

## AGENDA

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**Meeting:** Northern Area Licensing Sub Committee  
**Place:** Council Chamber - Council Offices, Monkton Park, Chippenham,  
SN15 1ER  
**Date:** Tuesday 13 December 2011  
**Time:** 10.30 am  
**Matter:** Variation to Premises Licence Rudloe Manor

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Please direct any enquiries on this Agenda to Marie Gondlach (democratic Services Officer), direct line 01225 713597 or email: [marie.gondlach@wiltshire.gov.uk](mailto:marie.gondlach@wiltshire.gov.uk), 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](http://www.wiltshire.gov.uk)

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### Membership:

Cllr Desna Allen  
Cllr Liz Bryant

Cllr Jacqui Lay

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# 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 personal or prejudicial interests or dispensations granted by the Standards Committee.

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

To consider and determine an application for a variation of a Premises Licence in respect of Rudloe Hall Hotel made by West Register (Hotels No.3) Limited.

5.1. **Appendix 1 - Licence Application** (*Pages 15 - 36*)

5.2. **Appendix 2a - Relevant Representation** (*Pages 37 - 38*)

5.3. **Appendix 2b - Location of Premises and relevant representation**  
(*Pages 39 - 40*)

5.4. **Appendix 3 - Notice Displayed at the Premises** (*Pages 41 - 42*)

## 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.

**“Interested Party”** means a person who is present at a Hearing to make representations in respect of an Application in their capacity as an Interested Party, and includes any person who is present to assist or make representations on behalf of the Interested Party 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 an Interested Party/Parties;
  - 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 an Interested Party/Parties.
- 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 is a multiple of Interested Parties 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 Interested Parties.

## **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 an Interested Party/Parties 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 an Interested Party/Parties 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 an Interested Party/Parties; 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 an Interested Party/Parties.

## **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 an Interested Party/Parties 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 Interested Party's premises. 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 the Interested Party/Parties 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 Interested Party/Parties.
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 Interested Party/Parties.
7. Questions to the Applicant by Members of the Committee.
8. Comments by Responsible Authority/Authorities and/or Interested Party/Parties.
9. Questions by Applicant.
10. Questions to Responsible Authority/Authorities and/or Interested Party/Parties 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**

**North Area Licensing Sub Committee**

**13 December 2011**

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**Application for a Variation of a Premises Licence; Rudloe Hall Hotel, Leafy Lane, Rudloe, Corsham, Wiltshire, SN14 0PA**

**1. Purpose of Report**

- 1.1 To determine an application for a variation of a Premises Licence in respect of Rudloe Hall Hotel made by West Register (Hotels No.3) Limited.

**2. Background Information**

- 2.1 An application for a variation of a Premises Licence in respect of Rudloe Hall Hotel has been made by West Register (Hotels No.3) Limited for which 1 relevant representation have been received.
- 2.2 Wiltshire Council (as the Licensing Authority) must hold a hearing to consider the application having regard to the representations. In accordance with Section 35(3) of The Licensing Act 2003 the Licensing Sub Committee is required to take such of the steps listed in 2.4 below as it considers necessary for the promotion of the licensing objectives. In considering the application and the relevant representations, the Sub Committee must also have regard to relevant Government guidance and the Council's Licensing Policy.
- 2.3 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.
- 2.4 Such steps are:
- i) To modify the conditions of the licence
  - ii) To reject the whole or part of the application.
  - iii) To grant the variation as applied for.
- 2.5 On 20 October 2011 an application for a variation to the premises licence at Rudloe Hall Hotel was received and accepted as a valid application.

2.6 The variations applied for are summarised as follows:

Licensable Activity	Current Days and Timings	Proposed Days and Timings	
<u>Provision of regulated entertainment</u>  Plays       Live music       Recorded music       Performance of dance			
		Mon	10:00 – 00:00
		Tue	10:00 – 00:00
		Wed	10:00 – 00:00
		Thur	10:00 – 00:00
		Fri	10:00 – 00:00
		Sat	10:00 – 00:00
		Sun	10:00 – 00:00
		Mon	10:00 – 00:00
		Tue	10:00 – 00:00
		Wed	10:00 – 00:00
		Thur	10:00 – 00:00
		Fri	10:00 – 01:00
		Sat	10:00 – 00:00
		Sun	00:00 – 01:00
			10:00 – 23:30
		Mon	06:30 – 00:00
		Tue	06:30 – 00:00
		Wed	06:30 – 00:00
		Thur	06:30 – 00:00
		Fri	06:30 – 00:00
		Sat	00:00 – 01:00
			06:30 – 00:00
		Sun	00:00 – 01:00
			06:30 – 00:00
Mon	10:00 – 00:00		
Tue	10:00 – 00:00		
Wed	10:00 – 00:00		
Thur	10:00 – 00:00		
Fri	10:00 – 00:00		
Sat	00:00 – 01:00		
	10:00 – 00:00		
Sun	00:00 – 01:00		
	10:00 – 00:00		

<u>Provision of entertainment facilities</u>			
Dancing		Mon	10:00 – 00:00
		Tue	10:00 – 00:00
		Wed	10:00 – 00:00
		Thur	10:00 – 00:00
		Fri	10:00 – 00:00
		Sat	00:00 – 01:00
			10:00 – 00:00
		Sun	00:00 – 01:00
			10:00 – 00:00
Provision of late night refreshment		Mon	23:00 – 23:30
		Tue	23:00 – 23:30
		Wed	23:00 – 23:30
		Thur	23:00 – 23:30
		Fri	23:00 – 23:30
		Sat	23:00 – 23:30
		Sun	23:00 – 23:30
Sale by retail of alcohol (on site and off site?)		Mon	10:00 – 00:00
		Tue	10:00 – 00:00
		Wed	10:00 – 00:00
		Thur	10:00 – 00:00
		Fri	10:00 – 00:00
		Sat	00:00 – 01:00
			10:00 – 00:00
		Sun	00:00 – 01:00
			10:00 – 23:30

A copy of the application from West Register (Hotels No 3) Limited is attached as **Appendix 1**.

- 2.7 A premises licence is currently held for Rudloe Hall Hotel for the licensable activity of supply of alcohol for the following permitted hours:

Weekdays and Saturdays excluding Christmas Day, Good Friday and New Year's Eve	11:00 – 23:00
Sundays excluding Christmas Day, Good Friday and New Year's Eve	12:00 – 22:30
Good Friday	12:00 – 22:30
Christmas Day	12:00 – 15:00 19:00 – 22:30
New Year's Eve except on a Sunday	10:00 – 23:00
New Year's Eve on a Sunday	12:00 – 22:30
On New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day	

2.8 Up until this point of applying for a variation to the licence, to accommodate weddings and birthday parties, Temporary Event Notices were applied for to allow for regulated entertainment. In 2010 four temporary event notices were applied for and in 2011 eight temporary event notices were applied for.

### 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 copy of the notice posted at the offices of Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER. During the consultation period 1 relevant representation has been received from 1 Interested Party

3.2 No Responsible Authority has made a representation in connection with this application

#### 3.3 Interested Parties

- Janice Macbeth, 17 Ashwood Road, Rudloe, Corsham, Wiltshire, SN13 0LF

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

Representation	Licensing Objective	Accepted	Comments
Loud Music from Previous Functions	To Prevent Public Nuisance	Yes	None

3.5 The relevant representations are attached as **Appendix 2a**. Attached as **Appendix 2b** is a plan which shows the locations from where representations have been made.

### 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 Responsible Authorities and Interested Parties 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 Responsible Authorities and Interested Parties 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 Premises Licence Holder, the Responsible Authority(ies) and Interested Parties 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.
- 6.3 A Responsible Authority or an Interested Party may apply to the Licensing Authority for a Review of a Premises Licence. Whether or not a Review Hearing takes place is in the discretion of the Licensing Authority, but, if requested by an Interested Party will not normally be granted within the first 12 months except for the most compelling circumstances.
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Report Author:

Jo Lloyd, Licensing Officer, 01249 706411, jo.lloyd@wiltshire.gov.uk

23 November 2011

## **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 Licence Application**
- 2a Relevant Representation**
- 2b Location Plan**
- 3 Notice Displayed at the Premises**

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# Agenda Item 5a

Application to vary a premises licence under the Licensing Act 2003

RECEIVED

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST 29 NOV 2011

Before completing this form please read the guidance notes at the end of the form. PROTECTION  
 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 ~~Licensed Solutions Ltd~~ *A-D-M* WEST REGISTER (HOTELS NO 3) LTD.  
 (Insert name(s) of applicant)

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

<b>Premises licence number</b> LN/003110 NL
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## Part 1 – Premises Details

<b>Postal address of premises or, if none, ordnance survey map reference or description</b> Rudloe Hall Hotel Leafy Lane Rudloe			
<b>Post town</b>	Corsham	<b>Post code</b>	SN14 0PA

Telephone number at premises (if any)	01225 810555
Non-domestic rateable value of premises	£70000

## Part 2 – Applicant details

<b>Daytime contact telephone number</b>	<del>01225 810555</del>		
<b>E-mail address (optional)</b>	<del>westy@licensedsolutions.co.uk</del>		
<b>Current postal address if different from premises address</b>	Molo House 8 Fishery Lane		
<b>Post Town</b>	Hayling Island	<b>Postcode</b>	PO11 9NP

**Part 3 - Variation**

Please tick yes

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

If not do you want the variation to take effect from

Day	Month	Year

**Please describe briefly the nature of the proposed variation** (Please see guidance note 1)  
To include additional licensable activities namely Plays, Live Music, Recorded Music, Performance of Dance and Provision of late night refreshments.

To amend and extend the hour of supply of alcohol as detailed in the application.

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

#### Part 4 Operating Schedule

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

##### Provision of regulated entertainment

Please tick yes

- |   |                                     |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A)  | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B)  | <input 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 type="checkbox"/>            |

##### Provision of entertainment facilities:

- |   |                                     |
|---|-------------------------------------|
| i) making music (if ticking yes, fill in box I)   | <input 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 type="checkbox"/>            |

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

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

In all cases complete boxes N, O and P

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	1000	0000	<b>Please give further details here</b> (please read guidance note 3)	Both	<input checked="" type="checkbox"/>
Tue	1000	0000			
Wed	1000	0000	<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thur	1000	0000			
Fri	1000	0000	<b>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</b> (please read guidance note 5)		
Sat	1000	0000			
Sun	1000	0000			

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)		
Wed					
Thur			<b>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</b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**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**

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

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon	1000	0000			
Tue	1000	0000			
Wed	1000	0000	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Thur	1000	0000			
Fri	1000	0100	<b>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</b> (please read guidance note 5)		
Sat	1000	0000			
Sun	0000	0100			
	1000	2330			



**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
Mon	0630	0000	<b>Please give further details here</b> (please read guidance note 3) To include resaurant background music		
Tue	0630	0000			
Wed	0630	0000	<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4) On New Year's Eve from the end of permitted hours to the start of permitted hours the following day.		
Thur	0630	0000			
Fri	0630	0000	<b>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</b> (please read guidance note 5)		
Sat	0000	0100			
	0630	0000			
Sun	0000	0100			
	0630	0000			

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of dance take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon	1000	0000			
Tue	1000	0000			
			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4) On New Year's Eve from the end of permitted hours to the start of permitted hours the following day.		
Wed	1000	0000			
Thur	1000	0000			
			<b><u>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</u></b> (please read guidance note 5)		
Fri	1000	0000			
Sat	0000	0100			
	1000	0000			
Sun	0000	0100			
	1000	0000			

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment you will be providing</u></b>		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 4)		
Fri					
Sat			<b><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></b> (please read guidance note 5)		
Sun					

I

<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the facilities for making music you will be providing</u></b>	
			<b><u>Will the facilities for making music be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	
Day	Start	Finish	Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)	
Tue				
Wed			<b><u>State any seasonal variations for the provision of facilities for making music</u></b> (please read guidance note 4)	
Thur				
Fri			<b><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></b> (please read guidance note 5)	
Sat				
Sun				

**J**

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b>Will the facilities for dancing be indoors or outdoors or both – please tick</b> (see guidance note 2)	Indoors <input type="checkbox"/>	Outdoors <input type="checkbox"/>	Both <input checked="" type="checkbox"/>
			<b><u>Please give a description of the facilities for dancing you will be providing</u></b>			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)			
Mon	1000	0000				
Tue	1000	0000	<b><u>State any seasonal variations for providing dancing facilities</u></b> (please read guidance note 4) On New Year's Eve from the end of permitted hours to the start of permitted hours the following day.			
Wed	1000	0000				
Thur	1000	0000	<b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)			
Fri	1000	0000				
Sat	0000	0100				
	1000	0000				
Sun	0000	0100				
	1000	0000				

**K**

<b>Provision of facilities for entertainment of a similar description to that falling within i or j</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment facility you will be providing</u></b>		
Day	Start	Finish	<b><u>Will the entertainment facility be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur			<b><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u></b> (please read guidance note 4)		
Fri					
Sat			<b><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></b> (please read guidance note 5)		
Sun					

**L**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
Mon	2300	2330	<b>Please give further details here</b> (please read guidance note 3)		
Tue	2300	2330			
Wed	2300	2330	<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 4)		
Thur	2300	2330			
Fri	2300	2330	<b>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</b> (please read guidance note 5) 24 hours for bona fide guest entertained at their own expense on the premises.		
Sat	2300	2330			
Sun					

**M**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<p><b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4) On New Year's Eve from the end of permitted hours to the start of permitted hours the following day.</p> <p><b>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</b> (please read guidance note 5) 24 hours for bona fide guest entertained at their own expense on the premises.</p>		
Mon	1000	0000			
Tue	1000	0000			
Wed	1000	0000			
Thur	1000	0000			
Fri	1000	0000			
Sat	0000	0100			
	1000	0000			
Sun	0000	0100			
	1000	2330			

**N**

<p><b>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</b> (please read guidance note 8)</p>
--



O

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)           <b>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</b> (please read guidance note 5)
Day	Start	Finish	
Mon	0000	0000	
Tue	0000	0000	
Wed	0000	0000	
Thur	0000	0000	
Fri	0000	0000	
Sat	0000	0000	
Sun	0000	0000	

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

Please tick yes

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

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

Reasons why I have failed to enclose the premises licence or relevant part of premises licence  
License will be sent under separate cover

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

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

All duty managers have received training in the 2003 licensing act and will ensure compliance with the objectives and conditions contained within the licence

**b) The prevention of crime and disorder**

All functions will be managed by suitably trained staff. All duty managers have received training in the 2003 licensing act and will ensure compliance with the objectives and conditions contained within the licence. If Door Supervisors are to be used they shall be licensed by the Security Industry Authority. Each supervisor shall display a name badge and carry proof of registration, which shall be shown on request to any Police Officer or Authorised Officer.

**c) Public safety**

Appropriate staff training as well as regular risk assessments whilst adhering to health and safety regulations. Exit doors should normally be constructed and maintained as to open outwards. If

fastened during the time the public are in the Premises they shall be secured by automatic bolts only and shall be clearly indicated with the words "PUSH BAR TO OPEN". If automatic bolts are not fitted all exit doors shall be kept unlocked and unbolted during the presence of the public on the Premises.

All exit doors which cannot be made to open outwards shall be kept fastened open during the presence of the public on the Premises. "Exit doors" include entrance doors and all doors for use by the public as exits and all doors and gates in external courts, yards and passageways.

All fire-resisting doors and smoke-stop doors shall be maintained as self-closing and shall not be kept secured open.

All exits and exit routes shall be clearly indicated by notices and kept free from obstruction at all times. The emergency exit signs must be supplemented by a pictogram of a figure moving through a doorway in accordance with Health and Safety (Safety Signs and Signals) Regulations 1996.

Any seating or other furniture, eg tables and chairs, shall be so arranged that there are clear unobstructed gangways not less than 1.1m in width leading directly to exits.

Such arrangements as may be necessary shall be made, so as to enable all disabled persons to leave the Premises safely in the event of fire. The Licensee shall ensure that an efficient fire routine and evacuation procedure is in force for the Premises, and all staff/attendants are aware of the procedure. A Fire Log Book shall be kept on the Premises in which details of the inspection of all exit routes, fire drills, testing of fire alarms, fire fighting equipment and emergency lighting shall be recorded. Adequate apparatus for use in extinguishing fires must be kept and situated in such a position as to be readily accessible in case of fire and maintained at all times in efficient working order to the satisfaction of the Wiltshire Fire Brigade. The Licensee shall ensure that the attendants know how to operate the

fire appliances and are capable of operating them. The appliances shall be tested at least annually to the satisfaction of the Licensing Authority and the Fire Authority, details of tests to be recorded in the Fire Log Book.

**d) The prevention of public nuisance**

Appropriate management supervision including regular noise monitoring. All duty managers have received training in the 2003 licensing act and will ensure compliance with the objectives and conditions contained within the licence .

No refuse, including bottles, shall be placed into receptacles outside the Premises during the hours of 11.00pm until 7.00am.

**e) The protection of children from harm**

Challenge 21 scheme in place. All duty managers have received training in the 2003 licensing act and will ensure compliance with the objectives and conditions contained within the licence.


Please tick yes

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

**IT IS AN OFFENCE, LIABLE ON 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 5 – Signatures** (please read guidance note 10)

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

Signature	
Date	20/10/2011
Capacity	Head of Licensing at Licensed Solutions <i>Agent for West Register (Hotels no.3) Ltd</i>

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

Signature	
Date	
Capacity	

**Contact name (where not previously given) and address for correspondence associated with this application** (please read guidance note 13)

Andy Merricks  
 Licensed Solutions Ltd  
 Cary View  
 Etsome

Post town	Somerton	Post code	TA11 6JB
-----------	----------	-----------	----------

Telephone number (if any)	
---------------------------	---

If you would prefer us to correspond with you by e-mail your e-mail address (optional)  
 andy@licensedsolutions.co.uk

WILTSHIRE FIRE BRIGADE

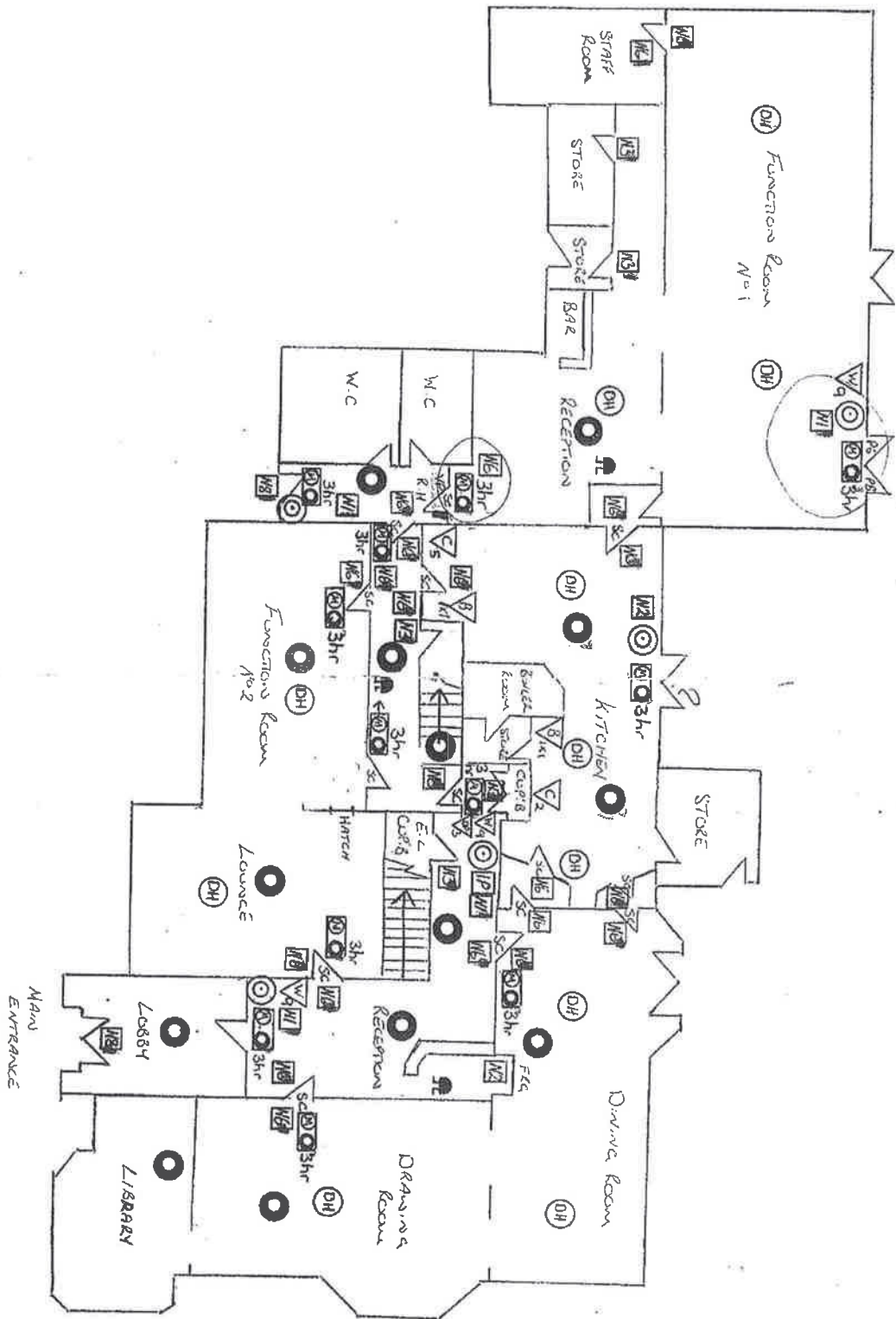
F.P.  
80/R00/3

DRAWN.  
PJC

SCALE  
NTS

DATE  
10/5/99

PREMISES. RUDLOE HALL HOTEL LEFFY LAVE  
BOX NR GORSHAM WILTSHIRE



# Wiltshire Council

Where everybody matters RECEIVED

14 NOV 2011

## 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.

In the Licensing Act 2003, the term 'vicinity' is used with particular reference to those 'interested parties' who may lodge Representations to applications for Premises Licences and who may make Representations concerning existing Premises Licences. Although the Act does not define the term 'vicinity' it does define the term an 'interested party' as 'a person living in the vicinity, a body representing persons living in the vicinity, a person involved in a business in the vicinity, a body representing those persons' or a member of the relevant Licensing Authority (ie, elected Councillor).

Premises about which Representation is being made	RUDLOE HALL HOTEL.	
Your Name	JANICE MACBETH	
Postal Address	17 ASHWOOD ROAD RUDLOE, CORSHAM, WILTS SN13 0LF	
Contact Telephone Number	[REDACTED]	
Are you:	Yes	No
• A person who lives in the vicinity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• A person who operates a business in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
• A person representing residents or businesses in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>
• A member of the Relevant Licensing Authority (ie, elected Councillor of the Licensing Authority in which the premises is situated)?	<input type="checkbox"/>	<input type="checkbox"/>
If you are representing residents or businesses in the vicinity please list those 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	In the past, music from jukeboxes was loud, especially in the summer time and kept us awake and was intrusive.



OBJECTIVES	EVIDENCE
<p>3. To prevent crime and disorder</p>	
<p>4. Public Safety</p>	<p>Is there sufficient parking or would there be a spillage onto the road, estate etc?</p>

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

No objection to plays.  
 Would wish to see it for more regulated not every day of the week <sup>not go late</sup> and more for functions, weddings etc. Then regular late night music, which if a live band and especially outdoors and in the summer would make life intolerable and cause distress to older residents and those with young children in a predominantly residential area. I feel it would also adversely affect house prices. Is there sufficient car-parking?

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.

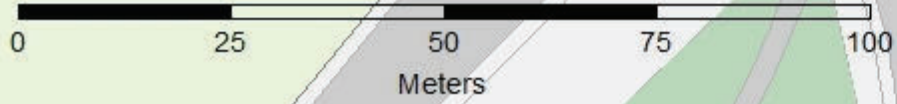
Signature .....

Date ..... 9-11-2011 .....

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):

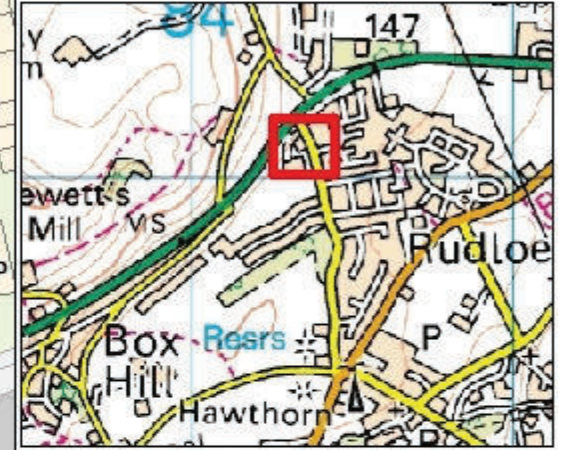
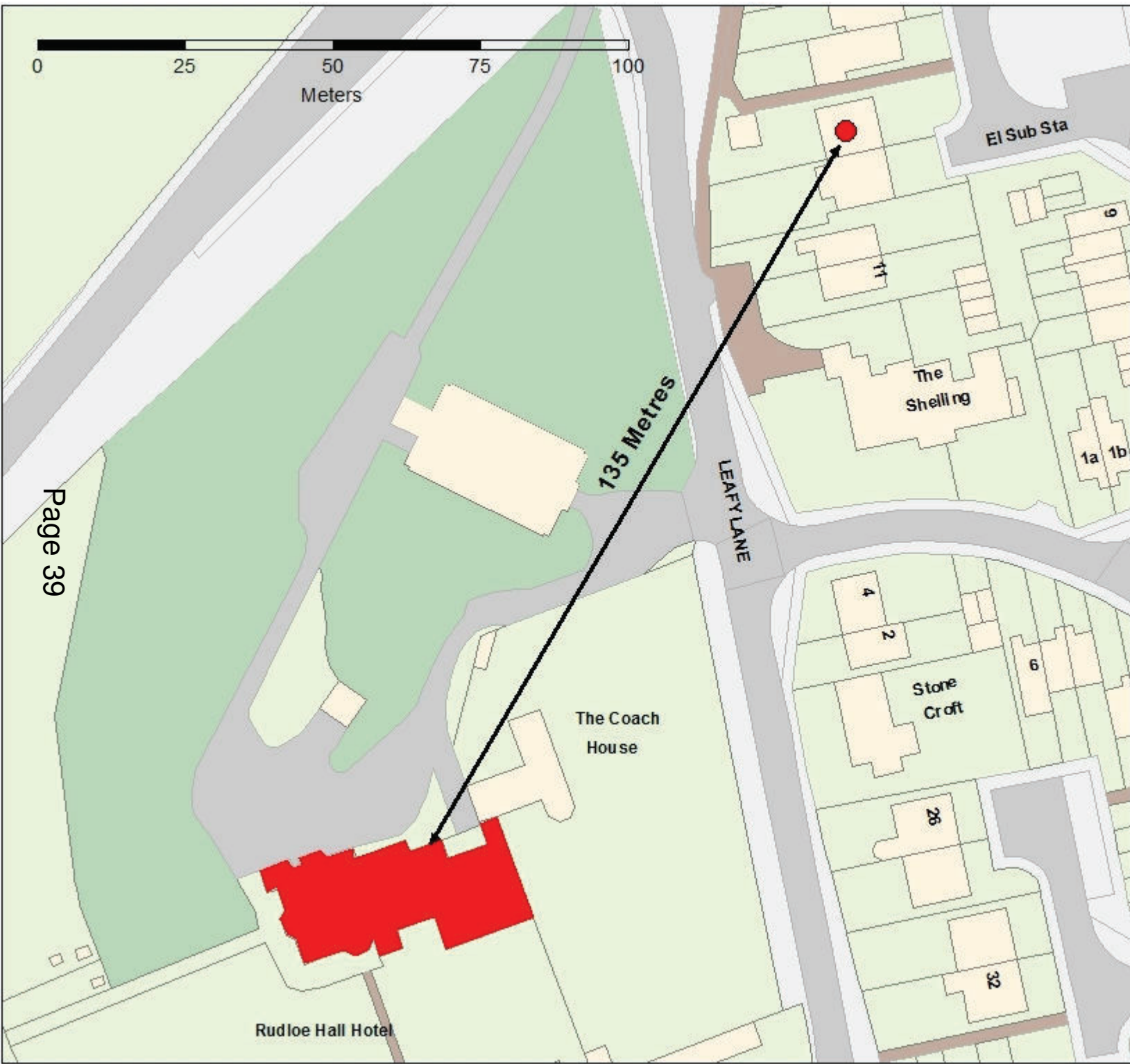
- Chippenham:** Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER
- Devizes:** Wiltshire Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT
- Salisbury:** Wiltshire Council, 27/29 Milford Street, Salisbury, SP1 2AP
- Trowbridge:** Wiltshire Council, Bradley Road, Trowbridge, Wiltshire,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





**Rudloe Hall Hotel**  
**Leafy Lane**  
**Rudloe Corsham**  
**SN13 0PA**  
**Ref WK201116296**

Page 39



- Rudloe Hall Hotel
- Objector

**Wiltshire Council**  
*Where we study and act.*

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Agenda Item 5c

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**Notice** is hereby given that West Register (Hotels No 3) Ltd has applied in respect of Rudloe Hall Hotel, Leafy Lane, Rudloe, Corsham. SN14 0PA to vary the Premises Licence under the Licensing Act 2003 to permit the following:

This is an application to vary the existing Premises Licence to include additional licensable activities namely Plays, Live Music, Recorded Music, Performance of Dance and Provision of late night refreshments. To amend and extend the hour of supply of alcohol as detailed in the application.

Any person wishing to make representations in relation to this application may do so by writing to the Licensing Section, Public Protection Services, Wiltshire Council, Monkton Park, Chippenham, Wiltshire. SN15 1ER.

Representation may be made up to 28 days from the date of this notice.

A Copy of the application for the grant of the above Licence is kept by the Licensing Section, Public Protection Services, Wiltshire Council, Monkton Park, Chippenham, Wiltshire. SN15 1ER.

The application can be viewed by prior appointment.

It is an offence to knowingly or recklessly make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for making a false statement is a Level 5 fine on the standard scale.

Dated 21<sup>st</sup> October 2011

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