

LOCAL AUTHORITY



East Suffolk Council
 East Suffolk House Riduna Park
 Station Road Melton
 Woodbridge
 IP12 1RT

tel: 01394 444802
 web: www.eastsuffolk.gov.uk

Part 1 - Premises Details

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

Bruisyard Village Hall

Rendham Road, Bruisyard, Saxmundham, Suffolk, IP17 2DX.

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- a performance of a play
- an exhibition of a film
- a performance of live music
- any playing of recorded music
- a performance of dance
- entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance
- the supply of alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
A. Performance of a play (Indoors)	Monday to Sunday	9:00am	10:30pm
B. Exhibition of films (Indoors)	Monday to Sunday	9:00am	10:30pm
E. Performance of live music (Indoors)	Monday to Sunday Non Standard Timings: New Year's Eve between 09:00 and 01:00 the following day	9:00am	10:30pm
F. Playing of recorded music (Indoors)	Monday to Sunday Non Standard Timings: New Year's Eve between 09:00 and 01:00 the following day	9:00am	10:30pm
G. Performance of dance (Indoors)	Monday to Sunday	9:00am	10:30pm
H. Entertainment of a similar description to that falling within E, F, or G (Indoors)	Monday to Sunday Non Standard Timings: New Year's Eve between 09:00 and 01:00 the following day	9:00am	10:30pm



THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES continued ...

Activity (and Area if applicable)	Description	Time From	Time To
J. Supply of alcohol for consumption ON the premises only	Monday to Sunday Non Standard Timings: New Year's Eve between 12:00 and 00:30 the following day	Noon	10:30pm

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Monday to Sunday Non Standard Timings: New Year's Eve between 09:00 and 01:00 the following day	9:00am	11:00pm

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

- J. Supply of alcohol for consumption ON the premises only

Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

Bruisyard Parish Council Village Hall Committee, Bruisyard Village Hall, Rendham Road, Bruisyard, Saxmundham, Suffolk, IP17 2DX.

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

BRUISYARD PARISH COUNCIL VILLAGE HALL COMMITTEE, Bruisyard Village Hall, Rendham Road, Bruisyard, Saxmundham, Suffolk, IP17 2DX.

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

Licence No.

Issued by



ANNEXES

Annex 1 - Mandatory Conditions

Where a premises licence authorises the sale of alcohol, the licence must include the following conditions:

SUPPLY OF ALCOHOL

Every supply of alcohol under the premises licence must be made or authorised by the management committee

1. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children-

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to-

- (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
- (ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on-

- (i) the outcome of a race, competition or other event or process, or
- (ii) the likelihood of anything occurring or not occurring;

(e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

4. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

5. The responsible person shall ensure that-



ANNEXES continued ...

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures-

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures.

EXHIBITION OF FILMS

- 1) Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section -
- 2) Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.
- 3) Where -
 - a) the film classification body is not specified in the licence, or
 - b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question, admission of children must be restricted in accordance with any recommendation made by that licensing authority.

4) In this section -

“children” means persons aged under 18; and

“film classification body” means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

Annex 2 - Conditions Consistent with the Operating Schedule**General Conditions**

1. The Licensee will ensure that the Hirer signs and agrees to the ‘Standard Conditions of Hire’ which form part of the booking form to confirm a booking of the hall. These conditions will address each of the four licensing objectives.
2. The Licensee will ensure that the Hirer is made aware of their responsibilities as detailed in the ‘Standard Conditions of Hire’ and the licence conditions.
3. The retail sale of alcohol will be provided only by Bruisyard Parish Council Village Hall Committee or their appointed representative.

Crime and Disorder

1. The Licensee will not tolerate disorderly conduct on the premises.
2. The Hirer, and Members of the Bruisyard Parish Council Village Hall Committee and their appointed representatives, will be responsible for requesting any person who is drunk or acting in a disorderly manner to leave the premises immediately. For continual offenders, the licensee will issue a ban on entry to the premises for a defined period.
3. The sale or supply of alcohol to a person who is drunk will be strictly prohibited.
4. The Licensee will provide/install and maintain CCTV equipment at the premises in full working order. All recordings will be retained for at least 28 days and will be made available to an authorised officer



ANNEXES continued ...

of the Licensing Authority or Police on demand.

Public Safety

1. The Licensee will ensure that the following systems are maintained and inspected by a suitably qualified professional person in accordance with the appropriate British Standard at intervals recommended in national guidance, and will keep the records of such inspections available for inspection by authorised officers on request:
 - Emergency lighting systems
 - Fire alarm systems
2. The Licensee will ensure that all exits and escape routes are clearly identified, kept free from obstruction and available for immediate use in the event of an emergency during licensable activities.
3. The Licensee will ensure that the Bruisyard Parish Council Village Hall Committee's 'safety and security procedure in the event of fire or flood' will be maintained and implemented.

Prevention of Public Nuisance

1. The Licensee will ensure that the high level of sound insulation is maintained and the sound limiter (power cut-off) system is maintained and utilised.
2. The Licensee will ensure that all events finish by 23:00 and the premises and car park are vacated at or before midnight during standard opening hours.
3. The Licensee will ensure that the 'Standard Conditions of Hire' as agreed by all Hirers will be strictly enforced.
4. The volume of the amplification system shall be strictly controlled so that noise levels are non - intrusive at nearby residential properties.
5. A noise control device shall be used for all music entertainment and maintained at a level agreed by the Environmental Protection Team at Suffolk Coastal District Council.
6. In the event that additional ventilation is necessary to the function room, a detailed scheme shall be submitted to the Environmental Protection Section and only an approved scheme shall be fitted.

Protection of children from harm

1. The Licensee will take all reasonable steps to ensure the safety of children, young people and vulnerable people.
2. The Licensee will ensure that a requirement is placed on the Hirer to obtain written agreement from the legal carer or guardian before having direct contact with any vulnerable person.
3. The Licensee will ensure that Bruisyard Parish Council Village Hall Committee's written policy and procedures with regard to the safeguarding of vulnerable people will continue to include procedures to check backgrounds and disclosures with the Criminal Records Bureau of all volunteers, trustees, employees or contractors who will supervise, care for or otherwise have significant direct contact with vulnerable people.
4. The Licensee will ensure that no child under the age of 12 years will be allowed in the kitchen.
5. All children under the age of 16 years must be accompanied by a responsible adult for all



ANNEXES continued ...

events which include the sale or supply of alcohol.

6. Admission of children to the exhibition of films will be restricted in accordance with film classification.

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



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Premises Licence Summary

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES continued ...

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NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

BRUISYARD PARISH COUNCIL VILLAGE HALL COMMITTEE

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

No

