

AGENDA

Meeting: Northern Area Licensing Sub Committee
Place: Council Chamber - Council Offices, Monkton Park, Chippenham,
SN15 1ER
Date: Friday 12 April 2013
Time: 10.30 am
Matter: Provisional Statement - SN15, Station, Hill, Chippenham

Please direct any enquiries on this Agenda to , of Democratic Services, County Hall,
Bythesea Road, Trowbridge, BA14 8JN.

Press enquiries to Communications on direct lines (01225)713114/713115.

This Agenda and all the documents referred to within it are available on the Council's
website at www.wiltshire.gov.uk

Membership:

Cllr Desna Allen
Cllr Ernie Clark

Cllr Jonathon Seed

AGENDA

1 **Election of Chairman**

To elect a Chairman for the meeting of the Sub Committee.

2 **Procedure for the Meeting** (*Pages 1 - 8*)

The Chairman will explain the attached procedure for the members of the public present.

3 **Chairman's Announcements**

The Chairman will give details of the exits to be used in the event of an emergency.

4 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

5 **Licensing Application** (*Pages 9 - 14*)

To consider and determine application for a Provisional Statement for SN15 17A Station Hill Chippenham

6 **Appendix 1 - Provisional Statement Application** (*Pages 15 - 114*)

7 **Appendix 2 - Schedule of Works** (*Pages 115 - 120*)

8 **Appendix 3 - Letter from Wiltshire Fire and Rescue** (*Pages 121 - 122*)

9 **Appendix 4 - Representations Received** (*Pages 123 - 168*)

10 **Appendix 5 - Email from SN15 in response to Licensing Authority representation** (*Pages 169 - 170*)

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LICENSING COMMITTEE

PROCEDURAL RULES FOR THE HEARING OF LICENSING ACT 2003 APPLICATIONS

1 Purpose

- 1.1 These rules have been prepared to facilitate proper consideration of licence applications, made under the Licensing Act 2003, by the Licensing Committee and its Sub Committees.
- 1.2 The rules set out a framework for how applications are to be heard and explain the role of the participants at the Hearing.

2 Definitions

- 2.1 The following definitions describe the participants at and the subject matter of a Hearing:

“Applicant” means the person who has submitted an Application for consideration by the Committee.

“Applicant’s Premises” means premises subject to the Application.

“Applicant’s Representative” means a person attending a Hearing to assist or represent an Applicant including a lawyer.

“Application” means an application for the Grant/Variation/Transfer/Review and any other decision to be made by the Committee/Sub-Committee in respect of a Licence.

“Chairperson” means the Member who is the Chairperson of the Committee for the particular Hearing.

“Committee” means the Council’s Licensing Committee and includes any Sub Committee of the Licensing Committee.

“Committee Lawyer” means the Council’s Lawyer (including an external Lawyer instructed by the Council’s Legal & Democratic Services Manager) who is present at a Hearing to advise the Chairperson and the Members.

“Committee Manager” means the Council’s Officer who is present at a Hearing to take minutes.

“Committee Report” means the Licensing Officer’s written report to the Committee concerning an Application, a copy of which has been previously

made available to the Applicant or their Representative, a Responsible Authority or their Representative or an Interested Party or their Representative.

“Hearing” means a meeting of the Committee at which an Application is considered.

“Licence” means a Licence which the Committee has the power or duty inter alia to grant, transfer, suspend or revoke.

“Licensing Officer” means the Council’s Licensing Officer(s) who is/are present at a Hearing to present reports in respect of an Application and to give technical advice in respect of an Application to the Committee when requested.

“Licensing Authority” the Council in whose geographical area the subject matter of the Application relates to, and includes the Council’s Licensing Committee, any Sub Committee of the Licensing Committee and a Licensing Officer.

“Member” means a Member who is a Member of the Committee that is considering an Application.

“Responsible Authority” means a person who is present at a Hearing to make representations in respect of an Application in their capacity as Responsible Authority and includes any person who is present to assist or make representations on behalf of the Responsible Authority including a Lawyer.

“Person making a Relevant Representation” means a person who is present at a Hearing to make representations in respect of an Application and includes any person who is present to assist or make representations on behalf of that person including a Lawyer.

3 Key Principles

- 3.1 The principles of ‘natural justice’, and Article 6 ‘Right to a Fair Trial’, which is one of the Convention Rights in the Human Rights Act 1998, require that there is a fair Hearing of Applications.
- 3.2 Natural justice is an umbrella term for the legal standards of basic fairness. This will include that:
 - 3.2.1 the Applicant has an opportunity to make representations before a decision is made;
 - 3.2.2 those making representations have an opportunity to voice their representations before a decision is made;

- 3.2.3 the Applicant has an adequate opportunity to consider and respond to any submissions made by a Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation;
- 3.2.4 the Committee does not exclude an Applicant from a Hearing in order to consider submissions from a Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation.
- 3.3 It is also fundamental that there is an orderly presentation of submissions at a Hearing so that the relevant issues are properly understood, evidence is tested and that oral statements made at the Hearing are accurately recorded.
- 3.4 Ultimately the Chairperson determines the application of these rules, having regard to any submissions being made by those present and in particular the Committee Lawyer.

4 The Hearing

- 4.1 The Hearing shall take place in public.
 - 4.1.1 The Committee may exclude the public from all or part of the Hearing where it considers it to be in the public interest to do so and, in accordance with the Local Government (Access to Information) Act 1985, as amended. Public includes a party and any person assisting or representing a party.
 - 4.1.2 The Committee may require any person attending the Hearing who, in its opinion, is behaving in a disruptive manner, to leave the Hearing and may:
 - A refuse to permit them to return;
 - B permit them to return only on such conditions as the Committee may specify;
 - C in the event that a person is required to leave a Hearing that person may, before the end of the Hearing, submit to the Committee in writing any information which they would have given orally.
- 4.2 Prior to the Hearing commencing, the Chairperson shall advise the parties of the procedure it proposes to follow at the Hearing.
- 4.3 Where a party has previously requested permission for a person(s), other than their representative, to appear at the Hearing then the Committee shall consider whether to permit that request.
- 4.4 The Committee will allow the parties an equal maximum period of time in which to exercise their rights.

- 4.5 This equal maximum time may have been notified in advance of the Hearing;
- 4.6 Where there are a number of people who have attended the Hearing to make the same representation then the Committee would normally require that a spokesperson be appointed by them to make the representations on behalf of all of those who have made Relevant Representations .

5 Presentation of Submissions

- 5.1 The Chairperson will introduce the Application.
- 5.2 In the event that the Licensing Authority has given notice to a party requiring clarification on a point(s) then that party shall respond to the points raised by the Licensing Authority.
- 5.3 Submissions shall be made in the following order unless the Chairperson directs otherwise:
 - 5.3.1 The Licensing Officer will orally present the Committee Report and will in particular advise the Committee as to:
 - A the options available to it;
 - B the considerations that are relevant in reaching its decision.
 - 5.3.2 The Review Applicant (or the Applicant's Representative) will orally present its submission which may include:
 - A presenting their case in accordance with the papers, which will have been circulated with Agenda papers;
 - B confirming key information and answer pertinent questions; and
 - C calling witnesses in support of the Application (see paragraph 4.3).

A Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation will orally present their representations in turn which shall include:

 - A the grounds of the representation to the Application; and
 - B any condition(s) that the Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation would be happy to have the Application granted subject to which would cause the representation to be withdrawn.

The Premises Licence Holder and/or their representative will orally present their representations which shall include;

 - A The response to the representations made by the Review Applicant, a Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation ; and

- B Whether they would be happy to accept any modifications to the Licence as suggested by the Review Applicant, a Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation.

6 Questioning of Submissions

- 6.1 The Chairperson will regulate the order in which questions are asked by Members.
- 6.2 The Chairperson and Members, voiced through the Chairperson, may question any party following the completion of their submission.
- 6.3 The Chairperson will normally permit the Applicant, a Responsible Authority/Authorities or any person/s who have made a Relevant Representation to ask questions through them of the other parties.
- 6.4 The Chairperson may direct that questions which are not relevant to the Application or one of the four Licensing Objectives are not formally put or answered.

7 Documentation

- 7.1 No party shall present new documentation to the Committee at the Hearing other than with the consent of all of the other parties. This does not preclude the Licensing Officer from correcting errors, providing updated information or an extract from a local map showing the Applicant's Premises in the context of the surrounding premises and any person/s who have made a Relevant Representation . If any party is granted permission to present supplementary papers at the Hearing they shall provide at least 10 copies at the start of their submission.

8 Intervention

The Chairperson shall permit the following interventions at any point in the Hearing:

- 8.1 The Committee Lawyer to advise the Committee on issues of law, procedure and relevant considerations on decision making. If necessary, the Chairperson may require the Committee, the Committee Lawyer and the Committee Manager to leave the Hearing so that advice can be given.
- 8.2 The Committee Manager to advise the Committee on procedure generally, or to request that statements made are repeated for reasons of clarity and so that they can be properly recorded.
- 8.3 The Licensing Officer to seek to clarify statements that have been made in light of information held on their file.

9 Failure of Parties to Attend Hearing

9.1 If a party has informed the Licensing Authority that it does not intend to attend or be represented at a Hearing, the Hearing may proceed in its absence.

9.2 If a party has not indicated that it does not intend to attend or be represented at a Hearing and fails to attend or be represented at the Hearing then the Licensing Authority may:

9.2.1 where it considers it be necessary in the public interest, adjourn the Hearing to a specified date; or

9.2.2 hold the Hearing in the party's absence.

9.3 Where the Licensing Authority holds a Hearing in the absence of a party, it shall consider at the Hearing the application, representations or notice made by that party.

10 Closing Submissions

10.1 The Chairperson shall allow first, the Responsible Authority/Authorities and any person/s who have made a Relevant Representation to make a closing oral submission(s) and secondly invite the Applicant or the Applicant's Representative an opportunity to make an oral closing submission in support of the Application.

11 Decision

11.1 The Committee, the Committee Lawyer and the Committee Manager, shall retire so that the decision may be considered in private, and to consider any legal issues raised by the Members.

11.2 The decision, and reasons for the decision, of the Committee shall be communicated orally by the Chairperson to the parties after the Committee has deliberated in private on the Application.

11.3 Written reasons shall be provided soon after the deliberations of the Application and in any event within the statutory time limits.

Hearing Procedure Summary

1. The Chairperson welcomes all those present and introduces the Application.
2. The Chairperson introduces the Applicant, Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation
3. The Chairperson outlines the Hearing Procedure.
4. The Licensing Officer presents the Committee Report.
5. The Applicant addresses the Committee.
6. Questions to the Applicant by Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation.
7. Questions to the Applicant by Members of the Committee.
8. Comments by Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation.
9. Questions by Applicant.
10. Questions to Responsible Authority/Authorities and/or any person/s who have made a Relevant Representation by Members of the Committee.
11. Summing up by Parties who have made representations.
12. Summing up by Applicant.
13. Committee retires with the Committee Lawyer and Committee Manager to consider its decision.
14. Committee returns and the Lawyer gives a summary of any legal advice that may have been given to the Committee, and invites the parties present to make any comments on that advice.
15. The Chairperson either gives the decision with reasons, or advises that it will be released in writing with reasons within the statutory time limits.

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Wiltshire Council

Northern Area Licensing Sub Committee

12th April 2013

Application for a Provisional Statement: SN15 17A Station Hill Chippenham

1. Purpose of Report

- 1.1 To determine an application for a Provisional Statement in respect of SN15, 17A Station Hill, Chippenham made by SN15 Limited

2. Background Information

- 2.1 An application for a Provisional Statement in respect of SN15 has been made by SN15 Limited for which fourteen relevant representations have been received.

- 2.2 Under section 29 of the Licensing Act 2003 "*Application for a provisional statement where premises being built, etc.*"

(1) *This section applies to premises which—*

- a) *are being or are about to be constructed for the purpose of being used for one or more licensable activities, or*
- b) *are being or are about to be extended or otherwise altered for that purpose (whether or not they are already being used for that purpose).*

(5) *An application under this section must also be accompanied by a schedule of works.*

(6) *A schedule of works is a document in the prescribed form which includes—*

- a) *a statement made by or on behalf of the applicant including particulars of the premises to which the application relates and of the licensable activities for which the premises are to be used,*
- b) *plans of the work being or about to be done at the premises, and*
- c) *such other information as may be prescribed.*

(7) *For the purposes of this Part, in relation to any premises in respect of which an application for a provisional statement has been made, references to the work being satisfactorily completed are to work at the premises being completed in a manner which substantially complies with the schedule of works accompanying the application."*

2.3 Wiltshire Council (as the Licensing Authority) must hold a hearing to consider the representations and the provisional statement application. In accordance with Section 31 (3) of the Licensing Act 2003 the Licensing Sub Committee is required to determine whether it would consider it necessary to take any steps under section 18 (3), listed in 2.4 below, if, on the work being satisfactorily completed, it had to decide whether to grant a premises licence in the form described in the provisional statement application.

In considering the application, the Sub Committee must also have regard to relevant Government guidance and the Council's Licensing Policy

2.4 Such steps are:

- i) To grant the licence subject to such conditions as are consistent with those included in the operating schedule submitted with the application, modified to such extent as the Sub Committee considers necessary for the promotion of the licensing objectives, together with any mandatory conditions required by the Licensing Act.
- ii) To exclude from the scope of the application any licensable activity.
- iii) To refuse to specify a person as the designated premises supervisor.
- iv) To reject the application.

2.5 The licensing objectives are:

- i) The Prevention of Crime and Disorder;
- ii) Public Safety;
- iii) The Prevention of Public Nuisance; and
- iv) The Protection of Children from Harm.

2.6 On 19th February 2013 the Licensing Authority received an application for a Provisional Statement, management plan and associated schedule of works, which was accepted as a valid application.

The Management Plan submitted by SN15 Limited contains two consultants' reports, one from a noise acoustic consultant and one from a Fire Safety Consultant, the schedule of works supplied by SN15 Limited seeks to address the requirements set out in both reports.

2.7 The application as applied for is as follows:

Licensable Activity	Timings	Days
<u>Provision of regulated entertainment</u>		
Films	11:00 to 03:00	Daily
Live music	11:00 to 03:00	Daily
Recorded music	11:00 to 03:00	Daily

Performance of dance	11:00 to 03:00	Daily
Anything of a similar description	11:00 to 03:00	Daily
<u>Provision of entertainment facilities</u>	No longer licensable	
Sale by retail of alcohol on sales only	11:00 to 02:30	Daily
Hours Premises Open to the Public	11:00 to 03:00	Daily

A copy of the provisional statement application including the management plan from SN15 Limited is attached as **Appendix 1**.

Schedule of works supplied by Arena Management, Bath and Wiltshire Fire Safety and explanatory email from SN15 Limited is attached as **Appendix 2**.

- 2.8 The premise was previously known as Karma Nightclub and was licensed under the Licensing Act 2003, until the licensing authority revoked the premises licence held previously by Constantine Leisure Limited following the second of two review hearings, the decision was subsequently upheld by Wiltshire Magistrates' Court and later the High Court in 2011.
- 2.9 To clarify the position of this application in light of the previous history, SN15 Limited has advised the Licensing Authority they have had no involvement with the previous management of the premises.

3. Consultation and Representations

- 3.1 The application process requires a public notice to be posted on the premises for a period of 28 days together with a public notice placed in a local newspaper. During the consultation period relevant representations have been received from three (3) Responsible Authorities and twelve (12) Interested Parties.

3.2 Responsible Authorities

- Licensing Authority
- Public Protection Noise Team
- Wiltshire Police

3.3 Relevant Representations

- Councillor Chris Caswill Divisional Ward Member Wiltshire Council
- Mr I Keasey 8 St Mary's Place, Chippenham
- Mr D Simpson 14 St Mary's Place, Chippenham
- Mrs R Simpson 14 St Mary's Place, Chippenham
- Master L Simpson 14 St Mary's Place, Chippenham
- Miss D Simpson 14 St Mary's Place, Chippenham
- Mr R Burford 11 Station Hill, Chippenham
- Rev J Millett 20 Station Hill, Chippenham
- Ms J Martin Flat 5, 13 Station Hill, Chippenham
- Mr & Mrs Bos, & Lytham Close, Chippenham
- Mr C Harding, 10-14 Station Hill, Chippenham
- M Day HPH Commerical

3.4 A summary of the representations made is detailed in the table below:

Representation	Licensing Objective	Accepted	Comments
Noise Nuisance from internal and external areas	Prevention of Public Nuisance	Yes	
Insufficient measures in place to control crime and disorder	Crime and Disorder	Yes	
Likely impact of antisocial behaviour on the residents and business in the area of SN15	Prevention of Public Nuisance/ Public Safety	Yes	
Fear of public disorder in the area of SN15	Public Safety	Yes	

Two of the responsible authorities have also expressed their concerns that the schedule of works proposed by the applicant does not adequately address the requirements set out in both the consultants' reports.

3.5 The Licensing Authority received a letter from Wiltshire Fire & Rescue Service in January 2013 following a previous application by SN15 Limited which was subsequently withdrawn; the Licensing Sub Committee's attention is drawn to its content as it is relevant to this application which contains the same management plan. A copy of the letter is attached as **Appendix 3**.

3.6 The relevant representations are attached as **Appendix 4**. An emailed response received on 1st April 2013 from SN15 Limited, in response to the Licensing Authorities representation is attached as **Appendix 5**

Attached as **Appendix 6** is a plan, that shows the location of the premise.

3.7 A number of the parties making representations have proposed many conditions that may address their concerns, a small number of which are

highlighted below. The sub committee's attention is drawn to the representations to see the full list :-

- All works recommended by both the Acoustic and fire specialists are carried out prior to a Premises Licence being granted.
- After 23:00 the outside area should be restricted to patrons wishing to smoke and the number of patrons in this area should be restricted to 40.
- Premises to remain closed on Thursdays and Sundays including Bank Holiday Sunday nights
- Improved sound insulation to roof space
- Premises to close no later than midnight
- Alcohol consumption is actively managed at safe levels
- The applicant to ensure the area to be cleared of all associated rubbish, vomit etc prior to other business in the area opening.

4. Legal Implications

- 4.1 This hearing is governed by the Licensing Act 2003 (Hearings) Regulations. These provide that hearings should be held in public unless the Licensing Authority considers that the public interest in excluding the public outweighs the public interest in the hearing taking place in public.
- 4.2 The Applicant and all persons who have made representations have been informed of the date, time and location of the hearing and their right to attend and be represented.
- 4.3 At the hearing all those who have made representations are entitled to address the Sub Committee and to ask questions of another party, with the consent of the Sub Committee.

5. Officer Recommendations

- 5.1 Officers are not permitted to make a recommendation – the decision is to be reached by the members of the Licensing Sub Committee.

6. Right of Appeal

- 6.1 It should be noted that the Applicant and those who have made representations may appeal the decision made by the Licensing Sub Committee to the Magistrates' Court. The appeal must be lodged with the Magistrates' Court within 21 days of the notification of the decision.

- 6.2 In the event of an appeal being lodged, the decision made by the Licensing Sub Committee remains valid until any appeal is heard and any decision made by the Magistrates' Court.
-

Report Author: Linda Holland, Senior Licensing Officer

Tel: 01249 706410 linda.holland@wiltshire.gov.uk

Date of report 2nd April 2013

Background Papers Used in the Preparation of this Report

- **The Licensing Act 2003**
- **The Licensing Act (Hearings) Regulations 2005**
- **Guidance issued under Section 182 of the Licensing Act 2003**
- **Wiltshire Council Licensing Policy**

Appendices

- 1 Provisional Statement application**
- 2 Schedule of works**
- 3 Letter from Wiltshire Fire and Rescue**
- 4 Representations**
- 5 Email from SN15 in response to Licensing Authority representation**
- 6 Location Plan**

[Insert name and address of relevant licensing authority and its reference number (optional).]

RECEIVED

**Application for a provisional statement to be granted
under the Licensing Act 2003**

19 FEB 2013

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

PUBLIC PROTECTION

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

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

I/We SN 15 Leisure Ltd

(Insert name(s) of applicant)

apply for a provisional statement under section 29 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
SN 15 17a, Station Hill			
Post town	Chippenham	Postcode	SN15 1EQ

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£35500

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick all that apply

- | | | |
|-------------------------------------------------|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i. as a limited company | <input checked="" type="checkbox"/> | please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> | please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | please complete section (B) |

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
 - statutory function or
 - a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address					
Post Town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other Title (for example, Rev)	
Surname			First names		

I am 18 years old or over		<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address			
Post Town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name SN15 Leisure Limited
Address 29 Gay Street Bath BA1 2NT
Registered number (where applicable) 8064918
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any) 07706109393
E-mail address (optional) paul@poshandnot.co.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
1	9	05 2013

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day	Month	Year

Please give a general description of the premises (please read guidance note 1)

Nightclub premises comprising of:

Ground floor with reception area, cloakroom, seating area, dancing area, bar serving counter, balcony area and toilet facility.

First floor with seating area, dancing area, bar serving counter and toilet facility.

Courtyard garden area with seating area and bar servery.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick yes

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

Provision of entertainment facilities:

- | | |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------|
| i) making music (if ticking yes, fill in box I) | <input checked="" type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J) | <input checked="" type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K) | <input checked="" type="checkbox"/> |

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

Supply 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 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Tue					
			<u>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</u> (please read guidance note 5)		
Wed					
Thur					
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	1100	0300	Please give further details here (please read guidance note 3) Screens used for music videos or similar		
Tue	1100	0300			
Wed	1100	0300	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	1100	0300			
Fri	1100	0300	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 read guidance note 5) On New Years Eve, from the end of permitted hours until the commencement of permitted hours on New Years Day. An additional hour commencing at the end of permitted hours, on the day when British Summertime commences.		
Sat	1100	0300			
Sun	1100	0300			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur					
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Live performers providing musical entertainment		
Mon	1100	0300			
Tue	1100	0300	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Wed	1100	0300			
Thur	1100	0300	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) On New Years Eve, from the end of permitted hours until the commencement of permitted hours on New Years Day. An additional hour commencing at the end of permitted hours, on the day when British Summertime commences.		
Fri	1100	0300			
Sat	1100	0300			
Sun	1100	0300			

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	1100	0300	<u>Please give further details here</u> (please read guidance note 3) Disco music provided by disc jockeys	Both	<input type="checkbox"/>
Tue	1100	0300			
Wed	1100	0300	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur	1100	0300			
Fri	1100	0300	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) On New Years Eve, from the end of permitted hours until the commencement of permitted hours on New Years Day. An additional hour commencing at the end of permitted hours, on the day when British Summertime commences.		
Sat	1100	0300			
Sun	1100	0300			

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 3) Dancers entertaining customers		
Mon	1100	0300			
Tue	1100	0300			
			State any seasonal variations for the performance of dance (please read guidance note 4)		
Wed	1100	0300			
Thur	1100	0300			
			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5) On New Years Eve, from the end of permitted hours until the commencement of permitted hours on New Years Day. An additional hour commencing at the end of permitted hours, on the day when British Summertime commences.		
Fri	1100	0300			
Sat	1100	0300			
Sun	1100	0300			

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)</p>			<p><u>Please give a description of the type of entertainment you will be providing</u> Comedy nights or similar / other live acts</p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</p>	Indoors	<input checked="" type="checkbox"/>
Mon	1100	0300		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	1100	0300	<p><u>Please give further details here</u> (please read guidance note 3)</p>		
Wed	1100	0300			
Thur	1100	0300	<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)</p>		
Fri	1100	0300			
Sat	1100	0300	<p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p>		
Sun	1100	0300	<p>On New Years Eve, from the end of permitted hours until the commencement of permitted hours on New Years Day. An additional hour commencing at the end of permitted hours, on the day when British Summertime commences.</p>		

i

Provision of facilities for making music Standard days and timings (please read guidance note 6)			<u>Please give a description of the facilities for making music you will be providing</u> DJ booths, microphones, instruments for 'open mic' sessions	
			<u>Will the facilities for making music be indoors or outdoors or both – please tick</u> (please read guidance note 2)	
Day	Start	Finish		
Mon	1100	0300	<u>Please give further details here</u> (please read guidance note 3)	
Tue	1100	0300		
Wed	1100	0300	<u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4)	
Thur	1100	0300		
Fri	1100	0300	<u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) On New Years Eve, from the end of permitted hours until the commencement of permitted hours on New Years Day. An additional hour commencing at the end of permitted hours, on the day when British Summertime commences.	
Sat	1100	0300		
Sun	1100	0300		

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick (see guidance note 2)	Indoors <input checked="" type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
			Please give a description of the facilities for dancing you will be providing Dance floors or similar	
Day	Start	Finish		
Mon	1100	0300	Please give further details here (please read guidance note 3)	
Tue	1100	0300		
Wed	1100	0300	State any seasonal variations for providing dancing facilities (please read guidance note 4)	
Thur	1100	0300		
Fri	1100	0300	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 read guidance note 5) On New Years Eve, from the end of permitted hours until the commencement of permitted hours on New Years Day.	
Sat	1100	0300	An additional hour commencing at the end of permitted hours, on the day when British Summertime commences.	
Sun	1100	0300		

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 6)			<u>Please give a description of the type of entertainment facility you will be providing</u>		
Day	Start	Finish	<u>Will the entertainment facility be indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon	1100	0300		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	1100	0300	<u>Please give further details here</u> (please read guidance note 3)		
Wed	1100	0300	<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u> (please read guidance note 4)		
Thur	1100	0300	<u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri	1100	0300	On New Years Eve, from the end of permitted hours until the commencement of permitted hours on New Years Day. An additional hour commencing at the end of permitted hours, on the day when British Summertime commences.		
Sat	1100	0300			
Sun	1100	0300			

L

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

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	1100	0230			
Tue	1100	0230			
Wed	1100	0230			
Thur	1100	0230			
Fri	1100	0230			
Sat	1100	0230			
Sun	1100	0230			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
			On New Years Eve, from the end of permitted hours until the commencement of permitted hours on New Years Day. An additional hour commencing at the end of permitted hours, on the day when British Summertime commences.		

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name Craig Meikle	
Address 7, Lansdown Grove, Chippenham	
Postcode	SN15 1TE
Personal Licence number (if known) LN/002633NL	
Issuing licensing authority (if known) North Wilts District	

N

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

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	1100	0300	<p>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)</p> <p>On New Years Eve, from the end of permitted hours until the commencement of permitted hours on New Years Day. An additional hour commencing at the end of permitted hours, on the day when British Summertime commences.</p>
Tue	1100	0300	
Wed	1100	0300	
Thur	1100	0300	
Fri	1100	0300	
Sat	1100	0300	
Sun	1100	0300	

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

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

See attached

b) The prevention of crime and disorder

See attached

c) Public safety

See attached

d) The prevention of public nuisance

See attached

e) The protection of children from harm

See attached

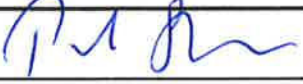
Please tick yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- 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 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 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly authorised agent (See guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	19 th Feb 2013
Capacity	Director

For joint applications signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent. (please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13) Paul Shayegan Flat 4, 21,Sion Road,			
Post town	Bath	Post code	BA1 5SQ
Telephone number (if any)	07846 747833		
If you would prefer us to correspond with you by e-mail your e-mail address (optional) paul@poshandnot.co.uk			

Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. 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 people to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

and any premises licence to be granted or varied in respect of this application made by

SUIS LEISURE LTD
[name of applicant]

concerning the supply of alcohol at

17 A STATION HILL
CHIPPENHAM
SNIS 1EQ

[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

LN1002633 NL
[insert personal licence number, if any]

Personal licence issuing authority

NORTH WILTS DISTRICT COUNCIL
[insert name and address and telephone number of personal licence issuing authority, if any]

Signed



Name (please print)

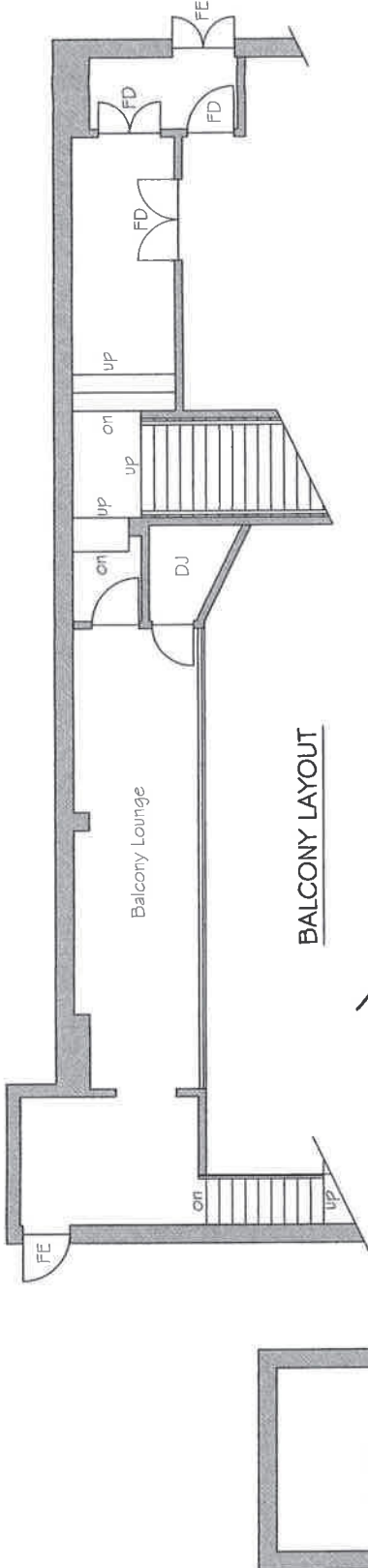
C. MEIKLE

Date

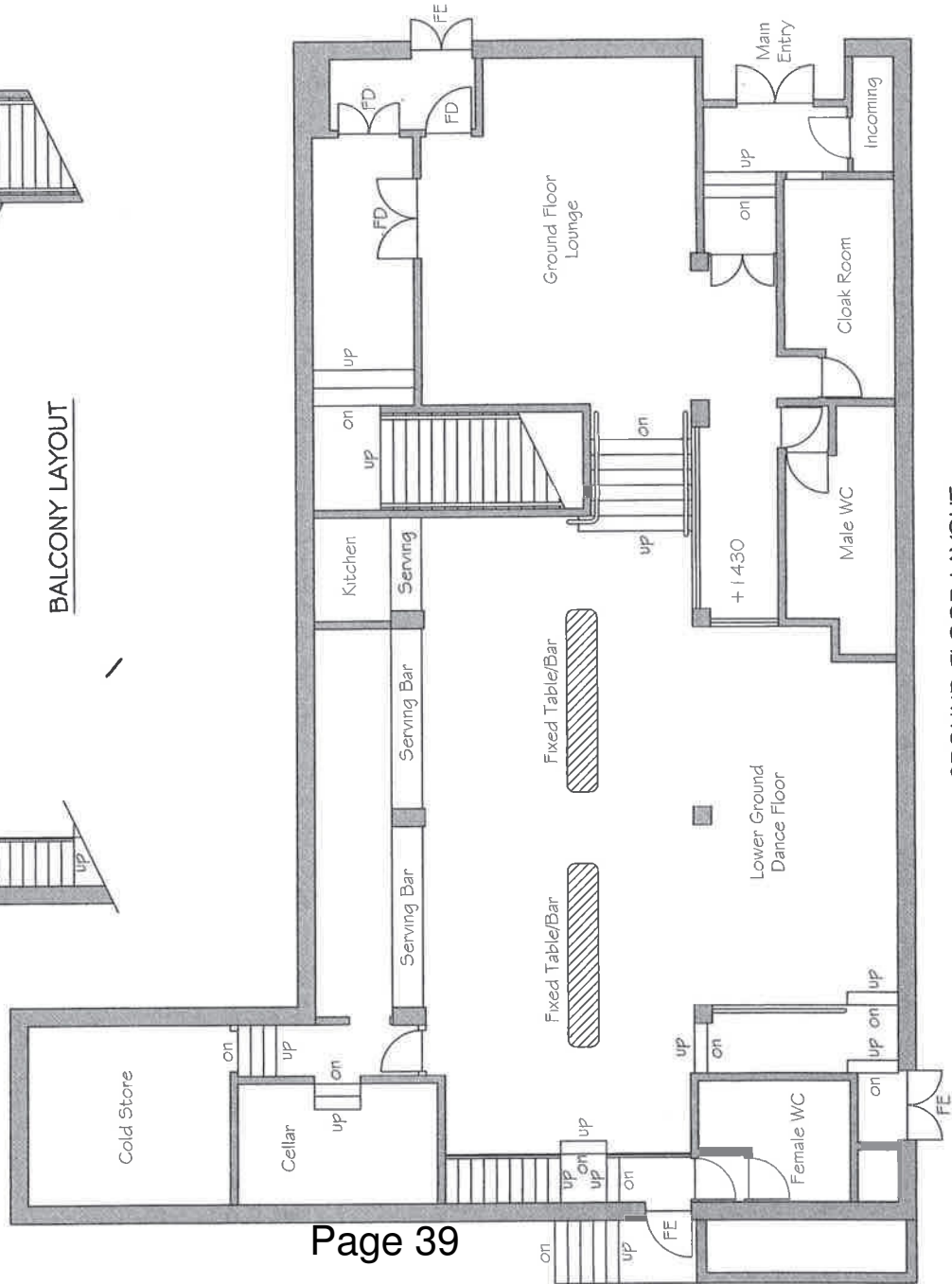
13-12-12

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BALCONY LAYOUT



GROUND FLOOR LAYOUT

No	Date	Revision	Initial

PlanningDrawings.net

Recreowden, Frenley Lodge Road, Birmingham, B31 8PX
 Tel : 07720 985 425 Web : www.planningdrawings.net

Client:
SN15 Leisure Ltd

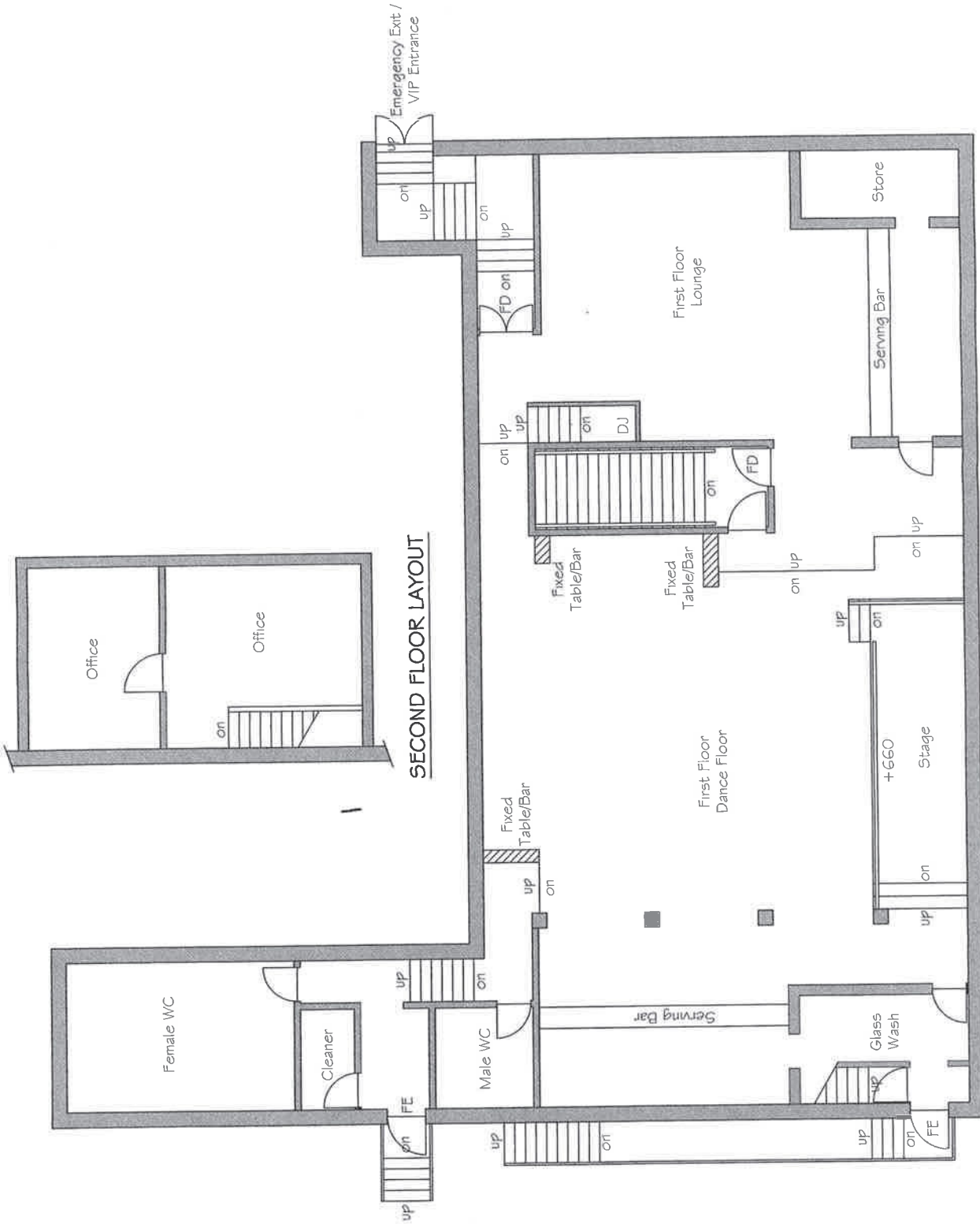
Project:
**Club Karma, 17 Station Hill,
 Chippenham, SN15 1EQ**

Drawing:
Ground Floor Plan

Purpose:
PLANNING

Scale	Date	Checked	Revision
1:100 @ A3	July 2012	GB	---
Drawn: Graham Barlow		Revision	
Drawing No: PD12053-01			

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No	Date	Revision	Initial

PlanningDrawings.net

Plotonwicks, Faraday Lodge Road, Birmingham, B31 5PX
Tel: 01720 985 425 Web: www.planningdrawings.net

Client
SN15 Leisure Ltd

Project
**Club Karma, 17 Station Hill,
Chippenham, SN15 1EQ**

Drawing
First Floor Plan

Purpose
PLANNING

Scale	Date
1:100 @ A3	July 2012

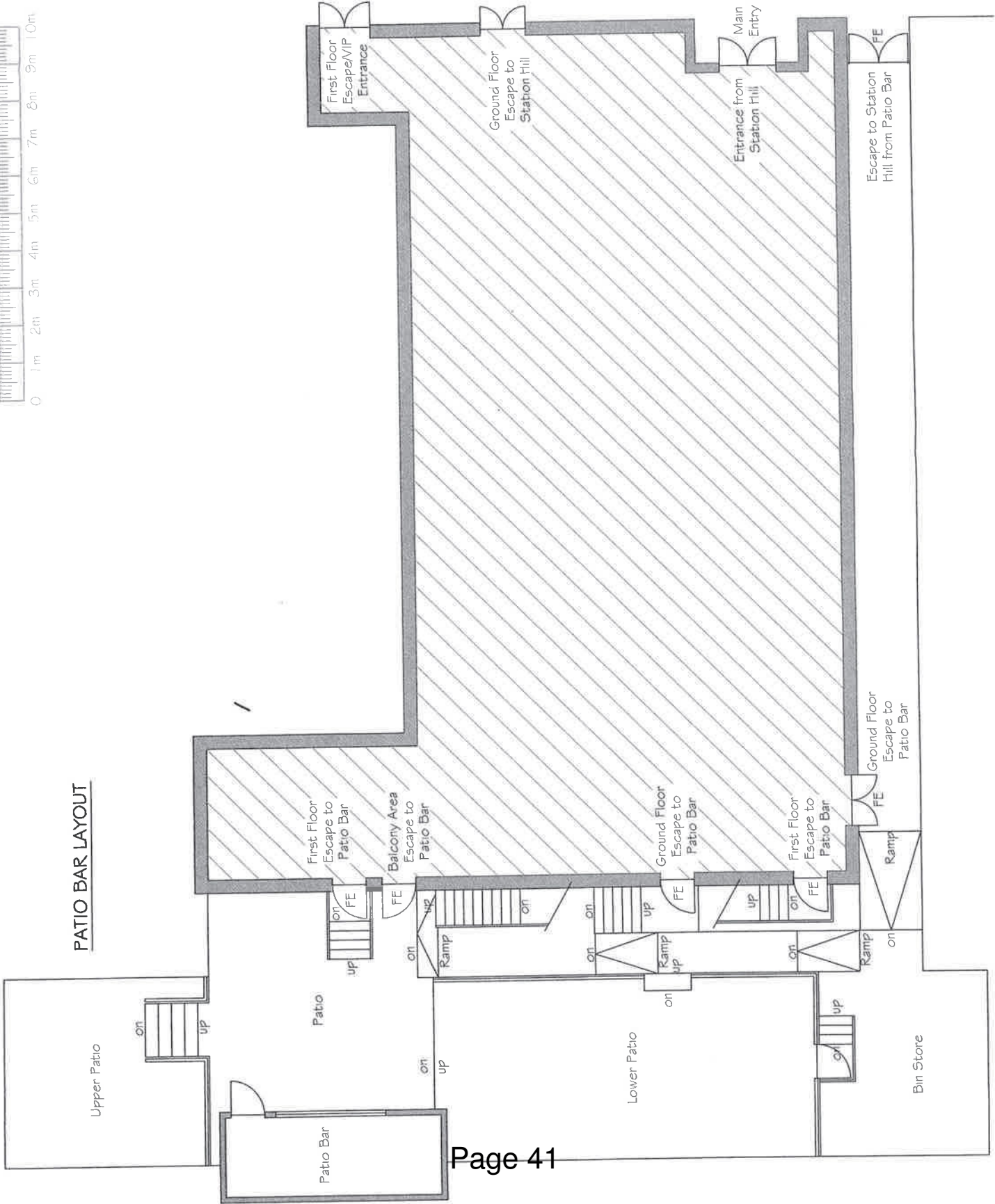
Drawn	Checked
Graham Barlow	GB

Drawing No.	Revision
PD12053-02	---

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PATIO BAR LAYOUT



No	Date	Revision	Initial

PlanningDrawings.net
 Redwooden, Farnley Lodge Road, Birmingham, B31 5PX
 Tel : 07720 985 425 Web : www.planningdrawings.net

Client
SN15 Leisure Ltd

Project
Club Karma, 17 Station Hill, Chippenham, SN15 1EQ

Drawing
External Areas Layout

Purpose
PLANNING

Scale	Date
1:100 @ A3	July 2012
Drawn	Checked
Graham Barlow	GB
Drawing No.	Revision
PD12053-03	---

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SN15

MANAGEMENT PLAN

Management plan

Site: SN15, Station hill, Chippenham SN15 1EQ

The main focus for the management plan is to ascertain how the venue and management will uphold the licensing conditions based on a series of policies and procedures that must be carried out at all times.

Hierarchy Roles and Responsibility:

Policy:

D.P.S.

General Manager

Security

Bar Supervisor

Bar staff

Bottlers/Glass collectors

Cleaners

Photographer

DJ/s

Everyone needs to know what the exact roles and responsibilities of their position entails. In order to have a safe working environment the correct person/s need to be made aware of any issue/s pertaining to their roles. There are a wide variety of issues or tasks that need to be either made aware of by the correct person, or dealt with the correct person. All staff will be fully informed of their roles and responsibility when commencing work and if needed, training given and signed for and records kept. This will be, but not limited to, an induction before the job commences.

As well as having an understanding of the job role for each department, each member of staff must follow our strict health and safety policies and our fire safety policies. All staff are to undertake

regular training and to sign off that they understand all policies and procedures thereof. All copies of these will be in separate documents – but all must be kept at all times.

Hierarchy Roles and Responsibility

Procedure:

D.P.S.

The role of the D.P.S. is to firstly uphold the four licencing objectives;

- Prevent crime and disorder
- Ensure public safety
- Prevent public nuisance
- Prevent harm to children

It is to be solely responsible for everything pertaining to the premises. Any incident/accident in the club although possibly dealt with by members of staff, the D.P.S. has to ensure all procedures are in place to account for any incident/accident and to ensure these are upheld. As well as ensuring these procedures are followed correctly and records kept regularly and kept up to date.

The role though is not limited to incident/accident procedures; it is to ensure the safety of staff and customers and members of the public in the premises and within the vicinity of the premises.

The D.P.S is the person identified on the premises Licence as the person who supervises the premises. Any premises where alcohol is supplied under a premises licence must have a DPS. They will be named in the premises licence, a summary of which must be displayed on the premise. The Act and Guidance requires DPS and personal licence holders to have responsibility for the sale and supply of alcohol because of its impact on the wider community and on crime and disorder and anti-social behaviour, as this carries with it greater responsibility than that associated with the provision of regulated entertainment and late night refreshment. A personal licence holder can supervise the sale of and authorise such sales and supplies. The D.P.S. must be informed of all issues, and must therefore be in constant communication with security and staff during operation.

The D.P.S must undergo adequate training; the recommend course is the BIIAB Award for Designated Premises Supervisor, as well as both on going training in house and out.

General Manager

The General manager's main function is to supervise the bars and staff in the premises. Recruiting, training and motivating the rest of the staff, and to ensure all the policies and procedures laid out in this document and agreed by D.P.S. are all up to date. Doing regular stock-takes and ordering as necessary, along with handling deliveries. It's to also maintain the condition of all the stock. Keeping up to date with licensing legislation, and along with D.P.S, liaising with the authorities. Enforcing health and safety rules to all members of staff and ensure procedures are being adhered to ensuring safety of public and staff. Adhering to budgets, increasing profits and managing cash flow. Dealing with difficult customers and reporting incidents/accidents. Also to verify age of patrons and monitor the behaviour and conditions of patrons as well as knowing when to call for help either from D.P.S. or from security. Every incident the General manager has been involved with must be recorded. The General manager must be in constant communication with either security or D.P.S.

Security

All security must be SIA registered, they must have their badges on their persons clearly visible, by wearing a high visibility arm band. Licensed door security supervisors provide a safe environment for people who enter the premises and people in the vicinity of. They also reduce the incidences of under-age drinking. The Association of Chief Police Officers' policy lists three pieces of acceptable I.D. for proof of age. The acceptable forms of proof are a passport, photo card driving licence or a proof-of-age card. Door security supervisors are taught about this Proof of Age Standard Scheme (PASS) during their training. They are to Adopt the Challenge 25 policy and are therefore to ask for identification from anyone looking or seeming to be under this age.

They are to either resolve any issues or problems pertaining to the safety or well-being of members of the public or staff. This can be through conversation or removal of anyone concerned of causing harm to themselves, members of the public, staff or the premises itself, this removal must not be excessive and must be in line with current legislation and training. Security are to sign in and out with their names and badge numbers on every shift worked. They are also to ensure incident logging is carried out correctly, And to ensure they remain on the front door for no less than half an hour after the last customer has left to act as a deterrent for any trouble in the vicinity of the premises.

Bar Supervisor

There must be a bar supervisor positioned on every bar during operating hours of the venue. This is a responsible person supervising the staff and those customers to which they are selling to – so assessing everyone at the bars, as well as behaviour and attitude. It is to also be linked up directly to General manager and to security and inform the appropriate person of any issues or concerns. They are also to ensure the correct serving of the bars are carried out, and all systems set by management are achieved as well as serving the bars the same ways as bar staff.

Bar Staff

The main duty will involve serving drinks to customers. They must also adopt the Challenge 25 policy and therefore be able to verify age of patrons. They must at all times keep the bar area clean and tidy, and with the aid of bottle collectors, keeping the bar stocked up and cash handling.

They are to have constant communication with the General manager, and report any incident straight away. Bar staff must be vigilant when assessing the intoxication levels of the people they are serving, and should never serve anyone intoxicated. If they believe someone is intoxicated they are to contact either the General manager or security to assess and deal with the situation. Anyone seemingly to be intoxicated will be given water, and security will then assess the correct course of action. They are therefore also to report straight away any incident pertaining to the safety or well being of customers, or staff.

Bar staff are to have cellar duties which will involve but not be limited to changing barrels, changing gas and changing post mix. Therefore correct training must be given and signed for.

All staff are to undergo regular in house training sessions. They are to be trained on a number of bar procedures, as well as regular health and safety procedures, and fire safety/evacuation procedures. All procedures are to be kept in individual staff documents, illustrating individual training achievements and are to be signed off and kept filled. As well as regular in house training sessions, all staff are to undergo external training, at minimum all staff at the earliest convenience must undergo the BIIAB Level 1 Alcohol Awareness Course. As well as all appropriate staff to be encouraged to undertake the Level 2 NVQ hospitality course.

Cleaners

The cleaners are to work throughout the day, whilst the premises isn't open, they are to ensure the cleanliness of the bars, dance floor, toilets, V.I.P. Area, and any other duties requested by D.P.S. Or General manager. They are to follow basic health and safety guidelines and must use protective equipment if the duty states to that effect. They won't have to incident report in the same way as the club will be closed during cleaning, however if anything is found, which could be but not limited to lost property, narcotics etc. the D.P.S. Must be informed and a report must be made.

Photographer

The photographer is to be solely concerned with taking photos of the club whilst open, and uploading them. However as a member of staff any incident seen must be reported to either General manager, security or D.P.S. Straight away - according to the nature of the incident, and must be recorded at the time. The photographer is also responsible for their own health and safety whilst working and must follow the premises basic health and safety procedures.

DJ/s

The DJ/s are to be solely concerned with the running of the DJ booth. All equipment must be understood, and a good knowledge of our systems must be present before attempting to use anything in the DJ booth. The DJ is also responsible for their own health safety whilst working and therefore must be versed in basic health and safety policies, but also health and safety of the equipment used. Whether they are a member of staff, or out sourced, any incident seen must be reported to either General manager, security or D.P.S. Straight away - according to the nature of the incident, and must be recorded at the time.

Front door/Reception/Security

Policy

The front door/reception area is the main entrance and exit for the premises. Although there are side exits, these are primarily emergency exits. A lot of issues are raised at the front door, due in part to the volume using it, and to the nature of it. We must ensure certain procedures are followed for a number of reasons;

- The front door is the first assessment of people's ages.
- The front door is the first assessment of people's intoxication levels and potential behaviour.
- The front door is the defensive line stopping potential trouble from entering the premises.
- The front door must keep live records for the premises in operation.
- It is the location for the fire alarm control unit.

Therefore we must ensure that all procedures are correct, understood, and recorded throughout operation of the premises.

Front Door/Reception/Security

Procedure

- ❖ Firstly we must ensure there is at least one member of security on the front door during required times, wearing suitable, identifiable clothing and registered SIA badge visible.
- ❖ During required hours once security has arrived, they must sign in, in the security sign in sheets with name, time, date and badge number. These documents, once completed to be filled and kept for record. The Premises must not open before this has been completed.
- ❖ We operate a Challenge 25 scheme, therefore every patron seeking entry to the premises must either be assessed by security to be over 25, or identification must be produced. The only forms of identification we use will be driving licence,

passport, proof-of age. Security must assess as to the authenticity of each identification based on training provided by relevant body. Touch2ID will also be in used during venue operation - a system with little to no room for error for ascertaining a patrons age and identification.

- ❖ If an individual's identification is believed to be fraudulent security will then ask the individual some personal details stated on the form of identification. If further information is required, security may ask an individual to give an example of their signature to see if it corresponds to that of the identification. If it is still at this point deemed fraudulent, security will ask the individual to surrender the identification to be passed onto the police for further inspection. A record of this must be made at the time, with the security members name, badge number, and as much detail from the individual as possible. The record must hold the information of the surrendered card, and once it has been handed into the police – the record must be updated and signed off by a police officer.
- ❖ If ejection is warranted, a report must be made at time of occurrence with as much detail as possible, including securities name, badge no. and date and time as well as information about the ejection. This must be filled and kept as reference.
- ❖ Security must also asses the intoxication levels of persons seeking entrance to the club and persons already in the club. Assessment must be made on the person's appearance, behaviour, ability to hold a conversation, the way he/she holds themselves etc... If entrance is refused or removal is necessary a record must be made, filled and kept as reference including securities name, badge no. date and time.
- ❖ If removal is deemed necessary either by management or security, security with registered .S.I.A. badges must be the ones to remove – no member of staff are allowed to do this. It is to be done as appropriately and calm as possible and in line with governing bodies and correct training. Every action is to be recorded immediately with time, date, incident details and security details.

- ❖ Security along with management is to ensure the capacity of the premises is kept. Security is to use hand held clickers to count the number of people entering and leaving the premises. Also to ensure that the numbers of customers in the premises are recorded every half an hour, this document is to be kept on the door and filled and stored after every night.

Drugs Policy

This Venue runs a zero tolerance on drugs. No drugs are to be brought onto the premises at all.

Procedure

- ❖ If a person on the premises is believed to be in the possession of illegal drugs, a drugs search may be requested by security, the D.P.S./General Manager must accompany the security whilst doing this.
- ❖ The individual will be asked to come to a private room which will be in front of CCTV. They will then be asked to empty everything from their pockets, asked for anything they may have that could cause a threat to security or themselves. Pockets will then be searched along with all items, wallets, bags etc... The individual will then be patted down to ensure nothing else is hidden, all carried out by security and done within accordance to correct training, Males will search males and females will search females only.
- ❖ If illegal items are found or anything indicating drug use or selling i.e. inexplicably large amounts of money, two responsible members of staff (i.e. General Manager and security) are to record what happened and what was found, and to both witness the found items are locked in a security safe within a sealed envelope. As soon as possible they are to be given to the police, and a police signature has recorded the collection of the items. The individual will remain in the custody of the security until police arrival. All items found are to be recorded on the official found items documents – signed in by responsible persons and signed out by a police

officer. It must also be written up in the incident report with as much information as possible as well as any CCTV burned off to be handed to Police Officers.

- ❖ To ensure as little drug use happens, as possible; door staff are to do routine and agreed walk a rounds, and surveillance of all areas of the premises. This can be aided by bottle collectors keeping a close eye out on movements of patrons, and constant disturbance of all secluded areas will help move any unwanted behaviour on. Any members of staff that notice anything are strictly not to intervene and to go straight to security or D.P.S. and they are to remain away from the incident so as to not put them in any dangerous positions. Security must also fill in area check sheets – to ensure these areas are being regularly checked, and these documents must be kept on file.
- ❖ Anyone refusing to be searched should either be detained for the police, or ejected and barred from the premises at the management's discretion.

Lighting, Projector Policy

Lighting in the premises needs to be taken into careful consideration. All badly lit and difficult to see areas can cause a number of issues;

- Could create a health and safety issue, trip hazards, slip hazards etc.
- If there are black spots in the club, this can encourage drug use/dealing

The Projectors are less of a safety issue. But a dispersal procedure will be in place – and the projectors, will aid with that.

Lighting Procedure

The illumination of the premises should try to reduce all dark spots as much as possible. Careful consideration needs to go into the placement of all flashing lights, to ensure maximum illumination. As much of the premises need to be clear and illuminated during opening hours.

All emergency exits need to have clear indication, emergency must be checked once a week a logged in the fire manual as to working correctly. There must not be too much smoke from the smoke machine at any point during the night so as emergency exits become unclear. Regular checks through the night must ensure this is the case.

As well as ensuring through operational hours all lighting is correctly working, to stop regular black spots in the premises, and comfort zones for drug dealing or hidden bad behaviour main lighting must be regularly moved around. This should help to stop a safe environment for those wanting to misbehave.

During closing, the lights are to be turned on in sections so as to move customers in groups through the exit, but not allow them all to leave in bulk right at the end.

Dispersal Policy

It is acknowledged by This Venue that there may be a conflict between entertainment and other services provided by the premises, and the right of neighbours to enjoy their homes and businesses without disturbance.

This Venue also acknowledges that popular venues are potential sources of nuisances, antisocial behaviour and crime which may create concern for the immediate neighbourhood, its residents and relevant authorities.

Therefore we operate a dispersal policy; this is not to be confused with the evacuation procedure. It's purely a system policed by This Venue to ensure as little nuisance to neighbours is caused at the time of close of business.

Dispersal Procedure

We will consider usage of volume levels, type of music played and usage of lighting levels to encourage the gradual dispersal of customers during the last part of trading and during the drink up period.

Highly visible notices are placed in the foyer and all across this venue, requesting exiting customers to leave quietly and to respect our neighbours and their property, they will also be greeted by the message from security while exiting this venue.

Security will remain on duty on the front door until the last customer has left the premises to ensure customers leave the area in a quiet and orderly manner, and to act as a deterrent for any bad behaviour.

Security will encourage customers to drink up and progress to the exit throughout drink up time.

Bar staff will give out free tap water to customers during the drink up time allocated.

Customers will be given taxi company details whilst exiting and will be asked politely to take notice of all signs pertaining to the manner in which we expect them to behave as they leave.

Security will ensure no drinks are carried out of the front door, at any time during operation but particularly at the end of the night.

Staff will go out as a rubbish patrol and ensure all flyers, cigarette butts, and rubbish in and around our vicinity is cleaned up including any sick or spills and staff will ensure no bottles, glasses or bins are emptied on a night but the morning after – to ensure no excessive volume is caused.

DJ Booth Policy

As one of the main focal points for customers as well as physically having one of the best views the DJ must keep watch over the dance floor whilst the premises is operational. They are responsible for monitoring the sounds levels along with management. They must play music responsibly, and adhere to the closing procedures for the club. They are the ones creating the atmosphere on the night, so this needs to be regularly checked to ensure a good, fun, lively atmosphere, rather than anything negative.

DJ Booth Procedure

During operational hours the DJ must make regular checks on the dance floor and around the club, as having one of the best viewing points in the club – he must ensure no inappropriate behaviour is going on – and if it is, they are to alert management or security immediately.

The Dj must not play music that will encourage inappropriate behaviour or encourage it any way through speaking on the microphone or playing anything on the projectors that directly go against the Licensing objectives, or wellbeing of staff and customers.

The Dj, as much as appropriate must try to play in session throughout the night, therefore trying to stop a certain type of negative behaviour being encouraged. If a particularly heavier set has been played – the DJ must ensure this is followed by a much mellower, softer session therefore bringing all the hype, excitement and adrenaline people may feel throughout the session to calm down. This is especially

potent at the end of the night. Half an hour before the main lights on the dance floor are turned on, the DJ must start playing "happier", mainstream music with a soft baseline, again calming customers down, so they are not leaving the club all hyped up.

The DJ booth is to be manned constantly throughout the night, so should the DJ need to leave for a short time, either management or security must be present. Also whilst the DJ is playing, the barrier must be up, stopping customers getting too close to the equipment, they are allowed to talk to DJ, and put requests down – but this must be monitored, and they must not step beyond the boundaries.

Only the DJ may touch the equipment, and they are completely responsible for it during the night, if anything damage happens to it – they could be liable. So DJ's must illustrate a good knowledge and must read this document, sections concerning DJ's/Booths.

Bars Policy

The Bar policy will encompass all aspects of the bar, staff, bottlers, training, health and safety, cashing up, stock control and much more. Due to all the separate documents that must be constantly filed in it will be to mainly ensure these are understood and done regularly.

Bars Procedure

Firstly; All Staff must go through induction training before even stepping behind the bar to work they must also go through NVQ level 2; hospitality and Alcohol awareness level 1. There are inductions check sheets to go through which must be checked off, and filled in and signed off as well as the Staff Induction training folder signed and gone through. This is to give all staff the necessary information for safety, responsible serving, all relevant information on the club as well as evacuation procedures and anything else that would be relating to their role in the company.

Every bar in the venue will always have a supervisor present during operation – this will be a person of responsibility and must be radio linked to general manager and to security. Any problems or issues bar staff have – the supervisor of the particular bar must be informed and inform that of either management or security depending on particular issue or concern.

They are then to undertake regular training every few months done by management and signed off on the refresher check sheets.

As well as regular training regular meetings are to take place generally after each shift to update bar staff of any relevant information.

Staff must fill in relevant Health and Safety documents and be trained fully by management on all practices and any special equipment needed. These will be checked off on separate check lists and all evidence illustrated and fully signed off.

Staff are to ensure they are versed with all fire precautions, all alert alarms, all fire extinguishers and what to do in the instance of a fire or emergency and this is to be done regularly and checked and signed off in the relevant fire safety booklet.

Staff are to ensure responsible serving, so no one under the influence of alcohol is to be served an alcoholic drink – and free tap water must be provided. Should staff suspect a customer of being intoxicated they are to alert security or management immediately, and staff are to also ensure, once a refusal for service has occurred, it is entered immediately into the Refusal Log behind the bar with as much detail as possible.

Staff are to be trained in all policies and procedures relating to their roles, and signed forms are to be regularly maintained.

Staff are to ensure half hourly checks are carried out of the premises, looking for any health and safety issues or hazards. They are to check all toilets and ensure everything is cleaned to their best ability and any issues whilst doing these checks are to be brought to either the managements or securities attention immediately. These checks are to be signed on the sheets kept every night behind the main bar.

The majority of the cleaning of the bars are to be undertaken by the staff, however there are certain things that need cleaning, maintenance which will only be done by management during closed times of the premises. Such things as the beer lines will be done once every two weeks by management. Cleaning out the ice machine will be done once a month, again by management.

Also stock deliveries will be done by management; all items are to be double checked as they are received, the condition of the items are to be checked as well as the quantity. Stock taking is to be done once a month using the till system to upload and check off all inventory. On

delivery days, stock is to be inputted into the till system by management only. Regular checks on the till counts can be done live through the back office of the till system during operation.

All staff will sign in when they start work, and sign out when they finish. This will then be updated on an electronic database by management and sent to our head office to do payroll.

CCTV Policy

The CCTV of the premises needs to cover approximately 80%. It needs to be in fully working order every time the premises are in operation.

CCTV Procedure

To ensure the CCTV is constantly 100% operational, it is to be checked daily. Every camera is to give a good clear image with no obstructions. They are to be in focus at all times during operation of the premises. The hard drive must be regularly checked once a week to ensure its operation. All extractor fans must be checked as well as operation of hard drive must be ensured to be in full working order as well as the recording facility.

All cameras are to be positioned throughout the club so maximum coverage is achieved and all known "hot spots" are covered. Once positioned they are to be mapped – this document can be found at the end of the Management plan and must be agreed upon by local authorities.

Incident reporting Policy

All incidents that happen on the premises must be recorded immediately either in the log book or straight into the main incident report log located in the office and use of the RIDDOR system must be used in accordance with guidelines. Although these are mainly for the clubs benefit, it should be clear and help local authorities with any information they may require.

Incident reporting Procedure

At the time of the incident on the premises a log should be made with as much detail as possible. It should include everything about what physically happened, a description of those involved, time and date, door staffs name and badge number, what action was taken and if any emergencies were called. All this must be logged clearly and correctly in the incident log book kept in the manager's office.

If an incident takes place that causes harm to someone, someone gets injured be it accidental or through the actions of another; a separate log should be made on the log report sheets and CCTV footage should be turned off immediately, all referencing one another. Should the authorities need it – it will be ready to be handed over and signed for – in the log book, as well as updated on the RIDDOR system.

Noise Policy

It is This Venue's responsibility to avoid any nuisance through noise escaping the premises vicinity to any neighbours. Care and consideration should be given during operation of the premises.

Noise Procedure

To ensure This Venue reduces the amount of nuisance caused by noise appropriate sound proofing must be done of the club. This can be through many ways; multiple doors through exiting, or sound proofing material etc.

Noise levels from the DJ need to be checked and the limiter set to an appropriate level so this cannot be exceeded throughout the night.

Also the noise level needs to be checked at regular intervals throughout the night. Checks are done at half hourly intervals throughout operation of the premises at various locations stated on the Noise check database. These must be updated after every night of operation.

Through this we are able to keep under the HSE set guidelines for noise levels.

FIRE RISK REPORT

FIRE PRECAUTIONS SURVEY REPORT CLUB KARMA, CHIPPENHAM. SN15 1EQ

The premises were originally built pre war as a cinema and reflect the construction standards of the time. Brick walls, timber and concrete floor, and timber trussed close boarded roof which appears to be felted. At some stage a first floor has been installed, construction unknown, accept that the ceiling to this floor has been lined with a fibre board, very likely to be "Sundeala" board which is made from recycled newspaper and is currently used mostly for notice boards. This is combustible and has a high surface spread of flame rating. It is believed that the building was converted into a night club in the mid 1990's and has been unused for the last 2 years. During this period there has been considerable deterioration in the fire precautions provided.

The attached fire precautions plans, detail as far as possible, the provision of physical fire precautions considered necessary to satisfy the relevant provisions of the Regulatory Reform (Fire Safety) Order 2005. These plans should be read in conjunction with this provisional fire risk assessment report. You should ensure that all the provisions are in being or are provided, and that they are to the appropriate standards. The report is based on a non-invasive walk through visual inspection only.

To assist in identifying those items noted during the risk assessment inspection as requiring action, the appropriate symbol has where possible been drawn or highlighted in a conspicuous colour on the plans. Those items that have not been highlighted already exist and are required to be maintained unless specifically indicated to the contrary. Not shown is the fire resistance of floors which you should ensure are to 30 minutes standard. The symbols are explained on the attached Key to Plan Symbols sheet. Other matters are as detailed in this report.

In cases which involve alterations to the structure, means of escape, internal and external fire spread, access and facilities for the Fire Service or access and facilities for disabled people, the owner or occupier must make any necessary submissions for approval under Building Regulations direct to the appropriate Local Building Control Authority or Approved Inspector. where listed buildings are concerned the responsible person / owner must make any necessary submissions for approval direct to the appropriate Local authority.

1. Means of escape in case of fire.

The means of escape from the rear of the premises via the metal fire escapes, and the external escape route to a place of safety in Station Hill is not considered to be fit for purpose. The escape stairs and walkway have been constructed to a poor standard and are in a bad state of repair making them unsuitable for their intended use. Their stability under load is also questionable. The escape route from the rear of the premises is unacceptable due to excessively steep and slippery ramps.

Government guidance issued in support of the above legislation advises that external fire escapes are not normally acceptable for means of escape purposes for use by the general public in places of public assembly. They have not generally been permitted under the Building Regulations for public assembly buildings going back over many years. However, as the use of external fire escapes is existing it may be acceptable to the enforcing authority for the principle to remain under the legislative provisions of the above Order of, as far as is reasonably practicable, and as may reasonably be required in the circumstances of the case.

Initial contact with the Fire Authority indicates that they would in this case, in the circumstances, be sympathetic in principle to the use of external escapes provided they are to a good standard and are protected from the elements. The following recommendations are made on this assumption of acceptability.

The following recommendations are made on the assumption that the Fire Authority will not in the circumstances object to the use of external escapes :-

- a) The external fire escapes and associated walkway to be replaced (or possibly upgraded) with fire escape stairs etc, conforming with Approved Documents "K" and "M" to the Building Regulations 2010. They should be protected from the effects of adverse weather to prevent them from becoming slippery due to weathering, algae, ice etc.
- b) The escape route from the rear of the premises should be re-layed so as to accord with the above document(s). In general differences of level on the escape route should be overcome by the provision of inclines or ramps of gradients not exceeding 1 in 12 and or steps not having less than three risers in any flight. The route should be level for a distance of 1.5 metres in each direction from any steps. Handrails should be provided on both sides of ramps and stairs.
- c) The ground floor true ceiling is believed to be combustible fibre board. This should be removed or covered with plasterboard or be treated so as to give a surface spread of flame rating of class 1. Or European equivalent as defined by the Building Regulations 2010.
- d) A careful check should be made above the false ceilings adjacent to fire resisting walls around the ground floor enclosure to the stairway and escape route from the balcony / first floor, to ensure that such fire resisting structures extend through the void and are sealed to the true underside of the floor above. Any deficiencies or openings in such structures, and around ducts and pipes should be properly sealed with fire resisting construction. Fire resisting means structure and doors giving not less than 30 minutes standard of fire resistance when tested in accordance with British Standard 476.
- e) Doors indicated on the plan by the appropriate symbol should be fire and smoke resisting. Where no such doors exist at present, in the position shown, it should be provided.
- f) All fire and smoke resisting doors must be fitted with self closers, unless otherwise specified. Self closing devices should conform to British Standard BS EN 1154
- g) All fire doors (fire resisting doors) should be checked to ensure that they are in good condition, provided with heat and smoke seals and are effectively self closing.
- h) All fire exit doors should be serviced to ensure that they are in serviceable condition. If panic bar fastenings are replaced they should be replaced by fastenings conforming to British Standard BS EN 1125 : 1997.
- i) The nosings of treads on steps and stairways should be made conspicuous and non slip
- j) Re-instate Handrails on front exit stairs from the first floor.

2. Fire detection and alarm system.

- a) The fire detection and alarm system is in need of inspection and test by a competent person with specialist knowledge of fire alarm systems. It should be maintained in accordance with British Standard 5839 : 2002. In general this would usually be a weekly test, (in house) and a periodic (6 monthly) inspection and test by a fire alarm servicing organization with ready access to spares.
- b) The fire alarm system should incorporate automatic fire detectors of the type indicated by the appropriate symbol on the plan. This will mean that some heat detectors will need to be changed for optical smoke detectors, and the provision of some additional smoke detectors.
- c) The fire alarm system should be arranged so that on its operation the power to amplified music is cut. Should this prove difficult seek further advice.
- d) A schematic plan or zone list detailing the areas covered by each fire alarm zone should be provided and sited next to the fire alarm panel. This will enable staff to quickly identify the area of actuation.
- e) A certificate confirming that the system conforms to British Standard 5839 : Part 1 : 2002 should be provided

3. Emergency escape lighting

- a) The lighting levels (intensity) of the emergency lighting is questionable as reliance is placed in some areas on illuminated fire exit signage which give out little spill light. Some luminaires appear to be defective. The external escape routes should be provided with both mains and emergency escape lighting. This could be achieved by the provision of maintained emergency lighting units.
- b) The system should be checked and upgraded as necessary so as to be generally in keeping with the guidance given in British Standard 5266 : Part 1. This recommends that the horizontal illuminance on the floor along the centre line of an escape route up to 2 m in width should be not less than 1 lux. And for rooms larger than 60 m² emergency lighting, should be provided with horizontal illuminance of not less than 0.5 lux at the floor level of the area, excluding a border of 0.5m around the perimeter.
- c) The emergency lighting should be tested by and maintained by a competent person in accordance with the provisions British Standard 5266 : Part 8 :2004. A full annual inspection and duration test should be carried out.
- d) Illuminated fire exit signs should be of the maintained type. i.e. Illuminated at all times when the club is open to the public.
- e) A certificate confirming that the system conforms to British Standard 5266 : Part 1 2011 should be provided.

4. Fire safety signage

a) A fire exit sign depicting a "pictorial running figure" should be provided in each position shown by the appropriate symbol on the plan. The figure should be coloured green against a white background.



b) A fire exit sign depicting a "pictorial running figure" should be provided in each position indicated by the appropriate symbol shown on the plan. The sign should incorporate a directional arrow pointing towards the exit the figure should be coloured green against a white background.



c) The door(s) indicated by the appropriate symbol on the plan should be provided with a notice, at about eye level, on both sides bearing the words 'Fire door – keep shut' in white lettering on a 75mm diameter circular blue background.



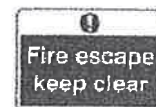
6

d) The door(s) indicated by the appropriate symbol on the plan should be provided with a notice, at about eye level, on the outside surface, bearing the words 'Fire door – keep locked shut' in white lettering on a 75mm diameter circular blue background.



3

e) The gates indicated by the appropriate symbol on the plan should be provided with a notice bearing the words 'FIRE ESCAPE – KEEP CLEAR' in 40 mm white lettering on a blue background. The sign, if not circular in shape, shall contain a blue circle in its design.



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b) General fire action notices detailing the action that should be taken in the event of fire should be provided and sited as detailed on the plan.



b) A notice giving details of the action that should be taken by staff in case of fire should be provided in each position indicated by the appropriate symbol on the plan.



5. Fire fighting equipment

Portable hand fire extinguishers of the types indicated by the appropriate symbol on the plan should be re-sited / provided as necessary to accord with the type and positions as shown on the plan. They should be wall mounted with their carrying handles approximately 1 metre above floor level.

6. Fire safety policy

There should be a clearly defined written fire safety policy for the protection of all persons using the premises including staff and visitors and this should include the arrangements for planning, organisation, control, monitoring and review of fire safety measures.

7. Emergency fire action plan

There should be a written emergency fire action plan which sets out the action that staff and other people in the premises should take in the event of a fire. It should be kept on the premises, be available in a format understood by all, as well as being known by staff and forming the basis of the training and instruction which is provided. The purpose of the plan is to ensure that people on the premises know what to do if there is a fire and to ensure that appropriate action is taken in the event of fire and that the premises can be safely evacuated.

The plan should also be available for inspection by the enforcing authority.

8. Training and drills

All staff (including stewards, managers, performers, visiting contractors, temporary and agency staff) and other relevant persons should be given information, training and instruction on the fire safety measures to be taken or observed on the premises, including the action to be taken in case of fire. Such training should be appropriate to their responsibilities and be given by a competent person. The training and instruction should be repeated regularly at predetermined intervals, to ensure that staff remain familiar with procedures. Training should be given on the first day of appointment.

b) Fire drills should be carried out twice per year.

9. Housekeeping

Housekeeping at the premises has been left in a poor state, with rubbish and combustibles accumulated in various parts of the building. A good clear out is called for, especially in the roof space which should be cleared and kept empty.

10. Maintenance

a) All general fire precautions specified in this fire risk assessment and on the associated plan(s) should be properly maintained. The responsible person(s) should ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, and emergency routes and exits are covered by a suitable system of tests, checks and maintenance, and are maintained by a competent person in a safe and efficient state, in efficient working order and in good repair.

b) A routine inspection and maintenance schedule of general fire precautions should be formulated and implemented.

c) The fixed electrical installation should be inspected / tested by a competent electrical engineer, in accordance with the recommendations of the IEE Regulations / licence conditions and an installation condition report provided. Action should be taken to rectify any defects found. The certificate should be held on site and be available for inspection by Fire and health and safety inspectors.

d) Portable electrical appliances should be routinely inspected and tested in accordance with the requirements of the Electricity at Work Regulations 1989.

e) A suitable policy should be implemented to ensure that any electrical equipment bought onto the premises by staff, entertainers, contractors and others is subject to appropriate inspection and test.

11. Records – Fire log book

A fire log book should be kept in which there should be recorded details of tests, inspections and examinations of all fire safety provisions and equipment, including fire training and drills, so that you are able to demonstrate compliance with your legal obligations.

12. Occupancy / Exit Capability

The maximum number of persons that should be permitted to use the parts of the premises detailed below should not exceed the figure stated.

<u>Parts of the Premises</u>	<u>Max. Numbers</u>
Ground floor Open plan when used for dancing / standing	276
Balcony ~ ~ standing audience	45
First floor dance/bar areas, ~ ~ when used for dancing / standing	291
Total floor space capacity – number of persons	612
Total available exit capacity for normal risk rating and a 2.5 minute simultaneous evacuation time.	600 persons
<u>Maximum numbers permitted :-</u>	<u>600 persons</u>

Arrangements will need to be made to control the number of people admitted to the premises and to avoid overcrowding of any area caused by people migrating from one area to another.

General information.

This provisional fire risk assessment has been carried out on behalf of the responsible person by an experienced and professionally qualified fire safety consultant under the Regulatory Reform (Fire Safety) Order 2005. It records the features seen in place at the time of the inspection, and information given by others. The purpose of this report is to provide a structured assessment of the risk to life from fire on the premises, and to make recommendations to assist the responsible person(s) as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005, i.e. the employer and/or person(s) having control of the premises, in complying with their obligations under the Order. The responsibility for complying with the Order rests fully with the responsible person(s). It is important that you study and understand this fire risk assessment report which sets out the measures that it is considered necessary for you to take to satisfy the relevant requirements of the Fire Safety Order. Further advice is available on request and from the web site detailed below

The fire safety Order requires that the responsible person gives effect to arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures. These preventative and protective measures are the measures that have been identified in consequence of a risk assessment, as the general fire precautions that they need to take to comply with the Fire Safety Order. If five or more people are employed in the undertaking or a licence under an enactment is in force in relation to the premises, then these arrangements must be recorded. This fire risk assessment is not the record of the

fire safety arrangements to which the Fire Safety Order refers, although much of the information contained within it will coincide with the information needing to be contained within the record. The above order also requires that the responsible person appoints one or more competent persons to assist them in undertaking the general fire precautions described above.

This fire risk assessment has been carried out in good faith and is to the best of the Fire Consultants knowledge and belief a true and fair review of the fire safety status of the premises on the day of inspection. It is based on a general walk through inspection of the premises and on information provided by others e.g. management and staff. The assessment is limited to those areas to which access was possible. In assessing the fire safety arrangements regard has been given to government guidance issued to accompany the Order the most relevant being, HM Government Guides "Fire safety risk assessment large places of assembly", and their associated normative references, e.g. Approved Document "B" to The Building Regulations 2010 and relevant British Standards. The assessor is an experienced fire safety professional and every care has been taken to interpret the legislation, guides and codes of practice etc. Compliance with the guides will normally satisfy the relevant legal obligations. However, you are not obliged to adopt any particular solution, you may meet the requirements in some other way, but they will need to achieve at least an equivalent verifiable level of fire safety. If challenged by the Fire Authority on an issue that cannot be resolved then the matter can be referred to the Secretary of State for a determination provided both parties agree. However, a final determination of an issue or on a point of law can only be given by a court of law.



Further information from the government on compliance with the Fire Safety Order, fire safety standards/advice and means of escape for disabled persons can be freely downloaded from the internet at:-

www.communities.gov.uk/firesafetylaw



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7th November 2012.

**FIRE RISK ASSESSMENT PLAN
 CLUB KARMA, CHIPPENHAM
 KEY TO PLAN SYMBOLS
 PLAN RT/PFSS NOVEMBER 2012**




General Fire Precautions

-  Fire resisting construction
30 minutes
-  Fire resisting door
30 minutes
- SC** Self – closing device
- SC/A** Doors fitted with automatic releases
- PB** Doors fitted with horizontal push bar (panic bar) fastening
- HrL** Handrail
- GrL** Guardrail




Fire Alarm System

-  Fire alarm break-glass call point
- F A P** Fire alarm system control and indicator panel
-  fire alarm warning devices
audible & visual









Automatic Fire Detection

-  Smoke detector
-  Heat detector
-  **Smoke detection in false ceiling void**



Emergency Escape Lighting

-  Emergency light (luminaire) non-maintained type
-  Area covered / to be covered by emergency escape lighting
-  Illuminated emergency exit sign maintained type (illuminated at all material times)

Fire Safety Signs

-  "Fire Door - Keep Shut"
(on both sides of door at eye level)
-  "Fire Door - Keep Locked Shut"
(on outer face of door at eye level)
-  "Fire Escape / Exit Keep Clear"
(on outer face of door at eye level)
-  "Automatic fire door keep clear"
(on visible side of door at eye level)
-  Pictographic Fire exit sign
-  Pictographic Fire exit sign with directional arrow
-  General fire action notice
-  Staff fire action notice

Portable Fire Extinguishers

-  Foam (AFFF) type
6 Litres
-  Carbon dioxide type
2Kg

SOUND REPORT



Ian Sharland LIMITED

Noise & Vibration Control Specialists

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Report Ref: M2551-v2

REQUIREMENTS FOR SOUND INSULATION

**CLUB KARMA,
17 STATION HILL, CHIPPENHAM SN15 1EQ**

10 November 2012

Client: SN15 Leisure Limited
29 Gay Street
Bath
BA1 2NT

R Sharland MA(Cantab), CEng, MSc, MIOA
P Ashford BSc (Eng), MIOA
M Sharland
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FIGURES

APPENDICES

1. SUMMARY

1. An assessment has been made of the sound insulation requirements for a new night club at 17 Station Hill, Chippenham.
2. The site is located in the middle of Chippenham and has been used as a night club by the previous owners. It has been reported that this use did not generate complaint to the Local Authority regarding noise emissions.
3. The current operators wish to alter the configuration of the building (including the provision of an external amenity area) and extend the hours of operation. A study has therefore been carried out to establish the likely impact of noise emanating from the night club, due to both amplified music, building services plant and external activities.
4. Ian Sharland Limited has carried out an initial assessment of the building, to provide recommendations for limiting noise levels emanating from the building.
5. The primary remedial works relate to the upgrading of external doors and the refurbishment (and in some cases addition) of internal door sets. Windows to the front and rear are to be blocked up to a defined specification (if not already done so), as are old ventilation apertures.
6. Recommendations have been provided in respect of the PA system, and the requirements for both a sound limiting device and anti-vibration loudspeaker mounts.
7. The use of external amenity spaces at the rear of the building has been discussed and guidelines provided for controlling activity therein (management of the area and controlling the hours of use).
8. Finally, the question of noise break-out through the south wall and roof of the building has been discussed. Previous 'acceptable' use of the building as a club might indicate that the core structure of the building is acoustically sufficient. However, outline recommendations have been provided for upgrading these two elements to the best standard reasonably practical. It is suggested that these measures be adopted at the outset of the refurbishment, or that testing be undertaken, with the new PA system operating at its intended level, to confirm their need, or otherwise.

2. INTRODUCTION

An assessment of sound insulation requirements has been commissioned by SN15 Leisure Limited to determine acoustic measures which will be required to provide an acceptable degree of sound insulation for the Club Karma at 17 Station Hill, Chippenham. Figure 1 provides an aerial photograph of the site, alongside key local points of interest.

The site, originally the Palace Cinema, has been operating as a night club for some 10 years or more. It is understood (though subject to Local Authority confirmation) that operation of the club in its most recent form did not cause adverse comment from local residents, in respect of music or plant noise break-out.



The Club Karma Building

The new owners of the building are currently progressing with a refurbishment of the building, which will include three significant changes:

- (i) The ground floor area is to change from a dance area to a lounge bar, with background music at a significant level but one which does not preclude conversation;
- (ii) The upper floor will become the dance area, with a new PA system to be installed;
- (iii) A courtyard at the rear of the building is to be altered to provide an external amenity area during the evening. It is proposed that the space be limited later in the evening, as a smoking area only.

Figures 2 - 4 provide floor plans of the building and the proposed external amenity space.

There are residential properties within close proximity of the Club, as indicated in the photographs below:



Flats immediately adjacent to the Club



The Rectory, directly across Station Hill

Whilst the previous night club appears to have operated with no adverse acoustic impact, concern has been expressed that noise from operations of the refurbished Club Karma, with extended operating hours and external space, will be audible at the noise-sensitive properties nearby. An assessment of likely noise emanating from the proposed club has therefore been commissioned. The objectives of the current exercise may be summarised as follows:

- (a) To confirm likely internal noise levels within different areas of the club;
- (b) To confirm external noise level targets;
- (c) To specify requirements for the shell of the building, to limit noise transmission from within.

This report details the activities carried in respect of the above, and summarises the conclusions which have been drawn.

3. ENVIRONMENTAL NOISE SURVEY

The primary objective of the exercise is to ensure that noise from the club does not cause disturbance to any local residents.

One means of assessing the likely disturbance is to consider the predicted noise against the ambient noise climate in the area. The difference between the two quantities would indicate the likelihood of adverse impact.

An inspection of the two neighbouring properties (as indicated earlier) suggested that the rear facing flats adjacent to the club would currently enjoy the quietest conditions at night (particularly after regular rail services had ceased).

In order to determine the existing ambient noise climate, therefore, an environmental noise analyser was positioned at the rear of the club building, on the corner of the lower patio area (see Figure 4). This location offered a clear line of sight to the rear elevation of the adjacent block of flats

The survey was conducted over a 8 day period, from Tuesday 2nd October to Wednesday 10th October 2012. A Rion NL31 sound level meter was configured to record 5 minute samples of the ambient noise climate. The following acoustic parameters were recorded:

- L_{Aeq} The A-weighted equivalent continuous sound pressure level which, over the sample period, contains the same acoustic energy as the time-varying signal being recorded.
- L_{Amax} The A-weighted maximum sound pressure level recorded during each sample period (as measured on fast response).
- L_{A90} Another statistical parameter, representing the A-weighted noise level exceeded for 90% of each sample period. This gives a measure of the underlying noise, and is commonly used to describe the ambient background noise.

The equipment was calibrated before and after the survey. Weather conditions varied through the period, as indicated below:

Date	2nd	3rd	4th	5th	6th	7th	8th	9th
Rainfall, mm	2	8	0.4	4	0	0	0	0.2
Ave. Wind Speed, m/s	4	4	3	4	3	2	4	4
Direction	S	S	S	S/W	N	N/E	E	N/E

Figure 5 indicates the variation of the three parameters during the survey period. It can be seen that in the period up to 2.00 am each morning, the background noise parameter, L_{90} , can fall to a level of about 25 dB(A). The equivalent ambient noise levels fall to a minimum of 30 dB(A) L_{Aeq} .

The significance of these levels will be discussed below.

4. DESIGN CRITERIA

The possibility of disturbance to local residents is dependent upon the absolute level of noise radiating from the club, and the prevailing level of 'background noise' at that time. Any formal assessment of noise from commercial plant affecting residential properties would normally be based upon the recommendations of British Standard 4142:1997 "Method for rating industrial noise affecting mixed residential and industrial areas".

Briefly, this rating method first determines the "specific noise level" due to the equipment, at the facades of the nearest residential properties concerned. For twenty-four operation of the commercial site, this would be the equivalent continuous noise level of the source(s) under consideration evaluated over a five-minute sampling period, its $L_{Aeq, 5 \text{ mins}}$. A correction of +5 dB is then made to this measured level if the noise is noticeably tonal in content or intermittent in duration to give the "Rating Noise Level". If the Rating Noise Level exceeds background noise level by more than 10 dB(A), complaints are to be expected. An excess of 5 dB(A) is said to be "of marginal significance". If the Rating Noise Level is 10 dB below the ambient background noise, this is a positive indication that complaints would not be expected.

BS4142 does indicate in Section 1 Scope that the method is not suitable when the background noise levels and rating noise levels are very low low, defined to be 30 dB and 35 dB respectively.

Given the very low levels of background noise measured here at night, it is therefore recommended that any noise from new **building services plant** is limited to a level of 35 dB(A) at the windows of the nearest residential properties, or 30 dB(A) if the noise is tonal or intermittent.

Based on a closing time of 02.00, it is also recommended that any **music emanating from the Club** should not exceed a level of 25 dB(A)¹ at the windows of any adjacent noise-sensitive properties. To further protect residents from the low frequency component, which is commonly associated with music, it is recommended that the following limits are also specified:

$L_{eq, 5 \text{ mins}}$ not greater than 47 dB in the 63 Hz octave band

$L_{eq, 5 \text{ mins}}$ not greater than 35 dB in the 125 Hz octave band

This should provide a reasonable safeguard to the residents for the following reasons.

In relative terms, the overall noise level would be commensurate with the current noise ~~climate~~ and, although just audible outside the building, should cause a negligible increase overall. As an absolute level, 25 dB(A) outside a bedroom window would equate to a level of perhaps 15 dB(A) within the bedroom if the windows were open.

¹ This target to be considered as a five minute sample of the equivalent continuous noise levels, referred to as a $L_{Aeq, 5 \text{ minutes}}$

This is some 15 dB below the usual design target for bedrooms, as recommended in British Standard 8233:1999 "Sound insulation and noise reduction for buildings – Code of practice". If the windows were closed, the internal noise level would be at least 10 dB(A) lower and would be all but inaudible.

The overall dB(A) measure adversely weights the low frequency contribution of any given noise. When the noise in question has a significant low frequency component, as here, it may be argued that the dB(A) parameter is not the best means of representing the 'loudness' or 'impact' of the noise. Therefore, it is necessary to specify limits for the particular frequencies of concern. The frequency limits for 63 and 125 Hz are derived from standard Noise Rating curves. These are curves of equal loudness and reflect the ear's response to noise of different frequencies. The limits imposed are taken from the NR15 curve. Overall, this equates to a level of about 20 - 25 dB(A), and by specifying the low frequency bands levels, it will be possible to ensure than the residual noise within the residential properties does not contain an excess of the bass element.

5. NOISE GENERATED WITHIN THE DEVELOPMENT

It can be confirmed that the major noise source will be amplified music in the main Dance Area on the first floor, with a secondary source of music in the ground floor lounge bar.

For the purposes of this exercise, it will be assumed that noise levels across the Dance Area may be contained to a limit of 100 dB(A). It is noted that the music will feature a prominent low frequency content. Noise levels within the Lounge Bar will be somewhat lower, and this assessment is predicated on a limit of 85 dB(A) therein.

The amplified music aside, the only other significant noise sources would be building services plant and activity in the external amenity space at the rear.

Details of any new building services plant (if any) should be confirmed to the Acoustic Consultant for review. A limit for this noise has been defined in Section 4 above.

In respect of patrons outside the building, it will be assumed that the late night smoking area (to be restricted to the upper Patio Bar) will be limited to no more than 20 persons. With no music relayed externally, likely noise levels will be in the region of 60 - 65 dB(A) in the smoking area. This must, however, be subject to management control.

If the lower patio area is to be set out as an external drinking area with seating, noise levels would be expected to be somewhat higher, at perhaps 70 dB(A). Again, management of this area will be critical to ensure reasonable acoustic conditions are maintained.

6. RECOMMENDATIONS FOR NOISE CONTROL MEASURES

The following schedule of works represents a recommended programme of works to ensure the building provides no less than a reasonable level of sound insulation, with due regard to the design targets specified above. It is understood that the management of the club would be conscious of the need to monitor the operation of the establishment, and to take further action as required.

6.1 Ground Floor Doors

The majority of work on the ground floor relates to the control of noise emanating from external doors. The specific recommendations are provided below (door codes are clarified in Figure 2):

Door	Recommendations
DG-1	Existing door to be refurbished to achieve a sound reduction of 35 dB Rw, as per the notes below
DG-2	Doors to be reinstated. 50mm solid core timber leaves, with rebated meeting style and self-closing mechanism, in a rebated frame. Acoustic seals to the head and jambs
DG-3	Existing door to be refurbished to achieve a sound reduction of 35 dB Rw, as per the notes below
DG-4	Existing door to be refurbished to achieve a sound reduction of 35 dB Rw, as per the notes below
DG-5	Existing door to be refurbished to achieve a sound reduction of 35 dB Rw, as per the notes below
DG-6	Existing door to be refurbished to achieve a sound reduction of 35 dB Rw, as per the notes below
DG-7	Replace existing door with a proprietary steel door set rated at 45 dB Rw. This would then require internal noise levels to be limited to 65 dB(A), which is very quiet for the intended use. The alternative is to modify the area inside the external door to create a lobby. The new internal door of the lobby, and DG7, must then achieve a sound reduction index of 35 dB Rw, as per the notes below
DG-8	Existing door to be refurbished to achieve a sound reduction of 35 dB Rw, as per the notes below
DG-9	Internal door to the Cloak Room must be kept closed, and would benefit from a set of standard acoustic seals to the head and jambs.

Notes:

35 dB Rw Doorset - 50mm thick solid timber leaf, well fitting into a rebated frame. Acoustic seals to the head, jambs and (where appropriate) meeting styles. Automatic dropping seal at the base or (preferred) drag seal and raised steel threshold plate. See Appendix 1 for details.

Lobby Construction - Either in 100mm aggregate block, or 70mm fully insulated stud with 2 x 15mm Wallboard to either side. Ceilings (if appropriate) built as 22mm t&g chipboard over fully insulated joists with 2 x 15mm Wallboard to the underside.

6.2 First Floor Doors

With reference to the door codes in Figure 3, the following works are necessary:

Door	Recommendations
DF-1	Existing door to be refurbished to achieve a sound reduction of 35 dB Rw, as per the notes in 5.1. Self closing mechanism also required
DF-2	Existing door to be refurbished to achieve a sound reduction of 35 dB Rw, as per the notes in 5.1.
DF-3	Existing door to be refurbished to achieve a sound reduction of 35 dB Rw, as per the notes in 5.1
DF-4	New internal door be installed into the structural opening here. Door construction to achieve 35 dB Rw.
DF-5	Existing door to be refurbished to achieve a sound reduction of 35 dB Rw, as per the notes in 5.1. This will involve the adjustment of the existing leaves to provide a rebated meeting style
DF-6	Existing door to be refurbished to achieve a sound reduction of 35 dB Rw, as per the notes in 5.1. Door to be kept closed which Club is active.

It is noted that there is a potential weakness in the sound insulation strategy, with a noise path from the dance floor across the bar servery (which will be open), directly to external door DF-2 and then to outside. This is likely to warrant the requirement for an additional 35 dB Rw doorset set between the Bar and the Glass Wash area, or between the Glass Wash area and DF-2.

6.3 Additional Works

There are a number of ventilation grills in the rear elevation of the building. Those which are redundant should be removed and blocked off with 100mm thick aggregate block work.

Those which are still in use will need to be acoustically tested for break-out noise once the PA system is operational, and then formally signed off by the Acoustic Consultant.

At first floor level, behind the existing bar, there are two windows which have been covered with a lightweight stud construction. It will be necessary

either to remove the windows and replace with 100mm aggregate block, lined with a 70mm insulated stud which is set 20mm clear of the block work. The studs would be faced with 2 x 15mm SoundBloc plasterboard

or, to remove the existing lining internally. Erect a 70mm insulated stud, 10mm in front of the window and face on the room side only with 2 x 15mm SoundBloc. Then, erect a second 70mm insulated stud as far removed from the first stud as possible. Face this, on the room side only, with 30mm SoundBloc plasterboard. In all cases, the insulation should be 45 kg/m³ mineral fibre slabs.

Similarly, there are windows at the front of the building, at first floor level, which have been blocked or covered up. The exact nature of the existing remedial work should be confirmed to the Acoustic Consultant. It will then be possible to confirm whether similar works (as detailed immediately above) will be required.

In the roof space over the first floor dance area, there is a circulation opening in the gable end (overlooking Station Hill). It is believed this is related to a now-redundant ventilation scheme. To ensure no leakage to outside via the loft space, it is recommended that the opening be further blocked off with

either 100mm aggregate block work

or a twin stud construction built in the opening, with 2 x 15mm SoundBloc plasterboard to each frame, 50mm insulation in the void, and a nominal cavity width (between the plasterboard linings) of at least 150mm.

If the roof space needs to be ventilated, details of the required free area should be issued to the Acoustic Consultant, who will then detail an appropriate, acoustically treated ventilation grill.

6.4 Audio Systems

In order to prevent structural excitation, all loudspeakers in the building should be installed on anti-vibration mounts. Bass units should be floor mounted, and installed in cabinets resting on open springs which will give a static deflection of 12.5 mm under the self-weight loading. Smaller mid-range units, which are typically hung or wall mounted, should rest on neoprene pads or turret mounts. Proprietary anti-vibration hangers or wall mounts, such as range by Power Drive (or equal approved) would be acceptable.

The primary audio system controller, both at ground and first floor levels of the building, must include both zoning and suppression systems. These will enable separate control of the noise levels in different areas of the building. The controls should be allow both the overall level to be limited in each zone, and the levels in specific frequencies (the precision must not be less than 1/3rd octave band width). A digital controller such as the SoundWeb system is strongly recommended for the flexibility it will offer.

The PA system must be secure and tamper proof.

6.5 Secondary Works

On completion of the works indicated above, and installation of the PA system, it will be necessary to conduct commissioning tests to set the overall levels internally such that there is no significant residual noise externally.

This work would confirm the effectiveness of the treatment to doors and other apertures in the building shell, and thus whether the building structure itself would require acoustic enhancement to achieve the desired internal noise levels.

An inspection of the walls indicates a substantial structure but it would be beneficial to consider an independent lining to the south walls at ground and first floor, where the lounge bar and dance area (respectively) are exposed directly to the outside wall. A suitable treatment here would be a 70mm independent stud set 10mm clear of the wall, 50mm of 45 kg/m³ mineral fibre slab in the void and a lining of 2 x 15mm Wallboard.

Similarly the roof construction over the dance floor does in principle appear very light². Given the existing construction, a standard recommendation would be to

- (i) insulate and overboard the existing ceiling joists with 45 kg/m³ mineral fibre slabs and 22mm t&g chipboard.
- (ii) install a resiliently hung secondary ceiling beneath the primary ceiling, comprising 2 x 15mm SoundBloc plasterboard on an

² A roof of tiles on timber boards on pitched rafters. Joists with no insulation and plasterboard to the underside. There does not appear to be a secondary ceiling, but this should be confirmed.

MF grid which is itself hung on proprietary anti-vibration hangers. (open spring on rubber turret mount type)

The prior operation of the night club (with dance area on the first floor level) without apparent complaint from neighbouring residents may suggest a reasonable level of sound insulation through the ceiling and roof. However, at this stage of the design, it is not possible to confirm that the existing structure will be sufficient to contain levels of 100 dB(A) on the dance floor.

One option is simply to adopt these recommendations at the outset of the project. The alternative is to run a PA system at the appropriate level (once the other remedial works are complete) and thus determine whether the secondary remedial works for external walls and roof will be required.

*

Flexibility to do this ?? as may not be necessary.

6.6 External Amenity Space

It is proposed that the external space to the rear area of the building be developed to offer seating during the early evening and a smoking area later. It is understood that this area was used as such for many years when the night club was under previous management.

It is noted that all external doors will to be kept closed and that there will be no music relayed to the external areas.

The seating area would be set on the Lower Patio, as shown in Figure 4 and indicated in the near field of the photograph below:



The southerly part of this patio (nearest the camera) does have a line of sight to the rear elevation of the neighbouring block of flats and, given the height of that building relative to the patio, it is concluded that site screening by means of fencing is not a totally effective acoustic solution.

If it is proposed that the floor of the area will be covered with a soft matting, the fence to the perimeter will be increased by 1m, and that large umbrellas will be used over each table. To a greater or lesser extent, each will provide a finite reduction in the noise transmitted between the seated area and the neighbouring windows.

Avoiding significant disturbance to the occupants of those flats, it would be suggested that the external seating area should be usable up to 23.00 each evening. The precise limits for use, however, will be largely governed by the management of the space, and the reaction to any adverse comment from local residents. It is therefore recommended that the operators adopt the following management plan:

- (i) Post signs in the external area to highlight the proximity of residential neighbours
- (ii) Initially, allow access to the seating area up to 23.00 each evening and thereafter reduce access back to the covered area shown in the photograph above. This location will benefit the residents by the increased distance and the screening from the noise-sensitive buildings. If managed as a smoking area, rather than an area to congregate and converse at length, noise levels should be significantly lower therein, perhaps 60 - 65 dB(A). Residual levels at the residential windows would be between 25 and 30 dB(A), which would be deemed acceptable.
- (iii) Within the management plan, allow for a regular inspection of the external areas by staff. They should be instructed to act upon any rowdy or noisy behaviour
- (iv) If, after a few weeks of use, the external area in this fashion does not generate any contact from the neighbours, consider extending the usable hours of the seating area, by no more than 1 hr at a time, and then gauge community reaction. If complaints are received, however, a restriction on the use may be required

Figure 1 - Site Location

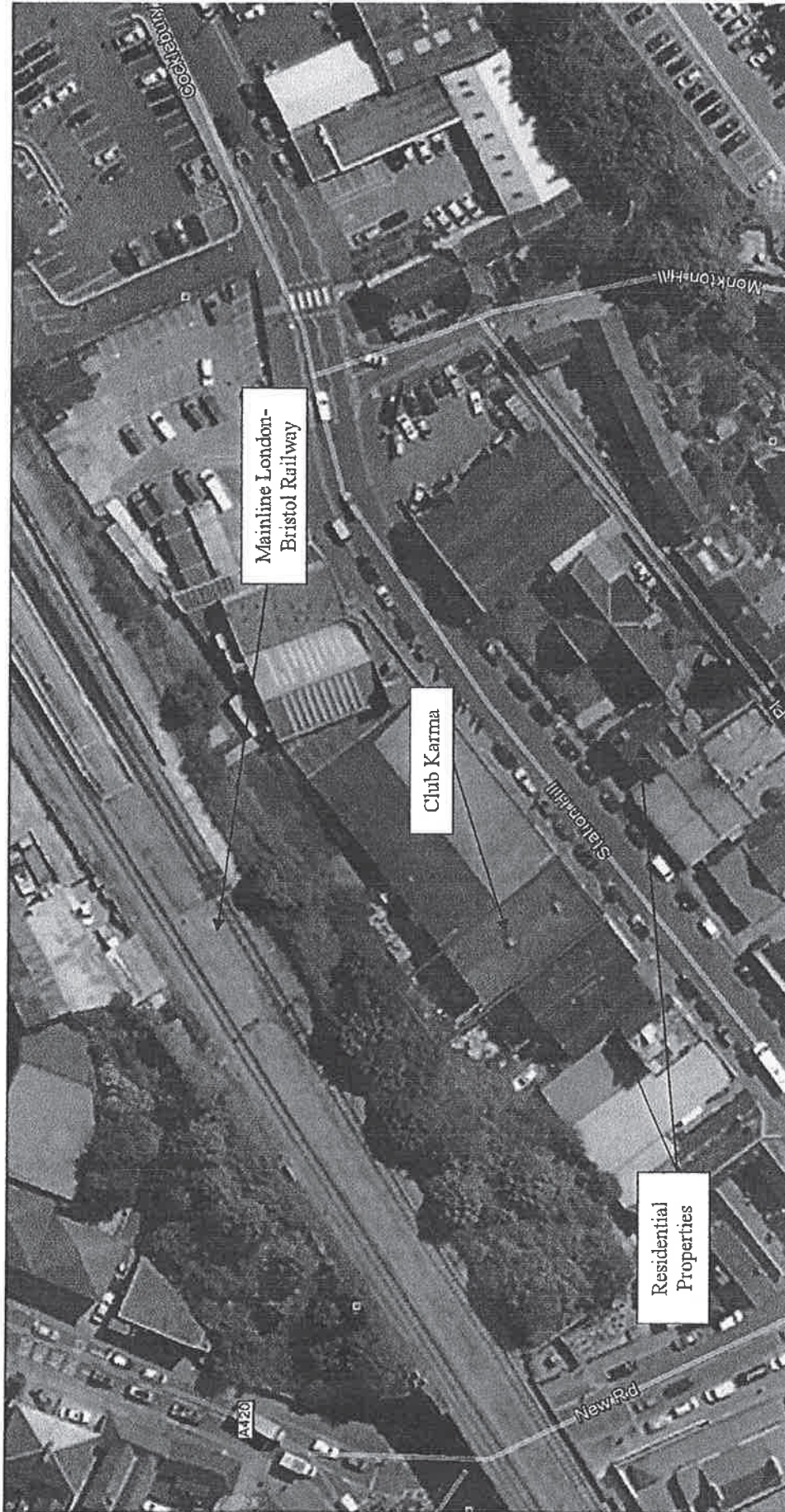


Figure 2 - Proposed Ground Lounge Bar

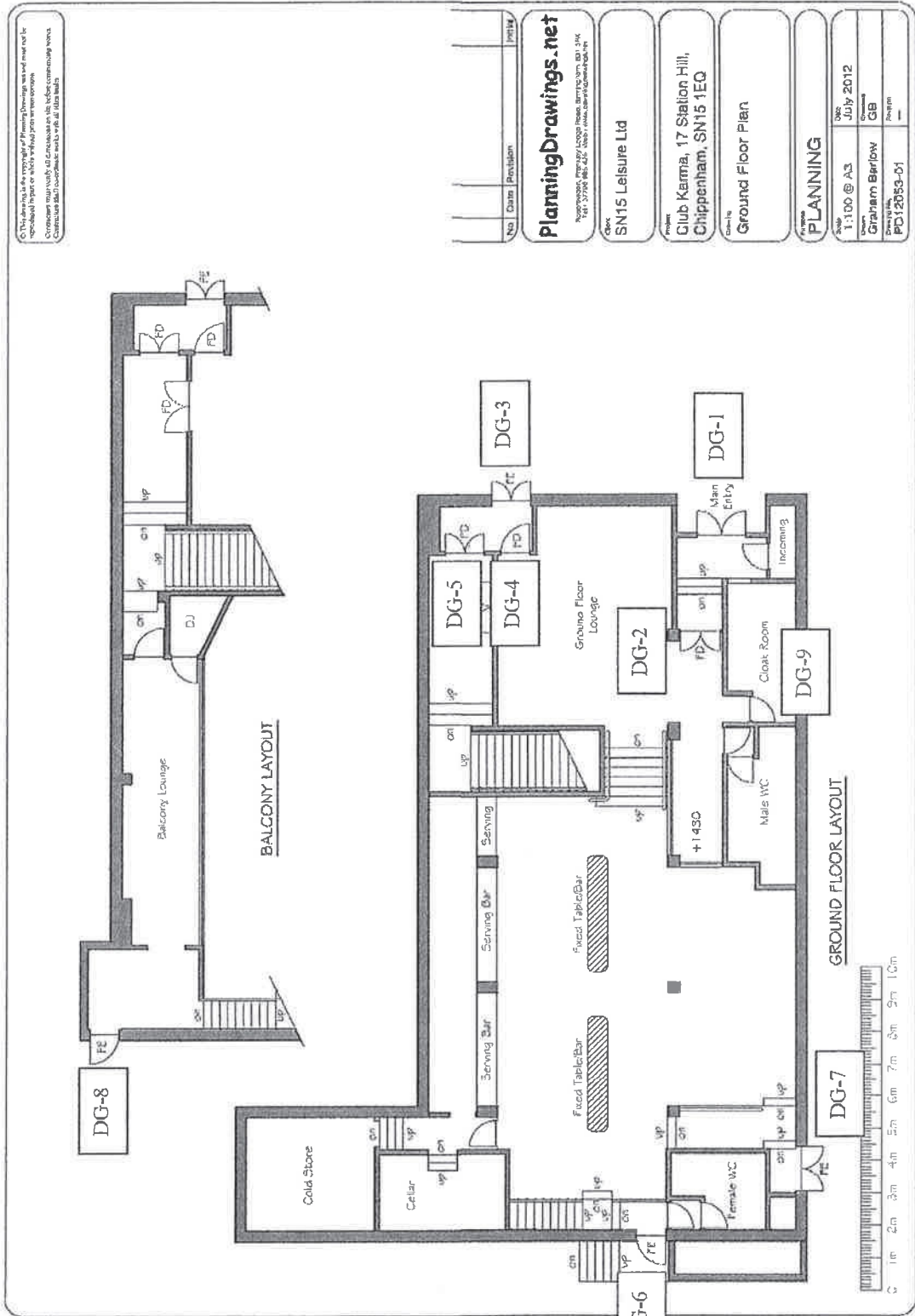
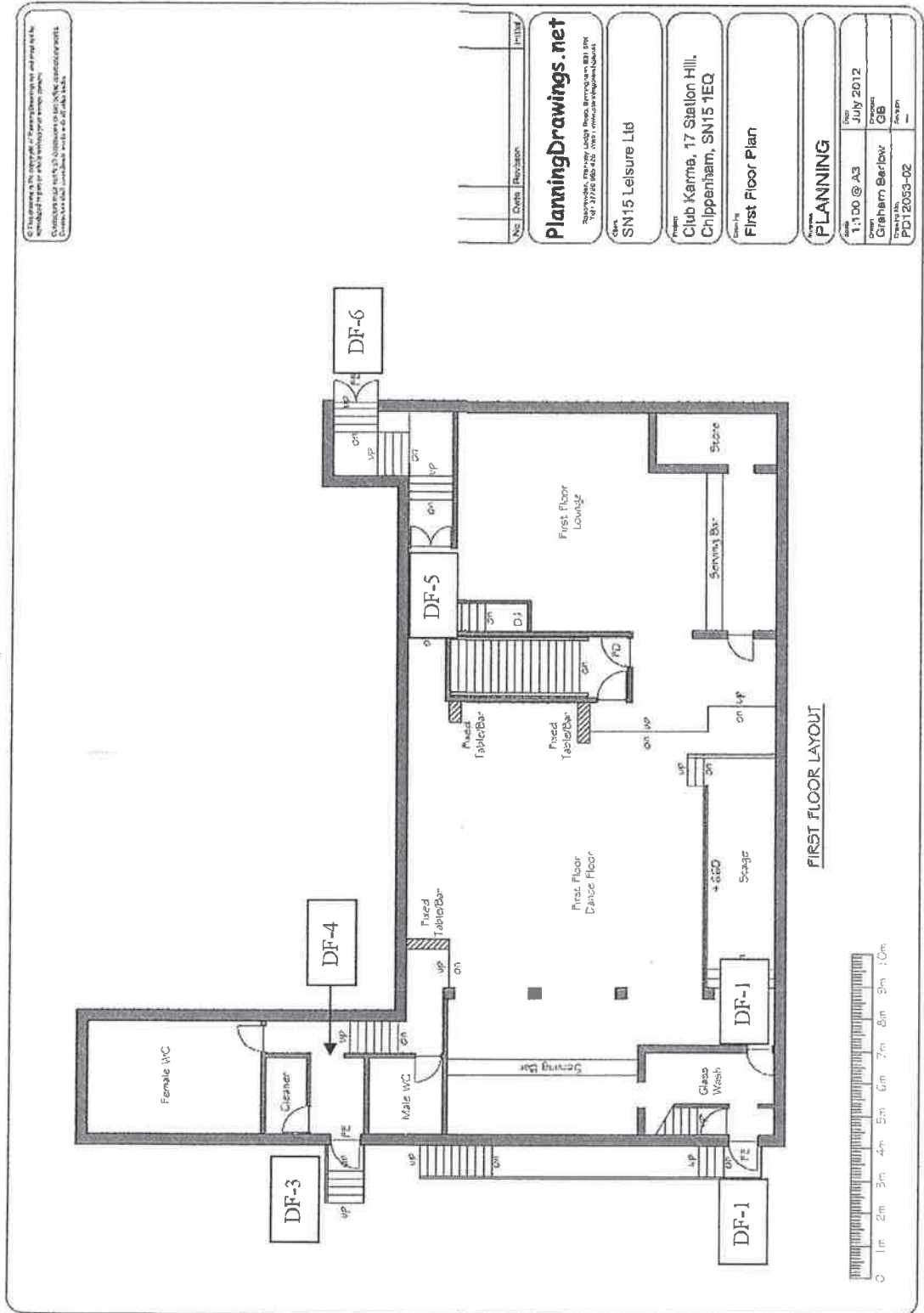


Figure 3 - Proposed First Floor Dance Area



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No.	Date	Revision	Initials

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Client: **SN15 Leisure Ltd**

Project: **Club Karma, 17 Station Hill, Chippentham, SN15 1EQ**

Drawing: **First Floor Plan**

Scale: **1:100 @ A3**

Date: **July 2012**

Drawn: **Graham Barlow**

Checked: **GB**

Project No: **PDT2059-02**

Revision:

Figure 4 - Proposed External Amenity Space

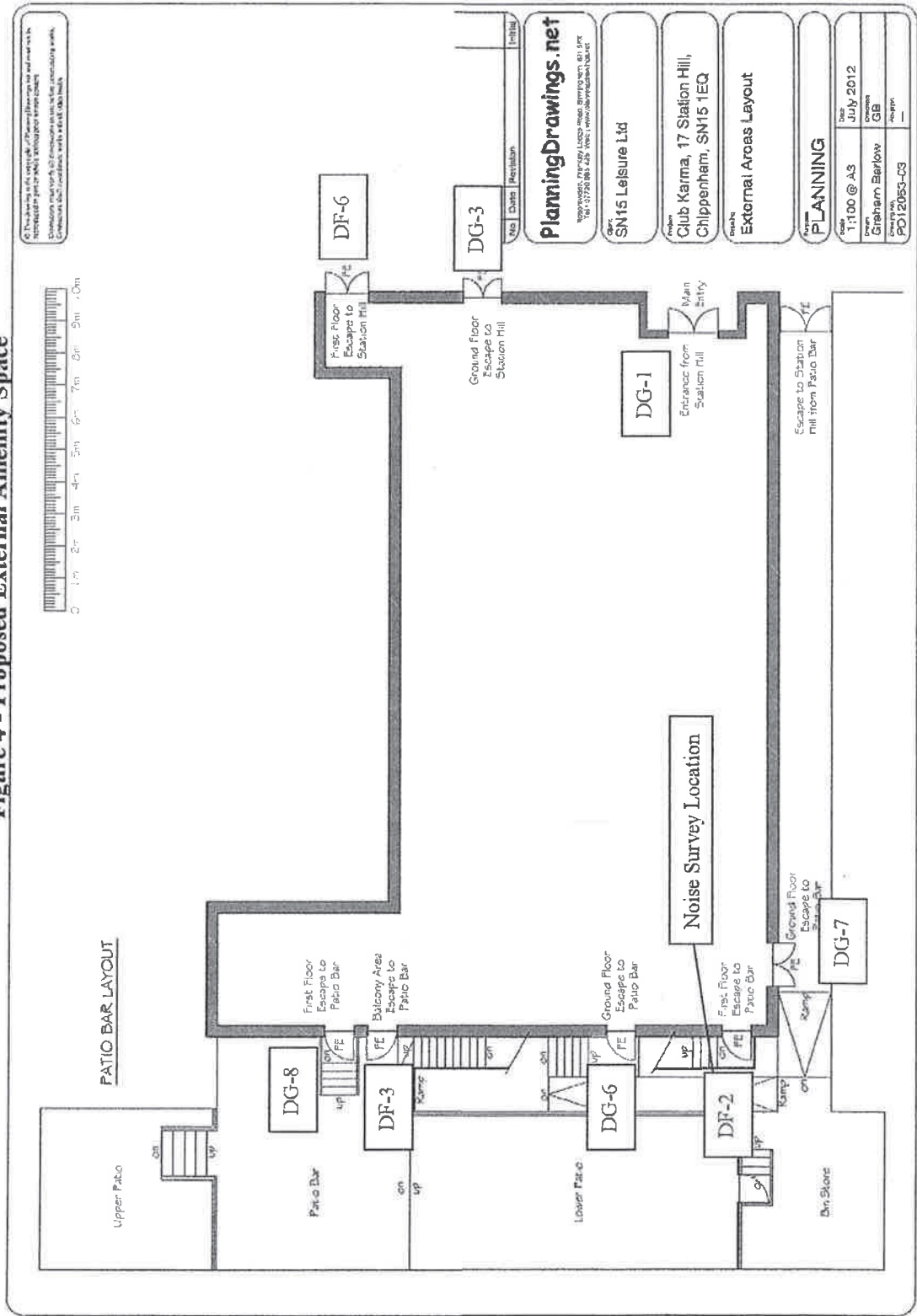
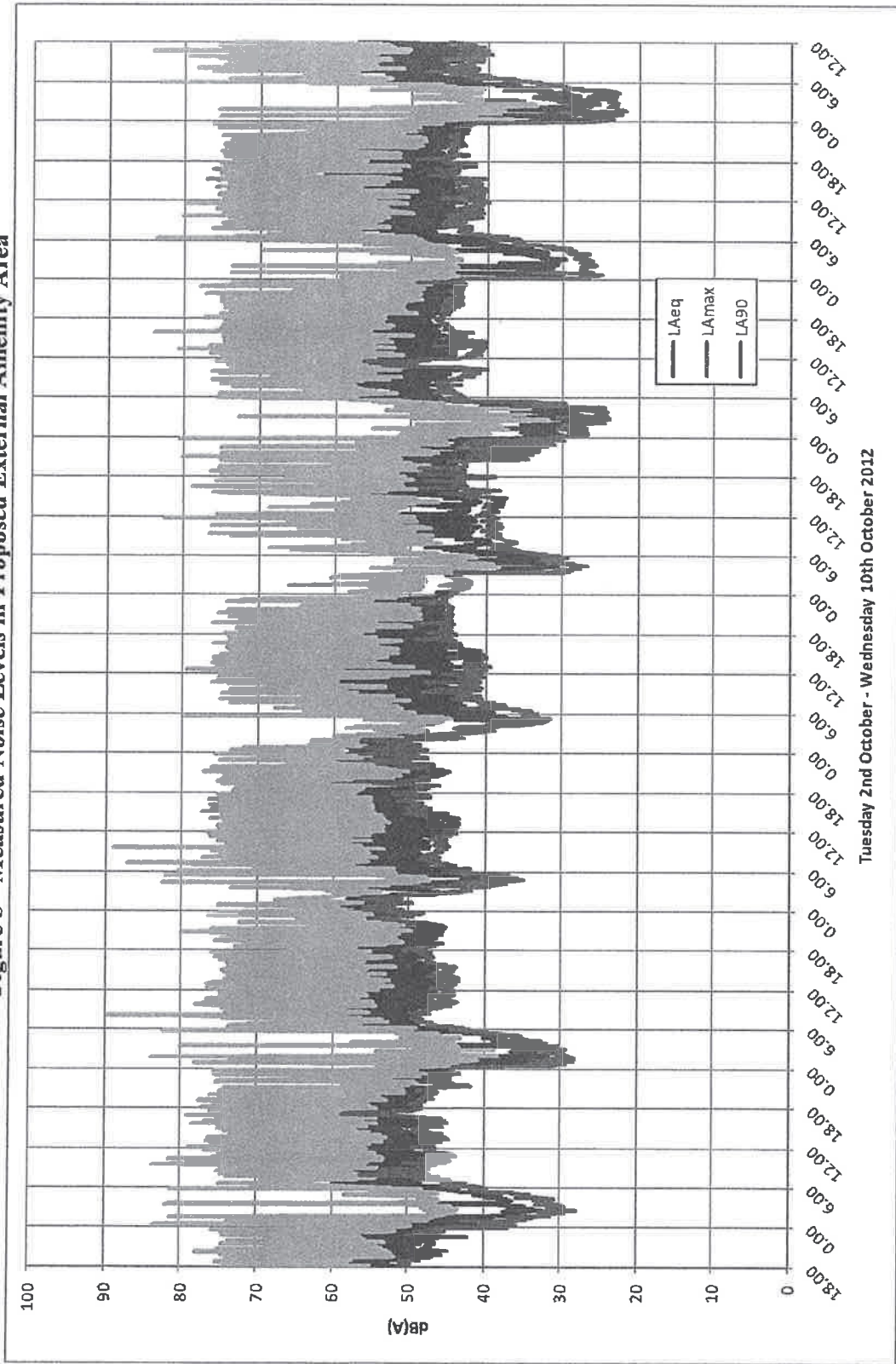


Figure 5 - Measured Noise Levels in Proposed External Amenity Area



Appendix 1 - Details of Suitable Door Sealing Systems

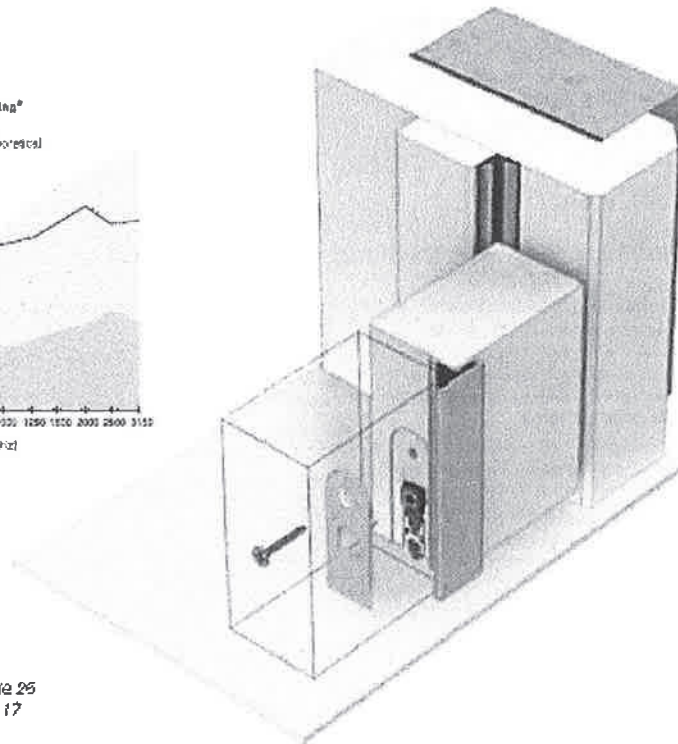
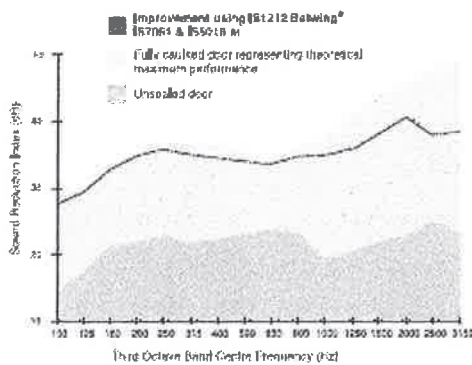


Specialist Acoustic Doors

IS1212 & IS7061 & IS8010 si

Double Leaf / Single Swing

Rw
STC 37dB



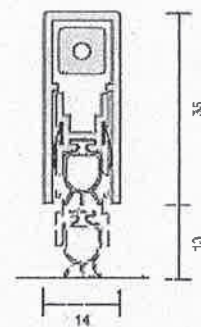
For Bawling® information – see page 26
For IS7061 information – see page 17

IS8010 si Automatic Threshold (Door Bottom) Seal

A medium duty, automatic threshold seal featuring a high efficiency mechanism. The seal is lifted clear of the floor as soon as the door is opened by a few millimetres – resulting in exceptional low door operating forces.

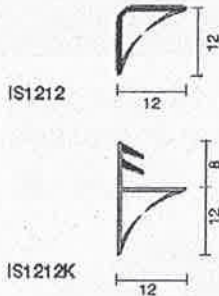
- Internal fins provide superior acoustic properties – tested in accordance with BS EN 150 140-3: 1995
- Meets the smoke leakage performance requirements of BS 5588 when tested in accordance with BS 476: Pt 31.1: 1993

- Also fire tested under the conditions of BS EN 1634-1: 2000
- Tested for up to 60 minutes under the conditions of BS 476: Pt 20/22: 1967 without compromising fire resistance
- Requires no power connection and is self-levelling on uneven surfaces
- Highly durable – has achieved over 1,000,000 cycles on a full size door assembly



ACoustic SEALING SYSTEMS FOR DOOR ASSEMBLIES 27

IS1212/IS1212K Batwing® Acoustic and Smoke Perimeter Seal



The Batwing® seal minimises the opening and closing resistance of the door leaf due to its unique, curved elastic fins, which provide ongoing performance and durability in service.

- Symmetrical design ensures fins are always in contact with two surfaces of the door leaf, creating an air chamber to provide excellent acoustic performance – tested in accordance with BS EN 1634-1: 2000

- Proven smoke performance from ambient up to 200°C
- Highly durable – has achieved over 1,000,000 cycles on a full size door assembly
- Variety of standard colours to blend with door designs



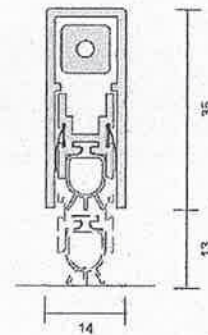
20 ACOUSTIC SEALING SYSTEMS FOR DOOR ASSEMBLIES

IS8010 si Automatic Threshold (Door Bottom) Seal

A medium duty, automatic threshold seal featuring a high efficiency mechanism. The seal is lifted clear of the floor as soon as the door is opened by a few millimetres – resulting in exceptional low door operating forces.

- Internal fins provide superior acoustic properties – tested in accordance with BS EN ISO 140-3: 1995
- Meets the smoke leakage performance requirements of BS 5588 when tested in accordance with BS 476: Pt.31.1: 1993

- Also fire tested under the conditions of BS EN 1634-1: 2000
- Tested for up to 60 minutes under the conditions of BS 476: Pt.20/22: 1987 without compromising fire resistance
- Requires no power connection and is self-levelling on uneven surfaces
- Highly durable – has achieved over 1,000,000 cycles on a full size door assembly



ACOUSTIC SEALING SYSTEMS FOR DOOR ASSEMBLIES 27

SECURITY

We will have a contract with “Babs” Security Company. .

They shall file the security risk and their policy with the police.

The SN15 policy regarding this is included in the management plan.

Babs Security
26 Portland Way
Calne
Wiltshire
SN11 8LJ
Mobile: 07780764903

To Whom It May Concern:

I have been asked to work the doors of SN15 – Station Rd Chippenham, I have had a look around the building and have assessed everything; this is my plan of action to make the club a safe environment. I am going to employ 10 SIA staff male and female. The SIA staff will have their positions for the night, as the night starts to come to an end and customers start to leave the SN15, the security staff on the top floor will escort the customers down the stairs safely out through the exits away from the front door (Main Entrance) .

The door staff will stay out in the street to make sure all customers get their food or get into the taxis safely, also to make sure all customers from the club behave in an orderly manner, door staff will also be standing in shop doorways to make sure there is no vandalism to shops or other properties around them. The VIP area will be escorted out through the middle exit, all of the customers that are left on the bottom floor will be escorted through both exits, and the rest of the door staff will be out stood in the streets until the street and property is empty.

There is going to be more cameras/CCTV inserted into the club and also more out on streets to make sure station road is covered, every member of door staff will be fitted with a radio and CCTV will be in operations at all times, door staff will also be wearing HI VI's Jackets outside and the vests inside of the club which the police are happily to sort out the clothing for us.

It will take a long time to get rid of the reputation the club has had in the past but with a strong group of staff that are happy to make the club a better and safer place for customers. I'm sure we'll have a club all customers feel happy and safe to come too. Also I have another few members of staff that also work at a property in Chippenham town centre called The Black Horse, which when the members off staffed have finished working for the night and made sure all the property has been made safe and all customers are out the way and making their way home the staff will then come to join SN15 at the bottom of the hill to make sure customers are also safe.

The club should attract numerous number of people with the ideas and fabulous events that are being planned e.g., there will be a smart dress code, anyone on pub watch will definitely not be aloud in, and anyone who intend to cause trouble or well known to cause trouble will be stopped at the door.

I have been doing security for 21 years and have had challenges in the past and have changed bad places around in the past and made them a better place so that places are made to customer's satisfaction.

Yours Faithfully

Mrs. Barbara Daniels

DRUG POLICY

We have a

Zero

Tolerance

Policy regarding

drug use.

If you are caught using or
in the possession of illegal
drugs, they will be
confiscated, the police will
be notified and you will be
banned from the premises.

SN 15

DRUG AND ALCOHOL POLICY

1. Aim and Principles

SN15 recognises that special measures to address drug related issues on its premises must be undertaken. This section of the policy aims to ensure that:

- SN15 is making its premises as safe as possible for customers and staff
- SN15 is seen to be tackling drug dealing and supply
- SN15 aims to reduce harm from drug use

This section should be read in conjunction with the preceding section 'Employers and Employees'.

2. Roles and Responsibilities

Each member of staff has a responsibility in ensuring this element of the policy is supported and complied with, in particular:

Job Role	Tasks Under Drugs Policy
Management	<ul style="list-style-type: none"> • Liaison with Licensing Authority • Ensuring overall safety of the venue and operation of the drugs policy • Decision making at incidents • Incident reporting • Observation for possible problems
Bar Staff	<ul style="list-style-type: none"> • First line customer care including provision of water to dehydrated customers • Duty of care not to serve alcohol or food to intoxicated customers (drugs or alcohol) • Incident reporting • Observation for possible problems
Entertainment/DJs	<ul style="list-style-type: none"> • Observation and maintaining mood • Customer information • Information delivery
Security	<ul style="list-style-type: none"> • Door searches • Confiscation of drugs • Refusal of entry to the venue • Incident reporting • Observation for possibly problems
Club Medics and First Aiders	<ul style="list-style-type: none"> • First line information to customers • Observation for possible problems • First line treatment and operation of any recovery area • Medical advise for decision making for customers who need assistance • Dealing with customers who are intoxicated or under the influence of substances • Incident reporting
Cleaners	<ul style="list-style-type: none"> • Checking toilets and other areas during and after events • Observation for possible problems

3. Preventing and Addressing Drug Related Incidents

(name of premises) will take all possible action to prevent drug related incidents occurring on the premises, I have appropriate policies in place to address incidents if they occur. These are as follows:

<p>Drug Dealing on the Premises</p>	<p>The Management and Licensee will take steps to prevent drug dealing on the premises as far as possible. This will include:</p> <ul style="list-style-type: none"> • Zero Tolerance messages displayed in a high visibility area in the entrance of the premises • Ensuring door supervisors working on the premises have undergone suitable drug awareness training and are members of the appropriate Door Security Registration scheme • Ensuring all front line staff (bar staff, 'meeters and greeters' etc) have access to suitable drug awareness training • Enforced and advertised search policy at the premises to identify drugs or weapons • Quarterly liaison with the Police to consider what steps might be taken to assist with surveillance and record keeping • Implementing the advice of the Police on procedures for keeping records of all drug related incidents and making such records available for inspection • Use of CCTV where possible • Supervision of toilet areas
<p>Procedures for Entry, Search and Security Relating to Drugs and Alcohol</p>	<p>All door supervisors used by (name of premises) will be registered with the Security Industry Authority.</p> <ul style="list-style-type: none"> • Entry to (name of premises) is conditional upon a search of the individual. This will be undertaken with the customers consent. • The use of searches as a prevention against drug use and supply and weapons/firearms will be clearly advertised. • Female customers will be searched by a female door supervisor. • Under no circumstances will door supervisors undertake strip searches. • Any customer refusing a search will be refused entry to the venue. • Any customer who has drugs confiscated will be told that such materials will be handed to the Police
<p>Confiscation of Drugs on the Premises or at the Door</p>	<ul style="list-style-type: none"> • Any controlled drugs found on a person during a routine search on the door or found on the premises will be confiscated and handed directly to the Management or Licensee. The Management or Licensee will place the confiscated drugs in sealed bag (preferably a self sealing evidence bag to be supplied by the Police) and placed in a safe or lockable metal cabinet. • The Management or Licensee will take responsibility for recording any drug related incident in an appropriate incident book. This will be recorded and witnessed by the person who found the substance and a member of Management. • At the earliest opportunity the Police will be contacted to arrange for the collection of the substances. If the Management or Licensee takes the confiscated substance to the Police, they will ring ahead to ensure the duty desk is aware of their intentions. The Management or Licensee will not dispose of the substance themselves.
<p>When and How a Customer will be Detained</p>	<p>Where controlled substances are found on customers during a search, door supervisors will:</p> <ul style="list-style-type: none"> • Seize the items • Refuse entry to the customer • Book in the property in an appropriate incident book with the Management or Licensee • Hand the confiscated items to the Management, Licensee or supervisor on duty for appropriate storage <p>Where drug dealing is suspected on the premises, the member of staff or door</p>

	<p>supervisor will immediately inform the licensee or supervisor on duty. The licensee and door supervisor will ask the individual or group to step into a quiet area and ask them to turn out their pockets and bags. Police help will be sought if a personal search is unavoidable. The Police will be called immediately if quantities of drugs suspected for use to supply are found, and procedures for storage, collection by the Police and recording the incident will be undertaken.</p> <p>However, (name of premises) will not use powers of detainment under a citizens arrest and therefore cannot take responsibility for detaining the individual or group should they wish to leave. The individual or group will be ejected from the premises and the police notified of the incident.</p>
<p>Finding / Handling Drugs or Drugs Paraphernalia on the Premises</p>	<ul style="list-style-type: none"> • Any needles or sharps found on the premises will be brought to the attention of the Management or Licensee. • Cleaners will be provided with needle-proof gloves for the handling of any sharps, needles and drug paraphernalia. • Local Environmental Services will be called to dispose of any needles or sharps found on the premises. • Any drug related paraphernalia will be stored in self sealing evidence bags, and stored in a lockable metal container. The Police will be contacted to establish whether the items need to be submitted for testing or whether disposal via Environment Services is appropriate.
<p>Procedures for Handling Customers who are intoxicated or who are believed to be under the influence of substances</p>	<p>All customers believed to be intoxicated or under the influence of drugs will be dealt with by an appropriate first aider trained to recognise common drug induced problems such as anxiety, paranoia and heatstroke.</p> <p>Under no circumstances will anyone suffering from the ill effects of drug use be ejected from the premises. A room providing a cool, calm environment will be provided for the first aider to administer care to the individual privately and discreetly. The room will be of sufficient size for the patient to be laid down.</p> <p>Access to free drinking water will be made available to any customer seen to be intoxicated by either drugs or alcohol.</p> <p>First aid will only be administered with the individuals consent. If the individual is unconscious or is unable to give consent due to their injury or state, consent will be assumed and treatment commenced. If the individual is under 18, consent will be sought from a parent or guardian.</p> <p>Paramedics will be called for any customer or individual who is unconscious or who becomes unconscious.</p>
<p>Harm Reduction</p>	<p>Harm reduction posters showing local and national helpline numbers and services regarding drugs and alcohol will be prominently displayed in the venue toilets and seating areas.</p>
<p>Misuse of Drugs Act 1971: Section 8 responsibilities + what to do if an individual is found using or supplying drugs</p>	<p>The Licensee of (name of premises) will actively discourage drug-related activities on their premises in accordance with Section 8 of the Misuse of Drugs Act. This includes any property that belongs to the premises, and over which the Licensee has control including front steps, forecourts and out buildings. It does not include public areas like parks or streets.</p> <p>The following activities are not permitted on the premises:</p> <ul style="list-style-type: none"> • Producing or attempting to produce a controlled drug • Supply or attempting to supply a controlled drug to another or offering to supply • Preparing opium for smoking • Smoking cannabis, cannabis resin or prepared opium

Any member of staff found to be undertaking any of the above will be dealt with in accordance with disciplinary procedures. Any member of the public found to be undertaking any of the above will be ejected and barred from the premises and their details passed to the Police.

Use or Preparation of Cannabis or Opium

- If an individual is found using cannabis or opium on the premises, the person be instructed to cease the activity immediately. The incident will be recorded. If the individual is still be in illegal possession of controlled drugs, they will be reminded that this means they are committing an offence under the Misuse of Drugs Act 1971 and informed of the legal risks this carries for them

Use of Any Other Illegal Drug (E.g. Heroin, Cocaine etc)

If an individual is known to be using illegally held, controlled drugs other than cannabis or opium on the premises, they are still committing an offence of possession under the Misuse of Drugs Act 1971.

Where the use of this drug is not presenting a risk to others, the individual (employee or customer) will be reminded that they are committing an offence and informed of the legal implications of the drug use.

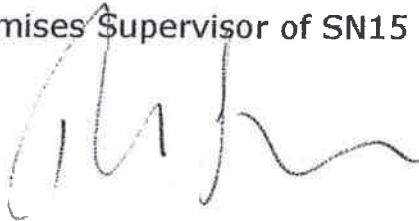
Supply/Dealing of Any Drug

Where an individual is found to be in supplying or attempting to supply any drug, or is in possession of any drug and intending to supply, they will be reported to the Police. In the case of employees, this will constitute gross misconduct and will warrant dismissal. In the case of customers, they will be ejected from the club and the incident reported immediately to the Police.

Signed :

Licensee / Designated Premises Supervisor of SN15

Paul Shayegan (Licensee)



Craig Meikle (DPS)



Health & Safety

Risk Assessment Form

Name of Organisation: SN15 Leisure Ltd.

Address: CLUB KARMA, 17 STATION HILL, CHIPPENHAM SN15 1EQ

Description of Hazard	People Affected	Existing Controls	Further Action Required	Urgency	Complete
Noise	Staff/Public	Speakers located in function room and focused on dancefloor. Staff allowed regular breaks. Earplugs provided on all bars. Noise levels monitored every hour and recorded during live/DJ nights.	Rotate job roles to minimise noise exposure.	3	Yes
Hazardous substances	Staff	Safety data sheets checked to see what gloves, eye protection is necessary for use with chemicals. Chemicals reviewed with reps to see if safer alternatives can be used. Staff told about skincare when washing glasses / handling dishwasher chemicals. Chemicals always kept in original labelled containers.	Chemicals kept in locked cupboard and trained staff only to gain access to them. COSSH data provided	3	Yes
Signature of Assessor:				Date:	Review Due:

Risk Assessment Form

Name of Organisation: SN15 Leisure Ltd.

Address: CLUB KARMA,
17 STATION HILL, CHIPPENHAM SN15 1EQ

Description of Hazard	People Affected	Existing Controls	Further Action Required	Urgency	Complete
Manual Handling	Staff	<p>Kegs to be rolled onto trolley and wheeled around. Staff trolleys and trucks available for beer and bottles crates etc. Staff training in lifting techniques and posture for items behind the bar. Checked on a regular basis and ensure all lights are working.</p>	<p>Ensure all staff training completed before attempting.</p>	4	Yes
Pressurised Equipment	Staff	<p>Pressurised systems designed, installed and maintained in line with BBPA's code of practice 2006, instillation obtained. Only trained staff to use system.</p>	<p>Only trained staff to use.</p>	4	Yes
Signature of Assessor:				Date:	Review Due:

Risk Assessment Form

Name of Organisation: SN15 Leisure Ltd.

Address: CLUB KARMA,
17 STATION HILL, CHIPPENHAM SN15 1EQ

Description of Hazard	People Affected	Existing Controls	Further Action Required	Urgency	Complete
All fire exits	Staff/public	Checked on a regular basis clear and obstacle free.	Ensure regular checks and logged in check booklet	5	Yes
Emergency Lighting	Staff/public	Checked on a regular basis and ensure all lights are working.	Ensure regular checks and logged in check booklet	5	Yes
Fire Extinguishers	Staff/public	Checked on a regular basis and ensure all are in date and good condition.	Ensure regular checks and logged in check booklet	5	Yes
Steps around building	Must be illuminated and non slip surface	Checked regularly to ensure surface isn't worn away	Ensure illumination is constantly adequate	4	Yes
Signature of Assessor:				Date:	Review Due:

Risk Assessment Form

Name of Organisation: SN15 Leisure Ltd.

Address: CLUB KARMA,
17 STATION HILL, CHIPPENHAM SN15 1EQ

Description of Hazard	People Affected	Existing Controls	Further Action Required	Urgency	Complete
<p>Outside Smoking area. Lit cigarettes, lighting, and various wooden tables and furniture.</p>	<p>Public/Staff</p>	<p>Metal bins are provided to ensure safe extinguish of cigarettes. A doorman is to be present outside throughout the night.</p>	<p>Need some more specific cigarette trays to ensure no litter can be lit due to extinguish of cigarette. Ensure bin area locked from public</p>	<p>3</p>	<p>** Need to install specific cigarette ash trays.</p>
<p>Lots of materials/fabrics around the building</p>	<p>Public/Staff</p>	<p>All materials and fabrics on site are sprayed with fire retardant spray throughouly.</p>	<p>Records of dates and times when work has been carried out so it can be maintained correctly</p>	<p>3</p>	<p>Need to be checked regularly</p>
Signature of Assessor:				Date:	Review Due:

Risk Assessment Form

Name of Organisation: SN15 Leisure Ltd.

Address: CLUB KARMA,
17 STATION HILL, CHIPPENHAM SN15 1EQ

Description of Hazard	People Affected	Existing Controls	Further Action Required	Urgency	Complete
Designated Bin area has lots of flammable waste ie cardboard, plastics etc.	Staff	It is only to be accessed by members of staff, however it is close to the smoking area -All rubbish is to be correctly tidied away.	Ensure no customers are able to gain access to bin area.	2	Yes
Managers Office, lots of electrical equipment ie computers, lighting CCTV cameras etc.	Manager	Ensure clean and tidy at all times, only trained staff to use equipment. Only one means of escape so ensure it is never blocked	All electrical equipment needs to be PAT tester	2	Yes
Signature of Assessor:				Date:	Review Due:

Risk Assessment Form

Name of Organisation: SN15 Leisure Ltd.

Address: CLUB KARMA,
17 STATION HILL, CHIPPENHAM SN15 1EQ

Description of Hazard	People Affected	Existing Controls	Further Action Required	Urgency	Complete
The cellar has a lot of electrical devises - the post mix cooler, beer cooler, as well as lighting, gas cylinders	Staff	Only manager or responsible person allowed in the cellar. Only changing of barrels or gas, are to be done by trained staff. Ensuring all cylinders are attached to wall correctly and area kept clean and tidy	All electrical equipment needs to be PAT tested	4	regular checks need to be carried out **
Cool room Has dishwasher, ice machine, beer barrels and gas cylinders, lighting.	Staff	Ensure clean and tidy at all times, only trained staff to use equipment	All electrical equipment needs to be PAT tested	3	Yes
Signature of Assessor:				Date:	Review Due:

Risk Assessment Form

Name of Organisation: SN15 Leisure Ltd.

Address: CLUB KARMA,
17 STATION HILL, CHIPPENHAM SN15 1EQ

Description of Hazard	People Affected	Existing Controls	Further Action Required	Urgency	Complete
Lighting Rig has many different types of lights and electrical equipment	Public/staff	Only responsible person to operate or carry out cleaning.	All electrical equipment needs to be PAT tested.	2	Yes
Toilets hand dryer, and lighting.	Public/Staff	Ensure all lighting is correctly working along with any other device	Ensure all electrical equipment is to be PAT tested	3	Needs regular checks as members of public can break easily. **
Main Bar Lots of electrical equipment, fridges, tills lights etc.	Staff	Ensure staff are only to use if they have been correctly trained and ensure all equipment is regularly cleaned/maintained	All electrical equipment needs to be PAT tester. All staff must be trained in use before working a shift	2	Needs regular checks as in constant use. **
Signature of Assessor:			Date:		Review Due:

Risk Assessment Form

Name of Organisation: SN15 Leisure Ltd.

Address: CLUB KARMA,
17 STATION HILL, CHIPPENHAM SN15 1EQ

	People Affected	Existing Controls	Further Action Required	Urgency	Complete
<p>DJ Booth Has many electrical devises.</p>	<p>DJ/staff</p>	<p>Ensure only DJ has access to DJ booth and is trained on use</p>	<p>All electrical equipment to be PAT tested.</p>	<p>2</p>	<p>Yes</p>
<p>Equipment used for maintenance out of operating hours</p>	<p>Manager/Staff</p>	<p>Ensure only responsible person has access.</p>	<p>All electrical equipment to be PAT tested.</p>	<p>3</p>	<p>Yes</p>
<p>First aid/Storage cupboard storage of some cleaning products and electrical equipment</p>	<p>Staff</p>	<p>Ensure access only given with manager/responsible person present. Locked otherwise</p>	<p>All cleaning products placed correctly and neatly in cupboard.</p>	<p>3</p>	<p>Needs regular checks **</p>
<p>Signature of Assessor:</p>				<p>Date:</p>	<p>Review Due:</p>

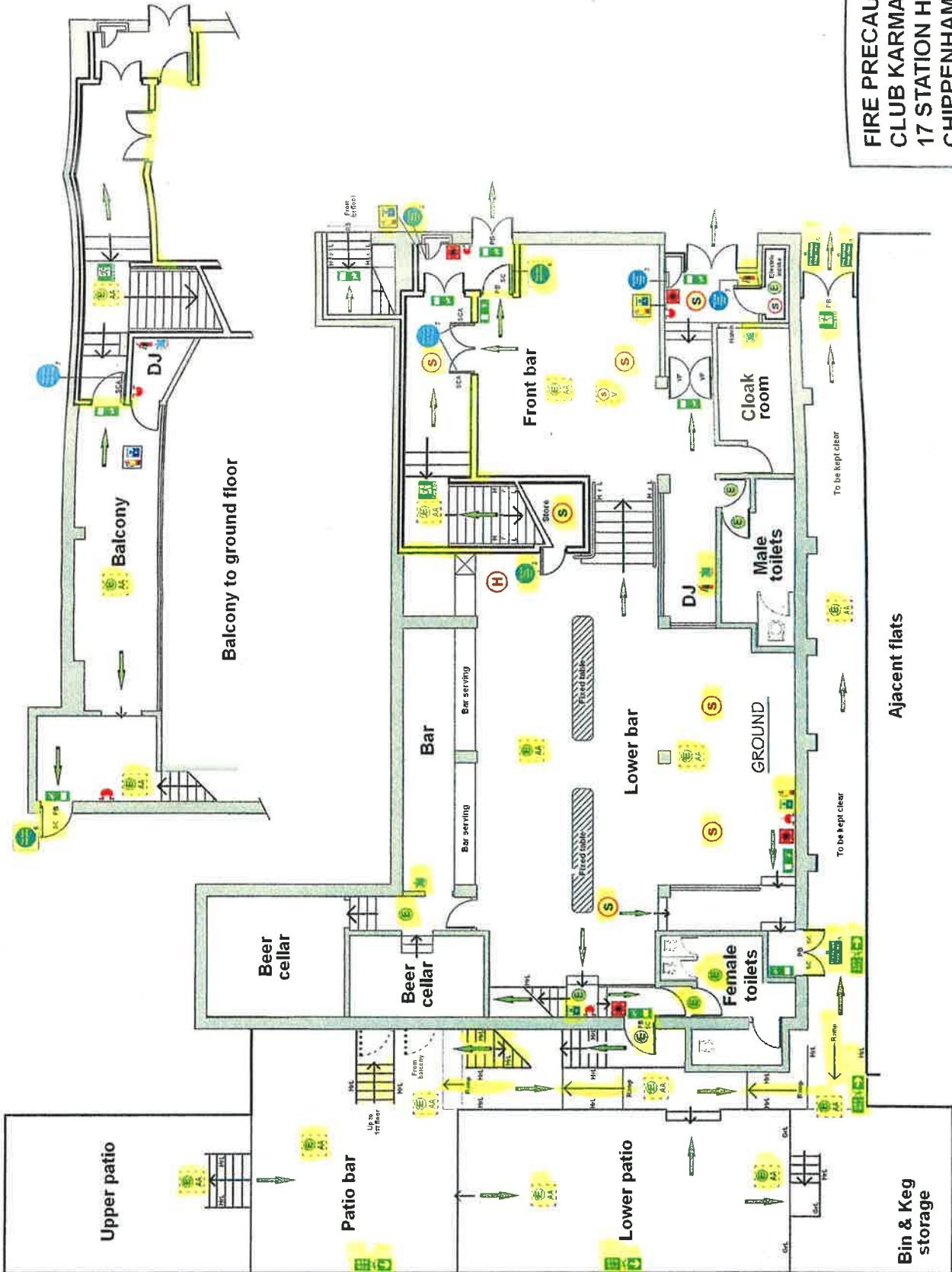
Risk Assessment Form

Name of Organisation: SN15 Leisure Ltd.

Address: CLUB KARMA,
17 STATION HILL, CHIPPENHAM SN15 1EQ

Description of Hazard	People Affected	Existing Controls	Further Action Required	Urgency	Complete
Heating units Security alarm Due to electrical equipment.	Public/staff Staff	Ensure Use only when needed. Only Staff to use Only manager/engineer allowed access	Manager to ensure its switched off after use. PAT tested. Qualified person to install management only access.	1 2	Yes Yes
Signature of Assessor:			Date:		Review Due:

FIRE PRECAUTIONS PLAN
CLUB KARMA
17 STATION HILL
CHIPPENHAM
WILTSHIRE SN15 1EQ
RT/PFSS SCALE 1:100 NTS
NOVEMBER 2012.



FIRE PRECAUTIONS PLAN
CLUB KARMA
17 STATION HILL
CHIPPENHAM
WILTSHIRE SN15 1EQ
RT/PFSS SCALE 1:100 NTS
NOVEMBER 2012.





Arena Global Management Ltd

Mr P Shayegan
SN 15 Leisure ltd
17a, Station Hill
Chippenham
Wiltshire
SN15 1EQ

Thursday, 07 February 2013

Our ref: AGM/2010/68 Station Hill, Chippenham

Re - Project Management and Employees Agent

Dear Mr Shaygan

Thank you for appointing AGM to the above project. I understand the priority is to ensure that the trading licence is up and running as soon as possible.

You have asked us to review the Management Plan. Our comments are as follows:

a) Management Plan - The procedures and proposals meet with current regulations and are acceptable.

b) Sound report as prepared by Ian Sharland. We would make the following comments:

We have reviewed the Design criteria and would accept that this is the range that would be acceptable to local residents and adjacent buildings.

We have reviewed the proposals for achieving this standard and would comment that the sound deadening could be constructed in a more simplistic way.

Ground Floor Doors

6.1 - Accept their proposals for the ground floor doors.

First Floor Doors

6.2 - As above

Additional Works

To avoid the problem with the planning permission we would suggest that all the windows are hinged with 70mm insulated stud which will be set 20mm clear of block work. All studs would be faced with 2 x 15mm Sound Bloc plasterboard.

Roof

VAT Registration No: 993 5262 83

www.arenasgallopsandmenages.com

Studio 160, 3 Edgar Buildings, George Street, Bath. BA1 2FJ

Tel: 07836 506969 Email: info.agm@sky.com



Arena Global Management Ltd

We would propose a twin stud construction using 2 x 15mm Sound Bloc where necessary.

Audio System

This will be supplied and guaranteed to achieve the sound levels.

Secondary Works

All agreed but will be sound tested at the time.

External Works

All agreed.

Security

Meets with current standards.

Health and Safety

In line with latest requirements.

I trust the above review meets with your approval and await your further instruction.

Yours faithfully,

John White

Hi Craig,

Hope this finds you well and your making head way with the repairs your doing.

I have put together some prices for you they might change on what we find as the work is carried out.

Fire Extinguisher:

To get the Fire Extinguishers back up to standard and to supply and install two new extinguishers,
Plus to have all extinguishers to be hung on the walls along with ID Signs will be £164.90

Safety Signs:

To supply and fit all the safety Signs need it will be £53.00

Fire Doors:

To inspect all fire doors and to supply and install 2 double door Push Bar Systems along with one single door Push Bar Systems will be £640

Fire Alarm:

To service the alarm and emergency lights will be £150

Please note that all costs are a estimate and could change depending on what faults are found when the work is carried out.

Please feel free to contact me if you have any questions or queries you want to talk about.

Kind Regards

Steve

Stephen Milne
Bath & West Fire & Safety
01225 868199
07719395457
www.bathwestfire.co.uk

SN15

Firstly we would like bring to your attention that we are a new company operating under the trading name 'SN15 Leisure Limited' we are of no connection to the old 'karma' regime, however please note that some of our documents provided may refer to 'sn15' as 'karma' this is because the reports were carried by independent specialists who at the time of their reports did not know what the new venture was going to be called and is in no way a connection to Constantine leisure limited who previously operated the site. SN15 will be operated by the following people Mr Paul Shayegan as managing director and myself, Mr Craig Meikle as the Designated Premises Supervisor, Mr sheyagen has over 20 years professional experience in this industry and i myself have been involved in the chippenham nightlife since 2002, we are fully committed to bringing a new yet community player business to the town, we have met with local residents to discuss previous concerns from the old operation and we are determined that it shall not go down that route again, after hearing the old concerns we have spent the time getting specialist professional independent companies to carry out various reports for us.

In our application for a provisional license we are carrying out all the recommendations in our independent specialist's reports, these include:

- The restructuring of the first floor fire escape
- The repaving of the side fire escape
- Refurbishment of all existing fire escapes, fire doors, fire signs, fire extinguishers and fire alarms to the British standard, work which will be carried out by an appropriate specialist.
- The interior ceilings shall be covered with a fire guard paint to prevent fire spreading to other floors within the venue
- Sound proofing of all areas of the building recommended in the sound report shall be carried out, again this will be carried out by a specialist in the industry
- Extensive redevelopment of the outside back area will also be carried out, this will potentially rubber flooring to act as a noise absorber and trees planted around the boundary edges in an attempt to stop the noise travelling to near by neighbours, we will monitor the amount of patrons in the outside area to make sure that it will never go above 75 people at any one time, this will be monitored by a member of security operating a clicker system thus ensuring no more than 75 will be outside at any given time, this measure will ensure noise to any residential neighbours will be kept to a minimum
- The capacity of the venue will be reduced from the old capacity of over 780 down to a maximum of 650 (including outside) at any one time, part of the reason for this is to ensure the venue can be run more efficiently as public safety is of paramount importance and will also reduce any threat of anti social behaviour upon closing time
- All of our staff will be trained to a minimum level of nvq level 2 in bar and hospitality, this will ensure all staff are fully aware of their responsibilities in complying with the 4 licensing objectives stated in the licensing act of 2003, this training will be carried out by green lantern training, a company which I myself have been through courses with
- We will be operating with a minimum of 10 SIA registered door supervisors on every trading session and we will operate a challenge 25 policy, any patron believed to be under 25 will be

asked to produce photographic id, we will only accept driving license or passport, we are also in discussion with the company who have introduced 'touch2id'

- We aim to be a community player within the chippenham night time economy, by this we mean we will be active members of the pub watch scheme, we are looking at the possibility of joining the chippenham independent traders association and we would be very interested in joining the council committee for the night time economy group within chippenham
- A new CCTV system will be installed with all areas of 'SN15' being covered with the exception of the toilets, this will mean that well over 80% of the venue will be covered and a new camera with a 40 metre span will be installed on the front door meaning that station hill down to the roundabout on new road will be covered

Please note that within the sound report there are mentions of 2am closes, this is not true in our case as we are applying for 3am, the 2am was mentioned in the report as they were unaware as to what times we will be applying for and was based on assumptions

A previous concern within the old karma regime was anti social behaviour upon closing time, as the ex chairperson of chippenham pub watch I am fully aware of what problems were created on station hill and indeed the town centre and I am fully committed to working with Wiltshire police and council to ensure that this will be no concern in the regime and help build the night time economy within chippenham, we have recruited a local door team who will be positioned along station hill for 30 minutes after closing every night to ensure the area is cleared quickly and indeed peacefully, this will include clearing the street of any litter left behind by any patrons and we also have a provisional link up in place with a local taxi company who have granted us priority taxis on weekend trading nights and will pick up within 5 minutes of being ordered, the number of this company will be clearly displayed around the venue via video screens and permanent signs on the main doors.

As well as all of the above measures being put in place we will also be carrying out major refurbishment within 'SN15' although we must stress this will not involve any structural work

Should you have any further questions or indeed concerns then please do not hesitate in contacting myself or Mr Shayegan on the following numbers

Craig Meikle (dps).....[REDACTED]

Paul Shayegan (managing director)..[REDACTED]

SN15 leisure LTD



**WILTSHIRE
Fire & Rescue
Service**

Simon Routh-Jones GFireE MInstLM
Chief Fire Officer & Chief Executive

Flat 4
21 Sion Road
Bath
BA1 5SQ

FAO: Paul Shayegan

Please ask for : Julian Hancock
Fire Safety Inspector

Our reference : 00200782

Your reference : -

Date : 24 January 2013

Dear Sir

Licensing Act 2003
Regulatory Reform (Fire Safety) Order 2005
Re: Karma 17a Station Hill, Chippenham, SN15 1EQ

Application for Premises Licence

I refer to your application dated 3rd January 2013, for a licence for the above premises.

Articles 9 & 11 of The Regulatory Reform (Fire Safety) Order 2005 require that a suitable and sufficient risk assessment is completed and the significant findings are recorded.

Having looked at your application and specifically at the Fire Precautions survey report carried out by Professional Fire Safety Services I have no adverse comments to make at this stage. I would remind you that all the relevant measures highlighted in the report should be in place prior to the premises being put to use. You are requested to contact this authority to arrange a Fire Safety visit to the premises prior to its opening.

For technical information and guidance on undertaking a fire risk assessment you are strongly advised to obtain the appropriate 'Fire Safety – Risk Assessment' publication for your premises. These are available as a free download from the Department for Communities and Local Government website www.gov.uk/workplace-fire-fire-safety-your-responsibilities/fire-safety-advice-documents or in hard copy from –

- The Department for Communities and Local Government publications online shop
- Fire Safety Guides, PO Box 236, Wetherby, LS23 7NB. (0870 830 7099)
- The Stationery Office
- Most bookshops.

Group1 Fire Safety, Swindon Fire Station, Drove Road, Swindon, Wiltshire SN1 3AD
Tel: 01793 401240 www.wiltshire.gov.uk email: swindon.firesafety@wiltshire.gov.uk

I take this opportunity to remind you that fire safety is a dynamic process to be dealt with on a day to day basis, and the assessment of fire risk should be constantly under review and updated as required, especially where the risk in the premises has been affected by alterations, changes in procedures, use or occupancy.

Yours faithfully



J.P.Hancock
Fire Safety Inspector

CC Wiltshire Council, Monkton Park, Chippenham, SN15 1ER, FAO: Licensing Officer

Our Ref: LIH/md

RECEIVED
12 MAR 2013
PUBLIC PROTECTION

Agenda Item 9

HPH

Commercial Property

11 March 2013

The Licensing Officer
Wiltshire Council
Public Protection Services and Licensing
Monkton Park
Chippenham
SN15 1ER

HPH Limited
6 Kingsmead Square
Bath BA1 2AB
Tel: 01225 480555
Fax: 01225 489710
www.hph.co.uk

Dear Sirs

17a Station Hill, Chippenham Wiltshire SN15 1EG

We are the owners of Station Hill House including 1 -5 Station Hill and 6-8 New Road. We have concerns relating to a liquor licence being applied for at 17a Station Hill. When the property previously had a licence to operate as a night club and to sell alcohol we endured regular damage to the property including, broken shop windows, graffiti, general vandalism and on occasions persons using the side yard as a toilet.

The cost of repair was considerable and this cost had an impact on our tenants and their trading and on our insurance premium. In addition to cost in monetary terms, we also have to consider the cost of tenants not wishing to operate in a property that suffers such vandalism.

Once the previous night club was closed, the above problems disappeared and we have had an incident free period, which we do not wish to see return.

Yours sincerely
for and on behalf of HPH Ltd



M DAY
PROPERTY MANAGER

Email: marian@hph.ltd.uk

Wiltshire Council

Where everybody matters

RECEIVED

10 NOV 2015

PUBLIC PROPOSAL

REPRESENTATION FORM

This form must be returned within the statutory period, which is 28 days from the date the notice was displayed on the premises or the date specified in the Public Notice in the newspaper. Please contact the Licensing Section to confirm this date.

Any individual, body or business can make a Representation to the Licensing Authority in relation to an application, regardless of their geographic proximity to the premises. Any Representation must be relevant, in that the Representation relates to one or more of the Licensing Objectives.

Premises about which Representation is being made	17 A STATION HILL, CHIPPENHAM SN15 1EQ
Your Name	IAN KEASEY
Postal Address	8 ST MARY'S PLACE CHIPPENHAM WILTS SN15 1EN
Contact Telephone Number	01249 411115
Are you:	<ul style="list-style-type: none"> • An individual? <input type="checkbox"/> • A person who operates a business? <input type="checkbox"/> • A person representing residents or businesses? <input checked="" type="checkbox"/> • A member of the Relevant Licensing Authority (ie, elected Councillor of the Licensing Authority)? <input type="checkbox"/>
If you are representing residents or businesses who have asked you to represent them?	1 - 10 and 12 - 15 ST MARY'S PLACE and Residents and Businesses on Station Hill and New Road

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
1. The prevention of harm to children	SEE ATTACHED
2. To prevent public nuisance	SEE ATTACHED

OBJECTIVES	EVIDENCE
3. To prevent crime and disorder	SEE ATTACHED
4. Public Safety	SEE ATTACHED

Please list below any suggested actions that you feel the applicant could take to address your concerns.

SEE ATTACHED

If a hearing needs to be held to determine the Premises Licence Application, the Councillors will generally only be able to consider matters that have previously been disclosed. However, additional information in support of your Representation may be considered if all parties at the Hearing agree. We advise that you detail all matters that you wish to be considered on this initial Representation, attaching additional sheets if necessary.

If you do make a Representation you will be invited to attend the Licensing Sub-Committee Hearings and any subsequent appeal proceedings relevant to your Representation.

All Representations in their entirety, including your name and address, will be disclosed to the Premises Licence applicant. A copy of Representations will be annexed to the Licensing Officer's hard copy report, which is a public document circulated to the Licensing Sub-Committee and to all those who have made relevant Representations.

Signature 
Date 15/3/2013

Please return this form, along with any additional sheets, to the Licensing Officer at the Wiltshire Council Office covering the area in which the licensed premises are situated (see below):

- Chippenham:** Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER
- Devizes:** Wiltshire Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT
- Salisbury:** Wiltshire Council, 27/29 Milford Street, Salisbury, SP1 2AP
- Trowbridge:** Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD

Representation form regarding Respect (Karma) nightclub, Station Hill, Chippenham

SN15, 17A STATION HILL, CHIPPENHAM SN15 1EQ

PUBLIC PROTECTION

The residents of St Mary's Place, Station Hill and surrounding areas as well as many of the business premises wish to make it very clear to the applicant and the appropriate authorities that noise disturbance is very much a priority issue that we feel must be addressed as part of the application with appropriate and sufficient remedies put into place before any licence application can be considered.

There is a range of historical evidence available ranging from call logs to minutes of Council meetings that indicate the level of concern regarding noise disturbance. These should be part of the Local Authority archive but many residents retain this information too. There is clear evidence from the residents adjacent to the premises of the levels of noise disturbance that completely disrupts their lives

It is widely researched in the USA, Australia, Canada, Europe and the UK with numerous academic studies available on the internet that interrupted sleep has a critical negative impact upon the development of children, young people and adolescents as well as an undue impact upon adults in the form of increased fatigue, increased likelihood of accident, reduced life expectancy, increased exposure to illnesses and disease and greater incidence of mental health issues.

It cannot be stressed too strongly that the relative peace and quiet enjoyed by local residents since the closure of the night club has been a great benefit to family life and living in an urban residential area. To anticipate the levels of disturbance historically suffered is very unsettling, especially for those residents whose homes have been built and occupied since the closure.

OBJECTIVES	EVIDENCE
<p>1. The prevention of harm to children</p>	<p>There are a number of children resident in St Mary's Place and the local area ranging from pre-school to secondary school age.</p> <p>Since the closure of Karma the area around St Mary's Place has been generally peaceful and a pleasant place for children to grow and develop.</p> <p>The children may now be exposed to the noise levels generated by a night club and the range of swearing that customers exiting or queuing for the premises utter when intoxicated, the historically high levels of fighting and resultant damage to property/premises and the increase in vomit on the streets, the aftermath of intoxication.</p> <p>All these issues may serve to either (somewhat dependent on age) frighten the children potentially arresting their social development or giving them a false impression of 'normal' behaviour and having a negative impact on their social development as well as 'glamourising' drinking and intoxication</p>

OBJECTIVES	EVIDENCE
<p>2. To prevent public nuisance</p>	<p>Since the closure of Karma the area around St Mary's Place has been generally peaceful and a pleasant place to live once more.</p> <p>The potential for excessive noise disturbance with the opening of a night club is very high especially as the application is for seven days a week until 03:00. Historically the phased exit from the night club does not happen and customers tend to exit en mass which may lead to intoxicated antics and confrontation which prolongs the noise disturbance considerably beyond the closing point.</p> <p>Both St Mary's Place and the residences on Station Hill have families and adults in employment to whom sleep is a valuable commodity to enable them to function appropriately in their learning and employment. There are now a considerable range of studies that highlight the impact of sleep deprivation and interruption on health and general wellbeing citing loss of life expectancy and exposure to illnesses earlier than the general population and increased mental health symptoms. (It should also be noted that some military and law and order organisations globally employ noise as an effective 'weapon' against civil unrest.)</p> <p>Since the closure of Karma the levels of vomit on the streets have decreased significantly but we would, from previous experience, expect these to increase massively having an undue impact on the local area (especially for the local businesses) in terms of extra cleansing, a negative view of the local area by visitors (both residents of Chippenham and beyond), remembering that Station Hill is a gateway to Chippenham; the potential of negative impact on those wishing to sell/let their homes in an area consistently marred by vomit.</p> <p>It should be noted that the area of St Mary's Place has many poorly lit areas where previously intoxicated customers of the nightclub have chosen to defecate, take drugs, engage in intercourse and have loud arguments and fights.</p> <p>The vicarage too reports previous occasions of intoxicated customers of the nightclub entering</p>

	<p>the garden to urinate and vomit.</p> <p>It should also be noted that St Mary's Place is in a conservation zone and not all residents therefore have been able to install double glazing and are therefore more exposed to any noise disturbance.</p> <p>The higher incidence of litter may also have a negative impact on how the area is viewed by others as well as increasing costs for clearance and attracting rodents and other vermin to the area.</p>
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OBJECTIVES	EVIDENCE
<p>3. To prevent crime and disorder</p>	<p>Since the closure of Karma the incidences of fights have been minimal and we have not observed any people using the more dimly lit areas of St Mary's Place to conduct illicit activity.</p> <p>The incidences of broken glass for the local business premises has fallen dramatically since the closure of the nightclub.</p> <p>It is inevitable, based on previous experience, that these incidences would increase massively impacting on local residents and premises as well as the need for additional policing.</p>

OBJECTIVES	EVIDENCE
<p>4. Public Safety</p>	<p>The safety of customers, intoxicated or not must be a paramount concern of the premises and will need to be managed as will the safety of any other person using Station Hill.</p> <p>With large numbers of intoxicated people leaving the nightclub into an area of continual traffic use the potential for pedestrians to be injured by vehicles or a road traffic collision must be higher than at present.</p> <p>The potential for disturbance may lead local residents to 'see' what is happening and then become involved in any altercation or disturbance receiving harm to themselves.</p>

Representation form regarding Respect (Karma) nightclub, Station Hill, Chippenham

Suggested actions the applicant could take to address concerns listed previously

1. Opening times to be limited to minimise potential for disturbance – suggest no more than three days per week and closing by 00:01 with public holidays to be cherished as an opportunity for local residents to enjoy their homes.
2. Appropriate and adequate sound insulation to be fitted to the premises to ensure that minimal noise energy escapes as this represents the most common cause of complaint amongst residents.
3. That all doors and windows are kept closed at all times to prevent the by-passing of the sound insulation allowing escape of noise energy and that where a door is required to be open occasionally that noise baffles are in place to supplement the insulation.
4. That customers leave the premises in a phased manner to avoid the excessive disturbance created when leaving in large groups.
5. That customers are escorted from the local area in a timely manner to avoid any lingering and potential for disturbance, anti-social behaviour and illicit use of local area.
6. Customers are tested for intoxication upon entry and barred from entry if found to be intoxicated.
7. That customers property is searched upon entry to ensure no illicit substances/items are present.
8. That customers are refused alcohol if found to be intoxicated on the premises.
9. That alcohol consumption on the premises be actively managed at safe levels.
10. That customers are pro-actively assessed upon exit to ensure that anyone severely intoxicated is held in a safe place until medically assessed and/or collected by a sober, responsible person.
11. That the applicant ensures that the local area is cleared of vomit and other rubbish associated with their customers each night of opening in time for the opening of the local businesses.
12. That the applicant refrains from disposing of rubbish and recyclable material between the hours of 02:00 and 07:00 which causes undue noise.
13. That the applicant provides a substantial bond (in the area of £100,000 or greater) to the Local Authority to ensure that compensation and/or remedial action can be undertaken immediately upon appropriate cause.
14. That the applicant supplies approved devices for measuring noise to local residents and the results are regularly submitted to the Local Authority to determine the level of impact the venue is having.
15. That the applicant agrees to cover the cost to all local residents of appropriate sound insulation in the form of double/triple glazing etc and funding for such is placed in an identified bank account separate from the business accounts of the venue and managed by a qualified trustee/accountant.

Additional information not covered by the Representation Form

The Draft Police and Crime Plan consultation outlined priority areas and targets for the services commissioned by the Police and Crime Commissioner (PCC).

In 'Reducing Crime and anti-social behaviour' the intent is on 'partnership, pro-activity and prevention' and 'a 10 per cent reduction in the absolute number of crimes and anti-social behaviour incidents' and 'At least 95 per cent of the population reporting that they feel safe during the day and at least 85 per cent at night'. All these commendable aspirations may be negatively influenced by the opening of the nightclub and representatives of the local community will expect the criminal justice services to dedicate an appropriate level of resource at appropriate times.

In 'Protecting the most vulnerable in society' the residents will expect 'Intelligence-led patrolling to be the norm and focused towards vulnerable people and places' with the resource appropriately deployed.

In 'Reducing offending and re-offending' we welcome 'To reduce the harm caused by irresponsible licensed premises' and actively support the expected engagement in this priority area.

There are a number of health concerns associated with this application both for the local residents and for the customers of the premises.

As mentioned in Objectives 1 and 2 above the development of children and young people may be adversely affected by disturbed sleep as well as the undue impact upon adults in the form of fatigue, reduced life expectancy, increased exposure to illnesses and disease and greater incidence of mental health issues. All these issues have been thoroughly researched in the USA, Australia, Canada, Europe and the UK with numerous academic studies available on the internet as well as national media reports in February 2013 in Great Britain.

In addition regular intoxication will have an adverse impact on health – unless properly managed the likelihood of decreased life expectancy, negative impact upon employment opportunities, greater incidence of disease and injury will be higher. As well as an increased cost to the public purse.

The Draft Police and Crime plan quotes the following statistics 'Nationally 40% of violent crime, 78% of assaults and 88% of criminal damage offences are committed while the offender is under the influence of alcohol' and 'Alcohol-related harm costs the United Kingdom £21 billion annually' and 'Wiltshire and Swindon have higher rates of alcohol-related hospital inpatient admissions than comparable areas of the country, averaging 15,000 per year'

Notwithstanding the applicant's desire to make a profit we would ask what the function of a nightclub is? If it is to allow dancing then there is no requirement that it opens late as those wishing to dance can do so from the early evening allowing the venue to close at a time of minimal disturbance. If however, the dancing cannot be enjoyed without a level of intoxication that the venue seeks to sustain (and accepting the current practice of young adults to 'pre-load') we cannot accept that Chippenham needs another town centre venue that promotes intoxication with all the inherent health and social issues that occur alongside such intoxication.

Attention is drawn to the Wiltshire Council strapline 'Where everybody matters' and our hope is that this is a true reflection of the officers and elected members views. We welcome the proposed introduction of a 'Community Trigger', which will allow a group of at least five people from five different households to force public sector agencies to act if they have failed to act after three previous separate reports about the same issue. However, we hope that this new legislation (if introduced) will not be required locally.

Convention for the Protection of Human Rights and Fundamental Freedoms as amended by Protocols Nos. 11 and 14 with Protocols Nos. 1, 4, 6, 7, 12 and 13

Convention for the Protection of Human Rights and Fundamental Freedoms
Rome, 4.XI.1950

Article 8

Right to respect for private and family life

1. Everyone has the right to respect for his private and family life, his home and his correspondence.

2. There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

In fact the objections to the application support public safety, prevention of crime and disorder and protection of health and morals

Article 14

Prohibition of discrimination

The enjoyment of the rights and freedoms set forth in this Convention shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, **property**, birth or other status.

Were the application to be granted it may be considered discrimination against those with property in the local area as their use and enjoyment of that property may be unduly and adversely impacted.

Protocol to the Convention for the Protection of Human Rights and Fundamental Freedoms
Paris, 20.III.1952

Article 1

Protection of property

Every natural or legal person is entitled to the peaceful enjoyment of his possessions.

No one shall be deprived of his possessions except in the public interest and subject to the conditions provided for by law and by the general principles of international law.

The preceding provisions shall not, however, in any way impair the right of a State to enforce such laws as it deems necessary to control the use of property in accordance with the general interest or to secure the payment of taxes or other contributions or penalties.

Based on past experience if the application were to be successful this would not be achieved

Protocol No. 12 to the Convention for the Protection of Human Rights and Fundamental Freedoms
Rome, 4.XI.2000

Article 1

General prohibition of discrimination

1. The enjoyment of any right set forth by law shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, **property**, birth or other status.

2. No one shall be discriminated against by any public authority on any ground such as those mentioned in paragraph 1.

As mentioned above were the application to be granted in the face of local opposition this may be considered a discriminatory action

Wiltshire Council



Where everybody matters

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18 MAR 2009

PUBLIC PROTECTION

REPRESENTATION FORM

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Premises about which Representation is being made	Night club application for 17 a Station Hill
Your Name	DAVID SIMPSON
Postal Address	14 ST MARY'S PLACE, CHIPPENHAM, WILTS, SN15 1EN
Contact Telephone Number	01249 499811
<p>Are you:</p> <ul style="list-style-type: none"> • An individual? <input checked="" type="checkbox"/> • A person who operates a business? <input type="checkbox"/> • A person representing residents or businesses? <input type="checkbox"/> • A member of the Relevant Licensing Authority (ie, elected Councillor of the Licensing Authority)? <input type="checkbox"/> 	
If you are representing residents or businesses who have asked you to represent them?	

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
<p>1. The prevention of harm to children</p>	<p>When this building was previously a nightclub (Karma) my children (age: 6 & 9) were frequently woken when the club closed: the sound of noise from the club as the double doors were opened together; the noise of customers shouting, swearing; the revving of engines. <u>Surely my children have the right to a childhood that includes a night of undisturbed sleep on Thurs, Friday, Saturday/early Sunday nights? Would you be happy to allow a nightclub near to where your children sleep?</u></p>

2. To prevent public nuisance	At closing times customers would use St Mary's Place as a toilet, to fight, a place for sex, a place to take drugs. All of which has now thankfully ended since the previous nightclub lost its licence.
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OBJECTIVES	EVIDENCE
3. To prevent crime and disorder	The site is located in a residential area drunk and disorderly behaviour is not fair to local residents.
4. Public Safety	The site opens onto a main road and is too close to a residential area.

Please list below any suggested actions that you feel the applicant could take to address your concerns.

SOUND INSULATION IN THE ROOF SPACE TO A SPECIFIED AND TESTED STANDARD
 CLOSING NO LATER THAN 12PM
 NO OPENING ON THURSDAY NIGHTS OR SUNDAY NIGHTS INCLUDING BANK HOLIDAY
 SUNDAY NIGHTS
 MINIMUM ALCOHOL PRICE

If a hearing needs to be held to determine the Premises Licence Application, the Councillors will generally only be able to consider matters that have previously been disclosed. However, additional information in support of your Representation may be considered if all parties at the Hearing agree. We advise that you detail all matters that you wish to be considered on this initial Representation, attaching additional sheets if necessary.

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Signature 

Date 17/3/2013

Please return this form, along with any additional sheets, to the Licensing Officer at the Wiltshire Council Office covering the area in which the licensed premises are situated (see below):

Chippenham: Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER
Devizes: Wiltshire Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT
Salisbury: Wiltshire Council, 27/29 Milford Street, Salisbury, SP1 2AP
Trowbridge: Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD

Wiltshire Council

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REPRESENTATION FORM


13 1 2013

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Premises about which Representation is being made	Night club application for 17 a Station Hill
Your Name	LAURENCE SIMPSON
Postal Address	14 ST MARY'S PLACE, CHIPPENHAM, WILTS, SN15 1EN
Contact Telephone Number	[REDACTED]
Are you:	
• An individual?	<input checked="" type="checkbox"/>
• A person who operates a business?	<input type="checkbox"/>
• A person representing residents or businesses?	<input type="checkbox"/>
• A member of the Relevant Licensing Authority (ie, elected Councillor of the Licensing Authority)?	<input type="checkbox"/>
If you are representing residents or businesses who have asked you to represent them?	

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
1. The prevention of harm to children	

<p>2. To prevent public nuisance</p>	
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OBJECTIVES	EVIDENCE
<p>3. To prevent crime and disorder</p>	
<p>4. Public Safety</p>	

Please list below any suggested actions that you feel the applicant could take to address your concerns.

**SOUND INSULATION IN THE ROOF SPACE TO A SPECIFIED AND TESTED STANDARD
CLOSING NO LATER THAN 12PM
NO OPENING ON THURSDAY NIGHTS OR SUNDAY NIGHTS INCLUDING BANK HOLIDAY
SUNDAY NIGHTS
MINIMUM ALCOHOL PRICE**

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Signature

~~6 11/11/11~~

Date

17/3/2013

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Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER

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Salisbury:

Wiltshire Council, 27/29 Milford Street, Salisbury, SP1 2AP

Trowbridge:

Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD

Wiltshire Council



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18 MAY 2013

PUBLIC COLLECTION

11m 9 years old.

REPRESENTATION FORM

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Premises about which Representation is being made	Night club application for 17 a Station Hill
Your Name	DAISY SIMPSON
Postal Address	14 ST MARY'S PLACE, CHIPPENHAM, WILTS, SN15 1EN
Contact Telephone Number	[REDACTED]
<p>Are you:</p> <ul style="list-style-type: none"> • An individual? <input checked="" type="checkbox"/> • A person who operates a business? <input type="checkbox"/> • A person representing residents or businesses? <input type="checkbox"/> • A member of the Relevant Licensing Authority (ie, elected Councillor of the Licensing Authority)? <input type="checkbox"/> 	
If you are representing residents or businesses who have asked you to represent them?	

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
1. The prevention of harm to children	It will keep us awake all night. I will be scared when they have arguments.

<p>2. To prevent public nuisance</p>	
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OBJECTIVES	EVIDENCE
<p>3. To prevent crime and disorder</p>	
<p>4. Public Safety</p>	

Please list below any suggested actions that you feel the applicant could take to address your concerns.

<p>SOUND INSULATION IN THE ROOF SPACE TO A SPECIFIED AND TESTED STANDARD CLOSING NO LATER THAN 12PM NO OPENING ON THURSDAY NIGHTS OR SUNDAY NIGHTS INCLUDING BANK HOLIDAY SUNDAY NIGHTS MINIMUM ALCOHOL PRICE</p>

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Signature  *

Date 1.7.3.13

Please return this form, along with any additional sheets, to the Licensing Officer at the Wiltshire Council Office covering the area in which the licensed premises are situated (see below):

Chippenham:	Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER
Devizes:	Wiltshire Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT
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Trowbridge:	Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD

Wiltshire Council

Where everybody matters **RECEIVED**

18 MAR 2013

REPRESENTATION FORM

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Premises about which Representation is being made	Night club application for 17 a Station Hill
Your Name	RACHAEL SIMPSON
Postal Address	14 ST MARY'S PLACE, CHIPPENHAM, WILTS, SN15 1EN
Contact Telephone Number	[REDACTED]
<p>Are you:</p> <ul style="list-style-type: none"> • An individual? <input checked="" type="checkbox"/> • A person who operates a business? <input type="checkbox"/> • A person representing residents or businesses? <input type="checkbox"/> • A member of the Relevant Licensing Authority (ie, elected Councillor of the Licensing Authority)? <input type="checkbox"/> 	
If you are representing residents or businesses who have asked you to represent them?	

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
1. The prevention of harm to children	<p>When building was first used as a night club (Kenny) Swearing from drunks, glass bottles smashed was heard and was ^{was} a worry to us all as a family. The children were woken and scared at nights. Also in the mornings we would have to be careful of broken glass and often sick and needles on the pavement & directly outside our house.</p>

<p>2. To prevent public nuisance</p>	<p>Noise</p> <p>Since the night club (Kavana) closed we do not have any many problems</p>
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OBJECTIVES	EVIDENCE
<p>3. To prevent crime and disorder</p>	<p>Arguments. Shouting & screaming. Sick on the pavements and used Condoms.</p> <p>→ site is in residential area drunk & disorderly behaviour is not fair to local residents.</p>
<p>4. Public Safety</p>	<p>site opens onto a main road and is too close to a residential area.</p>

Please list below any suggested actions that you feel the applicant could take to address your concerns.

SOUND INSULATION IN THE ROOF SPACE TO A SPECIFIED AND TESTED STANDARD
 CLOSING NO LATER THAN 12PM
 NO OPENING ON THURSDAY NIGHTS OR SUNDAY NIGHTS INCLUDING BANK HOLIDAY
 SUNDAY NIGHTS
 MINIMUM ALCOHOL PRICE
 TAXI RANK OUTSIDE

If a hearing needs to be held to determine the Premises Licence Application, the Councillors will generally only be able to consider matters that have previously been disclosed. However, additional information in support of your Representation may be considered if all parties at the Hearing agree. We advise that you detail all matters that you wish to be considered on this initial Representation, attaching additional sheets if necessary.

If you do make a Representation you will be invited to attend the Licensing Sub-Committee Hearings and any subsequent appeal proceedings relevant to your Representation.

All Representations in their entirety, including your name and address, will be disclosed to the Premises Licence applicant. A copy of Representations will be annexed to the Licensing Officer's hard copy report, which is a public document circulated to the Licensing Sub-Committee and to all those who have made relevant Representations.

Signature 

Date 17/3/2013

Please return this form, along with any additional sheets, to the Licensing Officer at the Wiltshire Council Office covering the area in which the licensed premises are situated (see below):

Chippenham:	Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER
Devizes:	Wiltshire Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT
Salisbury:	Wiltshire Council, 27/29 Milford Street, Salisbury, SP1 2AP
Trowbridge:	Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD

Wiltshire Council

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REPRESENTATION FORM

18 MAY 2013

This form must be returned within the statutory period, which is 28 days from the date the notice was displayed on the premises or the date specified in the Public Notice in the newspaper. Please contact the Licensing Section to confirm this date.

Any individual, body or business can make a Representation to the Licensing Authority in relation to an application, regardless of their geographic proximity to the premises. Any Representation must be relevant, in that the Representation relates to one or more of the Licensing Objectives.

Premises about which Representation is being made	17 a Station Hill, Chippenham
Your Name	Christopher Caswill
Postal Address	19 The Street Cherhill Wiltshire SN11 8XP
Contact Telephone Number	[REDACTED]
Are you:	
• An individual?	<input type="checkbox"/>
• A person who operates a business?	<input type="checkbox"/>
• A person representing residents or businesses?	<input type="checkbox"/>
• A member of the Relevant Licensing Authority (ie, elected Councillor of the Licensing Authority)?	<input checked="" type="checkbox"/>
If you are representing residents or businesses who have asked you to represent them?	

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
1. The prevention of harm to children	No submission on these grounds.
2. To prevent public nuisance	The present application does not adequately address the absolute need to prevent noise nuisance to residential neighbours. Symptomatic of this are the statements that the previous use did not cause noise nuisance to neighbouring properties, which was certainly not the case (as

	also evidenced by the noise reduction order issued by the Council). The application does not contain adequate measures to prevent public nuisance. Account needs to be taken also of the damage previously caused to local businesses and nearby residential properties in terms of anti social behaviour and night time abuses of their premises.
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OBJECTIVES	EVIDENCE
3. To prevent crime and disorder	The present application is for a night club on the former Karma premises, which generated significant crime and disorder (and police objections) on the way to losing its licence. We can reasonably expect a recurrence of these problems, given the location of these premises on Station Hill. The application does not adequately address these concerns.
4. Public Safety	It is clear from my consultations that many local residents did not feel safe when the previous Karma night club was operating, and believe they will not be safe in the area if another club opens on this site.

- Please list below any suggested actions that you feel the applicant could take to address your concerns.

Withdrawal of the application, in the light of local opposition

Minimally, significant extra noise reduction measures

Recognition of the noise and anti social behaviour nuisance caused in the past by a night club on this site, and credible steps to address these issues

If a hearing needs to be held to determine the Premises Licence Application, the Councillors will generally only be able to consider matters that have previously been disclosed. However, additional information in support of your Representation may be considered if all parties at the Hearing agree. We advise that you detail all matters that you wish to be considered on this initial Representation, attaching additional sheets if necessary.

If you do make a Representation you will be invited to attend the Licensing Sub-Committee Hearings and any subsequent appeal proceedings relevant to your Representation.

All Representations in their entirety, including your name and address, will be disclosed to the Premises Licence applicant. A copy of Representations will be annexed to the Licensing Officer's hard copy report, which is a public document circulated to the Licensing Sub-Committee and to all those who have made relevant Representations.

Signature 

Date 17/3/2013

Please return this form, along with any additional sheets, to the Licensing Officer at the Wiltshire Council Office covering the area in which the licensed premises are situated (see below):

Chippenham:	Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER
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Trowbridge:	Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD

Wiltshire Council

Where everybody matters

RECEIVED

4 MAR 2013

REPRESENTATION FORM

PUBLIC PROTECTION

This form must be returned within the statutory period, which is 28 days from the date the notice was displayed on the premises or the date specified in the Public Notice in the newspaper. Please contact the Licensing Section to confirm this date.

Any individual, body or business can make a Representation to the Licensing Authority in relation to an application, regardless of their geographic proximity to the premises. Any Representation must be relevant, in that the Representation relates to one or more of the Licensing Objectives.

Premises about which Representation is being made	SNIS LEISURE LTD (ETC KARMA)
Your Name	ROBERT BURFORD
Postal Address	11 STATION HILL CHIPPENHAM WILTS SN15 1EQ
Contact Telephone Number	[REDACTED]
<p>Are you:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> An individual? <input type="checkbox"/> A person who operates a business? <input type="checkbox"/> A person representing residents or businesses? <input type="checkbox"/> A member of the Relevant Licensing Authority (ie, elected Councillor of the Licensing Authority)? 	
If you are representing residents or businesses who have asked you to represent them?	

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
1. The prevention of harm to children	
2. To prevent public nuisance	FIGHTING IN STREET HIGH LEVELS OF MUSIC IN STREET URINATION ON FRONT DOOR
	OBJECTIVES
	EVIDENCE

OBJECTIVES	EVIDENCE
3. To prevent crime and disorder	NO POLICING THE DRUNKS SO LOTS OF FIGHTING AND SICK EVERYWHERE
4. Public Safety	NOT SAFE FOR PEOPLE TO WALK UP STREET AFTER MIDNIGHT

Please list below any suggested actions that you feel the applicant could take to address your concerns.

THERE ARE TOO MANY RESIDENTS CLOSE BY, WHO ARE ENTITLED TO A PROPER NIGHTS SLEEP WITHOUT LISTENING TO LOUD MUSIC TILL LATE IN THE NIGHT, WE ARE NOT TALKING LOUD MUSIC BUT REALLY BOOM, BOOM, BOOM MUSIC WHICH PENETRATES YOUR HOUSE, WE PAY OUR RATES SO WE DON'T WANT TO HEAR THAT EVERY NIGHT PLUS THE MESS AS WELL, CLEANING UP NEXT MORNING OF SICK ON OUR WINDOWS. THERES BEEN NOISE OF THAT IN THE LAST YEAR.

If a hearing needs to be held to determine the Premises Licence Application, the Councillors will generally only be able to consider matters that have previously been disclosed. However, additional information in support of your Representation may be considered if all parties at the Hearing agree. We advise that you detail all matters that you wish to be considered on this initial Representation, attaching additional sheets if necessary.

If you do make a Representation you will be invited to attend the Licensing Sub-Committee Hearings and any subsequent appeal proceedings relevant to your Representation.

All Representations in their entirety, including your name and address, will be disclosed to the Premises Licence applicant. A copy of Representations will be annexed to the Licensing Officer's hard copy report, which is a public document circulated to the Licensing Sub-Committee and to all those who have made relevant Representations.

Signature 

Date 5.3.13

Please return this form, along with any additional sheets, to the Licensing Officer at the Wiltshire Council Office covering the area in which the licensed premises are situated (see below):

Chippenham: Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER
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 Salisbury: Wiltshire Council, 27/29 Milford Street, Salisbury, SP1 2AP
 Trowbridge: Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD

I THINK I AM RIGHT IN SAYING THAN NONE OF THE RESIDENTS AND SHOPS IN THIS AREA WANT A NIGHT CLUB HERE AGAIN, AFTER THE LAST FLASCO OF KARMA AND ALL THE BROKEN PROMISES, WHAT MAKES THE NEW OWNERS ANY DIFFERENT, IF THEY WANT A NIGHT CLUB, HAVE IT OUT OF TOWN EG OLD FOCUS BUILDING, IN THAT YEAR WITH NO KARMA IT HAS BEEN PEACEFUL WITH NO BROKEN WINDOW, NO MESS TO CLEAN UP AND NOT STRESSFULL SO PLEASE TAKE THE CLUB OUT OF TOWN!

WE DONT WANT A NIGHTCLUB IN STATION HILL

Convention for the Protection of Human Rights and Fundamental Freedoms as amended by Protocols Nos.

11 and 14 with Protocols Nos. 1, 4, 6, 7, 12 and 13

Convention for the Protection of Human Rights and Fundamental Freedoms

Rome, 4.XI.1950

Article 8

Right to respect for private and family life

1. **Everyone has the right to respect for his private and family life, his home and his correspondence.**

2. There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

In fact the objections to the application support public safety, prevention of crime and disorder and protection of health and morals

Article 14

Prohibition of discrimination

The enjoyment of the rights and freedoms set forth in this Convention shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, **property**, birth or other status.

Were the application to be granted it may be considered discrimination against those with property in the local area as their use and enjoyment of that property may be unduly and adversely impacted.

Protocol to the Convention for the Protection of Human Rights and Fundamental Freedoms

Paris, 20.III.1952

Article 1

Protection of property

Every natural or legal person is entitled to the peaceful enjoyment of his possessions. No one shall be deprived of his possessions except in the public interest and subject to the conditions provided for by law and by the general principles of international law.

The preceding provisions shall not, however, in any way impair the right of a State to enforce such laws as it deems necessary to control the use of property in accordance with the general interest or to secure the payment of taxes or other contributions or penalties.

Based on past experience if the application were to be successful this would not be achieved

Representation form regarding Respect (Karma), Station Hill, Chippenham

OBJECTIVES	EVIDENCE
<p>1. The prevention of harm to children</p>	<p>There are a number of children resident in St Mary's Place ranging from pre-school to secondary school age.</p> <p>Since the closure of Karma the area around St Mary's Place has been generally peaceful and a pleasant place for children to grow and develop.</p> <p>The children may now be exposed to the noise levels generated by a night club and the range of swearing that customers exiting or queuing for the premises utter when intoxicated, the historically high levels of fighting and resultant damage to property/premises and the increase in vomit on the streets, the aftermath of intoxication.</p> <p>All these issues may serve to either (somewhat dependent on age) frighten the children potentially arresting their social development or giving them a false impression of 'normal' behaviour and having a negative impact on their social development as well as 'glamourising' drinking and intoxication</p>

OBJECTIVES	EVIDENCE
<p>2. To prevent public nuisance</p>	<p>Since the closure of Karma the area around St Mary's Place has been generally peaceful and a pleasant place to live once more.</p> <p>The potential for excessive noise disturbance with the opening of a night club is very high especially as the application is for seven days a week until 03:00. Historically the phased exit from the night club does not happen and customers tend to exit en mass which may lead to intoxicated antics and confrontation which prolongs the noise disturbance considerably beyond the closing point. Both St Mary's Place and the residences on Station Hill have families and adults in employment to whom sleep is a valuable commodity to enable them to function appropriately in their learning and employment. There are now a considerable range of studies that highlight the impact of sleep deprivation and interruption on health and general wellbeing citing loss of life expectancy and exposure to illnesses earlier than the general population and</p>

	<p>increased mental health symptoms. (It should also be noted that some military and law and order organisations globally employ noise as an effective 'weapon' against civil unrest.)</p> <p>Since the closure of Karma the levels of vomit on the streets have decreased significantly but we would, from previous experience, expect these to increase massively having an undue impact on the local area in terms of extra cleansing, a negative view of the local area by visitors (both residents of Chippenham and beyond), remembering that Station Hill is a gateway to Chippenham; the potential of negative impact on those wishing to sell/let their homes in an area consistently marred by vomit.</p> <p>It should be noted that the area of St Mary's Place has many poorly lit areas where previously intoxicated customers of the nightclub have chosen to defecate, take drugs, engage in intercourse and have loud arguments and fights. It should also be noted that St Mary's Place is in a conservation zone and not all residents therefore have been able to install double glazing and are therefore more exposed to any noise disturbance.</p> <p>The higher incidence of litter may also have a negative impact on how the area is viewed by others as well as increasing costs for clearance and attracting rodents and other vermin to the area.</p>
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OBJECTIVES	EVIDENCE
<p>3. To prevent crime and disorder</p>	<p>Since the closure of Karma the incidences of fights have been minimal and we have not observed any people using the more dimly lit areas of St Mary's Place to conduct illicit activity. It is inevitable, based on previous experience, that these incidences would increase massively impacting on local residents as well as the need for additional policing.</p>

OBJECTIVES	EVIDENCE
<p>4. Public Safety</p>	<p>The safety of customers, intoxicated or not must be a paramount concern of the premises and will need to be managed as will the safety of any other person using Station Hill.</p> <p>With large numbers of intoxicated people leaving the nightclub into an area of continual traffic use the potential for pedestrians to be</p>

	<p>injured by vehicles or a road traffic collision must be higher than at present. The potential for disturbance may lead local residents to 'see' what is happening and then become involved in any altercation or disturbance receiving harm to themselves.</p>
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Representation form regarding Respect (Karma), Station Hill, Chippenham

Suggested actions the applicant could take to address concerns listed previously

1. Opening times to be limited to minimise potential for disturbance – suggest no more than three days per week and closing by 01:00 with public holidays to be cherished as an opportunity for local residents to enjoy their homes.
2. Appropriate and adequate sound insulation to be fitted to the premises to ensure that minimal noise energy escapes.
3. That all doors and windows are kept closed to prevent the by-passing of the sound insulation allowing escape of noise energy and that where a door is required to be open occasionally that noise baffles are in place to supplement the insulation.
4. That customers leave the premises in a phased manner to avoid the excessive disturbance created when leaving in large groups.
5. That customers are escorted from the local area in a timely manner to avoid any lingering and potential for disturbance and illicit use of local area.
6. Customers are tested for intoxication upon entry and barred from entry if found to be intoxicated.
7. That customers property is searched upon entry to ensure no illicit substances are present.
8. That customers are refused alcohol if found to be intoxicated on the premises.
9. That alcohol consumption on the premises be managed at safe levels – potentially using a voucher system.
10. That customers are pro-actively assessed upon exit to ensure that anyone severely intoxicated is held in a safe place until medically assessed and/or collected by a sober, responsible person.
11. That the applicant ensures that the local area is cleared of vomit and other rubbish associated with their customers each night of opening.

Wiltshire Council

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REPRESENTATION FORM

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Any individual, body or business can make a Representation to the Licensing Authority in relation to an application, regardless of their geographic proximity to the premises. Any Representation must be relevant, in that the Representation relates to one or more of the Licensing Objectives.

Premises about which Representation is being made	17A Station Hill, Chippenham SN15 1EG
Your Name	REV J. D. MILLETT
Postal Address	20 Station Hill Chippenham SN15 1EG
Contact Telephone Number	01245 354444
Are you:	
• An individual?	<input checked="" type="checkbox"/>
• A person who operates a business?	<input type="checkbox"/>
• A person representing residents or businesses?	<input type="checkbox"/>
• A member of the Relevant Licensing Authority (ie, elected Councillor of the Licensing Authority)?	<input type="checkbox"/>
If you are representing residents or businesses who have asked you to represent them?	I am Parish Priest of St Mary's Church opposite 17A Station Hill

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
1. The prevention of harm to children	Broken glass, vomit, urine outside and inside Church Gate
2. To prevent public nuisance	Noise around 3am as young people leave Night Club and urinate and vomit at Church Gate

OBJECTIVES	EVIDENCE
<p>3. To prevent crime and disorder</p>	<p>Opening Church and Presbytery Gates shouting, inappropriate language, urinating, vomiting</p>
<p>4. Public Safety</p>	<p>Not safe to walk or drive on Stalwart Hill if not Night/Sat, morning or Sat N. ja/Sat Morning M. 10.00 - 3 a.m.</p>

Please list below any suggested actions that you feel the applicant could take to address your concerns.

Employ men to "police" the area 3am to 3.30am
to stop urinating and breaking of windows
and throwing of cars over wall into garden
and opening into gates

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Signature

[Handwritten signature]

Date

12 March 2013.

Please return this form, along with any additional sheets, to the Licensing Officer at the Wiltshire Council Office covering the area in which the licensed premises are situated (see below):

- Chippenham:** Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER
- Devizes:** Wiltshire Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT
- Salisbury:** Wiltshire Council, 27/29 Milford Street, Salisbury, SP1 2AP
- Trowbridge:** Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD

07 MAR 2013

RECEIVED

7 MAR 2013

Wiltshire Council

PUBLIC PROTECTION

Where everybody matters

REPRESENTATION FORM

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Premises about which Representation is being made	Station Hill
Your Name	Joanna Martin
Postal Address	Flat 59 Station Hill Chippenham SN14 7EQ
Contact Telephone Number	01249 261111
Are you:	
<ul style="list-style-type: none"> • An individual? <input checked="" type="checkbox"/> • A person who operates a business? <input type="checkbox"/> • A person representing residents or businesses? <input type="checkbox"/> • A member of the Relevant Licensing Authority (ie, elected Councillor of the Licensing Authority)? <input type="checkbox"/> 	
If you are representing residents or businesses who have asked you to represent them?	

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
1. The prevention of harm to children	If the nightclub is opened it will cause too much noise at night and it will cause disruption to local residents
2. To prevent public nuisance	Local residents will not be able to sleep if it is opened and it will cause them problems in their working lives.

OBJECTIVES	EVIDENCE
3. To prevent crime and disorder	If it is opened there will be a high rate of crime and violence, and vandalism of the local area. If it is opened there will be a threat to local residents' safety at night.
4. Public Safety	If the nightclub is opened it will not be safe for local residents to go out at night because of the risk of violence.

Please list below any suggested actions that you feel the applicant could take to address your concerns.

If a hearing needs to be held to determine the Premises Licence Application, the Councillors will generally only be able to consider matters that have previously been disclosed. However, additional information in support of your Representation may be considered if all parties at the Hearing agree. We advise that you detail all matters that you wish to be considered on this initial Representation, attaching additional sheets if necessary.

If you do make a Representation you will be invited to attend the Licensing Sub-Committee Hearings and any subsequent appeal proceedings relevant to your Representation.

All Representations in their entirety, including your name and address, will be disclosed to the Premises Licence applicant. A copy of Representations will be annexed to the Licensing Officer's hard copy report, which is a public document circulated to the Licensing Sub-Committee and to all those who have made relevant Representations.

Signature 

Date 24/6/13

Please return this form, along with any additional sheets, to the Licensing Officer at the Wiltshire Council Office covering the area in which the licensed premises are situated (see below):

Chippenham: Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER
Devizes: Wiltshire Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT
Salisbury: Wiltshire Council, 27/29 Milford Street, Salisbury, SP1 2AP
Trowbridge: Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD

19th March 2013

Mrs L Holland
Wiltshire Council
Licensing Team
Monkton Park
Chippenham
SN15 1ER

Public Protection Services
Licensing
Wiltshire Council
Monkton Park
Chippenham
Wiltshire
SN15 1ER

Our ref KRG/SN15

Dear Mrs Holland

Re: Representation against application for Provisional Statement to be granted under the Licensing Act 2003:

Premises: SN15, 17 Station Hill, Chippenham

Further to the receipt of the above application I can confirm that as the officer representing the Licensing Authority in its capacity as a Responsible Authority under the Licensing Act 2003, I wish to make a representation against the above application.

The representation concerns the licensing objectives:

- The Prevention of public nuisance
- Public safety

The proposed additional works referred to in the letter from Arena Global Management Ltd, concerning the window apertures and roof void do not reflect and do not have equal effect to the works recommended by the noise and vibration specialist Ian Sharland. The effect of this omission means that the licensing objective, the prevention of public nuisance may not be adequately promoted due to the transmission of music noise through the premises structure.

Additionally the presence of patrons consuming alcohol in the outside seating area after 23:00 does not adequately promote the objective prevention of public nuisance.

In the additional information supplied by Mr Meikle (proposed DPS) he makes a commitment to carry out all the recommendations in the specialist fire report, however the schedule of works from Bath and West Fire and Safety does not cover a significant amount of the recommended works, this omission does not adequately promote the public safety licensing objective.

If the application is granted it should be subject to the following conditions:

- All works recommended by both the Acoustic and fire specialists are carried out prior to a Premise Licence being granted.
- After 23:00 the outside area should be restricted to patrons wishing to smoke and the number of patrons in this area should be restricted to 40.

Yours Sincerely



Kate Golledge
Public Protection Manager Licensing

Tel. 01249 706687

Email: kate.golledge@wiltshire.gov.uk @wiltshire.gov.uk

Page 159

Holland, Linda

Subject: FW: SN15 Representation

From: Francis, Richard
Sent: 19 March 2013 12:40
To: Holland, Linda
Subject: SN15 Representation

Dear Linda,

Representation to the preliminary statement SN15

A comprehensive noise report has been produced by Ian Sharland Limited (10 November 2012) with specific recommendation of works to ensure that the building provides no less than a reasonable level of sound insulation. It also provides specifications for the audio systems (that includes the sound system and speakers) and the external amenity areas.

As discussed at my site meeting with the applicant I was concerned about the proposed use of the outside area and I am pleased that the consultant recognises that this area is likely to generate significant noise that could cause a noise nuisance to the neighbouring residential properties. With this in mind I feel that the external area should be restricted up until 23.00 for drinking and smoking and after this time be limited to 20 smokers at a time with no drinks, however with the smoking area being moved closer to the club thus allowing the building to act as a shield against the neighbours.

An additional letter has been submitted by Arena Global management Ltd that proposes an alternative solution to the windows and the dance floor ceiling. This submission has no supporting evidence from the consultant to support that this standard will achieve comparative protection to the proposals in the initial noise report.

I am pleased that the applicant will undertake the measures detailed in the acoustic report, however as there is no evidence to support the relaxation of the standards for the windows and the dance floor ceiling therefore I must object to these particular proposals and request that either consideration is given to the initial proposals or additional technical evidence is provided to justify the changes.

If you wish to discuss my comments please do not hesitate to contact me.

Yours Sincerely

Richard Francis Senior Environmental Health Officer- Public Protection North
Wiltshire Council
165 Bradley Road
Trowbridge Wiltshire BA14 0RD
tel: 01249 706405
internal ext 21405
email: richard.francis@wiltshire.gov.uk
website: www.wiltshire.gov.uk

REPRESENTATION FORM

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Premises about which Representation is being made	17a Station Hill, Chippenham SN15 1EQ
Your Name	Mr & Mrs Bos
Postal Address	7 Lytham Close Chippenham SN15 3XW
Contact Telephone Number	[REDACTED]
Are you:	
<ul style="list-style-type: none"> • An individual? <input checked="" type="checkbox"/> • A person who operates a business? <input type="checkbox"/> • A person representing residents or businesses? <input type="checkbox"/> • A member of the Relevant Licensing Authority (ie, elected Councillor of the Licensing Authority)? <input type="checkbox"/> 	
If you are representing residents or businesses who have asked you to represent them?	

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
1. The prevention of harm to children	We object to the grant of the proposed licence on the grounds that it is likely to result in considerable nuisance to nearby residents and businesses, to passers-by and to the wider community. When previously licensed as a late night entertainment venue, these premises caused a great deal of public nuisance. This was caused primarily by patrons leaving the premises in a disorderly manner.
2. To prevent public nuisance	Their anti-social behaviour included vomiting and urinating in doorways and on the pavements, congregating in the vicinity of the premises and outside the late night cafes/take-aways, excessive noise and disturbance. Further nuisance was caused by taxis and other vehicles double-parking and obstructing traffic on Station Hill.

OBJECTIVES	EVIDENCE
3. To prevent crime and disorder	A great deal of disorder was caused when these premises were previously licensed. This proved that the disorderly conduct of people leaving these premises is virtually impossible to control. This disorder thus caused detracts from Chippenham's character as a 'market town' and from the enjoyment local residents get from living here. It also has a detrimental effect on the physical environment around Station Hill and the surrounding streets.
4. Public Safety	

Please list below any suggested actions that you feel the applicant could take to address your concerns.

We believe that these premises are unsuitable for the intended use. Their location is incompatible with the mixed and residential nature of the area around these premises. Although we do not believe that the proposed licence is required or necessary in central Chippenham, if the applicant still wishes to create additional licensed premises in Chippenham they should be established in an area where the behavior of patrons arriving at and leaving from the premises does not adversely affect residents or other businesses, eg on an industrial estate or on the outskirts of Chippenham.

Despite previous licensees' best efforts, it has proved impossible to control the behaviour of patrons after they have left the premises. This has caused untold misery to nearby shopkeepers, residents and people passing through Station Hill. The only way to avoid similar disturbance and aggravation would be for the applicant to use different premises, rather than at 11a Station Hill. Its size and state are simply incompatible with the surrounding area and the character of Chippenham.

If a hearing needs to be held to determine the Premises Licence Application, the Councillors will generally only be able to consider matters that have previously been disclosed. However, additional information in support of your Representation may be considered if all parties at the Hearing agree. We advise that you detail all matters that you wish to be considered on this initial Representation, attaching additional sheets if necessary.

If you do make a Representation you will be invited to attend the Licensing Sub-Committee Hearings and any subsequent appeal proceedings relevant to your Representation.

All Representations in their entirety, including your name and address, will be disclosed to the Premises Licence applicant. A copy of Representations will be annexed to the Licensing Officer's hard copy report, which is a public document circulated to the Licensing Sub-Committee and to all those who have made relevant Representations.

Signature 

Date 19/3/2013

Please return this form, along with any additional sheets, to the Licensing Officer at the Wiltshire Council Office covering the area in which the licensed premises are situated (see below):

- Chippenham:** Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER
- Devizes:** Wiltshire Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT
- Salisbury:** Wiltshire Council, 27/29 Milford Street, Salisbury, SP1 2AP
- Trowbridge:** Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD

RECEIVED

20 MAR 2013

19 MAR 2013

PUBLIC PROTECTION

Wiltshire Council

Where everybody matters

REPRESENTATION FORM

This form must be returned within the statutory period, which is 28 days from the date the notice was displayed on the premises or the date specified in the Public Notice in the newspaper. Please contact the Licensing Section to confirm this date.

Any individual, body or business can make a Representation to the Licensing Authority in relation to an application, regardless of their geographic proximity to the premises. Any Representation must be relevant, in that the Representation relates to one or more of the Licensing Objectives.

Premises about which Representation is being made	SN15 STATION HILL
Your Name	COLIN HARDING
Postal Address	10-14, STATION HILL CHIPPENHAM. SN15 1EG
Contact Telephone Number	01249 850 1400
Are you:	
• An individual?	<input type="checkbox"/>
• A person who operates a business?	<input checked="" type="checkbox"/>
• A person representing residents or businesses?	<input type="checkbox"/>
• A member of the Relevant Licensing Authority (ie, elected Councillor of the Licensing Authority)?	<input type="checkbox"/>
If you are representing residents or businesses who have asked you to represent them?	

Your Representation must relate to one of the four Licensing Objectives, which are detailed below. Please detail the evidence supporting your Representation and the reason for your Representation. If necessary, separate sheets may be used.

OBJECTIVES	EVIDENCE
1. The prevention of harm to children	
2. To prevent public nuisance	Urinating & Vomiting to the front & rear of our premises. Litter everywhere!

OBJECTIVES	EVIDENCE
3. To prevent crime and disorder	<i>loosely repair of broken shop windows</i>
4. Public Safety	

Please list below any suggested actions that you feel the applicant could take to address your concerns.

Send out a clean up team after the club has closed.

Pay for all damages.

If a hearing needs to be held to determine the Premises Licence Application, the Councillors will generally only be able to consider matters that have previously been disclosed. However, additional information in support of your Representation may be considered if all parties at the Hearing agree. We advise that you detail all matters that you wish to be considered on this initial Representation, attaching additional sheets if necessary.

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Signature 
Date *19-3-13*

Please return this form, along with any additional sheets, to the Licensing Officer at the Wiltshire Council Office covering the area in which the licensed premises are situated (see below):

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- Devizes:** Wiltshire Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT
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- Trowbridge:** Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD

Mrs Linda Holland
Senior Licensing Officer
Public Protection Services
Wiltshire Council
Monkton Park
Chippenham,
Wilts SN15 1ER

Divisional Licensing Officer
Trowbridge Police Station
Polebarn Road
Trowbridge
Wiltshire BA14 7EP
Telephone: 0845 408 7000
Mobile:
Ext: 725522
Direct Dial: 01225 794627
Facsimile: 01225 794799
DX: 146500, Trowbridge 5.

Date 20th March 2013

Your ref

Our ref

Reply contact name is **David Bennett**

Dear Mrs Holland,

**Ref: SN15 Leisure Ltd – Application for Premises Licence 17A Station Hill
Chippenham**

Wiltshire Police are in receipt of the above described application and have given consideration to the proposals described within including the associated management plan.

Police are concerned that the presence of a late night venue at this location has historically resulted in a significant increase in alcohol related crime, in particular violent crime, public disorder and anti-social behaviour. This has had a negative impact on the community.

To act as an illustration the attached data indicates the reduction in reported violent crime, alcohol related arrests and numbers of police incident (Storm) logs following the licensing reviews of Karma Nightclub and its subsequent closure in October 2011.

Police therefore wish to make a formal representation in respect of this application relating to the licensing objectives of:

Prevention of crime and disorder
Public safety
Prevention of public nuisance

Yours sincerely,



David Bennett

Licensing Manager

Karma closure – data summary

Important dates:

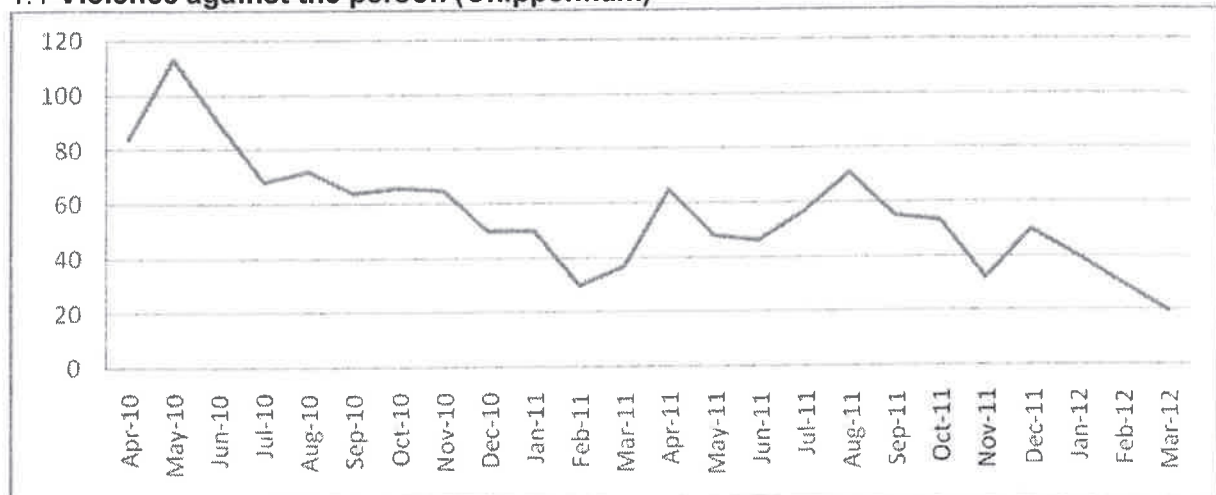
August 2010 – Karma review, conditions set

March 2011 – 2nd Karma review (postponed)

May 2011 – Review held, licence suspended - premises appealed

October 2011 – Appeal hearing, licence revoked

1.1 Violence against the person (Chippenham)



(Source: Wiltshire Police performance data)

1.2 Violence against the person (Chippenham Town Centre)

Month	2010/11	2011/12	Difference	% difference
April	18	9	-9	-50.0%
May	20	13	-7	-35.0%
June	13	8	-5	-38.5%
July	11	11	0	0.0%
August	10	15	5	50.0%
September	10	11	1	10.0%
October	11	7	-4	-36.4%
November	20	6	-14	-70.0%
December	11	10	-1	-9.1%
January	10	3	-7	-70.0%
February	14	5	-9	-64.3%
March	10	5	-5	-50.0%

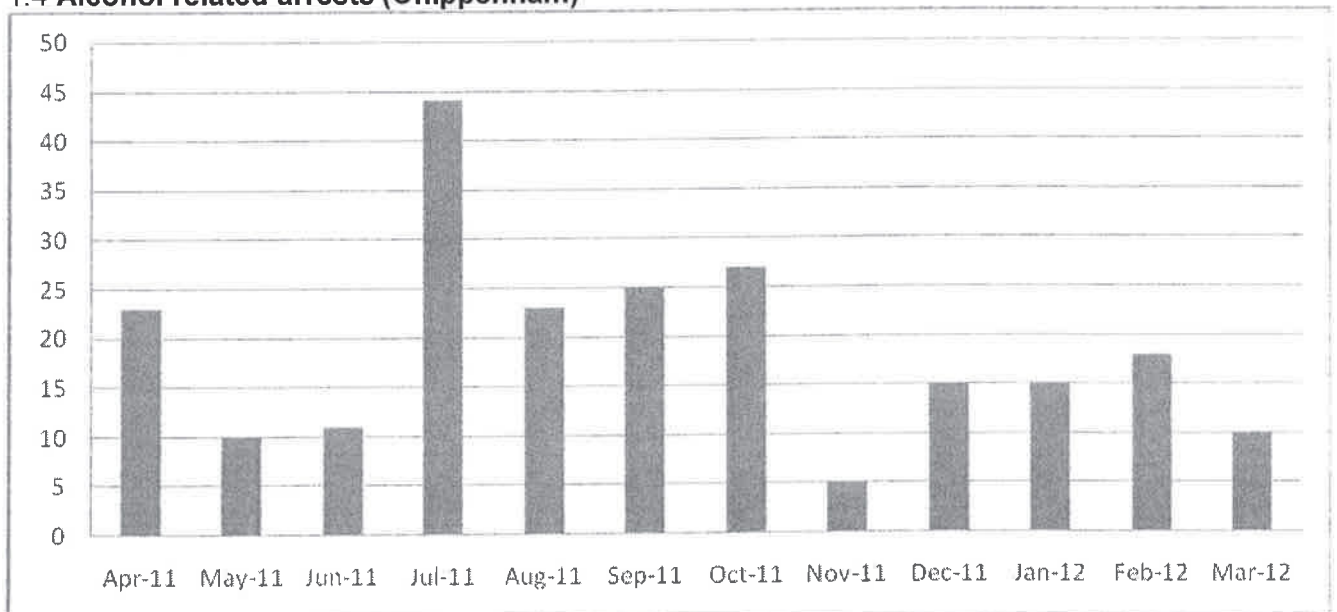
(Source: Wiltshire Police performance data)

1.3 STORM logs (Chippenham Town Centre)

Month	2010/11	2011/12	Difference	% difference
November	183	170	-13	-7.1%
December	166	176	10	6.0%
January	159	127	-32	-20.1%
February	171	163	-8	-4.7%
March	180	145	-35	-19.4%
April	211	161	-50	-23.7%
May	205	157	-48	-23.4%
June	162	167	5	3.1%
July	195	125	-70	-35.9%
August	188	174	-14	-7.4%
September	171	152	-19	-11.1%
October	170	162	-8	-4.7%

(Source: Wiltshire Police:STORM)

1.4 Alcohol related arrests (Chippenham)



(Source: Wiltshire Police:NICHE)

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Agenda Item 10

From: Paul [mailto:paul@]
Sent: 01 April 2013 16:40
To: Golledge, Kate
Cc: Holland, Linda
Subject: Re: SN15

Your Ref: KRG/SN15

Dear Mrs Golledge,

Further to the receipt of your representation against our application, I can confirm that we agree that all the proposed additional works by Ian Sharland must achieve the required standard as per his report, and this will be done. Ian Sharland and AGM are in talks and the aim is to reach these standards and to make sure the works has the same effects. The same concerns was raised by Mr. Francis (Environment Health Officer). We will write to him separately, so that he can be involved and be satisfied that the additional works to be done, are feasible.

Regarding the fire specialist, again we agree that all the work that is recommended in his report will be done. The works from Bath & West Fire and safety was just a part of the work, the rest will be done by the builders, obviously this is a specialised job.

Following our last meeting, the outside was a grey area that we had not agreed on, however I like to emphasis on my original idea, as you were not happy with us to serve some refreshments outside, we suggested that we make the seating area a relaxing area (Chill out area) for client to sit and enjoy a Hubbly Bubbly, this will promote older clients that don't want the music to sit and chat, we do not intend to use this area for rowdy drinkers. Obviously it will be supervised all night. We will not have more than 20 people standing outside to smoke, again will be monitored. We ask in total to have my original number of 50 people, in total for outside. After all every trendy Club in land has a chill out area now. This will be important for our image.

It was my understanding that we are applying for a provisional and when all the work recommended by both specialist are done and tested then we will be granted a full license. Isn't that the case?

If you have any other concern, then please let me know prior to the hearing.

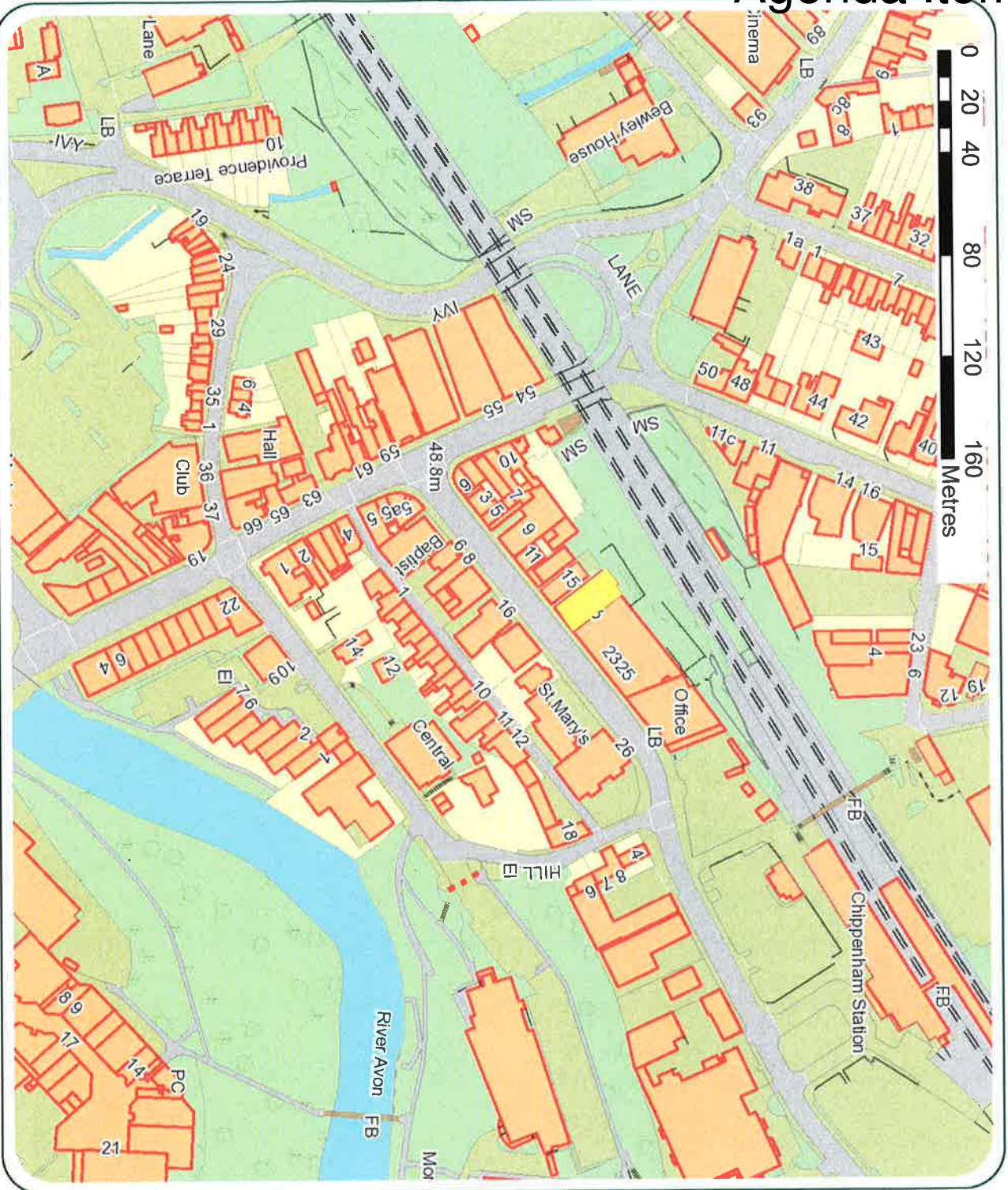
Yours Sincerely

Paul Shayegan
SN15 Leisure Ltd

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

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SN15 Location map



SN15



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