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Licensing Sub-Committee

Monday, 23rd January, 2017 at 10.00 am
Cowdray Room, Parkside, Chartway, Horsham

Councillors:

Roger Clarke
Karen Burgess

Mike Morgan
Kate Rowbottom

You are summoned to the meeting to transact the following business

Agenda

	Page No.
1. Election of Chairman for the meeting	
2. Apologies for absence	
3. Declarations of Members' Interests To receive any declarations of interest from Members of the Committee	
4. Announcements To receive any announcements from the Chairman of the Committee or the Chief Executive	
5. Application for Consideration To consider an application to vary a Premises Licence, under Section 34 of the Licensing Act 2003, in respect of Roffey Park Services Ltd, Roffey Park Institute, Forest Road, Colgate	3 - 58

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Report to Licensing Sub Committee

Date of Meeting: **23rd January 2017**

By Chris Boyle, Licensing Officer

DECISION REQUIRED

Not Exempt



**Horsham
District
Council**

Application for the Variation of a Premises Licence under Section 34 of the Licensing Act 2003

Executive Summary

On the 28th November 2016 the applicant, Nigel Dean on behalf of Roffey Park Services Limited submitted an application to vary an existing premises licence in respect of Roffey Park Institute, Forest Road, Colgate, West Sussex, RH12 4TB.

The application seeks to amend the following operating condition that is attached to the existing premises licence granted the 14th February 2011:

From:

Sources of noise from music, singing or speech, whether amplified or otherwise must be barely audible outside noise sensitive premises such that it is inaudible inside noise sensitive premises between the hours of 22.00 and 07.00. This must take into account the periodic opening of the front door after 22.00 to allow patrons to enter and exit the premises for smoking. All other doors and windows should remain closed after 22.00 unless in the event of an emergency.

To:

Sources of noise from music, singing or speech, whether amplified or otherwise must be barely audible outside noise sensitive premises such that it is inaudible inside noise sensitive premises between the hours of 00.00 and 07.00. This must take into account the periodic opening of the front door after 00.00 to allow patrons to enter and exit the premises for smoking. All other doors and windows should remain closed after 00.00 unless in the event of an emergency.

The application also includes the following proposal:

Moving the designated area for private functions from the restaurant area to the lower lounge area in order to distance those functions from the Roffey Park Institute boundaries and from the neighbouring properties

Recommendations

The Sub-Committee is recommended:

To determine the application for the grant of a full variation to a premises licence.

Reasons for Recommendations

The Sub-Committee is required to make a decision under the Licensing Act 2003

Background Papers

1. Premises Application
2. Current Licence (granted 14th February 2011)
3. Site plan
4. Representation from Environmental Health and Licensing
5. Representation from Colgate Parish Council
6. Representations from members of the public.

Wards affected:

Forest

Contact:

Chris Boyle, Licensing Officer, extension 5578

Background Information

1 Introduction and Background

- 1.1 For the Sub-Committee to determine the application for a grant of a full variation to an existing premises licence
- 1.2 At present Roffey Park Institute benefits from a premises licence that was granted on the 14th February 2011 to Roffey Park Services Limited as the applicant and premises licence holder

The granting of the above mentioned premises licence allows the following licensable activities to take place:

Premises open to the public:

Monday to Sunday 24 hours per day

Sale and supply of alcohol by retail for consumption on the premises only:

Sunday to Thursday Inclusive ~ 09:00 - 00:30hrs

Friday and Saturday ~ 09:00 - 01:00hrs

A performance of dance, A performance of live music, Any playing of recorded music, Provision of facilities for Dancing and Making Music

Monday to Thursday inclusive 11:00 - 00:00hrs

Friday to Sunday inclusive 11:00 - 00:30hrs

The Provision of Late Night Refreshment

Monday to Sunday 23:00 - 02:00hrs

2 Relevant Council policy

- 2.1 Statement of Licensing Policy dated January 2014

3 Details

- 3.1 Roffey Park Institute is run as a not for profit charitable education trust that offers residential training to companies and individuals and the premises are not open to the general public for casual visits but for those attending pre-arranged events such as staff training, company parties and pre-arranged private celebrations such as weddings.

The Roffey Park Institute is located on the Forest Road, Colgate in a rural village location with a number of residential premises that share a boundary with a number of further residential premises being built in the vicinity.

The premises consists of bar / lounge area and a restaurant with full catering facilities with 65 bedrooms and 20 meeting rooms as detailed on the plan attached to this report (Appendix 1)

- 3.2 On the 28th November 2016 an application was submitted to amend the following operating condition that is attached to the existing premises licence granted the 14th February 2011:

From:

Sources of noise from music, singing or speech, whether amplified or otherwise must be barely audible outside noise sensitive premises such that it is inaudible inside noise sensitive premises between the hours of 22.00 and 07.00. This must take into account the periodic opening of the front door after 22.00 to allow patrons to enter and exit the premises for smoking. All other doors and windows should remain closed after 22.00 unless in the event of an emergency.

To:

Sources of noise from music, singing or speech, whether amplified or otherwise must be barely audible outside noise sensitive premises such that it is inaudible inside noise sensitive premises between the hours of 00.00 and 07.00. This must take into account the periodic opening of the front door after 00.00 to allow patrons to enter and exit the premises for smoking. All other doors and windows should remain closed after 00.00 unless in the event of an emergency.

The application also includes the following proposal:

Moving the designated area for private functions from the restaurant area to the lower lounge area in order to distance those functions from the Roffey Park Institute boundaries and from the neighbouring properties

4 Next Steps

The Licensing Sub-Committee is obliged to determine this application with a view to promoting the licensing objectives.

- 4.2 In making its decision, the Sub-Committee is also required to have regard to Guidance issued under the Section 182 Licensing Act 2003 (as amended) and the Council's own Licensing Policy
- 4.3 The Sub-Committee must take one of the following steps as it considers necessary for the promotion of the Licensing Objectives:
- To permit the grant of the application
 - To reject the grant of the application in whole or in part
 - To modify the conditions of the licence as they relate to the application
 - To exclude a licensable activity from the licence
- 4.4 The Sub Committee is asked to note that it may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be appropriate in order to promote the four licensing objectives.

5 Outcome of Consultations

- 5.1 The application was advertised in the local newspaper covering the area. Blue A4 Notices were also displayed on site and the application was advertised on Horsham District Council's website in accordance with the Statutory Requirements under the Licensing Act 2003.
- 5.2 A copy of the application was served on all statutory Consultees in accordance with the provisions contained within the Licensing Act 2003 and its associated regulations.
- 5.3 **Responsible Authority Representation.**
 - 5.3.1 **Local Licensing Authority – Environmental Health and Licensing (Appendix 2)**
 - 5.3.2 **Sussex Police – No Objection**
 - 5.3.3 **West Sussex Fire & Rescue Service – No Objection**
 - 5.3.4 **Public Health – No Objection**
 - 5.3.5 **Health & Safety Executive – No Objection**
 - 5.3.6 **Trading Standards – No Representation**
 - 5.3.7 **Local Planning Authority – No Objection**
- 5.4 **Representation from Colgate Parish Council (Appendix 3)**
- 5.5 **Representations from members of the Public (Appendix 4)**

During the twenty eight (28) day consultation period a total of eight (8) relevant representations against the grant of the application were received by Horsham Districts Councils Licensing Department stating that the application had failed to address the four licensing objectives but mainly The Prevention of Public Nuisance.

6 Other Courses of Action Considered but Rejected

- 6.1 None

7 Resource Consequences

- 7.1 None

8 Legal Consequences

- 8.1 The Council has a duty to determine the application under the Licensing Act 2003

9 Risk Assessment

9.1 This application does not relate to any of the specific risks on the Corporate Risk Register.

10 Other Considerations

10.1 The Sub-Committee are to determine the application under the following four licensing objectives.

- The prevention of crime and disorder.
- The prevention of public nuisance.
- The protection of children from harm.
- Public Safety.

10.2 The operation of the Licensing Sub-Committee is a quasi-judicial function and as such particular regard is to be had to Article 6 'the right to a fair trial'.

PUBLIC HEALTH AND LICENSING



**Horsham
District
Council**

<i>For Office use only</i>	
<i>Caps Application No.</i>	
<i>Licence Number</i>	

**Application to Vary a Premises Licence
under Section 34 of the Licensing Act 2003**

<i>Applicant Name</i>	Roffey Park Services Ltd.
<i>Name and Address of Premises:</i>	Roffey Park Institute Forest Road, Colgate, West Sussex, RH12 4TB

Please read the following instructions first

Before completing this form please read the guidance notes at the end of this 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.

Please send the completed application to Horsham District Council and any relevant Authority as listed in the Council's Licensing Policy Statement.

<p>Horsham District Council <i>working in partnership to secure a better quality of life for all</i></p> <p>Public Health and Licensing, Park House, North Street, Horsham, West Sussex. RH12 1RL</p>	 <p>Horsham District Council</p>
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Schedule 4

**Application to vary a Premises Licence under Section 34 of the
 Licensing Act 2003**

Full name/s of the premises licence holder/s:
1) Roffey Park Services Ltd
2)
3)
4)

I/We the premises licence holder/s named above, 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:
LI/10/0681/PREM

Part 1 – Premises Details

Premises Address or, if none, ordnance survey map reference, or description	Roffey Park Institute, Forest Road, Colgate, West Sussex						
	Post Code	R	H	1	2	4	T B
Telephone Number of premises (if any)	01293854089						
Non-domestic rateable value of premises							

Part 2 – Applicant details

Title: *	Mr	Mrs	Miss	Ms		Surname	Dean
Forenames	Nigel Philip					I am 18 years old or over	Please tick Yes <input checked="" type="checkbox"/> x No <input type="checkbox"/>
Home address							
If different from Premises address							
						Post Code	
Telephone Number	01293854089			Mobile Number (optional)			
E-Mail Address (optional)							

Part 3 – Variation

Do you want the proposed variation to have effect as soon as possible? If yes please tick

x

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

Day	Month	Year

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

N/A

Please describe briefly the nature of the proposed variation

Proposed change of time to a condition of the license in the operating schedule and revision of the Operating schedule so as to meet the licensing objectives as a result in the change in this condition.

FROM

- Sources of noise from music, singing or speech whether amplified or otherwise must be barely audible outside noise sensitive premises so that it is inaudible inside noise sensitive premises between the hours of 22.00 – 07.00. This must take into account the periodic opening of the external doors after midnight to enter and exit the premises for smoking. All other door and windows remain closed after midnight unless in the case of an emergency.

TO

- Sources of noise from music, singing or speech whether amplified or otherwise must be barely audible outside noise sensitive premises so that it is inaudible inside noise sensitive premises between the hours of 00.00 (midnight and 07.00). This must take into account the periodic opening of the external doors after midnight to enter and exit the premises for smoking. All other door and windows remain closed after midnight unless in the case of an emergency.

See attached operating schedule

In seeking this variation we propose to relocate the sources of amplified sound out of the Restaurant area (marked with black line on the attached map) to the lower lounge (marked in green on the attached map). This, we submit offers the distinct advantage to our neighbours of moving the source of any amplified sound further away from their boundaries and will naturally reduce the level of any noise, if not eradicate it entirely. Private events are not our core business and are restricted to around 15 per year which are included in the 35 or so weekends that we are currently open.

Background information

Roffey Park Institute is a charitable education trust set up to promote work place wellbeing in order to help business and organisations to perform better. It has offered residential training, post graduate qualifications and programs to organisations and individuals since 1946. It also works with a number of charities such as Cancer Research UK, The Red Cross, The Salvation Army, Action for Children and Action for Hearing Loss to improve the running of their organisations. It runs a respite weekend for the Carers from Brighton & Hove and East Sussex, work that has been nationally recognised as outstanding by Carers UK. It is currently working with West Sussex County council to develop a retreat for patients with the early onset of Alzheimer's disease and will shortly host a group of children with serious allergies (accompanied by a medical team and film specialists) who are meeting to create digital stories about the children's experiences in order to bring comfort and reassurance to other sufferers. It also counts West Sussex County Council, East Sussex County Council Kent County Council and Crawley Borough council amongst its clients. It has achieved ISO14001 accreditation for Environmental management.

Roffey Park Institute is not open to the public for casual visits. Its services are offered only to participants of its programmes, residents, guests of pre-booked private parties and events, staff and clients or guests of staff on pre organised visits.

Its facilities include a bar & lounge area for residents and guests to relax in with adjacent small patio accessing the grounds. It also has a Restaurant where the majority of dining takes place: there is also a small internally facing patio here. The Restaurant has a small bar for the service of drinks to diners. The entire site is licensed but the vast majority of licensable activities take place in these two areas.

It also has 20 meeting rooms of varying sizes, 65 residential bedrooms and office accommodation for up to 70 staff. There is a residential dwelling on site where the Premises and Security Manager lives and he is therefore available on call in the event of an emergency even when not on duty.

Roffey Park Institute is set in 40 acres of rural grounds. It currently has had two private residential neighbouring properties close to the site with four more currently under construction a little further away.

Roffey Park Services Ltd.

As a not-for-profit organisation and to ensure that there is adequate funding for all of its charitable commitments, Roffey Park Services Ltd. was set up in 2005 to promote the use of the facilities for non-Institute work such as conferencing and social events to organisations and individuals exploiting off peak times, principally weekends. The Institute opens for around 35 weekends a year and about a dozen or so involve weddings and celebrations with music. The profits from RPS Ltd. are gift-aided to Roffey Park Institute.

Part 4 – Operating Schedule

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

Provision of regulated entertainment:

If yes please tick

- a) Play(s) (if ticking yes, fill in box A)
- b) Film(s) (if ticking yes, fill in box B)
- c) Indoor sporting event(s) (if ticking yes, fill in box C)
- d) Boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) Live music (if ticking yes, fill in box E)
- f) Recorded music (if ticking yes, fill in box F)
- g) Performances of dance (if ticking yes, fill in box G)
- h) Anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of entertainment facilities for:

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

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

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

In all cases complete boxes N, O, and P

A

Plays Standard days and timings (please read guidance note 4)			Will the performance of a play take place indoors, outdoors or both – please tick accordingly (Please read guidance note 1)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 1)		
Mon					
Tue					
Wed			State any seasonal variation for performing plays (please read guidance note 3)		
Thu					
Fri			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 see guidance note 4)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 5)			Will the exhibition of films take place indoors, outdoors or both – please tick accordingly (Please read guidance note 1)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 2)		
Mon					
Tue					
Wed			State any seasonal variation for the exhibition of films (please read guidance note 3)		
Thu					
Fri			Non-standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please see guidance note 4)		
Sat					
Sun					

C

Indoor sporting event Standard days and timings (please read guidance note 5)			Please give further details (Please see guidance note 2)	
Day	Start	Finish		
Mon				
Tue				
Wed				State any seasonal variations for indoor sporting events (please read guidance note 2)
Thu				Non-standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (Please see guidance note 4)
Fri				
Sat				
Sun				

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 5)			Will the boxing or wrestling entertainment take place indoors, outdoors or both – please tick accordingly (Please read guidance note 1)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 2)		
Tue			State any seasonal variation for boxing or wrestling entertainment (please read guidance note 3)		
Wed			Non-standard timings. Where you intend to use the premises for the performance boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please see guidance note 4)		
Thu					
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 5)			Will the performance of live music take place indoors, outdoors or both – please tick accordingly (Please read guidance note 1)	Indoors	X
Day	Start	Finish		Outdoors	NO
Mon	11.00	00.00	Please give further details here (please read guidance note 2) No live bands - only single or duo acts.	Both	
Tue	11.00	00.00			
Wed	11.00	00.00	State any seasonal variation for performance of live music (please read guidance note 3) Only on pre-arranged private events		
Thu	11.00	00.00			
Fri	11.00	00.00	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 see guidance note 4)		
Sat	11.00	00.00			
Sun	11.00	00.00			

F

Recorded music Standard days and timings (please read guidance note 5)			Will the performance of recorded music take place indoors, outdoors or both – please tick accordingly (Please read guidance note 1)	Indoors	X
Day	Start	Finish		Outdoors	NO
Mon	11.00	00.00	Please give further details here (please read guidance note 2)	Both	
Tue	11.00	00.00			
Wed	11.00	00.00	State any seasonal variation for playing recorded music (please read guidance note 3) Only at pre-arranged private events.		
Thu	11.00	00.00			
Fri	11.00	00.00	Non-standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please see guidance note 4) New Year's Eve until 01.00		
Sat	11.00	00.00			
Sun	11.00	00.00			

G

Performances of dance Standard days and timings (please read guidance note 5)			Will the performance of dance take place indoors, outdoors or both – please tick accordingly (Please read guidance note 1)	Indoors	X
Day	Start	Finish		Outdoors	NO
Mon	11.00	00.00	Please give further details here (please read guidance note 2) Guests dancing at discos or solo / duo events.	Both	
Tue	11.00	00.00			
Wed	11.00	00.00	State any seasonal variation for the performance of dance (please read guidance note 3) Only at pre booked private events		
Thu	11.00	00.00			
Fri	11.00	00.00	Non-standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please see guidance note 4)		
Sat	11.00	00.00			
Sun	11.00	00.00			

H

Anything of a similar description to that falling within (E), (F) or (G) Standard days and timings (please read guidance note 5)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors, outdoors or both – please tick accordingly (Please read guidance note 1)	Indoors	
				Outdoors	
Mon			Please give further details here (please read guidance note 2)	Both	
Tue					
Wed			State any seasonal variation for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 3)		
Thu					
Fri			Non-standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please see guidance note 4)		
Sat					
Sun					

I

Provision of facilities for making music			Please give a description of the facilities for making music you will be providing			
Standard days and timings (please read guidance note 5)			Will the facilities for making music be indoors, outdoors or both – please tick accordingly (Please read guidance note 1)		Indoors	
					Outdoors	
Day	Start	Finish	Please give further details here (please read guidance note 2)			
Mon						
Tue						
Wed			State any seasonal variation for the provision of facilities for making music (please read guidance note 3)			
Thu						
Fri			Non-standard timings. Where you intend to use the premises for the provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please see guidance note 4)			
Sat						
Sun						

J

Provision of facilities for dancing			Please give a description of the facilities for dancing you will be providing			
Standard days and timings (please read guidance note 5)			Will the facilities for dancing be indoors, outdoors or both – please tick accordingly (Please read guidance note 1)		Indoors	X
					Outdoors	No
Day	Start	Finish	Lower lounge of Lounge bar area. Portable wooden dance floor on carpeted area. Easy escape access (4) to grounds.			
Mon	11.00	00.00				
Tue	11.00	00.00	Please give further details here (please read guidance note 2) Dancing to discos / single or duo acts			
Wed	11.00	00.00				
Thu	11.00	00.00	State any seasonal variations for providing dancing facilities (please read guidance note 3) Only at pre-arranged private parties			
Fri	11.00	00.00				
Sat	11.00	00.00	Non-standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please see guidance note 4) Until 1.00am New Years Eve			
Sun	11.00	00.00				

K

Provision of facilities for entertainment of a similar description to that falling within (I) or (J) Standard days and timings (please read guidance note 5)			Please give a description of the type of entertainment facility you will be providing	
			Will the entertainment facility be indoors, outdoors or both – please tick accordingly (Please read guidance note 1)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 2)	
Mon				
Tue				
Wed			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within (i) or (j) (please read guidance note 3)	
Thu				
Fri			Non-standard timings. Where you intend to use the premises for the provision of facilities for entertainment of similar description to that falling within (i) or (j) at different times to those listed in the column on the left, please list (please see guidance note 4)	
Sat				
Sun				

L

Late night refreshment Standard days and timings (please read guidance note 5)			Will the provision of late night refreshment take place indoors, outdoors or both – please tick accordingly (Please read guidance note 1)	
			Indoors	X
			Outdoors	No
			Both	No
Day	Start	Finish	Please give further details here (please read guidance note 2)	
Mon	23.00	02.00	Snack menu available to residents 24hrs a day but restrict food service to non-residents to within party arrangements.	
Tue	23.00	02.00	State any seasonal variation for the provision of late night refreshment (please read guidance note 3)	
Wed	23.00	02.00		
Thu	23.00	02.00	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 (please see guidance note 4)	
Fri	23.00	02.00		
Sat	23.00	02.00		
Sun	23.00	02.00		

M

Supply of alcohol Standard days and timings (please read guidance note 5)			Will the sale of alcohol for consumption be on the premises, off the premises or both (Please read guidance note 6)	On the Premises	
Day	Start	Finish		Off the premises	
Mon	09.00	00.30	State any seasonal variation for the supply of alcohol (please read guidance note 3)		
Tue	09.00	00.30			
Wed	09.00	00.30			
Thu	09.00	00.30	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 see guidance note 4)		
Fri	09.00	01.00			
Sat	09.00	01.00			
Sun	09.00	00.30			

N

<p>Please highlight any adult entertainment or services, activities, other entertainment or matter ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 7)</p>
<p>None</p>

O

Hours premises are open to the public			State any seasonal variations (please read guidance note 3)
Standard days and timings (please read guidance note 5)			
Day	Start	Finish	Non-standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list (please see guidance note 4)
Mon	00.00	00.00	
Tue	00.00	00.00	
Wed	00.00	00.00	
Thu	00.00	00.00	
Fri	00.00	00.00	
Sat	00.00	00.00	
Sun	00.00	00.00	

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

FROM

- Sources of noise from music, singing or speech whether amplified or otherwise must be barely audible outside noise sensitive premises so that it is inaudible inside noise sensitive premises between the hours of 22.00 – 07.00. This must take into account the periodic opening of the external doors after midnight to enter and exit the premises for smoking. All other door and windows remain closed after midnight unless in the case of an emergency.

TO

- Sources of noise from music, singing or speech whether amplified or otherwise must be barely audible outside noise sensitive premises so that it is inaudible inside noise sensitive premises between the hours of 00.00 (midnight and 07.00). This must take into account the periodic opening of the external doors after midnight to enter and exit the premises for smoking. All other door and windows remain closed after midnight unless in the case of an emergency.

I have enclosed the premises licence

If yes please tick

I have enclosed the relevant part of the premises licence

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

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

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,e) (See guidance note 8)

Roffey Park Institute is an upmarket venue and its staff are trained to offer high quality customer service. This includes ensuring high standards of behaviour are met by our guests at all times. In the main its clientele are mature and visiting for training, education and conference purposes. Private events are held occasionally but all guests are known to and invited by the host. Only pre-booked corporate or organisation events are held along with family celebrations such as weddings, anniversaries and mature birthday parties. No enquiries for 18th or 21st birthday parties will be accepted.

Roffey Park Institute takes pride in its high reputation both within the learning & development community nationally and the local community and will not allow anything to damage that reputation.

b) The prevention of crime and disorder

Roffey Park fully endorses all measures to reduce crime in licensed premises.

Its management team are mature, highly experienced and professional in their approach to maintaining high standards.

No promotions to encourage excessive drinking are entered into.

There is a robust policy for age verification in place. All under 18s are on site by invitation only and accompanied by an adult.

There is a zero tolerance policy towards drug use.

c) Public Safety

CCTV covers the site and is monitored by a 24hr manned reception desk and in the Premises & Security manager's office. The Premises and Security manager and Head of Commercial Operations also have remote access to the CCTV system. It is the responsibility of the Premises and Security Manager to ensure that images shall be retained for a minimum of 28 days and except for mechanical breakdown beyond the control of the proprietor, can be made available to the police upon request. The system is covered under a maintenance and service contract. Any breakdown that cannot be remedied immediately will be reported to the police and mended as soon as practicable.

The site is a low level sprawling site across 40 acres with multiple entrance and exit points and cannot suffer from overcrowding easily. The site is well maintained at all times to a high standard in all areas.

All public events take place on the ground floor with plentiful access and easy escape routes. The lounge & bar area has four double door exits to the external areas. The site has a comprehensive, fully monitored and contract serviced fire protection system. The maximum numbers for an event taking place exclusively in the Restaurant or Lower lounge area only is 150.

Events are well staffed with a dedicated member of staff appointed to collect glasses and keep areas clear and clean at all times. The entrance and exit is managed by a 24 hr Reception desk and is well away from sources of music.

All staff involved in the sale of alcohol are trained before making said sales on induction and again at six monthly intervals. Training records are kept and available for inspection by Sussex Police or Horsham district council licensing officers.

The premises and security manager is responsible for all health & safety matters and is highly qualified in these areas.

There are 20 trained fire wardens and First Aid personnel on the staff so adequate cover is maintained at all times. There is also a defibrillator on site.

d) The prevention of public nuisance

Roffey Park voluntary conditions for operating private events with music after consultation with the licensing and environmental health departments are detailed below:-

- A Manager must be actively on duty and present for all events where there is alcohol served and amplified noise. This effective management strategy must be observed in order to control the potential for noise and any unsociable behaviour. The manager in charge will possess a Personal License.
- There must be adequate numbers of competent staff on duty relevant to the nature of the event.
- No amplified audible music event will be staged in the area known as The Sieff Restaurant. (This does not include background music).
- The music entertainment section of any event will take place in the area known as the lower lounge or a room situated at least a greater distance from neighbouring properties.
- No live bands (3 piece or more) will be booked.
- Sources of noise from music, singing or speech whether amplified or otherwise must be barely audible outside noise sensitive premises so that it is inaudible inside noise sensitive premises between the hours of 00.00 (midnight and 07.00). This must take into account the periodic opening of the external doors after midnight to enter and exit the premises for smoking. All other door and windows remain closed after midnight unless in the case of an emergency.
- All amplified entertainment will cease by midnight.
- The doors to the outside patio and smoking area will be staffed after 21.00 and the area managed to keep any noise down to an absolute minimum
- All clients must be indoors between the hours of 23.00 and 07.00 hrs with the exception made for smoking. Where there is amplified or audible noise being played, then all doors and windows must remain closed except in the event of an emergency after 23.00hrs. The patio doors and garden doors remain unlocked for emergency purposes but entry to the outside for smoking is managed.
- Signs will be displayed on all exits asking clients to be respectful of our neighbours when using the outside or on departure.
- Clients and staff must leave the premises late at night by the main entrance.
- The duty manger must make sure the DJ is aware at the beginning of an event of the importance of abiding by the noise strategy and the time limitations and they must not break the rules. The decibel level must not exceed 90 inside of the building.
- The ad hoc use of a marquee on the lawns will be restricted for dining purposes only and that there will be no activities involving singing or dancing amplified or otherwise.
- There will be no external sources of singing or dancing amplified or otherwise.
- Private parties with music entertainment will be booked for company events, mature family celebrations such as Weddings, anniversaries or birthday parties. No 18th or 21st birthday parties will be accepted.
- Waste receptacles and ashtrays are provided at designated smoking points and kept clean at all times.
- The door to the Kitchen Garden must be closed with access prohibited for a Restaurant event (latest 9pm).
- Kitchen Garden lights to be turned off by 10pm.
- Staff to be aware and trained in the effective management of clients using outside areas.
- The smoking areas are designated and managed. Only small "quiet" groups to be allowed outside to smoke at one time.
- The Car park cones must be put out in advance of guests arriving to prevent guests parking at the west end of the carpark nearest to our neighbours residences. This avoids loud conversations and banging doors later in the evening.
- Residents may continue to use the bar / lounge facilities after an event on the discretion of the Duty Manager but must not be outdoors in groups after midnight. The designated area within the internal Courtyard area should be used for smoking.

e) The protection of children from harm

- All under 18s are only permitted on site by invitation and when accompanied by a parent, carer or appropriate responsible adult.
- There are no gaming machines on site.
- The onsite swimming pool is locked during private events.

If yes please tick

- 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 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 CONVICTION TO A FINE UP TO LEVEL 5 (£5000) 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 (The application form must be signed)

Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent. (please read guidance note 9) **If signing on the behalf of the applicant please state in what capacity.**

The council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the council for the protection and detection of fraud, or to share such information with any statutory bodies. I hereby consent to the use of such material for such purposes.

Signature:	Capacity:	Date:
Nigel Dean	DPS	25/11/16

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 10) **If signing on behalf of the applicant please state in what capacity.**

Signature:	Capacity:	Date:

Contact name (where not previously given) and address for correspondence associated with this application. (Please read guidance note 11)					
Title: *	Mr	Mrs	Miss	Ms	

APPLICATION TO VARY A PREMISES LICENSE

Forenames	Nigel		Surname	Dean			
Address for Correspondence associated with this application	Roffey Park Institute Forest Road Colgate West Sussex RH12 4TB						
	Post Code	R	H	1	2	4	T
Telephone Number	01293854089		Mobile Number (optional)				
E-Mail Address (optional)							

Guidance Notes

This application cannot be used to vary the licence so as to extend the period that 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.

1. Where taking place in the building or other structure please tick as appropriate. Indoors may include a tent.
2. For example state the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
3. For example (but not exclusively), where the activity will occur on additional days during the summer months.
4. For example (but not exclusively), where you wish the activity to go on longer on a particular day, e.g. Christmas Eve.
5. Please give timings in 24-hour clock format (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.
6. If you wish people to be able to consume alcohol on the premises please tick on. If you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish for people to be able to do both please tick both.
7. Please give information about anything intended to occur at the premises or ancillary to the use of the premises that 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 of restricted age groups, the presence of gaming machines.
8. Please list here the steps you will take to promote all four licensing objectives together.
9. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
10. Where there is more than one applicant, the applicants or their respective agents must sign the application form.
11. This is the address that we shall use to correspond with you about this application.

Please note your application will be available for public inspection and posted on the Council's website.

Part A
Licensing Act 2003 Premises Licence

<p>Horsham District Council <i>working in partnership to secure a better quality of life for all</i></p> <p>Public Health and Licensing, Park House, North Street, Horsham, West Sussex. RH12 1RL 01403 215402</p>	<p>Horsham District Council</p>
--	--

Premises Licence Number

LI/10/0681/PREM

Part 1 – Premises Details

<p>Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code</p> <p>Roffey Park Institute Forest Road Colgate West Sussex RH12 4TB</p> <p>01293 851644</p>
--

<p>Where the licence is time limited the dates</p> <p>Not Applicable</p>
--

<p>Licensable activities authorised by the licence</p> <p>A performance of dance, A performance of live music, Any playing of recorded music, Provision of facilities for Dancing and Making Music, the Sale by Retail of Alcohol and the provision of Late Night Refreshment</p>

<p>Times the licence authorises the carrying out of licensable activities</p> <p>ENTERTAINMENT Monday to Thursday inclusive 11:00 - 00:00hrs Friday to Sunday inclusive 11:00 - 00:30hrs</p> <p>THE PROVISION OF LATE NIGHT REFRESHMENT Everyday ~ 23:00 - 02:00hrs</p> <p>THE SALE BY RETAIL OF ALCOHOL Sunday to Thursday Inclusive ~ 09:00 - 00:30hrs Friday and Saturday ~ 09:00 - 01:00hrs</p> <p>Both Indoors and Outdoors ~ Outdoors only between 11:00 – 22:00hrs</p>

The opening hours of the premises

Twenty four hours per day each and every day of the year

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

For Consumption On The Premises Only

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

**Roffey Park Services Ltd
Roffey Park Institute
Forest Road
Colgate
West Sussex
RH12 4TB

01293 851644**

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

5025908

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol:

**Mr Nigel Philip Dean
The Shambles
18 Newick Drive
Newick
East Sussex
BN8 4PA**

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Personal Licence Number: LN 201000330

Licensing Authority: Lewes District Council

Note

This licence is issued pursuant to the legislation/regulations specified in it only and does not constitute a licence/approval/consent for any other purpose whatsoever, including other legislation, etc., administered by Horsham District Council.

The recipient of this licence is responsible for ensuring that all necessary licences/ approvals/consents/planning permissions, etc., are obtained and the grant of this licence does not constitute a representation that any necessary licences/approvals/consents/planning permissions, etc., will be granted, because each application must be considered separately.

Annex 1

Mandatory Conditions **All Premises Licence authorising supply of alcohol**

The licence is granted subject to the Mandatory conditions for sale of alcohol as set out in the Licensing Act 2003 as amended by the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 and Order 2014.

1. No supply of alcohol may be made under the Premises Licence –
 - (a) At a time when there is no Designated Premises Supervisor in respect of the Premises Licence; or
 - (b) At a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.
2. Every supply of alcohol under the Premises Licence must be made, or authorised by a person who holds a Personal Licence.
3. (1) 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.
 - (2) In this paragraph, 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 disability).

4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5.
 - (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
 - (2) The designated premises supervisor in relation to the premises licences must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
 - (3) 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:-
 - (a) a holographic mark or
 - (b) an ultraviolet feature.
6. The responsible person shall 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.

Minimum Drinks Pricing

1. 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.
2. For the purposes of the condition set out in paragraph 1 –
 - (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 amount 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;
- (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;
- (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.
3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from the paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 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.
- (2) 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.

If the Premises Licence allows Exhibition of Films

1. Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.

2. Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation by that body.

3. Where

- (a) The film classification body is not specified in the licence, or

- (b) The relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question,

admission of children must be restricted in accordance with any recommendation made by that licensing authority.

4. In this section “children” means any person aged under 18; and “film classification body” means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984(c39) (authority to determine suitability of video works for classification).

If the Premises Licence has conditions in respect of Door Supervision except theatres, cinemas, bingo halls and casinos

1. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each such individual must:

- (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
- (b) be entitled to carry out that activity by virtue of section 4 of the Act.

2. But nothing in subsection (1) requires such a condition to be imposed:

- (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c12) (premises with premises licences authorising plays or films); or
- (b) in respect of premises in relation to:
 - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
 - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).

3. For the purposes of this section:

- (a) “security activity” means an activity to which paragraph 2(1)(a) of that Schedule applies, and, which is licensable conduct for the purposes of that Act, (see Section 3(2) of that Act) and
- (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

Annex 2 – Conditions consistent with the Operating Schedule

General Licensing Objectives

See below

Prevention of crime and disorder objectives

All bottles and glasses will be cleared at the end of the event so as to ensure that they are not removed from the premises.

We will display Information about responsible drinking, including unit levels and the risks of drink driving.

Public safety objectives

Details of local taxi firms will be available at reception

Prevention of public nuisance objectives

Notices will be displayed on the premises asking patrons to respect the neighbours and to leave quietly.

Protection of children from harm

Children will only be permitted on site when accompanied by a parent, guardian or appropriate responsible adult.

Amendments to operating schedule agreed following consultation with the Sussex Police:

- The CCTV system installed throughout the site shall be fully maintained and operated in accordance with police recommendations to a standard acceptable to Sussex Police, while the premises licence is in operation.
- It is the responsibility of the Premises and Security Manager to ensure that images shall be retained for a minimum of 28 days and except for mechanical breakdown beyond the control of the proprietor, shall be made available to the police upon request. Any breakdown or system failure will be notified to the police as soon as possible & remedied as soon as practicable.
- During events, there will be a designated member of staff appointed to collect empty glasses.
- All new staff shall be trained regarding the sale of alcohol prior to making said sales, and trained on a minimum of a 6 monthly basis thereafter. All training shall be recorded and made available for inspection by Sussex police and Horsham District Council licensing officers. Staff shall be made aware of the conditions of this licence.

Amendments to operating schedule agreed following consultation with the Environmental Health:

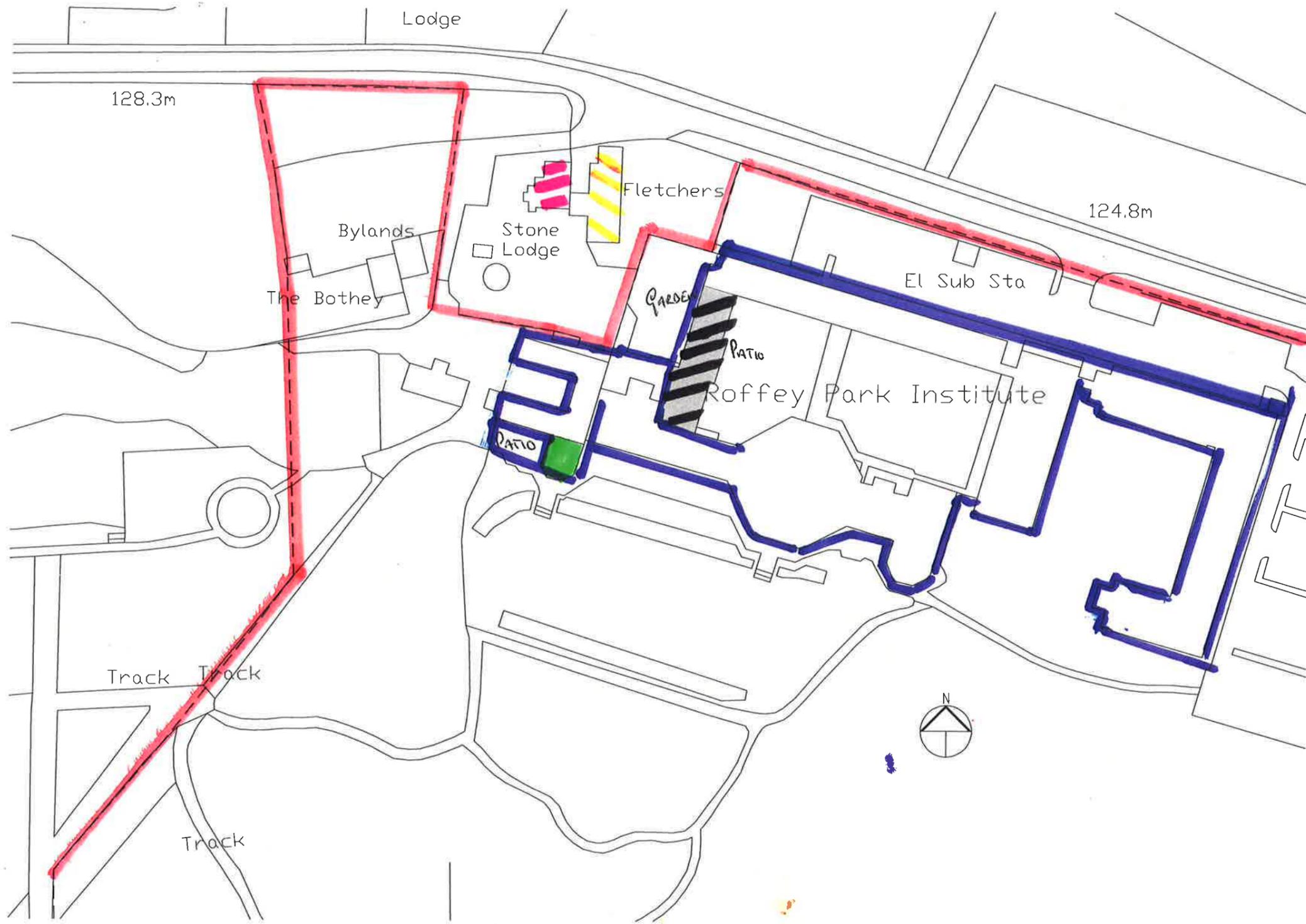
- Sources of noise from music, singing or speech, whether amplified or otherwise must be barely audible outside noise sensitive premises such that it is inaudible inside noise sensitive premises between the hours of 22.00 and 07.00. This must take into account the periodic opening of the front door after 22.00 to allow patrons to enter and exit the premises for smoking. All other doors and windows should remain closed after 22.00 unless in the event of an emergency.
- The use of the marquee is limited to dining purposes only and that no activities involving noise from music or singing, whether amplified or otherwise are undertaken at any time.
- There shall be no external sources of music or singing, whether amplified or otherwise.
- Signage should be displayed in a prominent position in external areas requesting patrons to be considerate to neighbours by keeping noise to a minimum.
- Suitable waste receptacles and ashtrays should be provided at external smoking areas which must be regularly emptied and kept clean. The business operator should ensure that the external areas are kept clean and tidy at all times.

- No external lighting or heating appliances should be installed without the prior consent of this department for health & safety and nuisance purposes.
- An effective management system shall be put into operation to monitor, supervise and control patrons while using the external areas. The management system must be effective to control noisy and anti-social behaviour.

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

Not Applicable

<i>Signed by Head of Public Health and Licensing</i>	<i>Date</i>
08.04.2015	Determined/Issued 14 February 2011



Licensed Area

Key:

- Extent of proposed works Roffey Park Institute restaurant
- Site boundary
- PALMER'S HOUSE
- GARLEY'S HOUSE
- New Restaurant Area
- Lower Lounge

Notes:

1. Existing services that may be shown or referred to on this drawing have been assessed from non-intrusive observations, record drawings or the like. The contractor shall safely carry out intrusive investigations, trial holes or soundings prior to commencing work to satisfy himself that it is safe to proceed and that the assessments are accurate. Any discrepancies shall be notified to gta prior to works commencing.
2. Tender or billing documents shall not be used for construction or the ordering of materials.
3. Do not scale. All dimensions and levels to be site confirmed and is the responsibility of the sub-contractors.
4. This drawing shall be read in conjunction with all relevant architects, consultants drawings and specifications, together with H&S plan requirements.
5. All workmanship must be undertaken in line with manufacturer's specification.
6. Copyright: This drawing must not be copied, amended nor reproduced without the prior written agreement of gta.



6 Temple Bar Business Park, Strettington, Chichester, West Sussex, PO20 8LA

ROFFEY PARK INSTITUTE
FOREST RD, HORSHAM
WEST SUSSEX, RH12 4TB

Drawing Title
OS LAND MAP
PROPOSED SITE LOCATION
ROFFEY PARK INSTITUTE RESTAURANT

Scale bar	
Scale	1:500@A1
Status	AS BUILT
First issued	07/05/14
Job No.	870 / OS_870_400_001
Dwg. No.	
Rev.	-

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MEMORANDUM

To: Chris Boyle, Licensing Officer

Date: 2nd November 2016

Application to Vary a Premises Licence Section 34 Licensing Act 2003
Roffey Park Institute, Forest Road, Colgate, RH12 4TB

This Department has serious concerns regarding the proposed variation to change the condition relating to sources of noise from music, singing or speech whether amplified or otherwise must be barely audible outside noise sensitive premises so that it is inaudible inside noise sensitive premises between the hours of 22.00 to 07.00, to, between the hours of 00.00 until 07.00

This Department has recently investigated a justified noise complaint whereby a neighbouring residential property was subjected to unreasonable noise inside the bedroom to the property as a result of amplified music from an event at Roffey Park Institute.

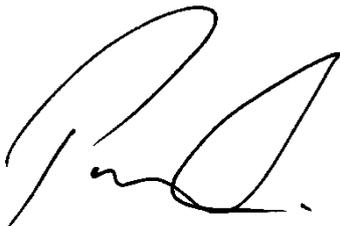
Although it is proposed to relocate the sources of amplified sound to a location further away from the residential properties in an attempt to mitigate the impact of noise on neighbours, it is still intended to allow customers to use the outside patio areas until 23.00. Local residents are entitled to expect a fair degree of peace and quiet especially during evening hours.

This site is in a rural village location and during evening hours background noise levels to the area will reduce significantly, this will intensify the impact of any direct noise source from all forms of noise from amplified music, persons speaking, shouting or laughing whilst using the external areas. Noise will be more intrusive especially when neighbours open windows in summer months.

Another factor to take into consideration is that people socialising tend to become louder as the evening progresses. Such groups are difficult to manage and if asked to be quiet or leave the area can lead to disputes, arguments and confrontations which cause even greater disturbance.

Given the recent complaints this Department would like to see the original condition for noise to be barely audible outside noise sensitive premises so that it is inaudible inside noise sensitive premises between the hours of 22.00 to 07.00 to remain in place.

Therefore this department objects to this application on the grounds that it will undermine the licensing objective for the prevention of public nuisance.



Paul Hobbs
Principal Environmental Health Officer

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Licensing Act 2003

REPRESENTATION FORM

The boxes marked * are mandatory, and any forms with these incomplete will be automatically refused

Premises Licence Number: LI/16/0441/PREM

Existing Premises Licence: LI/10/0681/PREM

*Your Name	Colgate PC
*Postal and email address	[REDACTED]
Contact telephone number	01293 883944
*Name of the premises you are making a representation about	Roffey Park institute
*Address of the premises you are making a representation about	Forest Road, Colgate
* Which of the four licensing Objectives does your representation relate to?	Please detail the evidence supporting your representation. Or the reason for your representation, use separate sheets if necessary
To prevent crime and disorder	
Public safety	Increase in traffic to a residential area, along an already dangerous road.
To prevent public nuisance	The music from Roffey Park Institute is currently too loud and already causes a nuisance to the Institute's neighbours. Roffey Park regularly exceed the current licensing times of 10pm.and the Parish Council wonders why an extension is being considered despite Roffey Park Institute being in breach of the current license. HDC has already monitored the noise nuisance. The neighbours would find an extension to the license up to 12 o clock to be too loud and too late in a residential area. The Parish Council objects to the extension.

To protect children from harm	
-------------------------------	--

Continued Over

I/We fully understand that this Representation will be made available to the applicant and included in the Sub Committee's Hearing papers which are publically accessible documents, and any subsequent appeal court proceedings.

Names and addresses will be withheld from the Committee report.

Signed: [REDACTED] (original in the post)

Date: 15th Nov. 2016

This form must be returned within the Statutory Period, which ends on:-

If this form is sent as an email attachment, its transmission will imply that you have agreed the above conditions.

Please see Notes below

NOTES

- 1) Please complete the form in black ink or type only.**
- 2) If you do make a representation, which is considered relevant, you will be expected to attend a meeting of the Licensing Authority's Committee. If you do not attend the meeting for any reason the Committee will still consider any representations that you have made.**
- 3) All representations whether made on this form or not must be returned to this office within the statutory period, starting the day after the application was given to this Authority. The statutory period is 28 days for a full variation.**
- 4) The representation must relate to one of more of the four licensing objectives, nothing else can be taken into account. The objectives are:

The prevention of crime and disorder.
Public safety.
Prevention of public nuisance.
Protection of children from harm.**
- 5) Your representation will be passed to the applicant to allow them the opportunity to address your concerns. It will also be published in the report made available to the Licensing Sub-Committee, which will be publically available. Names and addresses will be withheld from the Committee report.**
- 6) Note that it is not acceptable to lobby a councillor who is a member of the Licensing Committee.**
- 7) Please return this form when completed with any continuation sheets, either by post or hand to:**

From: [REDACTED]
Sent: 23 November 2016 18:53
To: Contact
Subject: Re Premises Licence Number: LI/16/0441/PREM Roffey Park Institute, Forest Road, Colgate, West Sussex, RH12 4TB seeking a variation of premises licence.

Re Premises Licence Number: LI/16/0441/PREM
Roffey Park Institute, Forest Road, Colgate, West Sussex, RH12 4TB seeking a variation of premises licence.

My name: - [REDACTED]
Email:- [REDACTED]
Address:- [REDACTED]
Phone:- [REDACTED]

I wish to object to the licence variation of Roffey Institute

Prevention of Public Nuisance

I was a guest at [REDACTED], the residence of [REDACTED] on Friday 24 June 2016. We had come for the weekend with our daughter [REDACTED]. We were looking forward to an evening barbecue on the terrace of Stone Lodge. At approximately 20:00 hours dance music started booming from just beyond the bottom of the garden. There was a wedding on in the dining room of the Roffey Park Institute. This noise continued until 23:50. The noise level did not drop at 22:00. My daughter could not sleep, and our evening was ruined. It was so loud that we could have joined in the songs. This is an intolerable nuisance in a country area. I am quite perplexed to see a charitable organisation, whose main purpose is training, involved in this type of musical event.

The [REDACTED] tell me the Licence Variation seeks to move the music to the Lower Lounge. This is actually nearer Stone Lodge. The smoking area is less than 100 yards from the terrace where we had the meal. In my opinion, this will increase the noise level at Stone Lodge.

Roffey Management Institute should not be allowed to increase the noise level between 22:00 and midnight, and they should not use the Lower Lounge.

Please refuse this licence variation.

Thank you

[REDACTED]

From: [REDACTED]
Sent: 25 November 2016 12:21
To: Licensing
Cc: [REDACTED]
Subject: Premises Licence Number: LI/16/0441/PREM Existing Premises Licence: LI/10/0681/PREM

Re Premises Licence Number: LI/16/0441/PREM
 Existing Premises Licence: LI/10/0681/PREM

Roffey Park Institute, Forest Road, Colgate, West Sussex, RH12 4TB seeking a variation of premises licence.

My name: - [REDACTED]

Owner of:- [REDACTED]

Contact Number:- [REDACTED]

I wish to object to the license variation application detailed above.

To prevent Crime and Disorder

No issues

Public Safety

The holding of wedding and Musical functions at Roffey Park Institute means extra vehicle traffic and traffic with drivers who will not be familiar with the entrances/exits of the Institute one of which is next to a blind bend. Further this stretch of road is a known blackspot for traffic accidents. This was highlighted by Roffey Park Institute themselves when they applied several years ago to install an Armco crash barrier in front of their premises and Horsham district council confirmed it's agreement this was an accident blackspot by approving the application.

To Prevent Public Nuisance

It is my understanding that :-

“Sources of noise from music, singing or speech, whether amplified or otherwise must be barely audible outside noise sensitive premises such that it is inaudible inside noise sensitive premises between the hours of 22.00 and 07.00.”

However since Roffey Park Institute started hosting these events the sound level of the music from the Roffey Park Institute has not been “Barely audible” it has been loud and can be clearly heard at Chapel Lodge. Therefore the volume of the music has been in breach of the conditions their licence was granted under. Further the music has on occasions been playing beyond midnight and there has been excessive noise when people and vehicles have been leaving.

On numerous occasions I have been at my neighbours ([REDACTED]) for BBQ and meals in the summer evening and have been shocked at the level of the noise of the music and people from the functions being held at the Roffey Park Institute. It has been so intrusive it was impossible to speak at a normal level and everyone has had to raise their voices to be heard. When this has happened my neighbours have had no option other than to phone the Institute and request the music be turned down and guests asked to lower their voices. I've then witnessed my neighbours being taken aback by the dismissive response from the Institute.

On the evening of Saturday August 27th 2016, I was at Stone Lodge, again the sound level from Institute made it impossible to speak at a normal level. I was pleased to hear Horsham council was taking the noise issue seriously and had installed sound monitoring equipment to independently assess the levels. It is my understanding this independent assessment proved the sound levels were in clear breach of the institute's licence, thus confirming what we all have known to be true.

In light of their continued failure over several years to adhere to the terms of their existing licence, failure to engage responsibly with their neighbours, broken assurances that they would solve the problem and consistent breaching of noise levels I am surprised they are now seeking to play music to midnight.

I therefore believe that on no account should they be allowed this variation to their licence and to play music until midnight.

Indeed I believe in light of the above and the results of the council's own noise monitoring, the council should first of all be asking the question:- should we be revoking the institute's current licence.

Protection of Children from Harm

Not applicable

I Reiterate, Please reject this licence variance.

Kind Regards

[REDACTED]

LICENSING REPRESENTATION FORM

I wish to **object** to the following application to vary a premises licence: **LI/16/0441/PREM**
(Existing Premises Licence: LI/10/0681/PREM)

NAME OF APPLICANT: Roffey Park Institute

PREMISES NAME AND ADDRESS: Forest Road, Colgate, West Sussex, RH12 4TB

NAME OF REPRESENTATIVE:

SURNAME:

FORENAMES:

ADDRESS:

EMAIL:

PHONE:

Licensing Objective	Reason for Representation
Prevention of Crime and Disorder	N/A
Prevention of Public Nuisance	<p>Noise from late night weddings at this venue is already an issue in the locale.</p> <p>Summer evenings have featured intrusive levels of music volume in surrounding properties, stretching well beyond the allowed time according to the current premises licence. It has been talked about regularly in the local community with surprise that the management seemed to face no sanction or consequence for running beyond their licence.</p> <p>I understand from a friend who was visiting a property near the site on 27th August (a Saturday) that the usual intrusive noise was recorded and found to be significantly in breach of what is allowed.</p> <p>It simply is not fair to local residents to extend the hours of disturbance further when the management have shown such little regard for staying within agreed and allowed limits.</p>

Licensing Objective	Reason for Representation
Public Safety	<p>Roffey Park Institute is situated on a road my family uses regularly – Forest Rd.</p> <p>Unfortunately this road, especially after dark, is notorious for near misses around the entrance/exit to Roffey Park Institute. The road here is very 'fast' and seems to bring out the worst in many drivers.</p> <p>There is particular danger with cars exiting at low speed being met by cars travelling at high speed with poor surrounding visibility. Extending the licence at these premises to midnight will, I fear, exacerbate this issue by increasing the volume of traffic with drivers unfamiliar with the area having to negotiate a dangerous exit in the early hours.</p>
Protection of Children from Harm	N/A

I, [REDACTED] hereby declare that all information I have submitted is true and correct

SIGNED DATED 17th Nov 2016


Licensing Act 2003
REPRESENTATION FORM

*The boxes marked * are mandatory, and any forms with these incomplete will be automatically refused*

*Your Name	[REDACTED]
*Postal and email address	[REDACTED]
Contact telephone number	[REDACTED]
*Name of the premises you are making a representation about	LI/16/0441/PREM Roffey Park Institute
*Address of the premises you are making a representation about	Roffey Park Institute, Forest Road, Colgate, West Sussex, RH12 4TB
* Which of the four licensing Objectives does your representation relate to?	<i>Please detail the evidence supporting your representation. Or the reason for your representation, use separate sheets if necessary</i>
To prevent crime and disorder	NA
Public safety	I use the road where Roffey Park is situated (Forest Road) very regularly at all hours of day and night.– This this road, especially after dark, is known for near misses and fast driving around the Roffey Park Institute. I feel that there is further danger to public safety with cars exiting at low speed being met by cars travelling at high speed with poor surrounding visibility. I think that the extension of the licence for these premises to midnight would exacerbate this issue by increasing the volume of traffic with drivers unfamiliar with the area having leave via a dangerous exit in the early hours.
To prevent public nuisance	This venue is already causing problems with late night music for residents living in the area around the institute. Summer evenings are being ruined and residents are not able to enjoy their properties/gardens in the summer months. The level of noise is already very intrusive (inside and outside) for the surrounding properties (including hours later than the current allowed time according to the premises licence). It has been a real matter of concern and is regularly talked about in the local community. We are concerned that the Roffey Park management

	<p>seem to face no sanction/consequence for running beyond their current licence timings and have applied to extend it further. My friend visited a property near the site on a Saturday late in Aug this year and reported that the noise was recorded and found to be significantly in breach. It is not right that local residents, in this otherwise peaceful area, need to be subjected to extended hours of disturbance when the management have not apparently stayed within agreed current allowed limits. This extension would further cause great nuisance and disturb the rights of local residences to enjoy a family life during many months of the year. Later music would likely cause more alcohol to be consumed and more events to take place and thus exacerbate the noise and frequency further. This application is not in line with protecting residents from public nuisance. The current licence should also be managed and monitored to ensure it is not breached and cause public nuisance.</p>
To protect children from harm	NA

Continued Over

I/We fully understand that this Representation will be made available to the applicant and included in the Sub Committee's Hearing papers which are publically accessible documents, and any subsequent appeal court proceedings.

Signed:

Date: 21Nov2016

Re Premises Licence Number: LI/16/0441/PREM

Existing Premises Licence: LI/10/0681/PREM

Roffey Park Institute, Forest Road, Colgate, West Sussex, RH12 4TB seeking a variation of premises licence.

My name: - [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

I wish to object to the license variation

Public Safety

Roffey Park Management Institute is on a dangerous corner on Forest Road. Over the years I have been here there have been many accidents. Granting an extension to the current license gives Roffey Park Management the opportunity to host more Weddings and Events. Hence more people enter and exit the college and it's even more dangerous back entrance. These people are not as familiar with the road and accidents are more likely to happen.

To Prevent Public Nuisance

Since the refurbishment of the Sieff Room which is the dining room of the Institute situated at the bottom of our garden, we have had loud intrusive music at all weddings. They use a portable dance floor to create a suitable surface for dancing. The music goes on until midnight. I have to listen to the high spirited party revellers when they smoke outside. We have complained directly to Roffey institute on many occasions. They always claim that their music is within the decibel reading agreed with the council.

Their licence says that music should be inaudible at nearby noise sensitive dwellings after 22:00. On virtually every summer wedding, and several autumn ones, this has not been the case.

Despite having a meeting with the Roffey Park Institute and the neighbours at Horsham District Council offices with officers as mediators in November 2015 we experienced no improvement from the college managing the noise levels.

On Aug 27 this year Horsham District Council's sound recording equipment proved that the noise level was intrusive after 22:00 hours. This was also the case on many dates over the last two years. Roffey Management Institute are ignoring the terms of their licence. All during this period we complained on the night to the switchboard of the Institute. Only on one occasion did a member of the senior management team come to our properties. They met me and my neighbours at Fletchers the house next door. The manager's attitude was not only dismissive of the noise but also rude. She came out with the statement " Well you should not have bought a house next door to a business".

We bought a house next to an educational establishment in an AONB we did not buy next to a night club.

She continually said that the noise was below the decibels allowed. It was after 22:00 hours, so she was totally wrong.

On one occasion we visited reception to see what was happening because the noise was so loud. The premises manager said he would do what he could to keep people inside, but he was not successful.

Roffey Institute's answer to all the issues we have raised is to ask for their music licence noise level to be extended till midnight from 22:00. This is utterly and totally unacceptable. They also intend to move the music from the Sieff Lounge to their Lower Lounge, which is even closer to our bedroom. This room has no soundproofing, no air conditioning and has a smoking area which is less than 100 yards from our bedroom and has a sound line directly to it. This will create more noise on warm sunny evenings, especially as the prevailing wind direction is straight towards us.

Please refuse this licence variation.

Re Premises Licence Number: LI/16/0441/PREM

Existing Premises Licence: LI/10/0681/PREM

Roffey Park Institute, Forest Road, Colgate, West Sussex, RH12 4TB seeking a variation of premises licence.

My name: - [REDACTED]

I wish to object to the licence variation

To prevent Crime and Disorder

No issues

Public Safety

No issues.

To Prevent Public Nuisance

For the last two years we have endured the disturbance caused by the weddings. Most are in the summer at weekends. In 2015, there were 6 weddings on consecutive Saturdays in August and September. We have complained to Roffey Institute on numerous occasions about the noise level. The music can be heard from early evening till midnight and is incredibly intrusive. My complaints have been met with statements from Roffey Park Institute that the noise level was within the agreed limits. It was never within limits between 10:00 and midnight where according to the licensing officer of Horsham Council, the noise should be barely audible in a bedroom with the windows open. This is a direct quote from their licence

“Sources of noise from music, singing or speech, whether amplified or otherwise must be barely audible outside noise sensitive premises such that it is inaudible inside noise sensitive premises between the hours of 22.00 and 07.00.”

As well as music, there is the sound of people in high spirits associated with a wedding. The room currently used for music (the Sieff room) is not air conditioned and not soundproofed. The doors open for ventilation on hot summer evenings and when people go out to smoke. Although people are in a courtyard on the other side of the Sieff Room, they are clearly audible to us in Stone Lodge.

The reaction to our complaints about noise from several of the senior managers detailed on the licence application has been dismissive. This has developed into a cavalier and even rude reaction. After our first complaint about noise, the Roffey Park Institute reaction was “this is a 7 day a week 24 hours a day business”. At the last meeting with the council in front of us, our neighbours and the council, after hearing the sound level at 11:30 as recorded by the council’s sound equipment, their senior manager from Roffey Institute said “ I feel I have been stitched up”

Roffey Management Institute does not care about its neighbours. We never get an apology for their actions.

We have involved Chris Boyle and Horsham District Council in our complaints. Hoping to come to an agreement on a more peaceful 2016, we, our neighbours and Roffey Management met at the council offices in November 2015. The institute said they would be doing fewer weddings (approx.

12 per year, but almost all between June and September); not allowing live music and would look at sound proofing.

No improvement in sound levels and no soundproofing took place, and wedding noise between 22:00 and midnight continued. We complained directly to Roffey Management after each noise incident. They never came to our house to listen to the noise, and eventually they stopped replying, so we dealt directly with Horsham Council.

Our objections with Horsham District Council culminated in sound recording equipment being installed in our bedroom on Saturday August 27. **The results of the analysis were that the Roffey Institute had breached their licence by playing music that was not only audible, but extremely intrusive after 10:00 pm.** In fact the music had been loud since 19:30. This was a beautiful warm sunny evening and our dinner party was completely ruined.

In the detail around their new licence variation, Roffey Institute have said to us and our neighbours that they will no longer have music and dancing in the Sieff Room which is at the bottom of our two gardens. They will move the music to the Lower Lounge. This is actually closer to our house and the smoking area (two seats and a rain shelter) is 100 yards from our window. The area around the smoking shelter has no building protection to absorb any sound coming from wedding revellers. There is a direct sound line to our bedroom window and balcony, whereas before from the Sieff Lounge there was a building between us. The Lower lounge has three sets of double doors; it is not soundproofed and is not air conditioned. The idea that there will be staff manning these doors from 10:00 till midnight is neither practical nor believable from past experience. It will create just as much noise, probably more. There are now 4 brand new houses on the site of Beedingwood House. The nearest is as close as our house to their new music lounge. Roffey Institute did not inform Vanderbilt, the developers of these new houses of these licence changes

Roffey Management now has the gall to say that they want permission to play music until midnight, instead of 22:00. They have clearly breached the terms of their original licence on numerous occasions, one of which has been recorded by the council. Now they want to be permitted to do it whenever they like. On no account should they be allowed to play music until midnight.

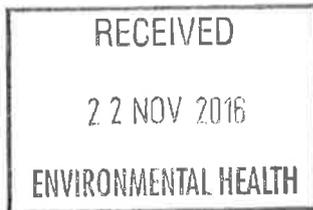
Protection of Children from Harm

Not applicable

Please reject this licence variance.

Summary

If Roffey Management Institute wishes to hold weddings and musical events there is a very large area in their premises well away from us and any other neighbour. It is the area known as the Hudson Suite. If they were to hold an event and test the sound levels with us, I believe it would be workable as long as the music licence stipulated a 22:00 finish. If they wish to place music in their Lower Lounge, we will be seeking a total refusal of their music licence.



Ref: Licence Variation to Roffey Park Institute

Forest Road

Colgate

West Sussex

RH12 4TB

OBJECTIONS :

Our objections and concerns to the license variation to the above premises are noted as follows:

We have experienced excessive and unacceptable loud and intrusive noise from events held at Roffey Park Institute. It has had a significant and detrimental impact on our lives. We are objecting to events being held in close proximity to our property, namely in their restaurant, as we are the immediate adjoining property to Roffey Park Institute.

Noise disturbance has been mainly in the newly designed restaurant and the inner courtyard which is extremely close to our property. The inner courtyard has seating for guests to eat and drink plus the restaurant has bifold doors that open out onto this area. Experience has shown this area becomes extremely noisy and disturbing until very late at night sometimes past midnight with people singing, shouting, laughing etc.etc.etc.

We also strongly object to the proposed change of "silent time" from 22:00 to 24:00, this will disturb and disrupt our quality of life even more than we have experienced over the past two years, since the change of event venue.

We met with RPI representative Mr. Dean and raised our concerns regarding the variation to their license and he assured us that ALL events with music will now take place in the lower lounge or a location further away from neighbouring properties which we agreed will eliminate most of the noise and disturbance to ourselves. Mr. Dean also assured us the courtyard outside the restaurant would not be used.

We would like to seek, if possible, written confirmation of this assurance from Roffey Park Institute as we realise the whole property is licenced to hold these events.

We wish to live in harmony with all our neighbours and hope you take into consideration our concerns. We would like to revert back to the quiet, tranquil life we had before Roffey Park Institute changed from being a Business College to being an Events venue at weekends.

Please find enclosed a copy of our original objections to the original application for a change of license made in 2011.

We sincerely hope you appreciate how in the past 2 years, since the music and events, mainly summer weddings, have disrupted what was a peaceful life here in Colgate.

Yours

Copy of original objection to change of
License made in 2011.

Our objections to the application for a change of license made by Roffey Park Institute are as follows:

1. This is a residential community in a rural area and any change of scope for Roffey Park licensing will result in events and functions that are completely out of character with the local residents in this rural area.
2. The granting of the application will directly lead to an increase in licensing hours as well as events and functions that will have a significant and detrimental impact on residents in the neighbourhood through a number of factors:
 - 2.1 Live music and disco music from within the existing buildings which affect those residents in close proximity to Roffey Park
 - 2.2 Incredibly intrusive and disturbing live music and disco music from temporary structures such as marquees used for event which is unbearable for those adjacent to Roffey Park as well as intrusive and disturbing to the wider community for literally hundreds of yards around due to the lack of sound abatement or dampening from even the most modern of temporary structures
 - 2.3 Increased event related crowd and footfall will have a significant and negative impact on our community due to the noise from visitors arriving and more importantly leaving Roffey late at night following functions both during the week as per their present core business and at the weekends as many new functions would be held at weekends following a change of their licensing. Guests slamming of car doors and awaiting taxis late at night and in the early hours of the morning will cause a significant negative impact on our quality of life in our rural location.
 - 2.4 The core business of Roffey Park Institute is a management training college, not a venue for live functions and events. Events such as weddings, private parties and celebrations are out of keeping both with Roffey's experience in crowd control and noise abatement and simply do not belong in our quiet rural location.
 - 2.5 A greater volume of traffic would be created on the unlit road outside Roffey Park which as already an accident hotspot where there has been numerous accidents in the past including a number of fatalities.

We are the immediate neighbours to Roffey Park Institute, our lands adjoin. Last summer a wedding was held in the grounds of Roffey Institute where a marquee was used for disco music and we were disturbed for the entirety of the whole event. We were told this would be a "one off" and therefore did not complain to the licensing or environmental departments at the council. We feel from this past experience granting an entertainment licence would severely disrupt our quality of life should similar events be held on a regular basis.

We further more feel that like us, others seeking to locate to rural community would be completely put off by the disturbance of such events and the granting of an entertainment license would therefore devalue our property and make it unmarketable as a rural residence.

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