9:00	00:00			
	9:00	00:00			
Tue	9:00	00:00			
	9:00	00:00			
Wed	9:00	00:00			
	9:00	00:00			
Thur	9:00	00:00			
	9:00	00:00			
Fri	9:00	00:00			
	9:00	00:00			
Sat	9:00	00:00			
	9:00	00:00			
Sun	9:00	00:00			
	9:00	00:00			

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p>Please give a description of the type of entertainment you will be providing Anything that could be requested by a client. For example a charity food fayre or Childrens summer party</p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon	9:00	00:00		Outdoors	<input type="checkbox"/>
	9:00	00:00		Both	<input checked="" type="checkbox"/>
Tue	9:00	00:00	<p><u>Please give further details here</u> (please read guidance note 3) Could be a number of different events requested to undertake. There would be no use of amplified music outdoors in these instances</p>		
	9:00	00:00			
Wed	9:00	00:00			
	9:00	00:00	<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4) Same</p>		
Thur	9:00	00:00			
	9:00	00:00			
Fri	9:00	00:00	<p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5) Possibly New years Eve extension till 1:00</p>		
	9:00	00:00			
Sat	9:00	00:00			
	9:00	00:00	<p></p>		
Sun	9:00	00:00			
	9:00	00:00	<p></p>		

I

Late night refreshment Standard days and timings (please read guidance note 6)			<u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish						
Mon	23:00	00:00	<u>Please give further details here</u> (please read guidance note 3) Client requesting midnight snacks before departure for example bacon bap on departure or midnight cookies and milk					
	23:00	00:00						
Tue	23:00	00:00						
	23:00	00:00						
Wed	23:00	00:00				<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4) Same through out the year		
	23:00	00:00						
Thur	23:00	00:00						
	23:00	00:00						
Fri	23:00	00:00	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5) New years eve until 1:00					
	23:00	00:00						
Sat	23:00	00:00						
	23:00	00:00						
Sun	23:00	00:00						
	23:00	00:00						

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 7)	On the premises	<input type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input checked="" type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4) None					
Mon	9:00	00:00						
	9:00	00:00						
Tue	9:00	00:00						
	9:00	00:00						
Wed	9:00	00:00						
	9:00	00:00						
Thur	9:00	00:00				Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5) New Years Eve until 1:00am		
	9:00	00:00						
Fri	9:00	00:00						
	9:00	00:00						
Sat	9:00	00:00						
	9:00	00:00						
Sun	9:00	00:00						
	9:00	00:00						

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8). None
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L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4) Same through out the year
Day	Start	Finish	
Mon	9:00	00:00	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5) New years Eve until 1:00
	9:00	00:00	
Tue	9:00	00:00	
	9:00	00:00	
Wed	9:00	00:00	
	9:00	00:00	
Thur	9:00	00:00	
	9:00	00:00	
Fri	9:00	00:00	
	9:00	00:00	
Sat	9:00	00:00	
	9:00	00:00	
Sun	9:00	00:00	
	9:00	00:00	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.
Condition 1 (ii) on the current license limiting number of persons to the premises

Please tick as appropriate

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

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

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

M

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

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

We have extensive policies and procedures in place based on our many years experience operating our other events venue. These cover all four of the areas included in the licensing objective. We monitor and review these policies on a regular bases to improve and refresh our team in terms of training, monitoring and awareness.

b) The prevention of crime and disorder

We have insured there is a good level of external lighting on our premises which is operated by motion sensors so customers and exit the premises safely. There is also a CCTV system in place and signage around the premises. When an event is held there is a night porter in place for security and the car park and grounds are regularly patrolled during the evening.

c) Public safety

A full risk assessment has been carried out of the premises. There is new fire detection through out the premises with exits well signed. There are trained members of the team in first aid and medical boxes are located through out the premises, an accident book in place documenting any incidents. There is a glass collecting policy and spillage policy in place minimising the risk of injury from either.

d) The prevention of public nuisance

We have a strict noise management policy in place, which insures all windows and doors are shut when recorded or live music is played. The new ballroom has heating and air conditioning so doors are not left open in the summer months. In addition our new ballroom has been insulated with acoustic board to minimise noise externally. Our team have decibel readers to undertake regular readings through out event evenings and neighbours have a contact number in the event of any disturbances. There is a customer dispersal policy in place, which includes complimentary taxi calling 30 minutes before close, Car park supervision and notices for patrons to leave the premises quietly.

e) The protection of children from harm

We have a challenge 21 policy in place with signage notify customers of this. There is a refusal book in place where team members can document refusals to serve. We undertake regular training so members are aware of the policy.

Checklist:

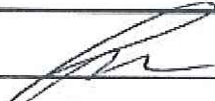
Please tick to indicate agreement

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


IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 5 – Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent (please read guidance note 11). If signing on behalf of the applicant, please state in what capacity.

Signature	 T. MADGE
Date	30-10-2013
Capacity	Proprietor

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Signature	 M Chittenden
Date	30-10-2013
Capacity	Proprietor

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)			
Post town		Post code	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

