

## APPENDIX A

Premises Licence Applications – New/Variation/Minor Variation A copy of the application and plan will need to be submitted to each of the following Responsible Authorities	
<p>Technical Support Team Thanet District Council Cecil Street Margate Kent CT9 1XZ</p> <p><a href="mailto:licensing@thanet.gov.uk">licensing@thanet.gov.uk</a></p>	<p>Planning Department Thanet District Council Cecil Street Margate Kent CT9 1XZ</p> <p><a href="mailto:planning.services@thanet.gov.uk">planning.services@thanet.gov.uk</a></p>
<p>Environmental Health Thanet District Council Cecil Street Margate Kent CT9 1XZ</p> <p><a href="mailto:environmental@thanet.gov.uk">environmental@thanet.gov.uk</a></p>	<p>Kent Fire and Rescue Service Kent Fire and Rescue Service Folkestone Fire Safety Office Park Farm Road Folkestone CT19 5LT</p> <p><a href="mailto:buildingsafety.folkestone@kent.fire-uk.org">buildingsafety.folkestone@kent.fire-uk.org</a></p>
<p>Police Licensing Officer Licensing, CSU The Police Licensing Unit Canterbury Police Station Old Dover Road Canterbury CT1 3JQ</p> <p><a href="mailto:licensing.east.division@kent.police.uk">licensing.east.division@kent.police.uk</a></p>	<p>Child Protection Service Child Protection Team Kent County Council Room 2.60, 2nd Floor Sessions House County Hall Maidstone</p> <p><a href="mailto:social.service@kent.gov.uk">social.service@kent.gov.uk</a></p>
<p>Kent County Council Trading Standards 1<sup>st</sup> Floor Invicta House County Hall, Maidstone, ME14 1XX</p> <p><a href="mailto:trading.standardsseast@kent.gov.uk">trading.standardsseast@kent.gov.uk</a></p>	<p>Public Health Kent County Council Room 3.45, Sessions House County Road Maidstone Kent ME14 1XQ</p> <p><a href="mailto:Gillian.powell@kent.gov.uk">Gillian.powell@kent.gov.uk</a></p>
<p>Health &amp; Safety Executive International House Dover Place Ashford TN23 1HU Tel 01233 653900 Website: <a href="http://www.hse.gov.uk">www.hse.gov.uk</a></p>	<p>Home Office (Immigration Enforcement) Alcohol Licensing Team Lunar House 40 Wellesley Road Croydon CR9 2BY</p>

## **Appendix B**

### **Reference to guides of best practice**

Revised guidance issued under section 182 of Licensing Act 2003

<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

Good Practice Guide on the Control of Noise from Pubs and Clubs, produced by Institute of Acoustics

[www.ioa.org.uk](http://www.ioa.org.uk)

Good Practice Guide: Licensing published jointly by the Justices' Clerks' Society and the Magistrates' Association (April 1999)

[www.magistrates-association.org.uk](http://www.magistrates-association.org.uk)

Code Of Practice And Guidance Notes On Noise Control For Concerts And Outdoor Events

[www.cieh.org/policy/noise\\_council\\_environmental\\_noise.html](http://www.cieh.org/policy/noise_council_environmental_noise.html)

The National Alcohol Harm Reduction Strategy Toolkit

[www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

The Point of Sale Promotions published by BBPA

[www.beerandpub.com](http://www.beerandpub.com)

Public Places Charter

[www.ash.org.uk](http://www.ash.org.uk)

National Pubwatch

[www.nationalpubwatch.org.uk](http://www.nationalpubwatch.org.uk)

## Appendix C: Contact details and useful addresses

Disclosure and Barring Service (DBS)  
Customer Services  
PO Box 165  
Liverpool L69 3JD  
Information line: 0870 90 90 811  
Website: <https://www.gov.uk/disclosure-barring-service>

British Beer & Pub Association (BBPA)  
Ground Floor  
Brewers' Hall Aldermanbury Square London  
EC2V 7HR  
Tel: 020 7627 9191  
Fax: 020 7627 9123  
email: [contact@beerandpub.com](mailto:contact@beerandpub.com)  
Press Office: 020 7627 9199

British Institute of Inn keeping (BII)  
Wessex House  
80 Park Street  
Camberley  
Surrey GU15 3PT  
Tel: 01276 684 449  
Fax: 01276 23045  
Website: [www.bii.org](http://www.bii.org)  
email: [reception@bii.org](mailto:reception@bii.org)

Security Industry Association (SIA)  
PO Box 49768  
London. WC1 V6WY  
Website: [www.the-sia.org.uk](http://www.the-sia.org.uk)  
Tel: 0844 892 1025  
Fax: 0844 892 0975

Best Bar None - <https://bestbarnone.com/>

Pub Watch - <https://nationalpubwatch.org.uk/>

Ask Angela - <https://askforangela.co.uk/>

## Appendix D

### Recommended delegation of functions as per S182 of the guidance

Matter to be dealt with	Licensing Board	Licensing Sub-Ctte	Officers
Application for a personal licence		If a police objection	If no objection
Application for a personal licence with unspent convictions		If a police objection	If no objection
Applications for a premise licence or club premises certificate		If a relevant representation made	If no relevant representation made
Application to vary DPS		If a police objection	If no objection
Request to be removed as a DPS			All cases
Application for Transfer of a premises licence		If a police objection	If no objection
Application for interim authorities		If a police objection	If no objection
Application to review premises licence/club premises certificate		All cases	
Application for a provisional statement		If a relevant representation made	If no relevant representation made
Decision on whether a complaint is irrelevant, frivolous, vexatious etc.			All cases
Decision to object when Local Authority is a consultee and not the relevant authority considering the application		All cases	
Determination of an objection to a temporary event notice (TENs)		All cases	
Determination of application to vary premises licence at community premises to include alternative licence condition		If a police objection	All other cases
Decision whether to consult other responsible authorities on minor variation application			All cases
Determination of a minor variation			All cases



## **Pool of Noise Conditions for the Prevention of Public Nuisance**

### **Background**

The following licensing conditions can be applied to different types of premises. They can be used as a guide for applicants, residents, Councillors, agencies and responsible authorities when making, commenting on or considering applications. This list is not exhaustive and should be used as a guide to help promote the prevention of public nuisance licensing objective.

### **Considerations:**

The following matters shall be considered in making an assessment as to appropriate conditions:

- the type, regularity, duration and time of entertainment to be provided;
- the hours of use – the later they extend the more intrusive noise will be to nearby residents;
- whether the music is to be played through an in-house amplification system or a system is brought in on entertainment nights, regulated entertainment after 11pm will require robust controls to minimise nuisance;
- the appropriate type of sound cutout or compressor/limiter device that may be required;
- noise outbreak: doors, lobbies, windows/skylights may require to be closed to prevent the escape of noise, although adequate ventilation must be maintained;
- the use of rooms above the premises (are they residential and are they associated with the use of the premises e.g. staff quarters?)
- flanking/structure-borne noise transmission to adjacent premises;
- large venues such as a night-club or venues that pose complex sound containment problems may be required to employ an acoustic engineer to prepare a scheme to make the premises suitable for entertainment purposes; and
- smaller venues that require extensive insulation works may be considered as unsuitable for the purposes of entertainment.

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### **Example Conditions**

Use of beer gardens/external areas
The [front] [rear] [side] outside area shall not be used after [insert times] on [insert days].
The [external drinking area] shall be kept clear of all customers between [XX:XX p.m.] and [XX:XX] a.m. the following day.
There shall be no customers in the [front] [rear] [side] between [XX:XX] hours and [XX:XX] hours the following day.

The external doors of the Premises shall be kept closed except for immediate access and egress and the windows shall be locked shut from XX:XX hours until the Premises closes.
The outside tables and chairs shall be rendered unusable by [XX:XX] hours each day.
All tables and chairs shall be removed from the outside area by [XX:XX] hours each day.
All patrons and staff shall only smoke in the designated area for smoking [specify where] at all times The designated queuing area shall be enclosed within appropriate barriers to ensure the footway is kept clear.
There shall be no more than [insert number] people in/on the [insert area description] at any one time after [insert time].
Customers permitted to temporarily leave e.g. to smoke and then re-enter the premises shall not be permitted to take drinks or glass containers with them.
Where customers are permitted to drink alcohol/smoke outside the premises, a minimum of [insert number] registered door supervisors shall be used to monitor and manage those customers from [insert times] on [insert days].

Noise Issues
No music or amplified sound shall be generated within the Premises so as to give rise to nuisance within neighbouring dwellings.
The licensee shall implement a site <a href="#">Noise Management Plan</a> (NMP). The NMP shall be submitted to and approved by Environmental Health 1 month prior to commencement of any licensable activity. The NMP shall promote the prevention of public nuisance licensing objective and ensure the licensing conditions are adhered to. The NMP shall be reviewed if a complaint relating to noise is received by either the local authority or the licensee and if transferred to another premises licence holder.
No independent sound system shall be brought on to the Premises and used for entertainment within the Premises so as to give rise to nuisance within neighbouring dwellings;
All recorded music shall be relayed through a sound limiter which has been set at a level to the satisfaction of an authorised officer of the Environmental Health Service so as to ensure that no noise nuisance is caused to local residents or businesses. The limiter shall only be accessible by persons authorised by the Premises License holder. The limiter shall not be altered without prior agreement with the Environmental Health Service.
No noise or vibration associated with the operation of plant at the Premises shall give rise to a nuisance to the occupiers of neighbouring properties;
The premises shall not be used under the terms of this licence until an acoustic report from a suitably qualified acoustician has been submitted to Environmental Health for review and approval. The report shall assess whether any further acoustic works and noise mitigation measures are needed to prevent noise outbreak from the premises. The report shall recommend a sound limit not to be exceeded that ensures Entertainment Noise (noise from music and amplification of human voice) LAeq 15mins must be controlled to 5dB below the background noise level (L90 15min) without Entertainment Noise present in each octave band within or at the façade of any residential receptor. The works required to achieve compliance shall be completed to the satisfaction of the EHO and shall thereafter be maintained.

The premises shall not be used under the terms of this licence until the premises has been insulated and isolated so as to prevent the transmission of sound from the licensed premises to neighbouring residential dwellings and the details thereof have been submitted and approved in writing by the Council's EHO. The insulation and isolation works shall be installed only in accordance with the details so approved and shall be maintained.
Clearly legible notices shall be displayed at all exits from the Premises requesting patrons to respect the needs of local residents and to leave the Premises and area quietly.
Clearly legible notices shall be prominently displayed at any area used for smoking outside the premises requesting patrons to respect the needs of local residents and to use the area quietly.
The Premises shall not be used under the [varied] terms of this licence until they have been insulated so as to prevent the transmission of excessive airborne or impact sound to neighbouring residential dwellings. The insulation works shall be installed in accordance with details submitted to and approved in writing by the Council's Director for Environmental Health and shall thereafter be maintained to the same standard.
The forecourt and the pavement immediately outside the Premises shall be kept in a clean condition [and clear of any grease or other stains caused by the operation of the Premises] [to the satisfaction of the Council's Director for Environmental Health].
External doors shall be fitted with a self-closing device that is maintained in a proper working condition. External doors fitted with a self-closing device shall not be propped open at any time.
There shall be no stereo / television or other audio equipment speakers mounted in the ceiling of the premises to prevent vibration transmission of sound energy to adjoining properties.
All stereo / television or other audio equipment including wall-mounted and / or free-standing / portable speakers shall be mounted on anti-vibration mountings / pads, as appropriate, to prevent vibration transmission of sound energy to adjoining properties.
Loudspeakers shall not be located in the entrance lobby or outside the premises building.
Rubbish including bottles or cans shall not be deposited outside the Premises between [XX:XX p.m.] and [ XX:XX a.m. the following day]; Refuse collections shall not take place between [ XX:XX p.m.] and [ XX:XX a.m. the following day];
[Deliveries to] [Cleaning of] the Premises shall not take place between [ XX:XX p.m.] and [XX:XX a.m. the following day];
The external doors and windows of the Premises shall be kept closed except for immediate access and egress [from [XX:XXp.m.] until the Premises closes to the public] [and] [at all times [after XX:XX p.m.] during the performance of any live entertainment or the generation of loud music on the Premises].
The external doors and windows [at the side and rear] of the Premises shall be kept closed at all times except in the case of an emergency.
The entrance to the Premises opening on to [XXXXXX] shall not be used [after XX:XX p.m.] except in the case of an emergency.
All ventilation and extraction systems and ducting shall be correctly installed, operated, maintained and regularly serviced, all in accordance with the manufacturer's instructions, to ensure that they are operating correctly and efficiently so as not to cause a nuisance to neighbours arising from noise or odour.

responsible persons appropriately trained in entertainment venue safety and security shall be employed at all times whilst the entertainment is being provided and shall take all reasonable steps to ensure that patrons will not cause a nuisance to the neighbourhood.

A self-closing device shall be fitted to (x) doors/fire doors (in accordance with BS 6459 Part 1 1984) and acoustic door seals shall be fitted to (x) doors and maintained so as to minimise the escape of sound from the premises.

#### Dispersal / Admittance of Patrons

A Dispersal Management Plan shall be submitted to and approved by the Licensing Authority prior to commencement of any licensable activity.

No patrons shall be admitted or re-admitted to the premises after (TIME).

There shall be no admittance to new patrons from (TIME) onward.

There shall be no re-admittance to existing patrons from (TIME) onwards.

The site shall employ the services of an SIA qualified door supervisor. The door supervisor shall be responsible for monitoring the (smoking area or queue) to ensure that no disturbance is caused.

The license holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway.

The license holder shall enter into an agreement with a hackney carriage and/or private carriage firm to provide transport for customers, with contact numbers made readily available to customers, those contact numbers displayed at exit points and staff will encourage patrons to use such services.

Patrons permitted to temporarily leave and then re-enter the premises to smoke shall be restricted to a designated smoking area defined as (specify location).

The premises license holder shall ensure that any patrons drinking and/or smoking outside the premises do so in an orderly manner and are supervised by staff so as to ensure that there is no public nuisance or obstruction of the public highway.

No more than [insert number] of customers will be permitted to remain in the designated smoking area at any one time.