

ISSUING LOCAL AUTHORITY



PART 1 – PREMISES & LICENCE HOLDER DETAILS

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

Cherhill Village Hall, The Street, Cherhill, Wiltshire, SN11 8XP

NAME, (REGISTERED) ADDRESS AND CONTACT DETAILS OF HOLDER OF PREMISES LICENCE

Cherhill Village Hall Charitable Incorporated Organisation
Cherhill Village Hall, The Street, Cherhill, Wiltshire, SN11 8XP

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER

1164373

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

Not Applicable

ISSUING AUTHORITY AND PERSONAL LICENCE NUMBER HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL

Not Applicable

WHERE THE LICENCE IS TIME LIMITED - THE DATES AND TIMES

Not Applicable

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

Not Applicable

STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED


Where applicable the provisions of Section 145 of the Licensing Act 2003 apply

PART 2 – LICENSABLE ACTIVITIES & TIMINGS

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE						
Licensable activities	Location	Day	Time From	Time To	Time From	Time To
Perform Play Indoor Sports Event Live Music Recorded Music Perform Dance Similar to any Music or Dance	Indoors	Sunday	14:00	22:30		
		Monday	14:00	00:00		
		Tuesday	14:00	00:00		
		Wednesday	14:00	00:00		
		Thursday	14:00	00:00		
		Friday	14:00	00:00		
		Saturday	14:00	00:00		
		Non Standard Timings & Seasonal Variations				
Hrs premises open to public		Sunday	14:00	22:30		
		Monday	14:00	00:00		
		Tuesday	14:00	00:00		
		Wednesday	14:00	00:00		
		Thursday	14:00	00:00		
		Friday	14:00	00:00		
		Saturday	14:00	00:00		
		Non Standard Timings & Seasonal Variations				

Licence Commencement Date


24th November 2005



 Licensing Officer

Current Licence Date

10th August 2017



 Licensing Officer

ANNEX 1 - MANDATORY CONDITIONS

Supply of Alcohol

1. Where this Licence authorises the supply of alcohol:

No supply of alcohol may be made under this licence:

- (a) At a time when there is no Designated Premises Supervisor in respect of the Premises Licence
- (b) At a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended

Every retail sale or supply of alcohol made under this licence must be made or authorised by a person who holds a Personal Licence.

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).

Irresponsible Promotions

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)

Free Tap Water

1. The responsible person must ensure that free potable tap water is provided on request to customers where it is reasonably available. *(This means that responsible persons at all premises must ensure customers are provided with potable (drinking) water for free if they ask for it.)*

Age Verification Policy

1.
 - (a) 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.
 - (b) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
 - (c) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
 - i. a holographic mark, or.
 - ii. an ultraviolet feature.

Drink Volume Measures

1. 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
2. these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and.
3. 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.

Permitted Price

1.
 - (a) 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.
 - (b) 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.
2. Where the permitted price given by Paragraph B of paragraph 2 would (apart from this 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.
3. (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.

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 2A – CONVERTED CONDITIONS

Where the number of children attending the entertainment exceeds 100 the licensee shall ensure that the provisions of Section 12 of the Children and Young Persons Act 1933 are complied with.

PREVENTION OF PUBLIC NUISANCE

Avoiding Noise Nuisance to Neighbours

- Noise generated on the premises shall be kept at such a level at the boundary of any occupied property that it shall not be a nuisance to the occupier of that property.
- The Licensee shall monitor noise at the boundary of any property likely to be affected, on at least three occasions during each event to prevent the condition being breached, and shall maintain written records of such monitoring available for inspection at any reasonable time. When the venue is let to a second party, then the Licensee shall ensure the second party enforces this provision.
- The Licensee shall take all necessary steps to prevent persons in the neighbourhood being unreasonably disturbed by noise made by persons waiting to enter and when leaving the premises.

Cloakroom and Sanitary Accommodation

Sanitary facilities to be provided to the following standard:

	<u>Male</u>	<u>Female</u>
WC's	1 per 100 persons	1 per 50 persons
Urinals	1 per 100 persons	Or 2ft per 100 persons.

Wash Hand Basins – 1 per sanitary fitting, or such number as may be agreed by the Licensing Authority.
Ratio of male to female to be on a basis of 50:50 division, unless otherwise agreed.

PUBLIC SAFETY

Supplies of Free Drinking Water

- When dancing takes place after 2300 hours in any premises, the Licensee shall ensure that there is an adequately signed free potable water supply within at least one area of the premises, excluding the kitchen, and that free drinking vessels are available when necessary.

Maximum Numbers

- Overcrowding in such a manner as to endanger the safety of the public (even, if in the circumstances, this is less than the maximum permitted number) shall not be permitted in any part of the premises. The maximum number of persons permitted on the premises as stated in the licence is not to be exceeded at any time.
- The Licensee or authorised representative shall record and control at the time, the numbers of the persons on the premises. The Licensee shall keep these records for 12 months. A suitable means of counting persons shall be provided, which must be acceptable to the licensing authority.

Structural/Platform Conditions

- All parts of the premises shall be maintained in a sound structural condition and be at all times capable of sustaining any load that may be imposed. The construction of the premises shall be such as to minimise the risk of fire involving the structure in accordance with Part B (Fire Safety) of the Building Regulations 1991, or to the satisfaction of the Licensing Authority.
- Any platform, stage, scaffolding or similar structure must be constructed of such materials and in such a manner as the Licensing Authority may consider necessary for the safety of the public, staff and performers.
- The Licensing Authority reserves the right to impose a higher standard of fire precaution in the case of any special fire risk.

Ventilation and Heating

All parts of the premises shall be properly and sufficiently ventilated and heated if necessary, to the satisfaction of the Licensing Authority.

Electrical Installation/Appliances

- (a)
- i. The installation shall be kept in a safe condition.
 - ii. The Licensee shall produce a certificate annually, issued by a competent person to confirm that the electrical appliances have been tested and are safe.
 - iii. The Licensee shall produce a certificate every five years confirming that the electrical installation is in a state of good repair, or at such other times that the installation is repaired or extended.
 - iv. The Licensee shall within 14 days of a request from an authorised officer, produce a certificate from a competent electrical engineer that the electrical system is in safe condition.
- (b) Where production lighting is suspended in the auditorium above the audience, each light fitting shall be attached to a separate securing device by means of a safety chain.

Safety Provisions

a) Number of Exits

The premises shall be provided with an adequate number of exits to the satisfaction of the Licensing Authority so placed and maintained as to afford the public ready and ample means of safe egress.

b) Exit Signs

All such doors or openings approved by the Licensing Authority shall be clearly indicated.

c) Doorways

All doors leading from exits into passageways or to the outside of the premises shall be kept clear of obstruction at all times. When required by the Licensing Authority, doors shall be kept fastened in the open position by means of a padlock or other device. All chains and padlocks used to secure doors must be removed and hung on a "Chain Board" provided before the public are allowed on the premises.

d) Fire Precautions

The fire fighting equipment and the means of escape in case of fire as detailed in Annex 4 shall be provided and maintained at all times.

e) Doors to Allow Escape

All doors used for the purposes of exit must, if fastened during the time the public are in the building, be secured during such time only by panic bolts and latches complying with BS 5725 Part 1, or such fastenings as approved by the Licensing Authority. Doors fitted with panic bolts shall have an appropriate **PUSH BAR TO OPEN SIGN**. Doors shall open in the direction of escape, except where approved by the Fire Officer.

f) Treads, Steps and Gangways

The edges including nosing of treads or steps and gangways on stairways shall be made conspicuous by means of a light coloured or reflective material. Where metal or other fixed nosing are fitted to steps or treads, these shall be maintained in good condition and free from any protrusions.

g) Floor Coverings

Matting and other floor coverings shall be secured in such a manner as to prevent them creasing and be maintained in a safe condition. Mats shall be inset as to be flush with the floor, or provided with splayed fillets and secured in position.

h) Provision for Disabled Persons

The premises shall be provided with suitable access facilities and means of escape for disabled persons wherever practically possible at the discretion of the Licensing Authority. This discretion does not absolve the Licensee from complying with the provisions of the Disabled Disabilities Act 1985.

i) Fire Safety Signs

The premises shall be provided with such safety signs complying with current legislation, as required by the Fire Authority.

j) Control of Waste

No rubbish or waste paper shall be stored or allowed to accumulate in any part of the building or in the immediate vicinity, unless a suitable container is provided and positioned so as not to cause a safety hazard.

• Safety/Emergency Lighting

- a. All premises regularly open to the public shall be fitted with safety lighting to a minimum of one hour duration:
In the event of failure of the main lighting system the public should be instructed to leave the premises immediately if the safety lighting is only of one hour duration. If the safety lighting is of a type which operates for a longer period then the entertainment may continue until there is one hour remaining of the safety lighting at which point the entertainment shall be stopped and the public instructed to leave.
- b. The premises shall be fitted with illuminated exit signs which shall be either of the maintained or non-maintained type.
- c. The safety/emergency lighting shall be properly maintained in effective working order. Maintained or sustained lighting is to be illuminated whenever the premises are in use.
- d. The licensee shall have in place a suitable system for dealing with contingencies or emergencies.

• Log Book

A log book shall be provided in which to record details of all tests, i.e. fire-fighting equipment, safety/emergency lighting, fire drills, etc and other details as required by the Licensing Authority and kept available for inspection at all times. The logbook shall **not** be in loose-leaf and shall have numbered pages. The person carrying out the test must record his/her details in the logbook.

- Fire Alarms

The fire alarm (where provided) shall be properly maintained in effective working order. Weekly tests, using different call points for each test, shall be carried out. The results of such tests shall be recorded in the logbook. The person carrying out the test shall record his/her details in the logbook.

- Seating

- a. Seating shall conform to the requirements of the Licensing Authority. All upholstered furniture or seating shall comply with the requirements of Crib Ignition Source 5 of BS 5852 Part 2 1980. Seating shall be arranged to allow clear means of egress from the premises.
- b. When the premises are being used by close-seated audiences (moveable seating) the arrangements shall accord with the following:
 - i. Gangways, at least 1.1m in width and sited to conform with the means of escape shall be provided to intersect the seating so that the centre of any seat is not more than 3.66m from a gangway measured along the line of the seating.
 - ii. Where more than 200 persons are to be accommodated, all seats shall be securely fixed to the floor or battened together in sections of between 4 and 12 seats.
 - iii. Standing area – standing will only be allowed in the standing area shown on a plan of the premises which has been agreed by the Licensing Authority.
 - iv. Seating plan – a seating plan conforming to the above conditions shall be submitted and approved by the Licensing Authority. Only approved seating plan(s) to be used.
 - v. Adequate provision shall be made to accommodate persons in wheelchairs in the main public seating.
 - vi. A separate seating plan shall be submitted to and approved by the Licensing Authority if the premise is to be used for indoor sports.

- Furnishings and Scenery

- a) All scenery, stage curtains and similar hangings, decorations, furnishings and fabrics, including costumes worn by performers shall be of such material or so maintained that they will not readily catch fire.
- b) Hanging curtains over exit doors or across gangways shall be made to part in the centre, to hang so as to be drawn aside and not to trail on the floor, and be arranged so as not to conceal notices.

- Attendants/Stewards/Performances

- a) At all times when a function is in progress, there shall be an adequate number of attendants on duty to assist persons entering or leaving premises. The number of attendants shall be: -
 - i. Not less than 1 for every 250 or part of 250 persons present in the premises, or one steward per exit whichever is the highest number.
If the number of persons present on any floor or tier does not exceed 100, there shall be at least 1 attendant on duty on that floor or tier.
 - ii. Where the number of persons present on any floor or tier exceeds 100, there shall be at least 2 attendants on that floor or tier.
 - iii. At entertainment or exhibitions organised wholly or mainly for children under the age of 16, there must be at least: -
 - a) 1 attendant for every 100 children or part of 100 children on the lowest floor of the auditorium.
 - b) 1 attendant for every 50 or part of 50 children on any floor above the lowest floor.
 - c) In any case the number of attendants on any floor where children are admitted shall not be less than the number of exits for use by the public in leaving the floor.

- (b) Fire Procedure

The licensee shall ensure that the person in charge, official attendants and himself are aware of the method of operating the fire extinguishers and the action to be taken in the event of a fire including evacuation of the premises, the method of calling the Fire Brigade and the location of the nearest available telephone.

(c) Hypnotism

No exhibition, demonstration or performance of hypnotism (as defined by Section 6 of the Hypnotism Act 1952) shall be performed unless the Licensing Authority has given prior approval.
The Licensee shall give at least 28 days notice to the Licensing Authority, prior to any hypnotic performance.

(d) Special Lighting Effects

The Licence Holder shall obtain the permission of the Licensing Authority prior to using strobe lighting effects, lasers and smoke producing machines.

- i) If permission is granted, strobe lights in any area shall not operate at more than 5 flashes per second. Warning notices shall be displayed warning customers that strobe lighting is in use.
- ii) The use of lasers shall comply with current guidelines.

(e) Smoke Machines and Fog Generators

A smoke machine or fog generator shall not be used without the prior approval of the Licensing Authority. A request for approval shall be in writing and shall include documentary evidence of the non-toxicity and non-flammability of the fog or smoke.

Smoke machines and fog generators shall be sited and controlled so that they do not obstruct exit routes or cause a hazard to surrounding curtains or fabrics.

The volume of smoke and/or fog shall be limited so that it does not seriously affect the means of escape or obscure escape route signs.

Warning notices shall be displayed stating that fog or smoke is used as part of the effects on the premises.

- Naked Flames

No naked flame or pyrotechnics shall be used in the premises without prior written consent of the Licensing Authority. All conditions attached to any consent shall be observed.

- Alterations

The Licensing Authority shall be consulted before any material alterations, additions of fixtures or fittings, furnishings and decorative features or electrical installation whether permanent or temporary are carried out which may have an impact on the safe operation of the venue, except in the case of emergency work or routine maintenance.

- Management

- a) It is the personal responsibility of the Licensee to ensure that all conditions are complied with. The Licensee shall ensure that at all times when the licence applies, there is a person nominated by him/her who will have control of the premises, and will ensure that all licence conditions are adhered to.
- b) The Licensee shall notify the Council and the Chief Fire Officer of the name, address and telephone number of the person who holds the key(s) for all doors to the premises.
- c) If the premises are hired out, the Licensee shall draw to the attention of the hirer, all of the above items and make effective arrangements to ensure that that are complied with.
- d) The Licensee shall give both the North Wiltshire District Council and the Wiltshire Fire Brigade not less than 14 days prior notice that a performance is to take place. The addresses to which such notification is to be made are as follows:

*Environmental Health Team Leader
North Wiltshire District Council
Monkton Park
CHIPPENHAM
Wiltshire
SN15 1EJ*

*Chief Fire Officer
Wiltshire and Swindon Fire Authority
Fire Station
Hilperton Road
TROWBRIDGE
Wiltshire BA14 7JB*

In all parts of the building to which the public are admitted, a means of illumination shall be provided capable of illuminating those parts clearly.

Adequate exits shall be provided from the both the stage and dressing room.

PROTECTION OF CHILDREN FROM HARM

Obscene or Indecent Performances

- The Licensee shall conduct the licensed premises in an orderly manner and shall not allow performances of an obscene or indecent nature.
- This licence applies only to performances taking place on the permanent stage and audiences seated in the Hall area as specified on the Fire Officer's drawing and work schedule.

If performances are to take place when there are any changes to the use of the stage or seating, e.g. "Theatre in the Round", an application form and fee, if applicable, together with a detailed plan of the hall, scenery and seating arrangements, must be received by this department at least 28 days prior to the performance.

- The maximum number of persons permitted to use the part of the premises detailed below shall not exceed:-

Part of Premises	Use	Max. No.
a)	When used for dancing	170
b)	When used for functions utilising tables and chairs	110
c)	When used for functions combining a) and b)	110
d)	When used for a standing audience	200

ANNEX 2B – OPERATING SCHEDULE

PREVENTION OF PUBLIC NUISANCE

- None

PUBLIC SAFETY

- None

PROTECTION OF CHILDREN FROM HARM

- None

PREVENTION OF CRIME AND DISORDER

- None

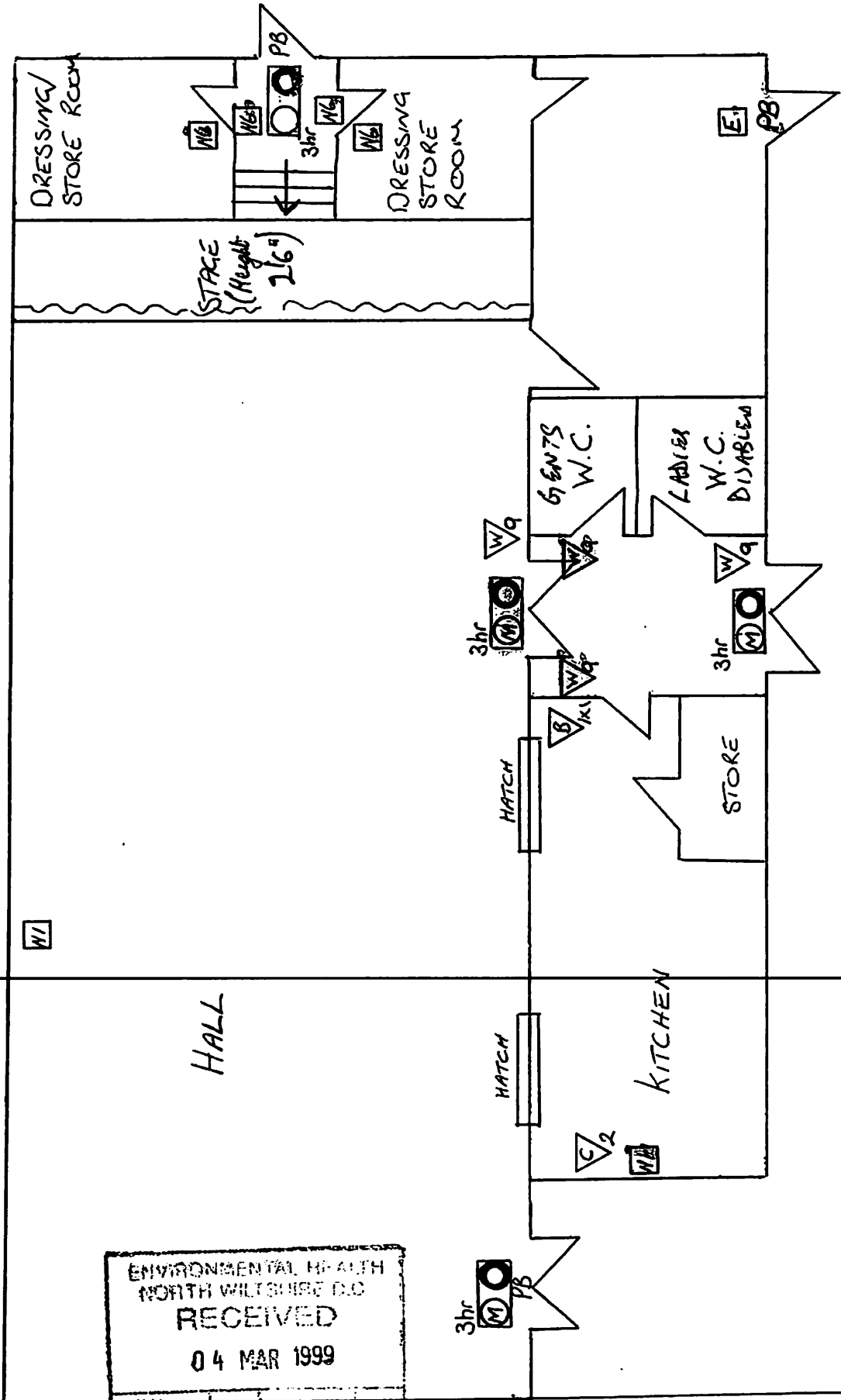
ANNEX 3 – CONDITIONS ATTACHED AFTER HEARING

None

ANNEX 4 – PLANS

Attached Separately

Dated: 22nd February 1999



ENVIRONMENTAL HEALTH
 NORTH WILTSHIRE D.C.
 RECEIVED
 04 MAR 1999

GEN.	
R.O.S.	
WEST	
EAST	

CAR PARK

WILTSHIRE FIRE BRIGADE F.P. 59/4 DRAWN: PJC SCALE: A/T/S DATE: 22/2/99 PREMISES: CHERHILL VILLAGE HALL THE STREET CHERHILL CALNE