

# LICENSING SUB COMMITTEE

## NOTICE AND AGENDA

For a meeting to be held on Monday, 19 May 2025 at 10.00 am at Penn Chamber, Three Rivers House, Rickmansworth.

Members of the Licensing Sub Committee:-

Councillors:

Harry Davies (Chair)  
Stephen Cox  
Andrea Fraser  
David Major  
Debbie Morris

Tony Humphreys (Vice-Chair)  
Ciaran Reed  
Andrew Scarth  
Narinder Sian

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*Joanne Wagstaffe, Chief Executive  
Friday, 2 May 2025*

### 1. APPOINTMENT OF CHAIR

The Sub Committee are asked to appoint a Chair for the duration of the meeting.

### 2. DECLARATIONS OF INTEREST

The Sub Committee are asked to declare any interests that they may have.

### 3. PROCEDURES OF THE SUB COMMITTEE

(Pages 3 - 4)

All attendees at the hearing are to note the procedures of the Sub Committee.

### 4. **25/00171/LAPL04 - Full Variation - Sub Committee Report for Manor House Sports And Social Club, Gallows Hill Lane, Abbots Langley, Hertfordshire, WD5 0BX**

(Pages 5 - 58)

This application has been submitted to vary the existing premises licence as follows:

- To add off-sales to the existing licence;
- To update the licence plan attached to the premises licence to include the area edged in red on the enclosed plan to the area covered by the licence;
- To amend and update the operating schedule conditions.

**General Enquiries: Please contact the Committee Team at**  
[committeeteam@threerivers.gov.uk](mailto:committeeteam@threerivers.gov.uk)

The Council welcomes contributions from members of the public on agenda items at the Licensing Sub Committee meetings. Details of the procedure are provided below:

For those wishing to speak: Only members of the public that have already submitted a valid representation will be permitted to speak at this hearing. Please note that contributions will be limited to one person speaking for and one against each item for not more than three minutes. Those wishing to observe the meeting are requested to arrive before 10.00am.

In accordance with The Openness of Local Government Bodies Regulations 2014 any matters considered under Part I business only of the meeting may be filmed, recorded, photographed, broadcast or reported via social media by any person. Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Legislation, Licensing Act 2003, and the laws of libel and defamation.

The meeting may be livestreamed, and an audio recording of the meeting will be made.

## LICENSING SUB-COMMITTEE PROCEDURES

The Licensing Panel Sub-Committee are to elect a Chair.

The Chair will welcome all parties to the meeting, introduce the Sub-Committee Members and officers present.

The hearing will then proceed as follows:

1. The Reporting Officer (as the licensing authority) shall outline the application and the decision to be taken.
2. Sub-Committee Members to ask questions of the Reporting Officer.
3. The Applicant to ask questions of the Reporting Officer.
4. The Applicant to put their case to the Sub-Committee.
5. Sub-Committee Members to ask questions of the Applicant.
6. If applicable, any other persons to make their representations.
7. If applicable, Sub-Committee Members to ask questions of other persons.
8. If applicable, Applicant to ask questions of other persons.
9. Chair to ask if any parties have any further questions or anything they wish to add.
10. Applicant to briefly summarise their position & confirm that they have had every chance to say what they have wished too.
11. Reporting Officer to sum up and restate the options for the Members of the Sub Committee.
12. Sub-Committee to retire to make their decision. The Committee Clerk and Legal Officer will attend the Sub-Committee's deliberations to record decision and provide any legal advice required.
13. Sub Committee' decision to be communicated in writing within 5 working days.

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## LICENSING SUB COMMITTEE

10:00am – 19 May 2025

at Three Rivers House, Northway, Rickmansworth, Herts, WD3 1RL

**Applicant:** Abbots Langley Parish Council (represented by Hills Licensing)

**Application address:** Manor House Sports and Social Club, Gallows Hill Lane, Abbots Langley, Hertfordshire, WD5 0BX

**Type of Application / Reference:** Full variation of premises licence ref: 25/00171/LAPL04

Link to online application: [25/00171/LAPL04 | Full Variation | Pending Decision | Manor House Sports And Social Club Gallows Hill Lane Abbots Langley Hertfordshire WD5 0BX](#)

**Date of Application:** 18 March 2025

**Date by which a hearing must be commenced:** 3 June 2025

**Valid application made:** Yes

### 1. Summary of premises and surroundings:

The subject premises, Manor House Sports and Social Club (“the premises”), is a single storey building comprising of a hall (which can be hired for events) with an attached bar, kitchen and toilet facilities. There is approximately 15m<sup>2</sup> of usable hall space in the Jubilee Room. There is access to a patio, a front entrance foyer, corridors to the toilets and kitchen.

The location of the premises is shown edged in red at **Appendix 1**.

Manor House Sports and Social Club and its associated grounds are largely surrounded by residential properties. Abbots Langley police station is located a short distance away near to one of the entrance points into the grounds. The Royal Oak public house is located a short distance away on the opposite side of Gallows Hill Lane.

The premises currently has a Premises Licence in place (PREM/191/05), shown at **Appendix 2**.

### 2. Summary of application sought:

This application has been submitted to **vary the premises licence** as follows:

- To add off-sales to the existing licence;
- To update the licence plan attached to the premises licence to include the area edged in red on the enclosed plan to the area covered by the licence;
- To amend and update the operating schedule conditions found in Annex 2 of the premises licence.

Proposed Activities applied for	Hours of use
Performance of plays - Amateur dramatic performances and similar both inside and outside and/or a marquee.	Sunday to Thursday 09:00 – 23:00 Friday and Saturday 09:00 – 00:00
Exhibition of Films - Film nights and similar both inside and/or outside or in a marquee.	Sunday to Thursday 09:00 – 23:00 Friday and Saturday 09:00 – 00:00
Performance of Live Music - Music will be from recorded and live bands and with amplification.	Sunday to Thursday 09:00 – 23:00 Friday and Saturday 09:00 – 00:00
Playing of recorded music - Music will be from recorded and live bands and with amplification.	Sunday to Thursday 09:00 – 23:00 Friday and Saturday 09:00 – 00:00
Performance of dance - Occasional dance floor areas both inside and outside and in a marquee.	Sunday to Thursday 09:00 – 23:00 Friday and Saturday 09:00 – 00:00

Supply of alcohol – for consumption both on and off the premises	Sunday to Thursday 09:00 – 23:00 Friday and Saturday 09:00 – 00:00
Hours open to the public *this is opening hours for the premise only as opening hours cannot be placed on a public field.	
	Sunday to Thursday 08:00 – 23:30
	Friday and Saturday 08:00 – 00:30

- Please note that the applicant has stated that the application is for single day events held on the Manor House Recreation Grounds: the Abbots Langley Carnival, Abbots Langley Fireworks and this year the marking of the 80th year for VE/VJ anniversary celebrations of WWII.

Current Activities	Hours of use
Performance of dance	Monday to Thursday 08:00 – 23:00 Friday and Saturday 08:00 – 00:00 Sunday
Exhibition of Films	Monday to Thursday 08:00 – 23:00 Friday and Saturday 08:00 – 00:00 Sunday 08:00 – 22:30
Performance of Live Music – Indoors only	Monday to Thursday 08:00 – 23:00 Friday and Saturday 08:00 – 00:00 Sunday 08:00 – 22:30
Playing of recorded music	Monday to Thursday 08:00 – 23:00 Friday and Saturday 08:00 – 00:00 Sunday 08:00 – 22:30
Late Night refreshment – No change	Friday and Saturday 23:00 – 00:00
Supply of alcohol – On Supplies only  <b>Non-standard timings</b> - New Years Eve: from the end of the permitted hours in the premises on New Years Eve to the start of the permitted hours in the premises on the following day (or, if there are no permitted hours in the premises on that day, midnight on New Years Eve).	Monday to Thursday 10:00 – 23:00 Friday and Saturday 10:00 – 00:00 Sunday 10:00 – 22:30
Hours open to the public	
	Monday to Thursday 08:00 – 23:30
	Friday and Saturday 08:00 – 00:30
	Sunday 08:00 – 23:00
For non-standard times: The premises will be allowed to remain open for an extra 30 minutes after the last permitted sale of alcohol	

The application form can be viewed at **Appendix 3 and via the link provided above.**

The floor plan of the premises can be found at **Appendix 4**, with the proposed licensable activity to take place within the area enclosed by the red line.

### **Promotion of licensing objectives by the applicant:**

Within the submitted application form the applicant has set out the steps that they intend to take to promote the four licensing objectives. These include:

The full operating schedule of proposed conditions can be viewed at **Appendix 5**.

### **3. Consultation**

A Licensing Officer can confirm that the blue notice was displayed at the premises in the correct manner and that a notice was also placed in the Watford Observer (paper dated April 18, 2025) as per the legislation requirements.

### **4. List of consultees and responses**

#### **Responsible Authorities consulted:**

- 1) **Environmental Health:** No objection received
- 2) **Planning:** No objection received
- 3) **Hertfordshire Fire & Rescue Service:** No objection received
- 4) **Public Health:** No objection received
- 5) **Police:** No objection
- 6) **Alcohol Licensing Team, Home Office:** No objection received
- 7) **Health and Safety:** No objection received
- 8) **Trading Standards:** No objection received
- 9) **Hertfordshire Safeguarding Children's Board:** No objection received

### **5. Summary of Objections / Representations (the 4 Licensing Objectives)**

#### **Relevant representations from "other persons":**

- The prevention of crime and disorder: None
- Public safety: None
- The prevention of public nuisance:
  - The current volume of noise from playing of music when the doors to the building are open carries over to Abbots Road and beyond and is intrusive, most especially when going on until midnight.

It is not unreasonable to imagine that extending the licence to cover the outside space - delineated as the recreational ground will increase and exacerbate the level of noise level.
- The protection of children from harm: None

The valid representations are attached at **Appendix 6**.  
Other comments received: None

## **6. Statutory Guidance**

### **Amended Guidance issued under Section 182 of The Licensing Act 2003:**

#### **The Licensing Objectives and Aims:**

##### **Paragraph 1.2**

The legislation provides a clear focus on the promotion of four statutory objectives which must be addressed when licensing functions are undertaken.

##### **Paragraph 1.3**

The Licensing Objectives:-

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

##### **Paragraph 1.4**

Each objective is of equal importance. There are no other statutory licensing objectives, so that the promotion of the four objectives is a paramount consideration at all times.

##### **Paragraph 1.5**

However, the legislation also supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work. They include:

- Protecting the public and local residents, from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises;
- Giving the Police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems;
- Recognising the important role which pubs and other licensed premises play in our communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises.
- Providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and
- Encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may impact upon them.

### **Determining Applications:**

#### **Paragraph 9.1:- General**

When a licensing authority receives an application for a new premises licence or an application to vary an existing premises licence, it must determine whether the application has been made in accordance with section 17 of the 2003 Act, and in accordance with regulations made under sections 17(3) to (6), 34, 42, 54 and 55 of the 2003 Act. It must similarly determine applications for the grant of club premises



certificates made in accordance with section 71 of the 2003 Act, and in accordance with regulations made under sections 71(4) to (7), 84, 91 and 92 of the 2003 Act. This means that the licensing authority must consider among other things whether the application has been properly advertised in accordance with those regulations.

### **Paragraph 9.3:- Where representations are made**

Where a representation concerning the licensing objectives is made by a responsible authority about a proposed operating schedule and it is relevant the licensing authority's discretion will be engaged. It will also be engaged if another person makes relevant representations to the licensing authority, which are also not frivolous or vexatious. Relevant representations can be made in opposition to, or in support of, an application and can be made by any individual, body or business that has grounds to do so.

### **Paragraphs 9.4 – 9.8:- Relevant, Vexatious and Frivolous Representations**

A representation is "relevant" if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. For example, a representation from a local businessperson about the commercial damage caused by competition from new licensed premises, would not be relevant. On the other hand, a representation from a businessperson that nuisance caused new premises would deter customers from entering the local area and the steps proposed by the applicant to control that nuisance were inadequate, would be relevant. In other words, representations should relate to the impact of licensable activities carried on from premises on the objectives. For representations in relation to variations to be relevant, they should be confined to the subject matter of the variation. There is no requirement for a responsible authority or other person to produce a recorded history of problems at a premise, to support their representations, and in fact this would not be possible for new premises.

### **Paragraph 9.9:- Borderline representations**

It is recommended that, in borderline cases, the benefit of the doubt about any aspect of a representation should be given to the person making that representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it.

### **Hours of Trading:**

#### **Paragraph 10.11**

The Government acknowledges that different licensing strategies may be appropriate for the promotion of the licensing objectives in different areas. The 2003 Act gives the licensing authority power to make decisions regarding licensed opening hours as part of the implementation of its licensing policy statement and licensing authorities are best placed to make decisions about appropriate opening hours in their areas based on their local knowledge and in consultation with responsible authorities. However, licensing authorities must always consider each application and must not impose predetermined licensed opening hours, without giving individual consideration to the merits of each application.

## **Paragraph 10.12**

Where there are objections to an application to extend the hours during which licensable activities are to be carried on and the licensing authority determines that this would undermine the licensing objectives, it may reject the application or grant it with appropriate conditions and/or different hours from those requested.

## **Paragraph 10.13**

Shops, stores and supermarkets should normally be free to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping unless there are good reasons, based on the licensing objectives, for restricting those hours.

## **7. Statement of Licensing Policy (2021-2026)**

### **LP1 - Fundamental Principles**

1.1 In carrying out its licensing functions the Licensing Authority will promote the Licensing Act's four licensing objectives.

1.2 Purpose of Licensing policy.

- To support and provide guidance to elected members.
- To inform licence applicants.
- To inform residents and businesses.
- To support decisions made by the licensing Authority.

### **LP15 - CUMULATIVE STRESS**

The Licensing Authority proposes to reserve its right to adopt a Cumulative Stress Policy (CSP) as provided for by the Secretary of State's Statutory Guidance. If this is ever applied, it might lead the Licensing Authority in turn to consider the question of whether the grant of any further premises licences or club premises certificates would undermine one or more of the licensing objectives.

### **LP18 – TRADING HOURS**

18.1 With regard to trading hours, the Licensing Authority proposes that proper consideration will always be given to the individual merits of an application. The Government strongly recommends that statements of licensing policy should recognise that longer licensing hours with regard to the sale of alcohol are important to ensure that concentrations of customers leaving premises simultaneously are avoided, and the Licensing Authority supports this view in principle.

18.2 The Licensing Authority recognises the potential for additional crime and disorder and/or public nuisance arising from extended licensing hours. Consequently, the Licensing Authority will scrutinise very carefully applications for extended licensing hours and, if determined appropriate, will seek to attach any necessary licence conditions for the promotion of the Licensing Objectives. For example, stricter conditions with regard to noise control will be expected in areas where the venue is in the vicinity of people's homes, but this should not unduly limit opening hours without regard to the individual merits of any application.

18.3 With regard to shops, stores and supermarkets, the normal scenario will be for such premises to provide sales of alcohol for consumption off the premises at any

time when the retail outlet is open for shopping, unless there are very good reasons for restricting those hours.

18.4 In the interests of reducing crime, disorder and anti-social behaviour, the licensing Authority will prefer applications from public houses, night-clubs, off-licenses and clubs that show in their operating schedules a responsible approach to alcohol sales by:

- Ending alcohol sales at a designated time before they close, i.e. a closing time later than “a last orders” time for alcohol sales;
- Specifying a time by which the premises will be emptied of patrons and closed;
- Not taking part in discounted drinking promotions.
- how the premise intends to use their outside space (beer garden) and what measures will be put in place to minimise noise nuisance to the local residents. This may be by way of regular patrols of the perimeter of the premises and all checks documented in incident logbook.

## **LP20 – PREVENTION OF CRIME**

**20.1** It is recommended that applicants for new premises licences and variations should discuss the crime prevention procedures in their premises with the responsible authorities and the licensing officer(s) before making a formal application.

**20.2** Three Rivers District Council is committed to improving the quality of life for the people of the District by continuing to reduce crime and the fear of crime.

**20.3** Section 17 of the Crime and Disorder Act 1998 introduced a wide range of measures for preventing crime and disorder and imposed a duty on the Licensing Authority, Police and County Councils amongst others to consider crime and disorder reduction in the exercise of all their duties. The 2003 Act, as amended, reinforces this duty for local authorities.

**20.4** The promotion of the licensing objective, to prevent crime and disorder, places a responsibility on licence holders to become key partners in achieving this objective. Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to reduce or prevent crime and disorder on and in the vicinity of their premises, relevant to the individual style and characteristics of their premises and events.

**20.5** When addressing the issue of crime and disorder, the applicant should demonstrate that those factors that impact on crime and disorder have been considered. These may include:-

- (a) Underage drinking;
- (b) Drunkenness on premises;
- (c) Public drunkenness;
- (d) Drugs;
- (e) Violent behaviour;
- (f) Anti-social behaviour.
- (h) Additional risk assessments (where required)

19.6 Applicants will be required to adhere to all legislation that is made whilst their licence is in force. Such as during the Covid-19 pandemic in 2020 (where specific legislation was enacted on a temporary basis only) and any future extreme circumstances.

## **LP21 – PREVENTION OF PUBLIC NUISANCE**

21.1 With regard to the prevention of public nuisance, the Licensing Authority will determine all new or variations of licence applications considering all relevant factors, including:

- The nature of the activities at the premises;
- The hours of opening;
- Proximity to residential premises;
- Management of the premises;
- The history of the premises' effect on neighbours and others in the vicinity;

21.2 The Licensing Authority will consider all proposed control measures, including:

- a) Effective and responsible management;
- b) Staff training;
- c) Adoption of best practice on noise control;
- d) Installation of suitable acoustic control measures;
- e) Where relevant, door supervision and management of customers as they enter and leave the premises.

21.3 Three Rivers District has many licensed premises that are close to or even enclosed by residential areas. Most of these are traditional community public houses and currently tolerated as the terminal hour is well established and neighbours know when they might expect any disturbances causing public nuisance to end.

21.4 Regular patrols of the outside space (e.g. beer garden or smoking area) may be required at regular intervals during busy periods and noted in the incident logbook at the premises. Measures must be put in place to ensure the prevention of public nuisance, failure to adhere to conditions may result in the further action being taken against the premises licence.

21.5 Applicants may wish to consult a 'best practice guide' such as Effective Management of Noise from Licensed Premises (British Beer and Pub Association)

21.6 It follows that operators of licensed premises that are in the vicinity of domestic premises (and in the vicinity of business/commercial premises, places of learning and places of worship) may find that applications for variations seeking:

- Extended hours of opening or trading;
- The provision of regulated entertainment;
- The provision of late night refreshment;
- The supply of alcohol;

may be subject to representations from such neighbours, their representative(s) and/or the Environmental Health Officer on the grounds that public nuisance might be caused by the intended activity. In most cases such representations will result in a hearing, conducted by the Licensing Sub-Committee.

21.7 The Licensing Authority strongly encourages applicants to seek early discussions with the Environmental Health Officer at the Council (or the responsible officer for pollution) with the aim of resolving how potential public nuisances might be effectively controlled, so that agreed measures might be built into the operating schedule as mutually acceptable conditions. In this way representations from the Environmental Health Officer may be avoided. The Council also encourages local mediation in certain situations that might be amenable to such a solution.

21.8 Many, but not all, public nuisance issues can be resolved through reasonably practical and effective control measures. If such measures are not detailed in the operating schedule accompanying the application, and if then a local hearing takes place, the application may well be viewed unfavourably by the Licensing Committee.

21.9 Licensed premises have a significant potential to impact adversely on communities through public nuisances that arise from their operation. The Licensing Authority wishes to maintain and protect the amenity of residents and other businesses from the consequence of the operation of licensed premises whilst recognising the valuable cultural, social and business importance that such premises provide.

21.10 The Licensing Authority intends to interpret "public nuisance" in its widest sense, and takes it to include such issues as noise, light, odour, litter and anti-social behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in an area. Applicants need to be clear that the Licensing Authority will normally apply stricter conditions, including controls on licensing hours, where licensed premises are in residential areas and where relevant representations have been received. Conversely, premises for which it can be demonstrated they have effective measures planned to prevent public nuisance, may be suitable for 24-hour opening.

21.11 In the case of shops, stores and supermarkets selling alcohol, the Licensing Authority will normally permit the hours during which alcohol is sold to match the normal trading hours during which other sales take place, unless there are exceptional reasons relating to disturbance or disorder.

21.12 Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to prevent public nuisance, relevant to the individual style and characteristics of their premises and events.

When addressing the issue of prevention of public nuisance, the applicant must demonstrate that those factors that impact on the likelihood of public nuisance have been considered. These may include:-

- (a) The location of premises and proximity to residential and other noise sensitive premises, such as hospitals, hospices and places of worship;
- (b) The hours of opening, particularly between 23:00 and 07:00;
- (c) The nature of activities to be provided, including whether those activities are of a temporary or permanent nature and whether they are to be held inside or outside premises;
- (d) The design and layout of premises and in particular the presence of noise-limiting features;
- (e) The occupancy capacity of the premises;
- (f) The availability of public transport;
- (g) A 'wind-down period' between the end of the licensable activities and closure of the premises;
- (h) A last admission time.

## **LP22. PUBLIC SAFETY**

22.1 The Licensing Authority is committed to ensuring that the safety of any person visiting or working in licensed premises is not compromised. To this end, applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to

ensure public safety, relevant to the individual style and characteristics of their premises and events.

22.2 When addressing the issue of public safety, an applicant must demonstrate that those factors that impact on the standards of public safety have been considered. These may include:-

- (a) The occupancy capacity of the premises
- (b) The age, design and layout of the premises, including means of escape in the event of fire
- (c) The nature of the licensable activities to be provided, in particular the sale or supply of alcohol, and/or the provision of music and dancing and including whether those activities are of a temporary or permanent nature
- (d) The hours of operation (differentiating between the hours of opening from the hours when licensable activities are provided, if these are different)
- (e) The Customer profile (e.g.; age, disability)
- (f) The use of special effects such as lasers, pyrotechnics, smoke machines, foam machines, etc.
- (g) Compliance with the Equalities Act etc.

22.3 Occupancy limits: With the introduction of the Fire Safety (Regulatory Reform) Order 2005, it is recognised that existing prescriptive controls such as Fire Certificates have been replaced with the duty to produce risk assessments. In accordance with the Secretary of State's guidance, the Council will avoid duplicating existing controls. Where a relevant representation is received in respect of capacity, the Council may impose conditions in relation to the maximum number of persons to attend premises where:

- It considers it to be appropriate for the purpose of reducing crime and disorder;
- It considers it to be appropriate for the purpose of safety of occupants.

The issue of capacity will be decided on a case-by-case basis and will only be applied where there is a clear and justifiable need to do so based upon the nature and style of the premises and the licensing objectives.

The purpose of imposing a maximum number of persons to be in the premises at any one time is to ensure the safety of those persons at the premises. Where relevant representations have been made, the Council will set occupancy limits in consultation with the responsible authority.

22.4 Health and Safety: Every applicant granted a licence, certificate or permission would also be under a duty to comply with the Health and Safety at Work etc. Act 1974 and regulations made under it. In many cases, the Council will also be the enforcing authority responsible for ensuring compliance with the Health and Safety at Work Act in licensed premises.

## **LP23. PROTECTION OF CHILDREN FROM HARM**

23.1 The protection of children from harm is a most important issue. It is hoped that family-friendly premises will thrive, but the risk of harm to children remains a paramount consideration when determining applications.

23.2 The general relaxation in the 2003 Act, as amended, giving accompanied children greater access to licensed premises is a positive step, aimed at bringing about a social change in family-friendly leisure. Clearly this relaxation places

additional responsibilities upon licence holders. However, it is also recognised that parents and others accompanying children also have responsibilities.

23.3 Guidance from the Government states that licensing policies should make clear that conditions requiring the admission of children to any premises cannot be attached to licences or certificates. The Licensing Authority proposes that where no licensing restriction is necessary, this should remain a matter for the discretion of the individual licence holders or club or person who has given a temporary event notice.

23.4 Venue operators seeking premises licences and club premises certificates may also volunteer such prohibitions and restrictions in their operating schedules because their own risk assessments have determined that the presence of children is undesirable or inappropriate. Where no relevant representations are made to the Licensing Authority concerned, these volunteered prohibitions and restrictions will become conditions attaching to the licence or certificate and will be enforceable as such. The Licensing Authority in these circumstances may impose no other conditions concerning the presence of children on premises.

23.5 The policy cannot attempt to anticipate every issue that could arise in respect of children; therefore, general rules are avoided, and each application will be considered on its merits.

23.6 The protection of children from harm includes the protection of children from moral, psychological and physical harm, when attending licensed premises.

23.7 There are a number of important areas that will give particular concern in respect of children these include but are not exhaustive to the following examples:-

- (a) Where entertainment or services of an adult or sexual nature are provided;
- (b) Where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking;
- (c) Where requirements for proof of age cards or other age identification to combat the purchase of alcohol by minors is not the norm;
- (d) Where there is a known association with drug-taking or dealing;
- (e) Where there is a strong element of gambling on the premises (but not, for example, the simple presence of a small number of cash prize gaming machines), and
- (f) Where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.

23.8 Consequently the Licensing Authority proposes that there needs to be a range of alternatives, which will be considered for limiting the access of children where that is necessary for the prevention of harm to children. These, which can be adopted in isolation or combination, include:

- Limitations on the hours when children may be present;
- Limitations on the exclusion of the presence of children under certain ages;
- Age limitations (below 18);
- Requirements for accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult).
- Full exclusion of people under 18 from the premises when any licensable activities are taking place.

23.9 In the case of premises giving film exhibitions, the applicants should include in their operating schedule arrangements for restricting children from viewing age-

restricted films. Similarly, in relation to such premises, a mandatory condition will be applied requiring that access will be restricted to only those who meet the required age limit in accordance with any certificate granted by the British Board of Film Classification, or in specific cases, the local authority.

23.10 The Licensing Authority expects that licence holders contribute to this element by ensuring that age related checks are carried out and that the recommendation is that the forms of proof of identification accepted would include passport, photocard, driving licence and the Proof of Age Standards Scheme (PASS card).

23.11 Where a large number of children are likely to be present on a licensed premises e.g. for a children's show or pantomime, the Licensing Authority may impose a condition requiring an adequate ratio of adults to children. This is to control the access and egress of children and to protect them from harm. Such a ratio will be calculated by a formula which has regard to the number of children, the age of the children, and the nature of the venue itself. Guidance on such a ratio is given in Parts 3 & 5 of Annex D of the Revised Guidance, issued on 28 June 2007.

23.12 The Licensing Authority considers that, on the one hand, there should be no presumption of giving children access or, on the other hand, no presumption of preventing their access to licensed premises, unless this is necessary for the prevention of physical, moral or psychological harm to them. The Licensing Authority has no intention of imposing conditions requiring the admission of children and, where no licensing restriction is necessary, admission of children will remain entirely a matter for the discretion of the individual licensee or club, or person who has given a Temporary Event Notice.

23.13 Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to protect children from harm, relevant to the individual style and characteristics of their premises and events.

23.14 Whilst children may be adequately protected from harm by the action taken to protect adults, they may also need special consideration, and no policy can anticipate every situation. When addressing the issue of protecting children from harm, the applicant must demonstrate that those factors that impact on harm to children have been considered.

23.15 Child Sexual Exploitation (CSE): Child sexual exploitation is a significant concern for licensing authorities nationwide, as demonstrated by a number of high-profile reported cases which revolved around licensed premises. Where the operation of licensed premises is causally or demonstrably linked to child sexual exploitation, the Licensing Authority will not hesitate to use the full range of powers at its disposal to promote this licensing objective. Further details regarding this issue are given later in this document.

## **8. Other Relevant Information:**

None.

## **9. Determination of application to vary a Premises Licence - Licensing Act 2003:**

### **General Duties of the Licensing Authority:**

Section 4 of the Licensing Act 2003 states:



1. A licensing authority must carry out its functions under this Act (licensing functions) with a view to promoting the licensing objectives.
2. The Licensing Objectives are:
  - The prevention of crime and disorder;
  - Public safety;
  - The prevention of public nuisance; and
  - The protection of children from harm.
3. In carrying out its licensing functions, a licensing authority must also have regard to –
  - a) its licensing statement (policy) published under section 5, and
  - b) any guidance issued by the Secretary of State under section 182.

## **9.1 Licensing Act 2003 Part 3 – Premises licences – Grant of premises licences**

### **Determination of application to vary a premises licence**

Section 34 Licensing Act 2003 states that in determining an application vary a premises licence where relevant representations are made the Licensing Authority must hold a hearing to consider them. Sub section (6) defines a relevant representation as being one which:-

1. This section applies where the relevant licensing authority—
  - (a) receives an application, made in accordance with section 34, to vary a premises licence, and
  - (b) is satisfied that the applicant has complied with any requirement imposed on him by virtue of subsection (5) of that section.
2. Subject to subsection (3) and section 36(6), the authority must grant the application.
3. Where relevant representations are made, the authority must—
  - (a) hold a hearing to consider them, unless the authority, the applicant and each person who has made such representations agree that a hearing is unnecessary, and
  - (b) having regard to the representations, take such of the steps mentioned in subsection (4) (if any) as it considers appropriate for the promotion of the licensing objectives.
4. The steps are—
  - (a) to modify the conditions of the licence;
  - (b) to reject the whole or part of the application;
 and for this purpose the conditions of the licence are modified if any of them is altered or omitted or any new condition is added.
5. In this section “relevant representations” means representations which—
  - (a) are about the likely effect of the grant of the application on the promotion of the licensing objectives, and
  - (b) meet the requirements of subsection (6).
6. The requirements are—
  - (a) that the representations are made by a responsible authority or other person within the period prescribed under section 17(5)(c) by virtue of section 34(5),
  - (b) that they have not been withdrawn, and

(c) in the case of representations made by a person who is not a responsible authority, that they are not, in the opinion of the relevant licensing authority, frivolous or vexatious.

7. Subsections (2) and (3) are subject to sections 19 to 21 (which require certain conditions to be included in premises licences).

## **9.2 Amended Guidance issued under Section 182 of The Licensing Act 2003:**

### **Paragraph 9.35:**

The licensing authority should give its decision within five working days of the conclusion of the hearing (or immediately in certain specified cases) and provide reasons to support it. This will be important if there is an appeal by any of the parties. Notification of a decision must be accompanied by information on the right of the party to appeal. After considering all the relevant issues, the licensing authority may grant the application subject to such conditions that are consistent with the operating schedule. Any conditions imposed must be appropriate for the promotion of the licensing objectives; there is no power for the licensing authority to attach a condition that is merely aspirational. For example, conditions may not be attached which relate solely to the health of customers rather than their direct physical safety. Any conditions added to the licence must be those imposed at the hearing or those agreed when a hearing has not been necessary.

### **Paragraph 9.36:**

Alternatively, the licensing authority may refuse the application on the grounds that this is appropriate for the promotion of the licensing objectives. In the interests of transparency, the licensing authority should publish hearings procedures in full on its website to ensure that those involved have the most current information.

### **Appendices:**

<b>Appendix 1:</b>	<b>Location plan</b>
<b>Appendix 2:</b>	<b>Current Premises Licence (05/00354/LAPL01)</b>
<b>Appendix 3:</b>	<b>Application Form</b>
<b>Appendix 4:</b>	<b>Floor Plan</b>
<b>Appendix 5:</b>	<b>Operating Schedule [numbered]</b>
<b>Appendix 6:</b>	<b>Valid representation</b>



*Courtesy of OS Data.*



*Courtesy of Google Maps*

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Reference number:

**Local Licensing Authority**  
 Three Rivers House  
 Northway  
 Rickmansworth  
 Hertfordshire WD3 1RL  
 Tel.: 01923 776611  
 Fax.: 01923 896119



**Licensing Act 2003  
 Premises licence summary**

<b>Premises licence number – Prem/191/05</b>
--

## Premises details

<b>Postal address of premises, or if none, ordnance survey map reference or description</b>	
Manor House Sports & Social Centre Gallows Hill Lane	
<b>Post town</b> Abbots Langley	<b>Post code</b> WD5 0DD
<b>Telephone number</b> 01923 268374	

<b>Where the licence is time limited the dates</b>
--

<b>Licensable Activities authorised by the licence</b>
--

The playing of Films  The performance of Live Music  The playing of Recorded Music  The performance of Dance  The provision of facilities for Dancing  Late Night Refreshment  Supply of Alcohol
--

**The times the licence authorises the carrying out of licensable activities****The playing of films, including video and DVD:**

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: None.

**The performance of live music (Indoors only):**

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: See times for supply of alcohol.

**The playing of recorded music (Indoors only):**

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: See times for supply of alcohol.

**The performance of dance:**

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: See times for supply of alcohol.

**The provision of facilities for dancing:**

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: See times for supply of alcohol.

**Late Night Refreshment:**

Friday & Saturday	23:00 – 00:00
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Non Standard Timings: See times for supply of alcohol

**Supply of Alcohol:**

Monday to Thursday	10:00 – 23:00
Friday & Saturday	10:00 – 00:00
Sunday	12:00 – 22:30

**Non Standard Timings:-**

New Year's Eve: from the end of the permitted hours in the premises on New Year's Eve to the start of the permitted hours in the premises on the following day (or, if there are no permitted hours in the premises on that day, midnight on New Year's Eve).

**The opening hours of the premises**

Monday	08:00 – 23:30
Tuesday	08:00 – 23:30
Wednesday	08:00 – 23:30
Thursday	08:00 – 23:30
Friday	08:00 – 00:30
Saturday	08:00 – 00:30
Sunday	08:00 – 23:00

For Non Standard Times: The premises will be allowed to remain open for an extra 30 minutes after the last permitted sale of alcohol.

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

On Supplies only

**Name, (registered) address of holder of premises licence**

Abbots Langley Parish Council  
Council Offices  
Langley Road  
Abbots Langley  
WD5 0DD

**Registered number of holder, for example company number, charity number (where applicable)****Name of designated premises supervisor where the premises licence authorises the supply of alcohol**

Mr David Roy Abbott

**State whether access to the premises by children is restricted or prohibited**  
Restricted

**Reference number:**

Local Licensing Authority  
Three Rivers House  
Northway  
Rickmansworth  
Hertfordshire WD3 1RL  
Tel.: 01923 776611  
Fax.:01923 896119



**Licensing Act 2003  
Premises licence**

**Premises licence number - Prem/191/05**

**Part 1 – Premises details**

**Postal address of premises, or if none, ordnance survey map reference or description**

Manor House Sports & Social Centre  
Gallows Hill Lane

**Post town** | Abbots Langley

**Post code** | WD5 0DD

**Telephone number** | 01923 268374

**Where the licence is time limited the dates**

**Licensable activities authorised by the licence**

The playing of Films

The performance of Live Music

The playing of Recorded Music

The performance of Dance

The provision of facilities for Dancing

Late Night Refreshment

Supply of Alcohol



**The times the licence authorises the carrying out of licensable activities****The playing of Films, including Video and DVD:**

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: None.

**The performance of Live Music (Indoors only):**

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: See times for supply of alcohol.

**The playing of Recorded Music (Indoors only):**

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: See times for supply of alcohol.

**The performance of Dance:**

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: See times for supply of alcohol.

**The provision of facilities for Dancing:**

Monday to Thursday	08:00 – 23:00
Friday & Saturday	08:00 – 00:00
Sunday	08:00 – 22:30

Non Standard Timings: See times for supply of alcohol.

**Late Night Refreshment:**

Friday & Saturday	23:00 – 00:00
-------------------	---------------

Non Standard Timings: See times for supply of alcohol

**Supply of Alcohol:**

Monday to Thursday	10:00 – 23:00
Friday & Saturday	10:00 – 00:00
Sunday	12:00 – 22:30

**Non Standard Timings:-**

New Year's Eve: from the end of the permitted hours in the premises on New Year's Eve to the start of the permitted hours in the premises on the following day (or, if there are no permitted hours in the premises on that day, midnight on New Year's Eve).

**The opening hours of the premises**

Monday	08:00 – 23:30
Tuesday	08:00 – 23:30
Wednesday	08:00 – 23:30
Thursday	08:00 – 23:30
Friday	08:00 – 00:30
Saturday	08:00 – 00:30
Sunday	08:00 – 23:00

For Non Standard Times:	The premises will be allowed to remain open for an extra 30 minutes after the last permitted sale of alcohol.
-------------------------	---

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

On Supplies only

**Part 2****Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence**

Abbots Langley Parish Council  
Council Offices  
Langley Road  
Abbots Langley  
WD5 0DD  
01923 265139  
alpc@lineone.net

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

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

Mr David Roy Abbott  
1 The Mall  
Dunstable  
Bedfordshire  
LU5 4HW

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

015892 South Bedfordshire District Council

## **Annex 1 - Mandatory conditions**

1. No supply of alcohol shall be made under this Premises Licence at a time:
  - (a) when there is no designated premises supervisor in respect of the Premises Licence.
  - (b) when the designated premises supervisor does not hold a personal licence or his or her personal licence is suspended.
2. Every supply of alcohol under the Premises Licence shall be made or authorised by a person who holds a personal licence.

## **Annex 2 - Conditions consistent with the Operating Schedule**

### **a) General – all four licensing objectives (b,c,d,e)**

None.

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

- Once the patrons are all in the premises, the hirer of the venue is to be notified and informed that the front doors are to be kept closed to prevent entry of youths, who gather outside the venue, where possible.
- One of the hirers is to be made responsible for recognising the invited guests to allow them entry.
- The venue is only to be open for invited guests; general members of the public are not to be allowed to enter.
- The loading ramp and the staff entrance is to be monitored by CCTV and recorded on VHS tapes.
- Youths that congregate in all the areas identified around the premises, are to be asked to move on, if they are in groups larger than 4. If they refuse the community support officers or the police are to be informed.
- Signs indicating the use of CCTV are to be prominently displayed within the playing field areas. Extra tapes are to be made available if an incident is noted and recorded and the tape needs to be saved.
- The Premises is to be strictly a venue for hire only and not open for the general uninvited public.
- All hiring's will initially be taken by the booking clerk who will post out the forms and conditions of hire. Within these forms it clearly states what functions we will accept and what is forbidden and these are to be strictly adhered to.
- The maximum number of patrons for any hiring will not exceed 120.
- A staff ratio of 1:50 + 1 is operated.
- No child under the age of 16 can come to the bar to be served.
- On functions for younger people, a higher adult/youth ratio than the normal, will be applied.
- The hirer of the premises will be held responsible for the conduct of their patrons/guests and without fail if the behaviour deteriorates we will close the venue immediately and all deposits will be forfeited.
- No alcohol can be brought in to our premises except by prior arrangement (sealed bottles of wine can be brought for meals although a corkage fee is required). Any

unauthorised alcohol will be confiscated and then returned to the over 18's when they leave the premises. This will be locked in a caged area.

- The ZERO tolerance drugs policy will continue to operate. The police will be called and the person ejected, the hirer put on a final warning or if severe enough the venue will be immediately closed down.
- Warning signs regarding the drugs policy shall continue to be displayed within the premises, stating the police will be called and the person evicted.
- No drinks promotions of any kind will be allowed or offered on the premises at any time.
- In order to promote responsible drinking the bar will close 30 minutes earlier than the finishing time for any function.
- Any drunken patron seen entering the premises will be pointed out to the responsible hirer and asked to leave, with assistance home offered.
- Any person trying to purchase a drink for an intoxicated reveller will be refused and warned against encouraging them to drink further. Persistence will result in their eviction from the premises and the hirer informed and warned of their duty of care.
- An advert will be placed above the pay phone for a reliable local taxi firm, who is conscientious of our neighbours, for the patrons to use.
- Additional lighting and existing lighting will be used to light up the hall and its perimeter, car park and entrances.
- All emergency and disabled accesses are to be kept clear and well marked.
- On the two functions that are open to the general public plastic disposable glasses will be used.
- Toughened glass is to be used within the establishment.
- No glass shall be allowed away from the premises on any functions.
- Plastic glasses and straws are to be encouraged for the younger patrons.
- Frequently throughout the night, during a function empty glasses and bottles will be removed from the tables.
- Notices stating that glasses must not be removed from the hall shall be displayed and all staff are encouraged to approach any person leaving the premises with glasses and have them return or collect their glass prior to them leaving.
- Prominent signs shall be displayed to alert drivers leaving their cars, in the car park, that crime is in the area.
- All the emergency and side doors shall be push bar openers.
- Regular security checks, 'walkabouts' both inside and outside the premises are to be carried out.
- The premises is alarmed and monitored by the alarm company i.e. Chubb.

**c) Public safety:**

- The building is to continue to have a fitted fire alarm system.
- Evacuation signs are to be on prominent display, showing all the recognised fire exits to leave the premises.
- The staff shall have fire evacuation training and each will be responsible for making sure that the patrons leave the building.
- The principle key holder will call 999 and the emergency services.
- A clear plan will be mounted in the hall showing where the fire extinguishers and fire blankets are as well as the fire alarms.
- Staff will have been trained in the knowledge of where the appliances are and how to use them.
- Designated First Aiders where available will be on hand to offer immediate first aid and to summon help. An accident report must always be compiled.
- There shall continue to be emergency throughout the building.

- All electrical equipment, including emergency lighting, shall be checked annually and every third year PAT tested with the necessary certification being issued.
- Boilers and gas fittings will be safety checked and certified.
- The alarm and extinguishers will be checked annually.
- Notices with details of the emergency key holders will be displayed.
- Special effects such as pyrotechnics, bubble machines, smoke machines etc. shall not be allowed to be used in the hall.
- All the public and disabled entrances to the hall are to be well illuminated and adhere to the DDA act.

**d) The prevention of public nuisance:**

- The primary key holder of the evening will discuss the noise level with the disco/entertainers and the hirer.
- The extractor fans within the premises, which are fairly noisy when they are all on, will be turned off once a function is finished.
- Only the front doors to the premises leading from the car park, shall be opened at the end of the evening, to steer the guests straight to their cars.
- Our preferred Taxi company and others in the area, attending the venue to collect guests have been told that they must not 'beep' their horns whilst waiting for a fare.

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

- Every booking taken will be required to show the amount of children under the age of 18.
- Children of a young age will be given drinks in plastic glasses with straws if available.
- Parents are to be warned that children under the age of 16 cannot come to the bar on their own and they, the parents, are responsible for the child's behaviour within the premises.
- There is a strict no under 18 policy by law, the licence holder shall, in advance, ask the hirer if they have youths of 16 to 17 years of age, that are coming and shall explain that regardless of their parents wishes they will NOT be allowed to be served, bought or consume alcohol within the premises.
- Proof of age shall be required of any patron who looks to be under the legal age, and only recognised photographic I.D. will be accepted as proof.

**Annex 3 - Conditions attached after a hearing by the licensing authority:**

The variation to this premises licence was granted by the Licensing Sub Committee for this authority on:- 8 November 2006, with the added following conditions.

1. The joint total number of events on Fridays and Saturdays that end at midnight on these days shall not exceed 40 in any one calendar year. There is no intention to limit the number of events that end at 23:00 hours on these days.
2. The sale of intoxicating liquor shall be restricted to:
  - a. Persons attending the premises on payment of admission
  - b. Bona fide Members of Clubs or organisations entitled to use the premises who have deposited with the Licensee and maintained a list of members

- c. Bona fide members of any Club or Organisation attending to compete with other Clubs or Organisations set out in (b) above
  - d. Bona fide guests of the said Clubs or Organisations included in (b) and (c) above or individual members thereof
  - e. Persons attending Private functions at the Premises. A private function for this purpose is one where the Organiser has hired the premises from the Parish Council and admission is limited to persons invited thereto.
  - f. Persons attending functions on the premises organised by the Parish Council.
- 3. No off sales are made.
  - 4. Windows and Doors to be closed at 23:00 hours when live or recorded music is playing.
  - 5. Prominent clear and legible notices will be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.
  - 6. The provisions of the operating schedule shall apply.
  - 7. The Mandatory Conditions apply.

#### **Annex 4 – Plans**

As per original application dated 27 July 2005, Drawing dated 19 July 2005.

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**Three Rivers**  
**Application to vary a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing.team@threerivers.gov.uk](mailto:licensing.team@threerivers.gov.uk)  
 Telephone: 01923 776611

\* required information

## Section 1 of 18

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	Manor House Premises Licence Variation	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant?  <input checked="" type="radio"/> Yes <input type="radio"/> No		Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

* First name	Abbots Langley Parish Council	
* Family name	Abbots Langley Parish Council	
* E-mail	david.abbott@abbotslangley-pc.gov.uk	
Main telephone number	01923268374	Include country code.
Other telephone number		
<input checked="" type="checkbox"/> Indicate here if the applicant would prefer not to be contacted by telephone		

Is the applicant:

- ☒ Applying as a business or organisation, including as a sole trader  
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

Is the applicant's business registered in the UK with Companies House?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is the applicant's business registered outside the UK?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Note: completing the Applicant Business section is optional in this form.

Business name	Abbots Langley Parish Council	If the applicant's business is registered, use its registered name.
VAT number	<div style="display: inline-block; border: 1px solid black; padding: 2px; margin-right: 5px;">GB</div> <div style="border: 1px solid black; padding: 2px;">197472713</div>	Put "none" if the applicant is not registered for VAT.

**Continued from previous page...**

Legal status

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Applicant Business Address**

If the applicant has one, this should be the applicant's official address - that is an address required of the applicant by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

- ☒ An agent that is a business or organisation, including a sole trader  
☐ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

**Agent Business**

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

**Continued from previous page...**

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 18**

**APPLICATION DETAILS**

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.**

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

\* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address    ☐ OS map reference    ☐ Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Premises Contact Details**

Telephone number

*Continued from previous page...*

Non-domestic rateable  
value of premises (£)

22,250

### Section 3 of 18

#### VARIATION

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

☒

Yes

☐

No

Do you want the proposed variation to have effect in relation to the  
introduction of the late night levy?

☐

Yes

☒

No

You do not have to pay a fee if the only  
purpose of the variation for which you are  
applying is to avoid becoming liable to the  
late night levy.

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

#### Describe Briefly The Nature Of The Proposed Variation

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.

Manor House Sports and Social Centre is a single storey building comprising of a hall for hire with an attached bar, kitchen and toilet facilities. It is approximately 15m2 of usable hall space in the Jubilee Room. There is access to the patio, front entrance foyer, corridors to the toilets and kitchen. There is a current Premises Licence for the premises only (Prem/191/05). This Application seeks to add:

- off sales to the existing Licence
- outside area edged in red as shown on the enclosed plan
- amendment of out of date conditions.

### Section 4 of 18

#### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to  
vary is successful?

☒

Yes

☐

No

#### Standard Days And Timings

MONDAY

Start

09:00

End

23:00

Start

End

Provide 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.

**Continued from previous page...**

**TUESDAY**

Start	<input type="text" value="09:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

**WEDNESDAY**

Start	<input type="text" value="09:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

**THURSDAY**

Start	<input type="text" value="09:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

**FRIDAY**

Start	<input type="text" value="09:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

**SATURDAY**

Start	<input type="text" value="09:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

**SUNDAY**

Start	<input type="text" value="09:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the performance of a play take place indoors or outdoors or both?

☐ Indoors      ☐ Outdoors      ☒ Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

Provide further details here.

State 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.

Amateur dramatic performances and similar both inside and outside and/or a marquee.

State any seasonal variations for performing plays.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

**Continued from previous page...**

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

## Section 5 of 18

### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will the schedule to provide films be subject to change if this application to vary is successful?

☒ Yes ☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Provide 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.

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

##### FRIDAY

Start

End

Start

End

##### SATURDAY

Start

End

Start

End

**Continued from previous page...**

SUNDAY

Start

End

Start

End

Will the exhibition of films take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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.

Film nights and similar both inside and/or outside or in a marquee.

State any seasonal variations for the exhibition of film.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

## Section 6 of 18

### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

☐ Yes ☒ No

## Section 7 of 18

### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

☐ Yes ☒ No

## Section 8 of 18

### PROVISION OF LIVE MUSIC

Will the schedule to provide live music be subject to change if this application to vary is successful?

- ☒ Yes
- ☐ No

Standard Days And Timings

MONDAY

Start

Start

End

End

Provide 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.

TUESDAY

Start

Start

End

End

WEDNESDAY

Start

Start

End

End

THURSDAY

Start

Start

End

End

FRIDAY

Start

Start

End

End

SATURDAY

Start

Start

End

End

SUNDAY

Start

Start

End

End

Will the performance of live music take place indoors or outdoors or both?

- ☐ Indoors
- ☐ Outdoors
- ☒ Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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.

Music will be from recorded and live bands and with amplification.



**Continued from previous page...**

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed, above below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

## Section 9 of 18

### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

☒ Yes ☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Provide 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.

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

##### FRIDAY

Start

End

Start

End

**Continued from previous page...**

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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.

Music will be from recorded and live bands and with amplification.

State any seasonal variations for playing recorded music.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

## Section 10 of 18

### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

☒ Yes ☐ No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

**Continued from previous page...**

**TUESDAY**

Start	<input type="text" value="09:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

**WEDNESDAY**

Start	<input type="text" value="09:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

**THURSDAY**

Start	<input type="text" value="09:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

**FRIDAY**

Start	<input type="text" value="09:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

**SATURDAY**

Start	<input type="text" value="09:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

**SUNDAY**

Start	<input type="text" value="09:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the performance of dance take place indoors or outdoors or both?

☐ Indoors      ☐ Outdoors      ☒ Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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.

Occasional dance floor areas both inside and outside and in a marquee.

State any seasonal variations for the performance of dance.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed above, list below.

**Continued from previous page...**

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

## Section 11 of 18

### PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

☐ Yes ☒ No

## Section 12 of 18

### PROVISION OF LATE NIGHT REFRESHMENT

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

☐ Yes ☒ No

## Section 13 of 18

### SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

☒ Yes ☐ No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

**Continued from previous page...**

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption?

☐ On the premises      ☐ Off the premises      ☒ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

## Section 14 of 18

### ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide 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 etc gambling machines etc.

Not Applicable

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Section 15 of 18

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start 08:00

End 23:30

Start

End

Provide 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.

TUESDAY

Start 08:00

End 23:30

Start

End

WEDNESDAY

Start 08:00

End 23:30

Start

End

THURSDAY

Start 08:00

End 23:30

Start

End

FRIDAY

Start 08:00

End 00:30

Start

End

SATURDAY

Start 08:00

End 00:30

Start

End

SUNDAY

Start 08:00

End 23:30

Start

End

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Single day events held on the Manor House Recreation Grounds - the Abbots Langley Carnival, Abbots Langley Fireworks and this year we are marking the 80th year for VE/VJ anniversary celebrations of WWII.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Continued from previous page...**

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 SEE ATTACHED FOR CONDITIONS THAT CAN BE REMOVED. SUITABLE REPLACEMENTS WHERE APPROPRIATE AT SECTION 16.

☒ I have enclosed the premises licence

☐ I have enclosed the relevant part of the premises licence

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

## Section 16 of 18

### LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

The premises currently has the benefit of an existing Premises Licence (PREM 05/191/05).

The premises will continue to operate to the same high standards as before.

The DPS and Facilities Manager is trained to Level 2 (Award for Personal Licence Holders) standard and will be responsible for training other members of staff, where necessary.

b) The prevention of crime and disorder

A CCTV system is installed internally at the premises giving coverage of the entrance and exit, alcohol and such system shall be maintained and fit for purpose.

CCTV shall be in operation 24 hours a day, 7 days a week.

The recording system will be able to capture images of evidential quality and such recordings shall be retained for as long as the system is able (whilst retaining the high quality image) and in any event for a minimum of 28 days.

The system shall continually record whilst the premises is open for licensable activities and during all times when staff and customers remain on the premises.

The CCTV system shall have a constant and accurate time and date generation.

Management to be trained to view and download CCTV footage on receipt of an internal authorisation code. For urgent matters, at all times officers will be able to view CCTV footage to verify if a reported offence is covered and, whenever required, CCTV will be downloaded and made available to the officer as soon as reasonably practicable. For non-urgent matters, CCTV will be available to view and download at all times during normal office hours on receipt of an internal authorisation code or in any event within 48 hours.

Signage will be displayed advising that CCTV is in operation.

A refusals log (which may be electronically recorded) shall be kept detailing all refused sale/supply of alcohol. The log should include the date and time of the refused sale/supply and the name of the member of staff who refused it. The log shall be available for inspection at the premises by the police or an authorised officer of the licensing authority at all times whilst the premises is open.

***Continued from previous page...***

An incident log shall be kept at the premises for at least 12 months, and made available on request to an authorised officer of the licensing authority or the Rickmansworth Police Licensing Unit, which will record the following:

- a) all crimes reported to the venue, or by the venue to the Police
- b) all ejections of patrons
- c) any complaints received
- d) any incidents of disorder
- e) seizures of drugs, offensive weapons, fraudulent ID or other items
- f) any failures or faults in the CCTV system or searching equipment or scanning equipment
- g) any refusal of the sale/supply of alcohol
- h) any visit by a responsible authority or emergency service
- i) the times on duty, and the licence number, of all licensed door supervisors employed by the premises.
- j) assaults or other injuries whether or not police or medical assistance is required
- k) all times when CCTV and electronic identification system records have been supplied to Police and licensing authority officers.
- l) records of reasonable requests from authorised officers in accordance with condition

**c) Public safety**

All outside areas will be lit to ensure public safety. All the public and disabled entrances to the hall are to be well illuminated and adhere to the DDA Act.

External lighting for the premises will be turned off after the premises are closed to the public.

Security lighting is controlled with dawn to dusk detectors.

All emergency and disabled accesses are to be kept clear and well marked.

Toughened glass is to be used within the establishment.

No glasses shall be allowed to be taken off the premises.

Notices shall be displayed asking customers not to remove glasses from the premises.

The premises has the benefit of a full security and fire alarm system.

Evacuation signs are to be on prominent display, showing all the recognised fire exits to leave the premises.

All staff are fully trained in health and safety and evacuation procedures and there are adequate first aiders at any event.

A clear plan will be mounted in the hall showing where the fire extinguishers and fire blankets are as well as the fire alarms.

There shall continue to be emergency lighting throughout the building.

All electrical equipment, including emergency lighting, shall be checked annually and every third year PAT tested with the necessary certification being issued.

Boilers and gas fittings will be safety checked and certified.

The alarm and extinguishers will be checked annually.

Notices with details of the emergency key holders will be displayed.

Special effects such as pyrotechnics, bubble machines, smoke machines etc. shall not be allowed to be used in the hall.

The front doors to the premises leading from the car park, shall be opened at the end of the evening, to encourage guests straight to their cars.

Prior to installing any temporary structures the DPS/Manager will carry out an appropriate risk assessment and/or noise management plan.

**d) The prevention of public nuisance**

Outside events on the recreation grounds are to be limited to 5 (five) per calendar year.

A noise management policy is in place that sets out sound attenuation measures to prevent or control music, singing and speech noise breakout from the premises.



***Continued from previous page...***

Where necessary noise levels will be maintained by the Manager and DPS. All reasonable measures to be taken to ensure limitation of noise.

Windows and doors to be closed after 2300 hours when live or recorded music is playing.

Guests will be encouraged to limit any noise when leaving or arriving at the premises late at night.

Appropriate liaison with local residents shall be promoted by the Premises Licence Holder and the DPS.

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

Staff are trained in under age sale prevention.

The premises will operate a Challenge 25 Policy for sales of alcohol.

Acceptable forms of identification are (but not limited to) PASS approved proof of age cards, valid passport and photocard driving licence.

Signage advising of the Challenge 25 Policy will be prominently displayed at the premises.

Persons under the age of 18 will be accompanied by an adult.

**Section 17 of 18**

**NOTES ON REGULATED ENTERTAINMENT**

***Continued from previous page...***

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

**Continued from previous page...**

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

**Section 18 of 18**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

190.00

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**

**Continued from previous page...**

**Address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

**DECLARATION**

\* I/we understand 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.

☐ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/three-rivers/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**







Original footprint      Variation footprint



1. A CCTV system is installed internally at the premises giving coverage of the entrance and exit, alcohol and such system shall be maintained and fit for purpose
2. CCTV shall be in operation 24 hours a day, 7 days a week
3. The recording system will be able to capture images of evidential quality, and such recordings shall be retained for as long as the system is able (whilst retaining the high-quality image) and in any event for a minimum of 28 days
4. The system shall continually record whilst the premises is open for licensable activities and during all times when staff and customers remain on the premises
5. The CCTV system shall have a constant and accurate time and date generation
6. Management to be trained to view and download CCTV footage on receipt of an internal authorisation code. For urgent matters, at all times officers will be able to view CCTV footage to verify if a reported offence is covered and, whenever required, CCTV will be downloaded and made available to the officer as soon as reasonably practicable. For non-urgent matters, CCTV will be available to view and download at all times during normal office hours on receipt of an internal authorisation code or in any event within 48 hours
7. Signage will be displayed advising that CCTV is in operation.
8. A refusals log (which may be electronically recorded) shall be kept detailing all refused sale/supply of alcohol. The log should include the date and time of the refused sale/supply and the name of the member of staff who refused it. The log shall be available for inspection at the premises by the police or an authorised officer of the licensing authority at all times whilst the premises is open.
9. An incident log shall be kept at the premises for at least 12 months, and made available on request to an authorised officer of the licensing authority or the Rickmansworth Police Licensing Unit, which will record the following:
  - a. all crimes reported to the venue, or by the venue to the Police
  - b. all ejections of patrons
  - c. any complaints received
  - d. any incidents of disorder
  - e. seizures of drugs, offensive weapons, fraudulent ID or other items
  - f. any failures or faults in the CCTV system or searching equipment or scanning equipment
  - g. any refusal of the sale/supply of alcohol
  - h. any visit by a responsible authority or emergency service
  - i. the times on duty, and the licence number, of all licensed door supervisors employed by the premises.
  - j. assaults or other injuries whether or not police or medical assistance is required
  - k. all times when CCTV and electronic identification system records have been supplied to Police and licensing authority officers.
  - l. records of reasonable requests from authorised officers in accordance with condition
10. All outside areas will be lit to ensure public safety. All the public and disabled entrances to the hall are to be well illuminated and adhere to the DDA Act
11. External lighting for the premises will be turned off after the premises are closed to the public
12. Security lighting is controlled with dawn to dusk detectors
13. All emergency and disabled accesses are to be kept clear and well-marked
14. Toughened glass is to be used within the establishment
15. No glasses shall be allowed to be taken off the premises
16. Notices shall be displayed asking customers not to remove glasses from the premises

17. The premises has the benefit of a full security and fire alarm system
18. Evacuation signs are to be on prominent display, showing all the recognised fire exits to leave the premises
19. All staff are fully trained in health and safety and evacuation procedures and there are adequate first aiders at any event
20. A clear plan will be mounted in the hall showing where the fire extinguishers and fire blankets are as well as the fire alarms
21. There shall continue to be emergency lighting throughout the building
22. All electrical equipment, including emergency lighting, shall be checked annually and every third year PAT tested with the necessary certification being issued
23. Boilers and gas fittings will be safety checked and certified
24. The alarm and extinguishers will be checked annually
25. Notices with details of the emergency key holders will be displayed
26. Special effects such as pyrotechnics, bubble machines, smoke machines etc. shall not be allowed to be used in the hall
27. The front doors to the premises leading from the car park, shall be opened at the end of the evening, to encourage guests straight to their cars
28. Prior to installing any temporary structures, the DPS/Manager will carry out an appropriate risk assessment and/or noise management plan
29. Outside events on the recreation grounds are to be limited to 5 (five) per calendar year.
30. A noise management policy is in place that sets out sound attenuation measures to prevent or control music, singing and speech noise breakout from the premises
31. Where necessary noise levels will be maintained by the Manager and DPS. All reasonable measures to be taken to ensure limitation of noise
32. Windows and doors to be closed after 2300 hours when live or recorded music is playing
33. Guests will be encouraged to limit any noise when leaving or arriving at the premises late at night
34. Appropriate liaison with local residents shall be promoted by the premises licence holder and the DPS
35. Staff are trained in underage sale prevention
36. The premises will operate a Challenge 25 Policy for sales of alcohol
37. Acceptable forms of identification are (but not limited to) PASS approved proof of age cards, valid passport and photocard driving licence
38. Signage advising of the Challenge 25 Policy will be prominently displayed at the premises
39. Persons under the age of 18 will be accompanied by an adult.





unmonitored.planning@threeivers.gov.uk  
To Lorna Curtis

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#)

Tue 22/04/2025

## Comments summary

Dear Sir/Madam,

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 22/04/2025 12:11 PM from Mr Andrew STANLEY.

### Application Summary

Address:	Manor House Sports And Social Club Gallows Hill Lane Abbots Langley Hertfordshire WD5 0BX
Proposal:	Full Variation
Case Officer:	Lorna Curtis

[Click for further information](#)

### Customer Details

Name:	
Email:	
Address:	134 Abbots Road Abbots Langley Hertfordshire

### Comments Details

Commenter Type: Neighbour

Stance:	Customer objects to the Licensing Application
Reasons for comment:	- Prevention of public nuisance
Comments:	<p>22/04/2025 12:11 PM At the present time the volume of noise from the playing of music when the doors to the building are open carries over to Abbots Road and beyond and is intrusive, most especially when going on until midnight.</p> <p>It is not unreasonable to imagine that extending the licence to cover the outside space - delineated as the recreational ground will increase and exacerbate the level of noise level.</p>

Kind regards

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