NORWICH City Council

Licensing sub committee

Date: **Monday, 21 March 2016**
Time: **10:30**
Venue: **Westwick room**

City Hall, St Peters Street, Norwich, NR2 1NH

Pre-meeting briefing for members of the committee only
15 minutes before the start of the meeting

Committee members:

Councillors:
Button (chair)
Ackroyd
Thomas (Vi)

For further information please contact:

Committee officer: Lucy Palmer
t: (01603) 212416
e: lucypalmer@norwich.gov.uk

Democratic services
City Hall
Norwich
NR2 1NH

www.norwich.gov.uk

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IN TRAN

If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.

Agenda

1 Apologies

To receive apologies for absence

2 Declarations of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

3 Licensing Act 2003 Application for the Variation of a Premises Licence – The Halls, St Andrews Hall Plain, Norwich, NR3 1AU **3 - 104**

Purpose - Members are asked, in accordance with the delegation of licensing functions contained in the Norwich City Council Statement of Licensing Policy (Licensing Act 2003), to consider the application for the variation of a premises licence in respect of The Halls, St Andrews Hall Plain, Norwich, NR3 1AU, following the receipt of relevant representations.

Date of publication**: Friday, 11 March 2016**

Report to	Licensing sub committee 21 March 2016	**Item**
Report of	Head of citywide services	3
Subject	Licensing Act 2003: Application for the Variation of a Premises Licence – The Halls, St Andrews Hall Plain, Norwich, NR3 1AU	

Purpose

Members are asked, in accordance with the delegation of licensing functions contained in the Norwich City Council Statement of Licensing Policy (Licensing Act 2003), to consider the application for the variation of a premises licence in respect of The Halls, St Andrews Hall Plain, Norwich, NR3 1AU, following the receipt of relevant representations.

Recommendation

That members determine the application to vary a premises licence in respect of The Halls, St Andrews Hall Plain, Norwich, NR3 1AU in accordance with the:

- Licensing Act 2003;
- Guidance issued under Section 182 of the Licensing Act 2003; and
- Norwich City Council Statement of Licensing Policy.

Corporate and service priorities

The report helps to meet the corporate priority of a safe and clean city and the service plan priority of protecting the interests of the public through the administration of the licensing function.

Financial implications

None.

Ward/s: Thorpe Hamlet

Cabinet member: Councillor Driver – Neighbourhoods and community safety

Contact officers

Tony Shearman, Licensing Manager 01603 212761

Background documents

None

Report

The application

1. The applicant is Norwich City Council.

2. In summary the application seeks to:

   - Reduce the hours for licensable activities and opening times

   - Delete and/or modify the condtions applied to the licence

Operating Schedule

3. A copy of the existing licence and operating schedule is attached at appendix A to the report.

4. The a copy of the application form including additional steps put forward by the applicant to promote the licensing objectives as a result of the proposed variation are attached at appendix B to the report. Also included is some supporting information, supplied by the applicant, regarding trial events recently undertaken.

Relevant representations

5. The responses from the Responsible Authorities are as follows:

   Police – no representations.

   Environmental Protection – no representations.

   Fire Officer – no representations.

   Planning Officer – no representations.

   Area Child Protection Committee – no representations.

   Trading Standards – no representations.

   Primary Care Trust – no representations

6. Two representations objecting to the application have been received from local residents. Copies of these representations and a map showing the location of the relevant premises are attached at appendix C to the report.

Norwich City Council Statement of Licensing Policy

7. Attached at appendix D are the elements of the city council's local licensing policy which are considered to have a bearing upon the application:

National Guidance (issued under section 182 of the Licensing Act 2003)

8. Attached at appendix E are the elements of the national guidance issued by the Secretary of State that are considered to have a bearing upon the application.

Summary

9. In determining the application with a view to promoting the licensing objectives the sub-committee must give appropriate weight to:

- the steps that are appropriate to promote the licensing objectives (i.e. the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm);
- the representations (including supporting information) presented by all the parties;
- the guidance issued under Section 182 of the Licensing Act 2003 (national guidance); and
- the council's own statement of licensing policy.

10. The sub-committee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives:

- Grant the application as asked;
- Modify the conditions of the licence by altering or omitting or adding to them;
- Reject the whole or part of the application

11. The sub-committee is asked to note that it may not modify the conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be appropriate in order to promote the licensing objectives.

12. The representations received appear to relate to issues that fall under the licensing objectives. The sub-committee is directed to paragraphs 20 and 24 of the local licensing policy at appendix D which contain examples of factors that impact on the licensing objectives that the applicant could consider when addressing these issues. These paragraphs also contains examples of control measures that may be taken into account in operating schedules having regard to the type of premises and/or the licensable activities.

13. The sub-committee is also reminded of the contents of appendices 2, 3, 4 and 5 of the local licensing policy (not re-produced in this report) which contain pools of model conditions relating to the four licensing objectives.

Schedule 12

Regulation 33,34

Premises Licence

Premises Licence Number	**06/01683/PREM**

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

St Andrews Hall
St Andrews And Blackfriars Hall
St Andrews Hall Plain
Norwich
Norfolk
NR3 1AU

Telephone number 01603 628477

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence.

Films - Activity takes place indoors
Indoor Sporting Events - Activity takes place indoors
Late Night Refreshment - Activity takes place indoors
Live Music - Activity takes place indoors
Performances of Dance - Activity takes place indoors
Plays - Activity takes place indoors
Provision of Dance Facilities - Activity takes place indoors
Provision of Music Facilities - Activity takes place indoors
Sale by Retail of Alcohol - Activity takes place indoors
Recorded Music - Activity takes place indoors

The times the licence authorises the carrying out of licensable activities

Films	Every Day	09:00 - 02:00
Indoor Sporting Events	Every Day	09:00 - 02:00
Late Night Refreshment	Every Day	09:00 - 02:00
Live Music	Every Day	09:00 - 02:00
Performances of Dance	Every Day	09:00 - 02:00
Plays	Every Day	09:00 - 02:00
Provision of Dance Facilities	Every Day	09:00 - 02:00
Provision of Music Facilities	Every Day	09:00 - 02:00
Sale by Retail of Alcohol	Every Day	09:00 - 02:00
Recorded Music	Every Day	09:00 - 02:00

The opening hours of the premises

Monday	09:00 - 02:00
Tuesday	09:00 - 02:00
Wednesday	09:00 - 02:00
Thursday	09:00 - 02:00
Friday	09:00 - 02:00
Saturday	09:00 - 02:00
Sunday	09:00 - 02:00

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

Alcohol is supplied for consumption on the Premise

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

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

Norwich City Council
City Hall
St Peters Street
Norwich
NR2 1NH

Electronic Mail carolmarney@norwich.gov.uk

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 for the supply of alcohol

Glynn Wallace

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

Party Reference: Licensing Authority: Broadland District Council

Annex 1 – Mandatory conditions

1 No supply of alcohol may be made under a premises licence -

(a) at a time when there is no designated premises supervisor in respect of the premises licence, or

(b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

2 Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

3 No moving picture shall be exhibited unless: -

(i) it has received a "U","PG", "12A", "15" or "18" certificate of the British Board of Film Classification; or

(ii) it is a current newsreel which has not been submitted to the British Board of Film Classification; or

(iii) the permission of the Licensing Authority is first obtained and any conditions of such permission are complied with.

4 No person under the age of 18 years shall be admitted to any exhibition at which there is to be shown any moving picture which has received an "18" certificate from the British Board of Film Classification.

5 No person under the age of 15 years shall be admitted to any exhibition at which there is to be shown any moving picture which has received a "15" certificate from the British Board of Film Classification.

6 No person under the age of 12 years shall be admitted to any exhibition at which there is to be shown any moving picture which has received a "12A" certificate from the British Board of Film Classification.

7 (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.

8 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).

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

10 (with effect from 1 October 2010)
(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.

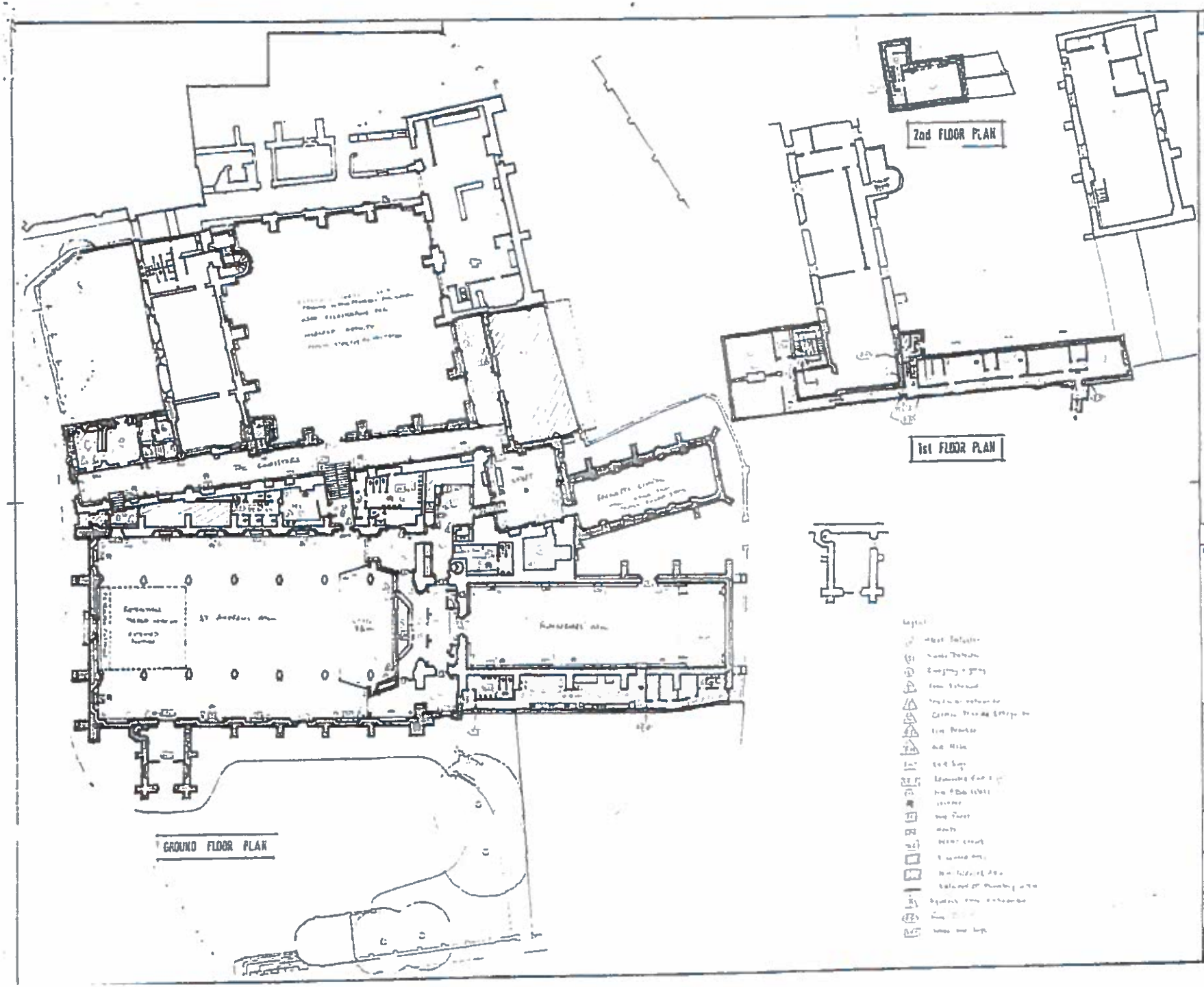
11 (with effect from 1 October 2010)
The responsible person shall ensure that -
(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures -
(i) beer or cider: half 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.

Annex 2 – Conditions consistent with the Operating Schedule

1 **General - all four licensing objectives**
2 Bars at the premises will be open for functions only and will not be available for passing trade.
3 **The Prevention of Crime and Disorder**
4 Bar staff will check ID of any customers who appear to be underage and will not serve those who already appear drunk.
5 There will be no price discounting on alcohol or other incentives to drink to excess.
6 **Public Safety**
7 Stewarding and hall keeping staff will ensure that fire exits remain clear and will assist in evacuation.
8 Fire safety maximum person limits will be adhered to.
9 Electrical equipment will be checked on a regular basis.
10 Risk assessments will be carried out for all events.
11 **The Prevention of Public Nuisance**
12 Sound levels will be monitored inside and outside the premises with a type 2 sound monitor.
13 There will be no amplified music in Blackfriars Hall or the Crypt due to the proximity of residential neighbours.
14 No amplified music will take place in the Garth (old cloisters).
15 Bottles and glasses will not be moved into the outside skip between the hours of 19:00 and 08:00.
16 **The Protection of Children From Harm**
17 No events involving nudity or acts of a sexual nature will be booked at the premises.
18 If an event is of an adult nature the premises will insist that the hirers impose a minimum age limit on the audience.
19 There will be no sales of alcohol to those appearing to be or who are underage.
20 For the purposes of this licence the term "amplified music" referred to in condition 13 of Annex 2 and conditions 6 and 7 of Annex 3 does not include music transmitted solely to personal headphones without use of loudspeakers.

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

1. A Marshall shall be present at the end of events supervising people leaving the premises.
2. Signs will be displayed in the premises asking people to leave quietly.
3. No glass or trade waste collections from the premises between the hours of 22:00 – 07:00.
4. A personal licence holder or the Designated Premises Supervisor will be on the premises between the hours of 19:00 and until the premises close when events are being held.
5. **Conditions Imposed by Magistrate's Court following Appeal Hearing**
6. Amplified music shall cease by 23.30 Monday to Saturday and by 22:30 on Sundays.
7. A noise limiter shall be installed and operated to control noise generated by amplified music whenever it is played between the hours of 20:00 and 23:30, Monday to Saturday and between 20:00 and 22:30 on Sundays. The noise limiter shall be set a level determined by the local authority environmental health officer, such levels being confirmed in writing to the licensee.
8. Noise limiting devices, once set, should not be reset and readjusted without consulting with the local authority environmental health officer and the residents of No. 3 Princes Street, Norwich.
9. All doors and windows at the premises must be kept closed whenever amplified music is taking place.
10. Clear and legible notices shall be displayed at the exits and other circulatory areas requesting patrons to leave the premises having regard to the need of local residents, in particular emphasising the need to refrain from shouting, slamming car doors and sounding car horns.
11. Empty bottles must be stored in a lidded skip within the curtilage of the premises prior to collection. Operationally, bottles must be removed from public areas on a frequent basis and transferred to the skip. Transfer to an external skip must not be undertaken after 23:00 hours (to minimise noise disturbance to local residents).
12. The designated premises supervisor, premises licence holder (or if the licence remains in the name of Norwich City Council, the Council's named responsible manager), events supervisor if appointed, and door supervisors shall monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.
13. There shall be no glass or trade waste collections from the premises between the hours of 22:00 and 07:00
14. Whenever the premises remain open to the public until 02:00 all licensable activities shall cease by 01:30, and on all other occasions when the Hall closed to the public before 02:00, licensable activities shall cease 30 minutes prior to the planned closing time of the Hall.



NOTES

REVISIONS

CITY OF NORWICH
ESTATES DIVISION

ST ANDREWS AND BLACKFRIARS HALLS

AS EXISTING

HF 2385

01F

16/00293/PREM

35 (60m)

APPENDIX B

NORWICH City Council

Norwich
Application to vary a premises licence
Licensing Act 2003

For help contact
licensingapplications@norwich.gov.uk
Telephone: 0344 980 3333

* required information

Section 1 of 17

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: The Halls full variation application 2016 — 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? — Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

( ) Yes (•) No

RECEIVED
-1 FEB 2016
LICENSING OFFICE

Applicant Details

* First name: Shaun
* Family name: Canon
* E-mail: ShaunCanon@norwich.gov.uk
Main telephone number: 01603 213302 — Include country code.
Other telephone number:

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

Are you:

(•) 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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

* Is your business registered in the UK with Companies House? ( ) Yes (•) No
* Is your business registered outside the UK? ( ) Yes (•) No
* Business name: Norwich City Council — If your business is registered, use its registered name.
* VAT number: GB — Put "none" if you are not registered for VAT.
* Legal status: Public Body

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* Your position in the business	The Halls' Manager
Home country	United Kingdom

The country where the headquarters of your business is located.

Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

* Building number or name	The Halls
* Street	St Andrew's Plain
District	St Andrew's Street
* City or town	Norwich
County or administrative area	Norfolk
* Postcode	NR3 1AU
* Country	United Kingdom

Section 2 of 17

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

Address Description

Grade I listed, Scheduled Monument. The Halls (incorporating St Andrew's Hall, Blackfriars' Hall, The Crypt, Beckett's Chapel, The Cloister, The Garth and a suite of small rooms and offices on the first floor) are the country's largest surviving Friary complex, now used as an event venue in Norwich city centre. Grid reference: TG 2313 0882

Premises Contact Details

Telephone number	01603 628477
Non-domestic rateable value of premises (£)	

Section 3 of 17

VARIATION

Do you want the proposed variation to have effect as soon as possible? ◉ Yes ○ No

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Continued from previous page...

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.

The Halls are situated at the crossing of Princes Street and St Georges Street in Norwich city centre. The main purpose of The Halls is to provide room hire to event organisers running fairs, markets, classical and rock/pop concerts, dinners, galas, award ceremonies, formal events and private events which include wedding ceremonies (and occasionally receptions). The purpose of this application is to allow The Halls to function in the Spirit of the Live Music Act 2012 (though the main hall can hold a maximum audience of 763) by redefining some of the conditions applied to it to enable a better concert experience, yet protect our neighbours from noise nuisance.

Section 4 of 17

PROVISION OF PLAYS

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 00:00

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.

TUESDAY

Start 09:00 End 00:00

Start End

WEDNESDAY

Start 09:00 End 00:00

Start End

THURSDAY

Start 09:00 End 00:00

Start End

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FRIDAY

Start	09:00	End	00:00
Start		End	

SATURDAY

Start	09:00	End	00:00
Start		End	

SUNDAY

Start	09:00	End	00:00
Start		End	

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.

Live acoustic, live amplified and recorded amplified music may accompany performance of plays. Where live amplified music is played in this context, it will be subject to the conditions in Annex 3 referring to "live amplified regulated entertainment", and where recorded amplified music is played in this context, it will be subject to the conditions in Annex 3 referring to "recorded amplified regulated entertainment"

State any seasonal variations for performing plays.

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 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 17

PROVISION OF FILMS

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

(•) Yes ( ) No

Standard Days And Timings

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Continued from previous page...

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.

MONDAY	Start	09:00	End	00:00
	Start		End	
TUESDAY	Start	09:00	End	00:00
	Start		End	
WEDNESDAY	Start	09:00	End	00:00
	Start		End	
THURSDAY	Start	09:00	End	00:00
	Start		End	
FRIDAY	Start	09:00	End	00:00
	Start		End	
SATURDAY	Start	09:00	End	00:00
	Start		End	
SUNDAY	Start	09:00	End	00:00
	Start		End	

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

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

- (●) Indoors
- ( ) Outdoors
- ( ) Both

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.

Recorded amplified music will accompany provision of films. Where recorded amplified music is played in this context, it will be subject to the conditions in Annex 3 referring to "recorded amplified regulated entertainment"

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.

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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 17

PROVISION OF INDOOR SPORTING EVENTS

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

(•) Yes ( ) No

Standard Days And Timings

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.

MONDAY	Start	09:00	End	00:00
	Start		End	
TUESDAY	Start	09:00	End	00:00
	Start		End	
WEDNESDAY	Start	09:00	End	00:00
	Start		End	
THURSDAY	Start	09:00	End	00:00
	Start		End	
FRIDAY	Start	09:00	End	00:00
	Start		End	
SATURDAY	Start	09:00	End	00:00
	Start		End	
SUNDAY	Start	09:00	End	00:00
	Start		End	

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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.

Recorded amplified music may accompany provision of indoor sporting events. Where recorded amplified music is played in this context, it will be subject to the conditions in Annex 3 referring to "recorded amplified regulated entertainment"

State any seasonal variations for indoor sporting events.

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 indoor sporting events 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 7 of 17

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

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

(•) Yes ( ) No

Standard Days And Timings

MONDAY

Start	09:00	End	00:00
Start		End	

TUESDAY

Start	09:00	End	00:00
Start		End	

WEDNESDAY

Start	09:00	End	00:00
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.

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THURSDAY

Start	09:00	End	00:00
Start		End	

FRIDAY

Start	09:00	End	00:00
Start		End	

SATURDAY

Start	09:00	End	00:00
Start		End	

SUNDAY

Start	09:00	End	00:00
Start		End	

Will the boxing or wrestling entertainment take place indoors or outdoors or both?

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

(•) Indoors ( ) Outdoors ( ) Both

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.

Amplified music (live or recorded) may accompany provision of boxing or wrestling entertainment. Where live amplified music is played in this context, it will be subject to the conditions in Annex 3 referring to "live amplified regulated entertainment", and where recorded amplified music is played in this context, it will be subject to the conditions in Annex 3 referring to "recorded amplified regulated entertainment"

State any seasonal variations for boxing and wrestling entertainment.

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 boxing or wrestling entertainment 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.

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PROVISION OF LIVE MUSIC

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

(●) Yes ( ) No

Standard Days And Timings

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.

MONDAY	Start	09:00	End	00:00
	Start		End	
TUESDAY	Start	09:00	End	00:00
	Start		End	
WEDNESDAY	Start	09:00	End	00:00
	Start		End	
THURSDAY	Start	09:00	End	00:00
	Start		End	
FRIDAY	Start	09:00	End	00:00
	Start		End	
SATURDAY	Start	09:00	End	00:00
	Start		End	
SUNDAY	Start	09:00	End	00:00
	Start		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.

Performances of live music take the form of both acoustic and amplified entertainment. Where live amplified music is played, this will be subject to the conditions in Annex 3 referring to "live amplified regulated entertainment"

State any seasonal variations for the performance of live music

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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 17

PROVISION OF RECORDED MUSIC

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

(•) Yes ( ) No

Standard Days And Timings

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.

MONDAY	Start	09:00	End	00:00
	Start		End	
TUESDAY	Start	09:00	End	00:00
	Start		End	
WEDNESDAY	Start	09:00	End	00:00
	Start		End	
THURSDAY	Start	09:00	End	00:00
	Start		End	
FRIDAY	Start	09:00	End	00:00
	Start		End	

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Continued from previous page...

SATURDAY

Start	09:00	End	00:00
Start		End	

SUNDAY

Start	09:00	End	00:00
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.

Regulated entertainment where recorded music is used throughout, with or without a DJ, the event will be subject to the conditions in Annex 3 relating to "recorded amplified regulated entertainment"

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 17

PROVISION OF PERFORMANCES OF DANCE

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	09:00	End	00:00
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.

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Continued from previous page...

TUESDAY

Start	09:00	End	00:00
Start		End	

WEDNESDAY

Start	09:00	End	00:00
Start		End	

THURSDAY

Start	09:00	End	00:00
Start		End	

FRIDAY

Start	09:00	End	00:00
Start		End	

SATURDAY

Start	09:00	End	00:00
Start		End	

SUNDAY

Start	09:00	End	00:00
Start		End	

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.

Live acoustic , live amplified and recorded music may accompany performance of dance. Where live amplified music is played in this context, it will be subject to the conditions in Annex 3 referring to "live amplified regulated entertainment", and where recorded amplified music is played in this context, it will be subject to the conditions in Annex 3 referring to "recorded amplified regulated entertainment"

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.

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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 17

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

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

Standard Days And Timings

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.

MONDAY

Start 09:00 End 00:00

Start End

TUESDAY

Start 09:00 End 00:00

Start End

WEDNESDAY

Start 09:00 End 00:00

Start End

THURSDAY

Start 09:00 End 00:00

Start End

FRIDAY

Start 09:00 End 00:00

Start End

SATURDAY

Start 09:00 End 00:00

Start End

SUNDAY

Start 09:00 End 00:00

Start End

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Continued from previous page...

Provide a description of the type of entertainment that will be provided.

Other regulated entertainment similar to descriptions given for live music, recorded music or performance of dance, insofar as amplified music is the focus of the event, and/or if playing of amplified music exceeds 50% of the event running time, and/or amplified music is played continuously for more than 15 minutes at any point during the event, and/or the noise output has the same impact on the external noise-sensitive locations.

Will this entertainment 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.

Live amplified music used in regulated entertainment similar to live music and performance of dance to be subject to the condition in Annex 3 relating to "live amplified regulated entertainment".
Recorded amplified music used in regulated entertainment similar to recorded music events to be subject to the condition in Annex 3 relating to "recorded amplified regulated entertainment"

State any seasonal variations for entertainment.

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 entertainment 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 12 of 17

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 17

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

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Continued from previous page...

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.

MONDAY

Start 09:00 End 00:00

Start End

TUESDAY

Start 09:00 End 00:00

Start End

WEDNESDAY

Start 09:00 End 00:00

Start End

THURSDAY

Start 09:00 End 00:00

Start End

FRIDAY

Start 09:00 End 00:00

Start End

SATURDAY

Start 09:00 End 00:00

Start End

SUNDAY

Start 09:00 End 00:00

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.

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Continued from previous page...

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.

The CAMRA Beer Festival, Autumn half-term week (Oct/Nov each year) extended until 00.30
The CAMRA Beer Festival, Spring half-term week (mid February each year) extended until 00.30

Section 14 of 17

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.

Section 15 of 17

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY	Start	09:00	End	00:00
	Start		End	
TUESDAY	Start	09:00	End	00:00
	Start		End	
WEDNESDAY	Start	09:00	End	00:00
	Start		End	
THURSDAY	Start	09:00	End	00:00
	Start		End	
FRIDAY	Start	09:00	End	00:00
	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.

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Continued from previous page...

SATURDAY

Start	09:00	End	00:00
Start		End	

SUNDAY

Start	09:00	End	00:00
Start		End	

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 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.

The CAMRA Beer Festival, Autumn half-term week (Oct/Nov each year) extended until 01.00
The CAMRA Beer Festival, Spring half-term week (mid February each year) extended until 01.00

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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.

Annex 2:
Delete point 13 and 14, replace with:
"There will be no amplified regulated entertainment in Blackfriars' Hall, The Crypt or The Garth due to the proximity of residential neighbours."

Annex 3:
Delete point 3, as this is a duplication of point 13

Delete point 6, replace with:
"All regulated entertainment must cease by 23.30"

Delete point 7, replace with:
"RECORDED AMPLIFIED REGULATED ENTERTAINMENT: A noise limiter shall be installed and operated to control noise generated by regulated entertainment in the form of recorded amplified music between the hours of 20.00 and 23.30 hrs. The noise limiter shall be set at a level determined by the local authority environmental health officer, such levels being confirmed in writing to the licensee."

Insert new point:
"LIVE AMPLIFIED REGULATED ENTERTAINMENT: Where regulated entertainment in the form of live music contains an element of amplification, noise levels from the amplified element will be controlled such that this will not exceed 15dBLAeq(5mins) above background levels LA90(5mins) at any noise sensitive premises between the hours of 20.00-22.30. Any amplified live music after this time shall be controlled by the noise limiter set at a level determined by the local authority environmental health officer, such levels being confirmed in writing to the licensee."

Delete point 8, replace with:
"Noise limiting devices, once set, should not be reset and readjusted without consulting with the local authority environmental health officer."

Delete point 9, replace with:
"All doors and windows at the premises must be kept closed whenever amplified regulated entertainment is taking place."

Delete point 14, replace with:
"Whenever the premises remains open to the public until 00.00 all licensable activities shall cease by 23.30, and on all other occasions when the hall closes to the public before 00.00, licensable activities shall cease 30 minutes prior to the planned closing time of the hall, except for non-standard times as definded."

☒ 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 17

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.

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Continued from previous page...

To ensure all four licensing objectives are met, bars at the venue will continue to be open for guest at events only, not for passing trade, and will be open only to provide refreshments pre-show and during intervals. There will be no off-licence sales.

b) The prevention of crime and disorder

To prevent crime and disorder, bar staff will check identification of any customer who appears to be under 21 and will not serve those who already appear intoxicated. No price discounting or other incentives to drink quickly, or to excess, will be employed.

c) Public safety

Public safety will be ensured by Halls' staff monitoring fire exits and take charge in an evacuation. Fire safety limits will be adhered to. Electrical installation and equipment is checked on a regular basis. Risk assessments are carried out, and Public Liability Insurance is in place, for each public event.

d) The prevention of public nuisance

To prevent public nuisance staff will marshal guests leaving functions to ensure a swift, peaceful and orderly dispersal. Staff will marshal crew dismantling events to ensure a swift and orderly get-out with minimal noise. All other conditions already imposed will be strictly adhered to.

e) The protection of children from harm

To protect children from harm, any event of a sexual nature will be restricted to an audience-age of 18 and identification will be required from any that appear to be under 18. Under 18s will be refused entry. No alcohol will be served to those underage, or who appear to be underage with no identification.

Section 17 of 17

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

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £87000	£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 your are required to pay a higher fee

Band D - £87001 to £125000	£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

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Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39999	£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

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: Shaun Canon

* Capacity: The Halls' Manager

* Date: 01 / 02 / 2016
dd mm yyyy

Add another signatory

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/norwich/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, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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

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OFFICE USE ONLY

Applicant reference number	The Halls full variation application 2016
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	☐

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Fuller, Maxine

From: Canon, Shaun
Sent: 01 February 2016 14:45
To: LICENSING
Subject: application reference number: norwich-285102
Attachments: The Halls supporting documentation.zip

Dear Licensing

I have today submitted an application for a variation to our Premises Licence as referenced above. As this submission was made online, there was no opportunity for me to add additional information in support of my application.

If I am permitted to add to the application, please find attached a zip file containing:

Appendix 1: 'Trial Set-up'

This contains my request to neighbours to set-up a series of up to 8 concerts during a period in 2014/15, where the limiter was switched off for amplified live performances, and the neighbours' responses. Its purpose was to see if we could create a good concert experience inside the hall (by switching off the limiter) and not create a noise nuisance to our neighbours

Appendix 2: 'Concert notices'

Appendix 3: 'Trial round-up'

This contains correspondence with neighbours towards the end of the trial, and the positive feedback received.

Appendix 4: 'New premises licence proposal'

This contains correspondence with neighbours highlighting the changes applied for in this application (to show that we are doing this transparently).

Appendix 5: 'Sound logs'

If these are not permitted as part of the application, then apologies for forwarding to you and please disregard.

With kind regards

Shaun Canon
The Halls Manager
Norwich City Council

Please visit our new website: https://www.thehallsnorwich.com

01603 213302
shauncanon@norwich.gov.uk

Finalist in the 'Council of the Year category' – LGC Awards 2016

Finalist in the 'Best Achieving Council' category - MJ Local Government Achievement Awards 2015

Gold award winner of 'Council of the Year' - iESE Improvement and Efficiency Awards 2014

Winner of 'Most Improved Council' - LGC Awards 2014

Addressees for (hand delivered) **letter to residents 23 December 2013**

St Georges Street:

Nos. 20, 22, 24, 26 , 28, 30, 32 , 34

Elm Hill:

Nos. 1 Monastery Court , 2a, 4, 6, 8, 9, 12, 14, 15, 16

Princes Street:

Nos. 1, 2, 3 4, 5, 6, 7, 8, 9, 11

28 January 2014

1 Monastery Court
Elm Hill
Norwich
NR3 1HW

Dear

Re: St Andrew's Hall 8 concert sound limiter trial

Thank you for taking the time to telephone, and meet me in person yesterday. It was very good to meet and talk with you.

I thought I would write following our meeting, to document the main points discussed so there is a record. If you disagree with anything here, please do not hesitate to contact me. I will not repeat the contents of the letter sent on 24 December 2013 which still stand, and assume this letter is read with that letter in mind.

You asked me to clarify my objectives for the trial of having the sound limiter switched off until 10 pm (instead of 8 pm) for audiences attending an amplified (or part-amplified) concert in St Andrew's Hall. I explained that the purpose of the trial is to see if the level set inside the building can be improved without causing problems to our neighbours.

You explained to me that concerts that sometimes run on a Sunday up to 8pm (therefore outside the licence conditions), have in the past caused considerable annoyance. You explained that orchestral concerts differ from most amplified concerts because of their crescendo/diminuendo nature, whereas the rock or pop concerts played during these times have a continuously loud sound level accompanied by a 'thumping' baseline. The orchestral concerts therefore cause less annoyance than the amplified concerts.

It is my intention, by conducting this trial, to monitor both inside and outside of the conditional time of 8pm. Previously, as demonstrated by your experience, the sound levels before 8pm have not been restricted in any way. By changing that limit to 10pm and insisting that amplified levels are monitored up to that time as well as beyond, I am sure all parties will benefit.

As part of the trial, we will need to work out what an acceptable level is. We will be taking readings from St Georges Street, Princes Street and Elm Hill to set that level, whilst a concert is taking place, or during a rehearsal if one is booked. We would welcome your input to this process, and I have encouraged you to ask one of the Hall Keepers to take a reading if ever you feel acceptable levels have been breached, and / or to involve the Environmental Protection Officer, whose contact details I gave you, and are repeated here:

Mr Anthony Shearman
Environmental Protection Officer
3rd Floor
City Hall
Norwich
NR2 1NH

01603 212278
AnthonyShearman@norwich.gov.uk

On this basis, you hoped that the trial could be successful and you would observe with interest. As a music lover yourself you said that you hope that Norwich City could move towards a fit-for-purpose concert hall, that suits concert-goers and residents alike.

Once again, thank you for your time. I look forward to working closely with you over the coming months.

Yours sincerely

Shaun J Canon
Manager

23 December 2013

The resident
«AddressBlock»

Dear neighbour

Re: The Halls, Norwich

I hope this letter finds you well. I write to you with a twofold purpose, firstly to introduce myself as the new permanent Halls Manager, and secondly to ask for any feedback you may have for a proposal I am looking to put forward early in the new year.

I have been at The Halls now for about a year, initially on a 12 week cover basis, then as Manager for a seconded period. Last month, I applied and secured the role permanently.

The Halls are subject to specific conditions to minimise noise escaping the building, as part of its Premises Licence. That has meant that amplified music may only be played in St Andrew's Hall, and all other areas (such as Blackfriars' Hall and The Crypt) may only have acoustic music played in them. Acoustic music has no restrictions placed on its use in any of the spaces. St Andrew's Hall is further restricted by a sound limiter during amplified music performances after 8pm, and this is set at 87.5 decibels

However, as you may already be aware, the new Live Music Act 2012 de-licenses live music (both acoustic and amplified) where alcohol is served for audiences of up to 200 people between the hours of 0800 and 2300. This means that both Blackfriars' Hall and St Andrew's Hall would be allowed to hold concerts (both acoustic and amplified) for audiences up to that number, outside the licence conditions.

I am acutely aware of the proximity of Blackfriars' Hall to our neighbours and would rather not use that hall for that kind of activity, and keep St Andrew's as the place for concerts.

So I am proposing to put forward a trial for the Spring and Autumn concert season next year, where we seek relaxation of the condition of using the sound limiter in St Andrew's Hall (for audiences exceeding 200) until 10pm (instead of 8pm) for 8 concerts throughout that year. This would be used by both amplified concerts and orchestral concerts where an amplified instrument is to be included. We would issue

14 days notice (by pinning notices around the complex) when we would be using one of these 8 concessions. We would also ensure these concessions would not be used closely together, and that there was at least 2 weeks in between. We would also ensure that the sound levels would still be monitored, and not allowed to be disproportionately loud. I have gathered decibel readings from the December Family Christmas Concert, and will also gather readings from the New Years Day concert, which gives us data to what is an 'acceptable level' from Princes Street, which any concession concert would have to be guided by.

I am on leave until the 6th January 2014, and would welcome any comments or suggestions you have to do with this proposed trial. If it is convenient with you, I would be delighted to arrange a time to meet with you at The Halls, or of course, you may write, or call, if you prefer. My direct contact details are below. I am intending to make the application to licensing by the end of January, so I would appreciate your feedback before then, if that is possible.

That just leaves me to wish you a very merry Christmas and prosperous New Year, and thank you for your time in consideration of this letter.

Yours faithfully

Shaun Canon
Manager
The Halls
Norwich
NR3 1AU

DD: 01603 213302
shauncanon@norwich.gov.uk

Main office: 01603 628477
Halls email: thehalls@norwich.gov.uk

03 February 2014

Mr Ian Streeter
Regulatory & Democratic Services
Licensing Section
City Hall
St Peter's Street
Norwich
NR2 1NH

Dear Mr Streeter

The Halls – Minor Variation to Premises Licence

Following our conversation before Christmas, and subsequently speaking with Anthony Shearman, please find enclosed our application form for a minor variation to our premises licence.

The application seeks to relax the condition relating to the noise limiter in respect to amplified music in a live music setting, for a trial of up to 8 concerts over the upcoming Spring and Autumn concert seasons. Our mechanism for establishing and monitoring acceptable levels whilst the limiter is off, is described in the enclosed application, and in letters/correspondence with local residents.

As advised, I shall be posting notices of this application on white paper around The Halls today and enclose a copy for your records.

If I can add any clarity to the application, please do not hesitate to get back to me.

Yours sincerely

Shaun J Canon
Manager

x3302

NORWICH
City Council

Public Protection
Licensing
City Hall
St Peter Street
Norwich NR2 1NH

Application for a minor variation to a premises licence or club premises certificate under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the Guidance Notes at the end of the form, especially Note 1.
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and in black ink. Use additional sheets if necessary.
Once completed please send your application to the relevant licensing authority. You may wish to keep a copy of the completed form for your records.

Norwich City Council

(Insert name(s) of applicant)

being the premises licence holder(s) / club holding a club premises certificate, apply to vary a premises licence under section 41A / club premises certificate under section 86A of the Licensing Act 2003 for the premises described in Part 1 below.

Part 1 – Premises details

Postal address of premises (or, if none, ordnance survey map reference, or description) St Andrew's Hall The Halls St Andrew's Plain St Andrew's Street	
Post town Norwich	Post Code NR3 1AU

Telephone number at premises (if any)

01603 628477

Premises licence number/club premises certificate number

Brief description of premises (Please see Guidance Note 2)
The Halls are hirable venues, housed in Listed Monument Status buildings, licenced for the following activities: Film - taking place indoors; Indoor sporting events; late night refreshments - taking place indoors; live music - taking place indoors; performance of dance - taking place indoors; plays - taking place indoors; provision of dance facilities - taking place indoors; provision of music facilities - taking place indoors; sale by retail of alcohol - taking place indoors; recorded music - taking place indoors.

Part 2 – Applicant Details

Please tick ✔yes

I am/ we are the premises licence holder/club premises certificate holder ☒

Contact phone number in working hours (if any)

01603 628477

Applicant Postal address IF DIFFERENT FROM PREMISES ADDRESS As above	
Post town	Postcode
Please provide email address if you would prefer us to contact you by email (optional)	

Part 3 – Proposed variation(s)

Please tick ✔yes

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

Day Month Year

If not, from what date do you want the variation to take effect?

Please describe the proposed variation(s) in detail in the box below and explain why you consider that they could not have an adverse effect on the promotion of any of the licensing objectives (See Guidance Note 1). This should include whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent):

Details of proposed variations (Please see Guidance Note 3)

We are seeking to relax the condition relating to the noise limiter (condition 7 of Annexe 3) in respect to amplified music in a live music concert setting. We are requesting that the noise limiter is switched off until 22:00 hrs for up to 8 concerts (referred to as 'concessions') during the Spring and Autumn seasons 2014 (end Jan '15). If approved, when we wish to use one of these 'concessions', we will post a notice around the complex giving 14 days notice to residents. No two concessions will be permitted within 14 days of each other.

We have liaised with residents prior to this application, explaining our plans and reassurring them that this would be a trial (please see appendix 1). In order to observe our responsibility under the premises licence and not become a public nuisance, we have said that we would monitor the sound levels before 22.00 hrs, and work with nearby residents to determine an acceptable level.

At a classical concert on 17 Dec '13, the ambient noise at 18.45 hrs before the concert began was 66.1 dB from Princes Street. At the same location, during the concert, further readings at 20.05 hrs and 21.00 hrs were 55.9 and 55.7 respectively. If the level inside the hall can be increased but remain inside the ambient noise level recorded, we may have reached the compromise all parties are seeking, namely a better experience for the concert goer without causing greater nuisance to neighbours.

With the licence conditions as they are, we currently have two extremes. Up until 20.00 hrs, live amplified music has no restriction on it. After 20.00 hrs the 87.5 dB level is applied. This trial will restrict the noise levels before the limiter is applied, and may encourage concerts to finish by 22.00 hrs (the proposed time for the limiter to be applied). This would ease the nuisance the resident of 1 Monastery Court, Elm Hill describes (please see letter to him 28 January 2014 in Appendix 2) during times outside the licence conditions.

Details of proposed variations (Continued)

No other licensing objectives will be effected by the trial if it is approved, and we shall continue to meet the objectives as described in section 4 below.

Part 4 – Operating Schedule

Please tick those parts of the Operating Schedule which would be subject to change if this application to vary were successful.

Provision of regulated entertainment

	Please tick ✔ yes
a. plays	☐
b. films	☐
c. indoor sporting events	☐
d. boxing or wrestling entertainment	☐
e. live music	☒
f. recorded music	☐
g. performances of dance	☐
h. anything of a similar description to that falling within (e), (f) or (g)	☐

Provision of entertainment facilities for

	Please tick ✔ yes
i. making music	☒
j. dancing	☐
k. entertainment of a similar description to that falling within (i) or (j)	☐

Provision of late night refreshment ☐

Sale by retail of alcohol ☐
(Note that this can only relate to reducing licensed hours, or moving them without any overall increase between 7am and 11pm)

Enclosures

I have enclosed the premises licence/club premises certificate ☐

I have enclosed the relevant part of the premises licence/
club premises certificate ☒

I have included a copy of the plan
(necessary if the proposed variation will affect the layout) ☐

If you have not ticked one of the previous three boxes, please explain why in the box below.

Reasons why you have failed to enclose the premises licence/club premises certificate or relevant parts.

Any further information to support your application. (See Guidance Note 4)

To ensure all 4 licensing objectives are met, Bars at the venue will continue to be open for guests at events only, not for passing trade, and will be open only to provide refreshments pre-show and during intervals and there will be no off-licence sales.

To prevent crime and disorder Bar staff will check identification of any customers who appear to be under 21 and will not serve those who already appear intoxicated. No price discounting or other incentives to drink quickly, or to excess, will be employed.

Public safety will be ensured by Halls staff monitoring fire exits and take charge in an evacuation. Fire safety limits will be adhered to. Electrical installation and equipment is checked on a regular basis. Risk assessments are carried out, and Public Liability Insurance is in place, for each public event.

To prevent public nuisance Staff will marshal guests leaving functions to ensure a swift, peaceful and orderly dispersal. Staff will marshal crew dismantling events to ensure a swift and orderly get-out with minimal noise. All other conditions already imposed will be strictly adhered to.

To protect children from harm, no events of a sexual nature will be booked, in line with the published Conditions of Hire decency clause. No alcohol will be served to those underage.

CHECKLIST:

Please tick ✔ yes

- I have made or enclosed payment of the fee ☒
- I have enclosed the plan, if appropriate, of the premises in scale [1mm to 100mm], unless otherwise agreed with the licensing authority ☒
- I have enclosed the premises licence/club premises certificate or relevant part of it or provided an explanation ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒
- I understand that I am required to advertise my application by posting a white notice a ☒

or on the premises for ten consecutive working days commencing on, and including the day after the day when my application is given to the licensing authority.

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 5 – Signatures and Contact Details

(See Guidance Note 5)

<u>Premises Licence</u>: Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent. (See Guidance Note 6) If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign:

Signature:

Date: 03/02/2014
Capacity: I / We (insert full name and capacity)

Shaun Canon, The Halls Manager

sign on behalf of and have authority to bind the applicant.

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (See Guidance Note 7). If signing on behalf of the applicant please state in what capacity.

Signature:

Date:

Capacity: I / We (insert full name and capacity)

sign on behalf of and have authority to bind the applicant.

Where the premises is a club

I (*insert full name*) make this application on behalf of the club and have authority to bind the club

Signature:

Date:

Capacity: I / We (insert full name and capacity)

sign on behalf of and have authority to bind the applicant.

Contact name (where not previously given) and address for correspondence associated with this application. (See Guidance Note 8) As above	
Post town	Post code
Telephone number (if any)	If you would prefer us to correspond with you by email your email address (optional)

Notes for Guidance

1. General Note: The minor variations process can only be used for variations that could have no adverse impact on the promotion of any of the four licensing objectives. (These are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.)

It cannot be used to:

- **extend the period for which the licence or certificate has effect;**
- **transfer the licence or certificate from one premises to another;**
- **specify, in a premises licence, an individual as the premises supervisor**
- **add the sale by retail or supply of alcohol as an activity authorised by a licence or certificate;**
- **authorise the sale by retail or supply of alcohol at any time between 11pm and 7am;**
- **authorise an increase in the amount of time on any day during which alcohol may be sold by retail or supplied;**
- **include the alternative licence condition referred to in section 41D(3) in a premises licence.**

2. Description of premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. This should include any activities in or associated with the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines, etc.

3. Give full details of all the proposed variation(s). Failure to provide sufficient information may lead to the refusal of your application. Details should include a description of the proposed variation(s) in terms as precise as possible. If you are not precise, the licensing authority may decide that the changes you propose would be potentially broader in scope than you intend and reject your application as not being a 'minor' variation. You should also include a statement about why you consider the variations proposed could not have an impact on the licensing objectives listed in section 4(2) of the Act. You should cover each of the objectives that could possibly apply to your proposal (or if more than one, to each proposal) and say why you think there could be no adverse impact on that objective. Your application will be assisted by including as much information as you can about this. **(However, there is a box at the end of the form for 'further information', and this should be used for any relevant background information not directly related to the variation).** Relevant information includes:

a) Variations to licensable activities/licensing hours (all timings should be given in 24 hour clock (e.g. 16.00). Only give details for the days of the week when you intend the premises to be used for the activity), such as:

- Whether new or increased levels of licensable activities will be taking place indoors or outdoors. Indoors may include a tent;
- Relevant further details, for example whether music will be amplified or unamplified;
- Standard days and timing when the activity will take place, including start and finish times;
- Any seasonal variations in timings, e.g. additional days during the summer;
- Non-standard timings, e.g. where you wish the activity to go on longer on a particular day such as Christmas Eve.

b) Variations to premises/club layout: If you are applying for a variation to the layout of your premises, you must include a revised plan. You should be aware that your application is likely to be refused if the proposed variation could:

- increase capacity for drinking on the premises;
- affect access between the public part of the premises and the rest of the premises or the street or public way, e.g. block emergency exits or routes to emergency exits; or

- impede the effective operation of a noise reduction measure.

c) Revisions, removals and additions of conditions: The minor variation process may be used to remove conditions which are out of date or invalid and to revise conditions which are unclear (as long as the intention and effect remains the same). It can also be used to add a new condition volunteered by the applicant or mutually agreed between the applicant and a responsible authority, such as the police or the environmental health authority (subject to impact on the licensing objectives).

d) Variations to opening hours: Details of any changes to hours when the premises or club is open to the public.

4. Further information: You should use this box to provide any additional evidence to support your claim that the proposed variation is 'minor' and could not have an adverse impact on the promotion of the licensing objectives.

5. Signatures: The application form must be signed.

6. Authorised agent: An applicant's agent (e.g. solicitor) may sign the form on their behalf and, in so doing, will be confirming that they have actual authority to do so.

7. 2nd Applicant: Where there is more than one applicant both applicants or their respective agents must sign the application form.

8. This is the address which we shall use to correspond with you about this application. This might not be the same as the address of the premises or applicant, but these addresses must also be provided.".

Notice of an Application to vary a Premises Licence/Club Premises Certificate Under the Licensing Act 2003

Name of applicant/club: .....Norwich City Council.....

Premises address to which application refers: 'THE HALLS NORWICH'

House No/Name: .....St Andrew's Hall.....
Street: .....St Andrew's Plain.....
Town: .....Norwich.....
Postcode: .....NR3 1AU.....

Proposed variation to licensable/qualifying club activities:-

We are seeking to relax the condition relating to the noise limiter (condition 7 of Annexe 3) in respect to amplified music in a live music concert setting. We are requesting that the noise limiter is switched off until 22:00 hrs for up to 8 (eight) concerts (referred to as 'concessions') during the Spring and Autumn seasons 2014 (end Jan '15). If approved, when we wish to use one of these 'concessions', we will post a notice around the complex giving 14 (fourteen) days notice to residents. No two concessions will be permitted within 14 (fourteen) days of each other.

Representations about this application should be made in writing to:-

Licensing Team, Norwich City Council, City Hall,
St Peters Street, Norwich, NR2 1NH

Representations must be received by .....14 February 2014.....*(date)*

The application may be viewed 09:00-17:00hrs Monday-Friday, in the Register held at the above offices.

N.B. It is an offence knowingly or recklessly to make a false statement in connection with an application, a person who does so is liable on conviction to a fine up to level 5 on the standard Scale (£5000) - Section 158 of the Licensing Act 2003.

Fuller, Maxine

From:
Sent: 27 January 2014 17:28
To: Canon, Shaun
Subject: Re: The Halls

Dear Shaun

I confirm, I have no objection to you applying for the trial of 8 concerts as you specify. St Andrews is a lovely hall and should be used as much as possible. I would be interested to know how you advertise as I find concerts are usually happening before I know about them.

I think a lot of our problems in St Georges St stem from NUCA student bar as much as anywhere.

Its good to have your contact details and if I have any issues in the future I will let you know. Meanwhile good luck with your plans.

Regards,

On 24 January 2014 10:30, Canon, Shaun <ShaunCanon@norwich.gov.uk> wrote:

Dear

Thank you for taking the time to write.

I think the problem with cars parking at our St Georges entrance had a lot to do with the Cloister fair which used to run on Wednesdays. I stopped that running about a year ago, and recently I was made aware that some of those stall holders are also attending the monthly Saturday Fleamarket and were using the St Georges entrance to load and unload. I raised this with the organiser, who said she would stop that immediately. By what you say, it appears to have worked. So thank you for letting me know.

The vast majority of the drink related anti-social behaviour may be more likely to stem from the two drinking houses on St Georges Street, rather than the attendees of a concert (who normally only have a 20 minute interval to have a drink) in St Andrew's. Our licensee, Mr Glynn Wallace, takes very seriously the responsibilities placed on him to serve alcohol to the public. He will not serve anyone who is already intoxicated.

The application I refer to in my letter, would not effect the behaviour of the attendees nor increase their opportunity to consume alcohol, but would only effect the time that the sound limiter is switched on, namely 10 pm instead of 8 pm. Obviously, we will monitor all reports of anti-social

behaviour from audiences attending The Halls and report these as part of the assessment of the success (or otherwise) of our trial, if granted the go-ahead.

So may I just ask you to clarify, that you are happy for us to apply for the trial of 8 concerts having the limiter switched off until 10 pm, instead of 8 pm, during the Spring and Autumn concert seasons this year?

Thank you again for your time

Sincerest best wishes

Shaun Canon
The Halls Manager
Norwich City Council
01603 213302

Norwich City Council

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· highly commended in the 'most improved council' category of the Local Government Chronicle Awards 2013

From:
Sent: 23 January 2014 16:37
To: Canon, Shaun
Subject: The Halls

Dear Shaun

Thank you for your letter 23 December explaining your plans for The Halls.

I live opposite in 26 St George's St and so far I don't have reason to complain about noise coming from inside the Halls. Sometimes I open my windows and enjoy a free concert!

I have in the past had problems with those using the Cloisters parking and obstructing the street and preventing my access to my garage, but not lately I'm pleased to say. I think the worst problem could come from those attending events leaving in high spirits, especially as I see the serving of alcohol would be allowed, and I don't know how this could be controlled. We do also suffer from graffiti hits under the arch, which although a public right of way, the residents of our block have to pay for the cleaning up. St George's St already has a few venues which cause disturbance from time to time and I think it is important that there are limits. We don't want to become like Prince of Wales Road.

So there are my concerns - perhaps the nature of the events you plan would not attract rowdy punters.

Thank you for keeping me informed.

Regards,

26 St Georges St NR3 1BA

****

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This email message has been swept for the presence of computer viruses.

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Fuller, Maxine

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So there are my concerns - perhaps the nature of the events you plan would not attract rowdy punters.

Thank you for keeping me informed.

Regards,

26 St Georges St NR3 1BA

Fuller, Maxine

From:
Sent: 07 January 2014 22:18
To: Canon, Shaun
Subject: Re: The Halls License minor amendment trial

Dear Shaun

Thank you for your email. On the basis that the new scheme is on a trial basis and will not be made permanent subject to a future review at the end of the trial period, I have no objection.

I hope the scheme works well and causes as minimal disturbance as possible. The provision of live music to the city is important and hope that it can be balanced with the needs of the local residents.

Please do let me know when comments are to be raised on the trial period and thank you again for your prior warning and engagement which is much appreciated.

On 7 Jan 2014, at 10:14, "Canon, Shaun" <ShaunCanon@norwich.gov.uk> wrote:

> Dear
>
> Thank you so much for taking the trouble to email me. I trust you had a good and restful Christmas, and the new year is off to a good start for you.
>
> In answer to the questions you raise, I can confirm that I am looking to seek permission to switch the sound limiter on at 10pm instead of 8pm for up to 8 concerts in the forthcoming Spring and Autumn seasons (with a 14 day notice ahead of each one). This is indeed a trial. If the trial is successful, ie it has little impact on our neighbours, then next year I would be looking to make it a permanent alteration.
>
> If, however, it does cause a nuisance then I shall go back to the drawing board and try to work out a different approach, that appeals both to audiences wishing to attend live music events in Norwich, and the well being of our residential neighbours.
>
> I would be delighted to discuss this with you in person, and you are very welcome to arrange a time to see me. However, as my hours are Mon-Fri 9 to 5, I appreciate this may not be convenient for you. I would therefore, be equally delighted to meet with you on a Saturday (in The Halls if they are open) or at a coffee shop nearby if that is convenient.
>
> I thank you again for your correspondence, and look forward to hearing back from you.
>
> Yours sincerely,
>
> Shaun Canon
> The Halls Manager

Norwich City Council
01603 213302
shauncanon@norwich.gov.uk

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· highly commended in the 'most improved council' category of the Local Government Chronicle Awards 2013

-----Original Message-----
From:
Sent: 29 December 2013 14:38
To: The Halls
Subject: The Halls - Norwich

Dear Mr Canon

Thank you for your letter of 23 December 2013. I would be grateful if you could confirm whether the application to amend the licence conditions is intended to be permanent or simply for the trial Spring and Autumn Concert season.

Could you also confirm whether the licence application is to be limited to the eight concerts as a condition of the licence amendment.

It may be useful to discuss your proposed plans for the building on your return from annual leave.

Kind regards

32 St George's Street

****

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2

NOTICE TO RESIDENTS
(MADE 04.09.2014)

FOLLOWING THE APPROVAL OF THE MINOR VARIATION APPLICATION OF 13.03.2014, THIS IS TO NOTIFY RESIDENTS THAT THE 1ST OF 8 'CONCESSIONARY' CONCERTS WILL HELD IN ST ANDREW'S HALL ON 20 SEPTEMBER 2014 WHERE THE SOUND LIMITER WILL REMAIN SWITCHED OFF UNTIL 22:00 HOURS.

IN ACCORDANCE WITH THE APPLICATION MADE FOR THESE CONCESSIONARY CONCERTS, THE HALLS STAFF WILL CONTINUE TO MONITOR SOUND LEVELS DURING THE CONCERT.

DETAILS:

BAND: The Norwich POPS Orchestra
DATE: Saturday 20 September 2014
START TIME: 19.30 hours
CONCERT END: 22:00 hours
CONCERT TYPE: "Night at the Musicals"
AMPLIFICATION: Vocalists, digital piano, bass and guitar

NOTICE TO RESIDENTS
(MADE 03.10.2014)

FOLLOWING THE APPROVAL OF THE MINOR VARIATION APPLICATION OF 13.03.2014, THIS IS TO NOTIFY RESIDENTS THAT THE 2ND OF 8 'CONCESSIONARY' CONCERTS WILL HELD IN ST ANDREW'S HALL ON 19 OCTOBER 2014 WHERE THE SOUND LIMITER WILL REMAIN SWITCHED OFF UNTIL 22:00 HOURS.

IN ACCORDANCE WITH THE APPLICATION MADE FOR THESE CONCESSIONARY CONCERTS, THE HALLS STAFF WILL CONTINUE TO MONITOR SOUND LEVELS DURING THE CONCERT.

DETAILS:

BAND: Fleetwood Back

DATE: Sunday 19 October 2014

START TIME: 18:45 hours

CONCERT END: 21:45 hours

CONCERT TYPE: Rock/Pop

AMPLIFICATION: Vocalists, keyboard, bass and guitar

NOTICE TO RESIDENTS
(MADE 14.11.2014)

FOLLOWING THE APPROVAL OF THE MINOR VARIATION APPLICATION OF 13.03.2014, THIS IS TO NOTIFY RESIDENTS THAT THE 3rd OF UP TO 8 'CONCESSIONARY' CONCERTS WILL HELD IN ST ANDREW'S HALL ON 19 OCTOBER 2014 WHERE THE SOUND LIMITER WILL REMAIN SWITCHED OFF UNTIL 22:00 HOURS.

IN ACCORDANCE WITH THE APPLICATION MADE FOR THESE CONCESSIONARY CONCERTS, THE HALLS' STAFF WILL CONTINUE TO MONITOR SOUND LEVELS DURING THE CONCERT.

DETAILS:

BAND: The Sylistics
DATE: Saturday 29 November 2014
START TIME: 19:30 hours
CONCERT END: 22:00 hours
CONCERT TYPE: Rock/Pop
AMPLIFICATION: Vocalists, keyboard, bass and guitar

NOTICE TO RESIDENTS
(MADE 13.01.2015)

FOLLOWING THE APPROVAL OF THE MINOR VARIATION APPLICATION OF 13.03.2014, THIS IS TO NOTIFY RESIDENTS THAT THE 4th (AND FINAL) OF UP TO 8 'CONCESSIONARY' CONCERTS WILL HELD IN ST ANDREW'S HALL ON 29 JANUARY WHERE THE SOUND LIMITER WILL REMAIN SWITCHED OFF UNTIL 22:00 HOURS.

IN ACCORDANCE WITH THE APPLICATION MADE FOR THESE CONCESSIONARY CONCERTS, THE HALLS' STAFF WILL CONTINUE TO MONITOR SOUND LEVELS DURING THE CONCERT.

DETAILS:

BAND: The Commodores founder Thomas McClary & his band
DATE: Thursday 29 January 2015
START TIME: 19:30 hours
CONCERT END: 22:00 hours
CONCERT TYPE: Rock/Pop
AMPLIFICATION: Vocalists, keyboard, bass and guitars

3

Addressees for (hand delivered) **letter to residents 23 December 2014**

St Georges Street:

Nos. 20, 22, 24, 26 , 28, 30, 32 , 34

Elm Hill:

Nos. 1 Monastery Court , 2a, 4, 6, 8, 9, 12, 14, 15, 16

Princes Street:

Nos. 1, 2, 3 , 4, 5, 6, 7, 8, 9, 11

23 December 2014

The resident
«AddressBlock»

Dear Neighbour

Re: The Halls' Concessionary (sound limiter switched off until 10pm instead of 8pm for amplified live music) **concert trial**

I hope this letter finds you well. I cannot believe it's almost a year to the day that I last wrote to you!

Well our 'autumn' concert season is almost at a close, with just a few concerts left to go, one of which will be the last concession we will use. I thought I would write to you before the end of it, to see how things have been for you during the trial period. We have so far only had 3 concessionary concerts notified, plus the one to come at the end of January, which will make 4 in total.

As I have not heard from any resident during this period, I am hoping this means the nuisance levels have been tolerable. We have, as promised, been monitoring the sound levels for acoustic, pre-limiter amplified and 'concessionary' concerts alike. Should you wish to see a copy of the data collected, I would of course, be delighted to let you have it.

With regards to next steps, I would obviously appreciate any feedback you may have at this stage to inform if, and how, we may proceed. The concessions made a noticeable difference to those concerts that it applied to, but I fully appreciate that cannot happen at the expense of our neighbours' tolerances. So if you have any thoughts or issues arising from this trial, do please feel free to share them with me – if at all possible, before the 31st January 2015 when the trial ends.

I thank you again for your time and consideration in this matter, and wish you all the very best for Christmas and the new year. I will be back in the office from the 5th January 2015.

With best wishes

Shaun J Canon
Manager

Direct line: 01603 213302
Office: 01603 628477
E: shauncanon@norwich.gov.uk

Fuller, Maxine

From:
Sent: 23 December 2014 09:58
To: Canon, Shaun
Subject: The Halls Concessionary trial

Morning Shaun

Thank you for your kind & considerate letter today. I am glad this year has been good to you, in gaining your deserved position at the Halls, and we have enjoyed settling into Princes Street.
Regarding the concession of the noise limiter & extension to 10pm, we have not found any imposition from the music noise, especially as we have been enjoying one or two, such as Joan Armatrading. So best way to keep us happy would be to give us the odd complimentary!
More noise is noticeable from the occasionally rowdy roadies clearing up later, and the early bin lorry collection from Norse.

May I make a request - there are a few wheelie bins (2 red, 2 black) in the locked off upper area, with St Andrews Hall name, that are unused, and now the Fig tree has dropped are very obvious & a slight eyesore. Perhaps if these are superfluous could they be removed; it would be a simple environmental improvement?
Also would you please look into Gull nesting deterrence for the Spring as they were on your toilets roof, and as you experienced aggressive & scary to passers by.

Wishing you a Happy Christmas
Kind regards

3 Princes Street
Norwich NR3 1AZ

Fuller, Maxine

From:
Sent: 22 January 2015 17:39
To: Canon, Shaun
Subject: Re:

Dear Shaun,
I meant to write earlier to thank you for your letter of 23rd December.
It is kind of you to ask for feedback about the concessionary concerts and the effect they may have had on neighbours of The Halls.
We were only aware of one concert, it was quite tolerable and very much in line with what might be expected in our position! We are quite happy if the volume and number of such concerts remains the same.
I'd also like to say how good it is to see the new brochure advertising The Halls, such a wonderful resource should be used and valued by as many people as possible.
We often talk in Elm Hill about how sad it is that access to The Halls from this direction longer exists ...I have no doubt that it would be to our mutual benefit if access were to be reestablished for some events such as Flea Markets.
With best neighbourly wishes,
on behalf of The Britons Arms

Sent from my Samsung Galaxy smartphone.

-------- Original message --------
From: "Canon, Shaun" <ShaunCanon@norwich.gov.uk>
Date:22/01/2015 12:58 (GMT+00:00)
To:
Cc:
Subject: Attn:

Dear

I understand you were going to put your kind comments down in an email when we spoke, but as I haven't received it I thought I would email you, so you had my correct email details.

Please don't think of this as a 'prod' in any way, I just didn't want your email to go astray.

Many thanks for your help and support.

Kind regards

Shaun Canon
The Halls Manager
Norwich City Council
01603 213302
shauncanon@norwich.gov.uk

Norwich City Council

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Improvement and Efficiency Awards

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This email message has been swept for the presence of computer viruses.

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Addressees for (hand delivered) **letter to residents 8 January 2016**

St Georges Street:

Nos. 20, 22, 24, 26 28, 30, 32 , 34

Elm Hill:

Nos. 1 Monastery Court , 2a, 4, 6 8, 9
Britons Arms), 12, 14, 15, 16

Princes Street:

Nos. 1, 2, 3 , 4, 5, 6, 7, 8, 9, 11

8 January 2016

Neighbour
20 St Georges Street
Norwich
Norfolk
NR3

Re: The Halls' sound issues

Dear Neighbour

I hope this letter finds you well and flourishing. I trust you had an excellent Christmas, and the new year is being good to you already.

I write this year to inform you of our intention to make permanent alterations to the conditions of our premises licence. I appreciate that sentence may instantly cause alarm, but this letter is intended to explain fully what we are proposing to do.

We would like to make a very clear distinction between recorded music events (i.e. discos and parties) and live music events. As I believe we have demonstrated, we are able to hold both acoustic and amplified live music events and keep noise levels within a tolerable level even with the sound limiter switched off (under all Minor Variation applications made over the last 2 years). We would also like to include wording that would allow an orchestra to have amplified singing voices and an amplified instrument within the ensemble without having to apply for special conditions.

We **would not** however, change the condition, nor apply for variations for discos and parties and these would remain 'limited' from 8pm as they do now. This would help encourage live music to take place here and discourage parties and discos. We will also propose to lower our licensing hours from 2am down to midnight. Again, this is meant to be seen as a commitment to the venue encouraging live music events, and discouraging parties and discos.

The wording we propose to use will be 'regulated entertainment'. This would read "No amplified regulated entertainment is to take place in any space other than St Andrew's Hall". This would continue to prevent us from having amplified concerts or discos in Blackfriars, The Crypt, Becket's Chapel, The Cloisters and The Garth, but would allow wedding ceremonies, business conferences/presentations and award ceremonies which are not 'regulated entertainment', to be able to use a PA system for background music, or as part of an audio/video presentation. It is very unlikely

that these types of event would cause a nuisance because the volume levels are unlikely to be set high, and they will only use music for short periods.

In controlling the levels of live amplified regulated entertainment, we currently have two types of sound limiter, but unfortunately modern concert PA equipment can compensate for both of these technologies. To counter this, we have produced documentation placing the ownership of the responsibility of compliance onto the venue hirer, but to improve on this we need even more assurance, rather than relying solely on technology.

We **are not** looking to increase the noise levels at the venue. The levels we have produced over the last 2 years without the limiter on have been adequate for a good concert experience, and do not appear to have caused a nuisance. We are simply wanting to be able to continue as we have done, without needing to make separate applications each time. We do though, need a method of containing sound whilst not going through the sound limiting devices.

Our proposal is therefore is to allow amplified regulated entertainment to proceed without either limiters brought into force until 22.30 hrs. This will ensure all concerts are finished before this time. To control sound levels before that time, we would take an ambient baseline reading with Environmental Health Officers in attendance, and set the sound level of the amplified elements to within 15dB of that reading. We would monitor those levels at sound sensitive locations throughout the performance to ensure it remains within tolerance. Any deliberate breaches would be dealt with post-event with the promoter, potentially jeopardising any future events at the venue. The current arrangement only measures sound within the hall, not the levels reaching the external sound-sensitive locations.

There will also be some amendments to other conditions, but this is mainly to tidy up contradicting clauses, delete conditions that are no longer applicable and to remove duplications.

I appreciate this may seem a lot to take in, so I would welcome the opportunity to explain further if you would like me to. You would be very welcome to arrange a meeting with me, phone or email any queries you may have. My contact details are all below. If at all possible, I would like to work on the application by the end of January with a view to submitting it as soon as possible thereafter.

I look forward to hearing from you.

Shaun Canon
Manager

DD: 01603 213302
Office: 01603 628477
ShaunCanon@norwich.gov.uk

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External sound levels recording log

Date	Event	Location of reading	Duration of reading	Highest reading	Lowest reading	Reading taken by
23/2/2014	(CARL PARMER BAND)	ELM HILL	5MINS (BAND SOUND CHECK)	79.5 LEQ		PG TIME -(15.30)
23/2/2014		ELM HILL	5 mins (band not playing)	75.2 LEQ		AF TIME -(15.45)
23/2/2014		ELM HILL	5MINS (PLAYING)	75.0 LEQ		PG TIME - 17.35
23/2/14	Carl Palmer 2nd half	PRINCE'S ST	5mins (Playing)	60.9 LEQ		[illegible] TIME -18:40
23/2/2014		ELM HILL	5MIN (PLAYING)	55.8 LEQ		PG TIME - 18.50
9/3/14	(ELO BAND)	ELM HILL	5MIN (NOT PLAYING)	53.9 LEQ		PG TIME - 12.20
9/3/14	(ELO BAND	PRINCES ST	5MIN (BAND SOUND CHECK)	59.4 LEQ		PG TIME - 12.35
9/3/14	(ELO BAND)	ELM HILL	5MIN (PLAYING)	69.1 LEQ		PG - TIME - 14.00
9/3/14	(ELO BAND)	PRINCES ST	5MIN (PLAYING)	59.5 LEQ		[illegible] - TIME - 14.15
9/3/14	(DUBLIN BOYS)	ELM HILL	5MIN (NOT PLAYING)	83.1 LEQ		PG - TIME - 17.00
9/3/14	(DUBLIN BOYS)	PRINCES ST	5MIN (NOT PLAYING)	71.1 LEQ		PG - TIME - 17.30
9/3/14	(DUBLIN BOYS)	ELM HILL	5MIN (PLAYING)	53.2 LEQ		PG - TIME - 18.00
9/3/14	(DUBLIN BOYS)	PRINCES ST	5MIN (PLAYING)	58.1 LEQ		PG - TIME - 18.15
14/3/14	(Ambient Noise)	ELM HILL	5MIN (AMBIENT NOISE)	73.1 LEQ		AF TIME - 17.45
(UEA) 14/3/14	Ambient Noise)	PRINCES ST	5MIN (AMBIENT NOISE)	76.1 LEQ		AF TIME - 17.50
14/3/14	Ambient Noise					
15/3/14	BUDDY HOLLY	ELM HILL	5MIN (NOT PLAYING)	62.1 LEQ		PG TIME - 13.55
15/3/14	BUDDY HOLLY	PRINCES ST	5MIN (NOT PLAYING)	69.2 LEQ		PG TIME - 13.50
15/3/14	BUDDY HOLLY	ELM HILL	5MINS (PLAYING)	60.3 LEQ		AF TIME - 14.25
15/3/14	BUDDY HOLLY	PRINCES ST	5 mins (playing)	67.4 LEQ		AF TIME 14.35
15/3/14	National orchestra	ELM HILL	5 mins (NOT PLAYING)	76.0 LEQ		AF TIME 16.40
15/3/14	National orchestra	Princes ST	5 mins (NOT PLAYING)	78.3 LEQ		AF TIME 16.50
15/3/14	National orchestra	Elm HILL	5 mins (playing)	72.2 LEQ		AF TIME 21.15
15/3/14	National orchestra	Princes ST	5 mins (playing)	68.5 LEQ		AF TIME 21.30

External sound levels recording log

Date	Event	Location of reading	Duration of reading	Average reading	Time of reading	Reading taken by
30/3/14	STRICTLY DANCING	ELM HILL	5MIN (NOT PLAYING)	70.4 LEQ	1600	AF
30/3/14	STRICTLY DANCING	PRINCES ST	5MIN (NOT PLAYING)	75.7 LEQ	1610	AF
30/3/14	STRICTLY DANCING	ELM HILL	5MIN (PLAYING)	52.5LEQ	17.45	PG.
30/3/14	STRICTLY DANCING	PRINCES ST	5MIN (PLAYING)	58.6 LEQ	17.55	PG.
~~30/3/14~~	~~STRICTLY DANCING~~	~~ELM~~				
30/3/14	STRICTLY DANCING	PRINCES ST	5 MIN (PLAYING)	65.1 LEQ	19.00	PG
30/3/14	STRICTLY DANCING	ELM HILL	5MIN (PLAYING)	69.2 LEQ	19.07	PG.
6/4/14	Carpenters	Princes st	5min (NOT playing)	58.9 LEQ	1600	AF
6/4/14	Carpenters	Elm Hill	5min (NOT playing)	72.3 LEQ	1610	AF
6/4/14	CARPENTERS	PRINCES ST	(5mins (1st half PLAYING)	60.5LEQ	17.36	RG.
6/4/14	CARPENTERS	ELM HILL	(5MINS (1st half PLAYING)	54.0dBQ	17.49	RG.
6/4/14	CARPENTERS	ELM HILL	(5MINS 2nd HALF PLAYING)	66.5LEQ	18.50	PG.
6/4/14	CARPENTERS	PRINCES ST	(5 MINS 2ND HALF PLAYING)	61.4 LEQ	19.00	PG.

External sound levels recording log

Date	Event	Location of reading	Duration of reading	Average reading	Time of reading	Reading taken by
17/4/14	Norfolk county youth orchestra	Elm Hill	5 min (not playing)	75.5 LEQ	1720	AF
17/4/14	Norfolk county youth orchestra	Princes st	5 min (not playing)	80.8 LEQ	1727	AF
17/4/14	Norfolk county youth orchestra	Elm Hill	5 min not amplified playing	75.3 LEQ	1948	AF
17/4/14	Norfolk county youth orchestra	Princes st	5 min not amplified playing	69.7 LEQ	2001	AF
17/4/14	Norfolk county youth orchestra	Elm Hill	5 min not amplified playing	50.7 LEQ	2112	AF
17/4/14	Norfolk county youth orchestra	Princes st	5 min not amplified playing	69.9 LEQ	2121	AF
26/4/14	Salvation Army	Elm Hill	5 min (not playing	76.1 LEQ	1755	AF
26/4/14	Salvation Army	Princes st	5 min (not playing)	77.7 LEQ	1805	AF
26/4/14	Salvation Army	Elm Hill	5 min amplified (playing)	80.2 LEQ	1845	AF (Noise aeroplane affected reading)
26/4/14	Salvation Army	Princes st	5 min amplified (playing)	61.4 LEQ	1900	AF

External sound levels recording log

Date	Event	Location of reading	Duration of reading	Average reading	Time of reading	Reading taken by
17/4/14	Norfolk county youth orchestra	Elm Hill	5min (not playing)	75.5 LEQ	1720	AF
17/4/14	Norfolk county youth orchestra	Princes st	5min (not playing)	80.8 LEQ	1727	AF
17/4/14	Norfolk county youth orchestra	Elm Hill	5 min not amplified playing	75.3 LEQ	1948	AF
17/4/14	Norfolk county youth orchestra	Princes st	5 min not amplified playing	69.7 LEQ	2001	AF
17/4/14	Norfolk county youth orchestra	Elm Hill	5 min not amplified playing	70.7 LEQ	2112	AF
17/4/14	Norfolk county youth orchestra	Princes st	5 min not amplified playing	69.9 LEQ	2121	AF
26/4/14	salvation army	Elm Hill	5min (not playing	76.1 LEQ	1755	AF
26/4/14	salvation army	Princes st	5min (not playing	77.7 LEQ	1805	AF
26/4/14	salvation army	Elm Hill	5 min amplified (playing)	80.2 LEQ	1845	AF (note aeroplane extra reading)
26/4/14	salvation army	Princes st	5 min amplified (playing)	61.4 LEQ	1900	AF
3/5/14	mozart orchestra	Elm Hill	5min rehearsal playing	78.1 LEQ	1445	AF
3/5/14	mozart orchestra	Princess st	5min rehearsal playing	77.9 LEQ	1507	AF
3/5/14	mozart orchestra	Elm Hill	5 min not playing	76.4 LEQ	1737	AF
3/5/14	mozart orchestra	Princess st	5min not playing	69.1 LEQ	1748	AF
3/5/14	mozart orchestra	Elm Princess St	5min playing	71.2 LEQ	21:20	KG
3/5/14	mozart orchestra	Elm Hill	5 mins playing	59.2 LEQ	21:25	KG

External sound levels recording log

Date	Event	Location of reading	Duration of reading	Average reading	Time of reading	Reading taken by
6/5/14	BILLY OCEAN	(PRINCE STREET SOUND CHECK)	17.15	66.9 LEQ	5 MINS	
6/5/14	BILLY OCEAN	(ELM HILL) SOUND CHECK	17.25	74.6 LEQ	5 MINS	
6/5/14	Billy Ocean	Princess St. (~~Elm~~ Hill) live music	18.30	63.2 LEQ	5 mins	Richard Machuler
6/5/14	Billy Ocean	(Elm Hill) live music	18.45	55.2 LEQ	5 mins 6:45	Josh Kays
20/9/14	Norwich Pops	Elm hill (NO music)	5 mins	67.2 LEQ	~~1805~~ 5	Adrian Fordham
20/9/14	Norwich Pops	Princess St (NO music)	5 mins	60.8 LEQ	~~5 mins~~ 1840	Adrian Fordham
20/9/14	Norwich Pops	Elm hill playing	5 mins	75.4 LEQ	1940	Adrian Fordham
20/9/14	Norwich Pops	Princess St playing	5 mins	73.5 LEQ	2000	Adrian Fordham
20/9/14	Norwich Pops	Elm hill NO music	5 mins	62.4 LEQ	2032	Adrian Fordham
20/9/14	Norwich Pops	Princess St playing	5 mins	73.0 LEQ	2100	Adrian Fordham
20/9/14	Norwich Pops	Elm hill playing	5 mins	73.7 LEQ	2115	Adrian Fordham
4/10/14	mozart orchestra	Princess St playing	5 mins	75.0 LEQ	1615	Adrian Fordham
4/10/14	mozart orchestra	Elm hill playing	5 mins	77.6 LEQ	1630	Adrian Fordham
4/10/14	mozart orchestra	Princess St NOT playing	5 mins	85.9 LEQ	1800	Adrian Fordham
4/10/14	" "	" " playing	5 mins	60.8 LEQ	19:55	[illegible]
4/10/14	" "	Elm hill playing	5 mins	60.4	21.15	~~[illegible]~~ RICHARD MACHUCHER
5/10/14	Soundtracks	Princess St playing	5 mins	~~67.2~~	17:40	Emma White
5/10/14	" "	" "	5 mins	62.9	19:00	Richard Machuler
19/10/14	Fleetwood B&C	EVENT	CANCELLED			

1st concession

2nd concession

" Pre-limiter concert

External sound levels recording log

Date	Event	Location of reading	Duration of reading	Average reading	Time of reading	Reading taken by
9/11/14	WISHBONE ASH	PRINCES SQUARE	5 MINS	62.5 LEQ	12.00	PG
9/11/14	WISHBONE ASH	ELM HILL	5 MINS	64.5 LEQ	12.15	PG.
9/11/14	Wishbone Ash	Princess St	5 mins	62.6 LEQ	16:50	[illegible]
16/11/14	JOAN ARM	PRINCES ST.	5 MINS	57.4 LEQ		
3rd. 29/11/14	Julian Smith	Princes St	5 mins	59.5 LEQ	19:35	RSH (Someone kicking a can)
Concession 29/11/14	Stylistics	Princess St	5 mins	57.2 LEQ	20:30	RSH
29/11/14	Stylistics	Elm Hill	5 mins +	60.9 LEQ	21:30	[illegible]

External sound levels recording log

Date	Event	Location of reading	Duration of reading	Average reading	Time of reading	Reading taken by
1/1/15	Norwich pops	Princess St	5 mins	70.0 Leq	1240	AF (orchestra playing ambient traffic noise)
1/1/15	Norwich pops	Elm hill car park	5 mins	71.2 LEQ	1255	AF (orchestra playing ambient traffic noise)
1/1/15	Norwich Pops	Princess St	5 mins	71.6 LEQ	1340	AF (orchestra not playing) (ambient traffic noise)
1/1/15	Norwich pops	Elm hill carpark	5 mins	71.9 LEQ	1350	AF (orchestra not playing) (ambient noise car in carpark)
1/1/15	NORWICH POPS	PRINCESS STREET	5 MINS	60.6 LEQ	15.03	PG (playing)
1/1/15	NORWICH POPS	ELM HILL	5 MINS	71.1 LEQ	15.10	PG " " "
1/1/15	" "	Princess St.	5 mins	55.3 LEQ	16:35	DH (orchestra playing)
1/1/15	" "	Elm Hill	5 mins	* 49.0 LEQ	16:45	DH " "

* Cal checked out ok after this reading

57.6 with
54.1 without

External sound levels recording log

Date	Event	Location of reading	Duration of reading	Average reading	Time of reading	One-off loud noises	Initials	
21/01/2015	BRITTEN SINFONIA	ELM HILL GATE	5 MINS	56.1	20.00		PRC	
21/01/2015	BRITTEN SINFONIA	PRINCES STREET	5 MINS	58.8	2045	TRAFFIC	PRC	AMBIEN
21/01/2015	BRITTEN SINFONIA	PRINCESS STREET	5 mins	53.8	20:04			
29/1/2015	Lexicon band	Princess street	5 mins	59.6	1940	Traffic	AV	
29/1/2015	Lexicon band	Elm hill carpark	5 mins	51.4	1951	traffic in car park	AV	
29/01/15	Interval	Princess St	5 mins	52.9	20:10	None	JH	LEQ
29/1/2015	Commodores	Princess st	5 mins	61.5	2035	Traffic	AV	(437 m to stay
29/01/15	"	Elm Hill	5 mins	53.4	20:45	None	JH	
29/01/15	Commodores	Princess st	5 mins	55.4	21.40		AV	
7/2/15	Norwich Phil Rehearsal	Princess st	5 mins	58.9	1550	Heavy traffic Noise	AV	
7/2/15	" " concert	Princess st. on bank in front	5 mins	56.6	20:05	Traffic noise + voices	JH	
7/2/15	" " "	" " "	5 mins	59.6	20:50	Traffic, ambulance	JH	music from the hall
13/2/15	Shamrock boxing	Princess St	5 mins	60.2	19:55	Shouting in street	RM	
13/2/15	Shamrock boxing	Princess st	5 mins	60.8	21.00	traffic	AV	
22/03/15	Dr Hook	Princess St garden	5 mins	58.1	20:40	None	JH	music clearly he
22/03/15	Dr Hook	Princess St garden	5 mins	56.1	21:20	NON	RJM	
17/4/15	Boxing	Princess st	5 mins	62.1	1950	Traffic	AV	
17/4/15	Boxing	Elm hill carpark	5 mins	73.2	2010	Traffic near bin truck	AV	
17/4/15	Boxing	Princess st	5 mins	67.1	2030	Traffic / people passing by	AV	
17/4/15	Boxing	Elm hill carpark	5 mins	74.3	2120	People walking by	AV	
17/4/15	Boxing	Princess st	5 mins	64.9	2135	Traffic	AV	
17/4/15	Boxing	Princess st	5 mins	64.4	2230	Traffic	AV	
14/5/15	Nathan Carter	Princess St	5 mins	67.5	19:30	NONE	RJM	
14/05/15	" "	Princes Street	5 mins	58.6	21:50	None	JH	
22/05/15	Aurora Orch	Princess st (on bank in front)	5 mins	53.3	19:45	None v. quiet, low	JH	Hall
22/05/15	" "	" " "	6 mins	52.9	20:40	None	JH	
17/09/15	Leo Sayer	Princess St (on bank in front)	5:14 mins	58.8	20:40	None, could hear music + vocals	JH	

4th concession

External sound levels recording log

Date	Event	Location of reading	Duration of reading	Average reading	Time of reading	One-off loud noises	Initials
17/09/15	Leo Sayer	Princess St (on bank in front)	5:29 (mins)	62.9 LEQ	21:20	None. Music + vocals clearly heard.	[illegible]
17/09/15	" "	" "	6:24 (mins)	56.5 LEQ	21:45	" "	[illegible]
18/9/15	Shamrock boxing Before event	Princess St	5.00 mins	66 LEQ	1800	Heavy traffic boxing not started	AV
18/9/15	Shamrock boxing	Princess St	5.00 mins	58 LEQ	2015	mainly cheers from crowd	AV
18/9/15	Shamrock boxing	Elm hill	5.00 mins	69 LEQ	2045	mainly cheers - ambient traffic noise	AV
20/11/15	Shamrock boxing	Princess St. event not started	5.00 mins	72.1 LEQ	1725	Very heavy traffic. plane flew over	AV
20/11/15	Shamrock boxing	Elm hill event not started	5.00 mins	74.2 LEQ	1740	Construction noise + traffic	AV
20/11/15	Shamrock boxing	Princess St event started	5.00 mins	61.4 LEQ	2012	Ambient traffic noise announcements on stage muffled cheers	AV
20/11/15	Shamrock boxing	Elm hill event started	5.00 mins	66.2 LEQ	2030	Ambient traffic sound	AV
20/11/15	Shamrock boxing	Princess St	5.00 mins	67.9 LEQ	2122	Faint cheers in hall Ambulance went by, ambient	AV
20/11/15	Shamrock boxing	Elm hill	5.00 mins	67.2 LEQ	2145	Announcement heard, traffic noise	AV
20/11/15	Shamrock boxing	Princess St	5.00 mins	63.9 LEQ	2210	Ambient traffic/passers by	AV
21/11/15	Roy wood sound check	Princess St	5.00 mins	65.1 LEQ	1840	Ambient traffic noise	AV
21/11/15	Support act	Elm hill	5.00 mins	71.4 LEQ	1935	Traffic / rain	AV
21/11/15	Roy wood	Princess St	5.00 mins	66.5 LEQ	2050	Ambient traffic	AV
21/11/15	Roy wood	Elm hill	5.00 mins	66.2 LEQ	2100	Ambient traffic	AV
21/11/15	Roy wood	Princess St	5.00 mins	62.8 LEQ	2125	Ambient traffic	AV
22/11/15	Reading big concert symphony	Princess St	5.00 mins	50.9 LEQ	1840	traffic / passers by	AV
22/11/15	Dave Shaw sound	Princess St (on bank)	5:11 mins	55.8 LEQ	19:45	None -	[illegible]
22/11/15	Stylistics playing	Elm hill	5.00 mins	60.3 LEQ	2035	None	AV
22/11/15	Stylistics playing	Princess St	5.00 mins	67.4 LEQ	2045	None	AV
22/11/15	Stylistics playing	Princess St	5.00 mins	69.4 LEQ	2105	traffic noise	AV
22/11/15	" "	Elm hill	5.00 mins	55.7 LEQ	2125	None	AV

External sound levels recording log

Date	Event	Location of reading	Duration of reading	Average reading	Time of reading	One-off loud noises	Initials
3/12/15	Stars of Norfolk	Princess st Before event	5 mins	72.8 LEQ	1750	Loud traffic passing by	AV
3/12/15	Stars of Norfolk	Princess st During event	5 mins	65.5 LEQ	1940	No sound escaping building just traffic passing by	AV
3/12/15	Stars of Norfolk	Elm hill " "	5 mins	54.3 LEQ	1950	No sound passing by from hall	AV
3/12/15	Stars of Norfolk	Princess st " "	5 mins	63.8 LEQ	2015	No sound escaping hall traffic fairly noisy	AV
3/12/15	Stars of Norfolk	Princess st	5 mins	68.2 LEQ	2120	No sound out of hall loud traffic noise	AV

From: Britons Arms
To: Canon, Shaun
Subject: Re: Attn:
Date: 09 March 2016 15:37:43

Dear Shaun,
Re. Changes to licencing restrictions in 'The Halls'
As I have made clear in previous emails and conversations I am quite happy with the current noise levels generated by The Halls. My understanding is that there will still be no amplified music in Blackfriars Hall or in The Crypt with the exception of occasional background sound and voice projections.
I am committed to encouraging the successful development of The Halls as a key civic amenity; nuisance issues from the past seem to have been resolved and relations with neighbouring residents are being dealt with well.
I hope that this situation will be maintained and that a peaceful co existence continues to be mutually beneficial !
Should nuisance recur it is comforting to know that a good working relationship exists with the management of The Halls.
Yours sincerely,

On 4 March 2016 at 10:36, Canon, Shaun <ShaunCanon@norwich.gov.uk> wrote:

> Yes of course. And thank you for interrupting your holiday to get in touch!
>
> Enjoy the rest of it.
>
> Shaun Canon
> The Halls Manager
>
> Please see our new website: https://www.thehallsnorwich.com
>
> **Norwich City Council**
> 01603 21**3302**
>
> **Finalist in the 'Council of the Year category' – LGC Awards 2016**
>
> **Finalist in the 'Best Achieving Council' category - MJ Local Government Achievement Awards 2015**
>
> **Gold award winner of 'Council of the Year' - iESE Improvement and**

Efficiency Awards 2014

Winner of 'Most Improved Council' - LGC Awards 2014

From: britonsarms
Sent: 04 March 2016 09:53
To: Canon, Shaun
Subject: Re: Attn:

Dear Shaun,

I'm sorry not to have replied sooner....I'm away at the moment.

I have been made aware that there are some issues and have stated my position. You will realise that the noise problem differs from property to property and what is a nuisance to others may well not be for me!

Could we talk it over when I get back next week?

Yours,

Sent from my Samsung device

-------- Original message --------
From: "Canon, Shaun" <ShaunCanon@norwich.gov.uk>

Subject: Attn:

Dear

I hope this finds you well, and refreshed after your week off (didn't do too badly with the weather).

You very kindly called me about the notices to change the premises licence, to say that you had no objection and had the confidence that should anything be amiss you could approach me and something would be done about it.

Unfortunately, there has been some objections and I will now need to go to a hearing over it. I wonder if you would consider putting what you said into writing, even an email, so that I may present it as part of the hearing. I appreciate very well that this may put you in an awkward position with neighbours and therefore fully understand if you would prefer not to, and would totally respect that decision.

Yours most respectfully

Shaun Canon
The Halls Manager
Norwich City Council

Please visit our new website: https://www.thehallsnorwich.com

01603 21**3302**
shauncanon@norwich.gov.uk

Finalist in the 'Council of the Year category' – LGC Awards 2016

Finalist in the 'Best Achieving Council' category - MJ Local Government Achievement Awards 2015

Gold award winner of 'Council of the Year' - iESE Improvement and Efficiency Awards 2014

Winner of 'Most Improved Council' - LGC Awards 2014

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T H E B R I T O N S A R M S

C O F F E E H O U S E A N D R E S T A U R A N T

9 Elm Hill Norwich Tel. O1603 623367

APPENDIX C

Norwich City Council Licensing Authority
Licensing Act 2003

Statement of support or objection to an application for a premises licence

Your name/organisation name/name of body you represent (see note 1)	MR. AND MRS. T. C. HARRIS
Postal address	8, ELM HILL, NORWICH NR3 1HN
Email address	
Contact telephone number	

Name of the premises you wish to support or object to	ST. ANDREWS HALL
Address of the premises you wish to support or object to.	ST ANDREWS HALL PLAIN, NORWICH NR3 1AU

Your support or objection must relate to one of the four Licensing Objectives (see note 2)

Licensing Objective	***Please set out your support or objections below. Please use separate sheets if necessary***
To prevent crime and disorder	SEE ATTACHED LETTER.
Public safety	
To prevent public nuisance	SEE ATTACHED LETTER.
To protect children from harm	

RECEIVED
24 FEB 2016
LICENSING OFFICE

Please suggest any conditions which would alleviate your concerns.	

Signed: Date: 23.2.16.

Please see notes on reverse

CORPORATE RESOURCES
24 FEB 2016
POST ROOM

To Tony Sherman,

Licencensing Manager Citywide Services,

Norwich City Council, City Hall,

St Peters Street,

Norwich NR2 1NH.

8, Elm Hill,

Norwich NR3 IHN.

RECEIVED
24 FEB 2016
LICENSING OFFICE

23rd February 2016

Dear Mr Sherman,

St Andrews Hall Plain Norwich Norfolk NR3 1AU
Licencing Act 2003 :Premises Licence-Variation yr 16/00293/PREM

My wife and I live at 8 Elm Hill and are St Andrews Hall's closest neighbours.We wish to oppose the above Licence Variation.

Our concern is with the increasing use of amplified music which we believe has become a feature of St Andrews recent development.We have not opposed their special licences in the recent past because we understood them to be exceptional events.The new variation suggests that they will become the norm.

We have always understood St Andrews to be a venue for classical concerts but fear that it is seeking to become a venue for pop events and discos.Put simply classical concerts tend not to need amplification whereas pop and discos invariably do. Our concern is that the licence variation represents "the thin end of the wedge" and is a potential public nuisance to close neighbours like ourselves in the form of more noise ,more often.It is relevant that the Hall has large windows and is far from soundproof and the old surrounding houses, like ours ,have thinner walls than modern houses.

There is also a risk that the changing nature of the concerts will alter the character of the neighbourhood ,after all we are not yet Prince of Wales Road ! We believe that it would be in Norwich's longterm interests to preserve Elm Hill and its surroundings as an area of quiet charm.

The reduction in licensed hours has little practical effect as St Andrews invariably closes before midnight.It does not represent some form of compensatory concession.

Yours sincerely,

Tim & Geli Harris

John W. Spinks
37 Friars Quay Norwich Norfolk NR3 1ES

RECEIVED
29 FEB 2016
LICENSING OFFICE

Licensing
Norwich City Council
Norwich
NR2 1NH

29th February 2016

Dear Sir/Madam,

Re: The Halls Variation, Objection
Date: 01/02/2016

This will adversely affect me in two ways:-
1.) Dispersal noise at the back of my house from vehicles using Monastery car park and pedestrians along the riverside walk.
2.) Dispersal noise at the front of my house mainly pedestrian and some illegal parking related noise.

This means I am unable to avoid the noise and disturbance.

The noise is made worse because the area is over lit at night when compared to the relevant lighting standards with well known affects on peoples behaviour, as I understand them, then made worse again by having, by my past measurements, noise levels which could be described as a statutory noise nuisance from the park benches, playground and pontoon. All again over lit. The lighting should be dimmed after 23:00 to reflect the sensitive and culturally important residential nature of the area.
Please accept this as a further complaint in this matter and pass it on to the relevant personnel at Norfolk and Norwich Councils. Thank you. I will not be entering into any further correspondence with anybody in these or other matters until the limitations imposed on me by *my cancer* resolve themselves one way or another. By that I mean, I survive and I am strong enough or I die.

The area needs to be quiet by midnight to enable sufficient sleep. This means leaving premises by 23:30. This is already within the statutory quiet time of 23:00 to 07:00.
No extensions should be allowed for the CAMRA events as the high number of attendees and

long opening hours with large amounts of alcohol consumed make disturbance inevitable.

Re Annex 2 Point 13 and 14. I draw your attention to the fact that the closest residents are in St Georges Street and Princes Street, and as such if the venue operators think there is a problem at that end there will certainly be a problem at the other. I was shocked at the level of noise in St. Georges when one of the recent events was taking place.

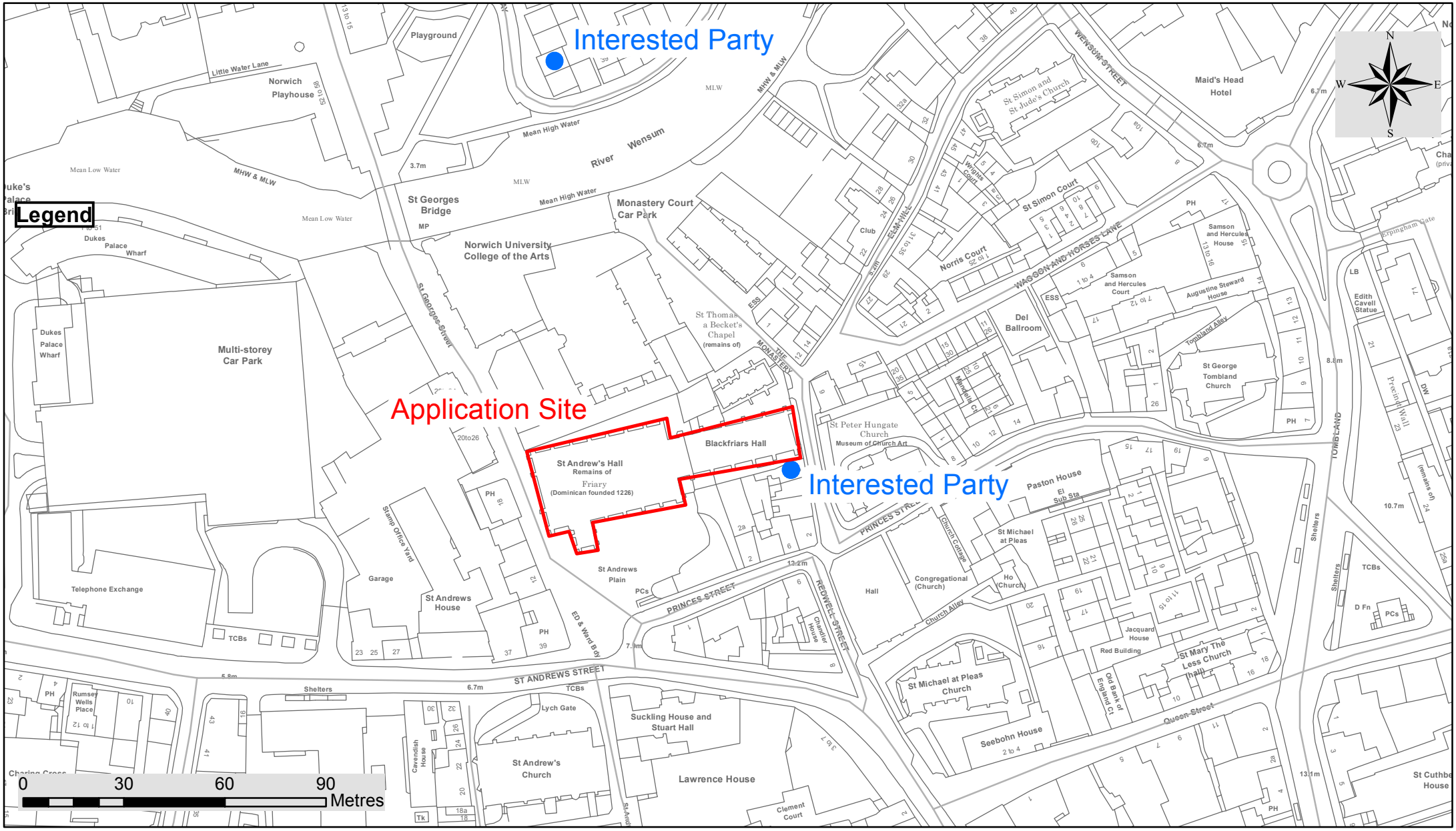
The residents should have at least one quiet night a week.

I have further grave concerns about this shameless application and are unable to raise them owing to the limitations imposed on me by my cancer.

For the council to undermine conditions set by magistrates in this way is beyond the pale.

Yours sincerely,

John Spinks



This copy has been produced specifically to supply an individual with authority data. No further copies can be made.

NORWICH City Council

Norwich City Council - Licensing

Title: The Halls Premises Licence Variation Application

Scale: 1:1500

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APPENDIX D

Local Policy considerations

1.0 Introduction

1.4 The 2003 Act requires the council to carry out its various licensing functions so as to promote the four licensing objectives. These are:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

1.5 The 2003 Act also requires that the Council publishes a 'Statement of Licensing Policy' that sets out the policies the Council will generally apply to promote the Licensing Objectives when making decisions on applications made under the Act.

2.0 Consultation and Links to other Policies and Strategies

2.7 So far as possible, the council will avoid duplication with other regulatory regimes, and will not to use its powers under the Licensing Act 2003 to achieve outcomes that can be achieved by other legislation and other enforcement agencies. As an example, the council will not seek to impose fire safety conditions that may duplicate any requirements or prohibitions that could be imposed under the Regulatory Reform (Fire Safety) Order 2005.

3.0 Applications for Licences

3.2 Applicants must address the four licensing objectives in their operational plan. The operating plan must have regard to the nature of the area where the premises are situated, the type of premises, the licensable activities to be provided, operational procedures and the needs of the local community. The operating schedule must demonstrate how the premises will be "good neighbours" both to residents and to other venues and businesses.

3.3 Applicants must provide evidence that suitable and sufficient measures, as detailed in their operating schedule, will be implemented and maintained, relevant to the individual style, location and characteristics of their premises and activities. They must also also indicate if additional measures will be taken on an occasional or specific basis, such as when a special event or promotion is planned, which is, for example, likely to attract larger audiences.

4.0 Representations

4.1 "Responsible Authorities" (see Appendix 7) will be asked to consider all applications and to make representations to the council, if they relate to the promotion of the four licensing objectives and particularly in respect of applications which, might be regarded as contentious. Representations must be

evidentially based and the organisation should attend any hearing when the application is being considered. Representations can be made in opposition to, or in support of, an application.

4.2 The council will consider all representations from any “Interested Party” (see Appendix 7), or their representative, which should preferably be evidentially based and supported by attendance at any hearing at which the application is being considered.

4.3 A representation will only be accepted by the council if it is ‘relevant’, i.e. it must relate to the likely effect of granting the licence on the promotion of at least one of the four licensing objectives. Representation’s, that are regarded as being frivolous or vexatious, will not be considered, and in the case of a review of a licence, any representation which is regarded as repetitious, will also not be considered. A decision as to whether a representation is frivolous, vexatious or repetitive will be made by an officer of the council.

5.0 Conditions attaching to Licences

5.1 Where relevant representations are made, the council will make objective judgments as to whether conditions may need to be attached to the premises licence to secure achievement of the licensing objectives. Any conditions arising as a result of representations will primarily focus on the direct impact of the activities taking place at licensed premises, on those attending the premises, and members of the public living, working or engaged in normal activity in the area concerned, and will cover matters that are within the control of individual licensees.

5.2 All applications will be considered on an individual basis and any condition attached to such a licence, will be tailored to each individual premises, in order to avoid the imposition of disproportionate or burdensome conditions on those premises. Therefore, mandatory conditions, will only be imposed where they are appropriate for the promotion of the licensing objectives.

8.0 The Impact of Licensed Premises

8.1 When considering whether any licensed activity should be permitted, and a relevant representation has been received, the likelihood of it causing unacceptable adverse impact will be assessed by taking into account relevant matters including:

- the type of use, the number of customers likely to attend the premises and the type of customers at the time of the application;
- the proposed hours of operation;
- the level of public transport accessibility for customers either arriving or leaving the premises and the likely means of public or private transport that will be used by the customers;
- the means of access to the premises including the location of customer entrances and exits;
- the provision of toilet facilities;
- the frequency of the licensable activity.

With any adverse impact it may be possible to take steps to mitigate or prevent the impact and if such measures are reliable an activity may be licensed.

13.0 Management of Licensed Premises

13.1 Within the operating schedule for premises from which alcohol will be sold, with the exception of qualifying community premises, a premises supervisor must be designated (designated premises supervisor) and such person must be in possession of a current personal licence. The licensing authority will normally expect the designated premises supervisor [DPS] to have been given the day to day responsibility for running the premises by the premises licence holder and, as such, would normally be present on the licensed premises on a regular basis. In addition to the DPS holding a personal licence, the licensing authority would strongly encourage the DPS to undergo additional training and to have experience commensurate with the nature and style of entertainment provided and the capacity of the premises.

13.2 The act does not require a DPS or any other personal licence holder to be present on the premises at all times when alcohol is sold. However, the DPS and the premises licence holder remain responsible for the premises at all times and have a duty to comply with the terms of the licensing act and any conditions, including the matters set out in the premises' operating schedule, in order to promote the licensing objectives. To that end, the licensing authority will be mindful of the guidance issued by the secretary of state, which recommends that a personal licence holder/DPS gives specific written authorisations to those individuals they are authorising to retail alcohol. Although written authorisation is not a requirement of the act and the designated premises supervisor/personal licence holder remain ultimately responsible for ensuring compliance with the act and licensing conditions, this action could assist in demonstrating due diligence should any issues arise with regard to enforcement.

The licensing authority will therefore expect that where the personal licence holder/DPS does not have the premises under their immediate day to day control, written authorisations will be issued to staff acting on their behalf, such authorisations being made available for inspection by a responsible Officer of the licensing authority or the police upon request.

LICENSING OBJECTIVES

20.0 Objective - Prevention of Crime and Disorder

20.1 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 City Council, and others, to consider crime and disorder reduction in the exercise of all their duties. The Licensing Act 2003 reinforces this duty for local authorities.

20.2 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 the licensable activities at those premises.

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

Underage drinking

Drunkenness on premises

Public drunkenness

Keeping Illegal activity like drug taking and dealing, offensive weapons and sales of contraband or stolen goods away from the premises.

Preventing disorderly and potentially violent behaviour on and outside the premises.

Reducing Anti-social behaviour and Disorder inside and outside the premises

Litter

Unauthorised advertising

Protecting people and property from theft, vandalism and assault

Guard against glasses and bottles being used as weapons or causing accidents.

20.4 The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule, having regard to their particular type of premises and/or licensable activities:

Effective and responsible management of premises;

Training and supervision of staff;

Employ sufficient numbers of staff to keep numbers down of people awaiting service;

Provide sufficient seating for customers;

Patrols of staff around the premises;

Ensure sufficient lighting and visibility, removing obstructions if necessary, to discourage illegal activity;

Introduce an entry policy – making people aware of it – and apply it consistently and fairly;

Implement a search policy to prevent drugs, offensive weapons etc being brought onto the premises;

Implement effective management of entrance queues – incorporating barriers if necessary;

Adoption of best practice guidance e.g. Safer Clubbing, the National Alcohol Harm Reduction Strategy Toolkit, Minor Sales Major Consequences, Clubbing against Racism and other voluntary codes of practice, including those relating to drinks promotions e.g. The Point of Sale Promotions published by the British Beer and Pub Association (BBPA), Security in Design published by BBPA and Drugs and Pubs, published by BBPA;
Acceptance of accredited 'proof of age' cards e.g. Portman proof of age cards, Citizencard, Connexions Card and/or 'new type' driving licences with photographs, or passports;
Provision of effective CCTV in and around premises;
Employment of Security Industry Authority licensed door staff to manage the door and minimize disorder;
Ensure glasses are collected on an on going basis, make regular inspections for broken glass and clear up;
Provision of toughened or plastic drinking vessels and bottles;
Provision of 'bottle bins' inside the premises and near exits;
Provision of secure, deposit boxes for confiscated items i.e. Operation Enterprise Drug and Weapon Amnesty Safe's;
Information displayed for staff and customers on Drug Awareness including the 'spiking' of drinks with drugs;
Provision of litterbins and other security measures, such as lighting, outside premises;
Membership of local 'Pubwatch' schemes or similar accreditation schemes or organizations ie Operation Enterprise;
Responsible advertising;
Distribution of promotional leaflets, posters etc;
Drug Seizure Kits (available from Norfolk Police Operation Enterprise);

Member of the 'NiteLink' radio scheme;

Working in partnership with the SOS Bus scheme;

Ban known offenders and share information with other licensed premises in the area;

Implement a dispersal policy;

Introduce a 'closed door' policy, with attendance prohibited for new customers 2-3 hours before licensable activities finish;

24.0 Objective - prevention of public nuisance

24.1 Licensed premises can potentially have a significantly adverse impact on communities through public nuisances that arise from their operation. The amenity of residents and occupiers of other businesses should be maintained and protected from the potential consequence of the operation of licensed premises, whilst recognising the valuable cultural, social and business importance that such premises provide.

24.2 Public nuisance will be interpreted in its widest sense, and will take it to include such issues as noise, light, odour, litter and antisocial behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in an area.

24.3 Applicants should be aware that stricter conditions, including controls on licensing hours for all or some licensable activities will be applied, where licensed premises

are in residential areas or where their activities may impact on residents or other business premises, and where relevant representations have been received. Conversely, premises for which it can be demonstrated have effective measures to prevent public nuisance, may be suitable for longer opening hours.

24.4 The council 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 such as disturbance or disorder attributable to the location and/or the premises, and relevant representations have been made.

24.5 The council believe that the impact a licensed premises can have on a neighbourhood is significantly influenced by the times when those licensed premises are open, and the times when licensable activities are taking place. Consequently, the council has adopted a policy on hours of trading, (section E) and in so doing, has given full consideration to the secretary of state's guidance on hours of trading.

24.6 **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. For example, the increasing business requirement for licence holders to provide live or recorded music in premises where this has not previously been the case is especially pertinent, and should be fully assessed on the application.**

24.7 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:

- the location of premises and proximity to residential and other noise sensitive premises, such as hospitals, hospices, care homes and places of worship
- the hours of opening, particularly between 11pm and 7am
- 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
- the design and layout of premises and in particular the presence of noise limiting features
- the occupancy capacity of the premises
- the availability of public transport
- wind down period between the end of the licensable activities and closure of the premises
- last admission time
- preventing litter and refuse becoming an eyesore
- consideration of local residents that they are not upset by loud or persistent noise or by excessive light
- preventing cars attending an event or premises from causing a noise nuisance and congestion, and from taking up local people's parking spaces
- avoid early morning or late night refuse collections
- avoiding emptying bins into skips, especially if they contain glass, either late at night or early in the morning

- customers eating, drinking or smoking in open air areas (for example beer gardens/forecourts and other open areas adjacent to the premises).

24.8 The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule, having regard to their particular type of premises and/or activities:

- Effective and responsible management of premises.
- Appropriate instruction, training and supervision of those employed or engaged to prevent incidents of public nuisance, eg to ensure customers leave quietly.
- Fit prominent signs requesting that customers respect local residents and leave quietly.
- Control of operating hours for all or parts (eg garden areas) of premises, including such matters as deliveries ie not too early in the morning.
- Adoption of best practice guidance (eg Good Practice Guide on the Control of Noise from Pubs and Clubs, produced by Institute of Acoustics, Licensed Property: Noise, published by BBPA).
- Installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices.
- Management of people, including staff, and traffic (and resulting queues) arriving and leaving premises.
- Liaison with public transport providers.
- Siting of external lighting, including security lighting.
- Management arrangements for collection and disposal of waste, empty bottles etc.
- Effective ventilation systems to prevent the emission of unwanted odours.
- Take away packaging to include the name and address of the premises on it.
- Capacity levels for fast food outlets.
- Introduce a chill out area with coffee and mellow music where customers can settle before leaving.
- Introduce a closed door policy, with attendance prohibited for new customers 2 to 3 hours before licensable activities finish.

To address issues arising from customers smoking, eating and drinking in outdoor areas and on the highway outside the premises could include signage asking customers to keep noise to a minimum when using outdoor areas; restrictions on the numbers of customers permitted in certain outside areas and/or at certain times; and use of door-staff and employees to monitor possible public nuisance issues.

SECTION E - Hours of Trading

30.7 Consideration will always be given to an applicant's individual case and if the matter of trading hours has been raised in a representation, the council will take into account any proposals the applicant has to minimise the risk of nuisance or disorder being caused or exacerbated by customers departing from the premises. It is however, unlikely that statements such as the premises being well-managed, or that the applicant is of good character or that the style of the premises is intended and likely to attract a discerning clientele, will alone be sufficient to demonstrate that restrictions on hours of trading should not be applied.

APPENDIX E

National Guidance

(issued under section 182 of the Licensing Act 2003)

Licence conditions – general principles

1.16 Conditions on a premises licence or club premises certificate are important in setting the parameters within which premises can lawfully operate. The use of wording such as “must”, “shall” and “will” is encouraged. Licence conditions:

- must be appropriate for the promotion of the licensing objectives;
- must be precise and enforceable;
- must be unambiguous and clear in what they intend to achieve;
- should not duplicate other statutory requirements or other duties or responsibilities placed on the employer by other legislation;
- must be tailored to the individual type, location and characteristics of the premises and events concerned;
- should not be standardised and may be unlawful when it cannot be demonstrated that they are appropriate for the promotion of the licensing objectives in an individual case;
- should not replicate offences set out in the 2003 Act or other legislation;
- should be proportionate, justifiable and be capable of being met, (for example, whilst beer glasses may be available in toughened glass, wine glasses may not);
- cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff, but may impact on the behaviour of customers in the immediate vicinity of the premises or as they enter or leave; and
- should be written in a prescriptive format.

Each application on its own merits

1.17 Each application must be considered on its own merits and in accordance with the licensing authority’s statement of licensing policy; for example, if the application falls within the scope of a cumulative impact policy. Conditions attached to licences and certificates must be tailored to the individual type, location and characteristics of the premises and events concerned. This is essential to avoid the imposition of disproportionate and overly burdensome conditions on premises where there is no need for such conditions. Standardised conditions should be avoided and indeed may be unlawful where they cannot be shown to be appropriate for the promotion of the licensing objectives in an individual case.

Crime and disorder

2.1 Licensing authorities should look to the police as the main source of advice on crime and disorder. They should also seek to involve the local Community Safety Partnership (CSP).

2.3 Conditions should be targeted on deterrence and preventing crime and disorder. For example, where there is good reason to suppose that disorder may take place, the presence of closed-circuit television (CCTV) cameras both inside and immediately outside the premises can actively deter disorder, nuisance, anti-social behaviour and crime generally. Some licence holders may wish to have cameras on their premises for the prevention of crime directed against the business itself, its staff, or its customers. But any condition may require a broader approach, and it may be appropriate to ensure that the precise location of cameras is set out on plans to ensure that certain areas are properly covered and there is no subsequent dispute over the terms of the condition.

2.6 Conditions relating to the management competency of designated premises supervisors should not normally be attached to premises licences. The designated premises supervisor is the key person who will usually be responsible for the day to day management of the premises by the premises licence holder, including the prevention of disorder. A condition of this kind may only be justified as appropriate in rare circumstances where it can be demonstrated that, in the circumstances associated with particular premises, poor management competency could give rise to issues of crime and disorder and public safety.

2.7 It will normally be the responsibility of the premises licence holder as an employer, and not the licensing authority, to ensure that the managers appointed at the premises are competent and appropriately trained. However, licensing authorities must ensure that they do not stray outside their powers and duties under the 2003 Act. This is important to ensure the portability of the personal licence and the offences set out in the 2003 Act and to ensure, for example, that the prevention of disorder is in sharp focus for all managers, licence holders and clubs.

Public nuisance

2.18 The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.

2.19 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It is important to remember that the prevention of public nuisance could therefore include low-level nuisance, perhaps affecting a few people living locally, as well as major disturbance affecting the whole community. It may also include in appropriate circumstances the reduction of the living and working amenity and environment of other

persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.

2.20 Conditions relating to noise nuisance will usually concern steps appropriate to control the levels of noise emanating from premises. This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time, or more sophisticated measures like the installation of acoustic curtains or rubber speaker mounts. Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises. Licensing authorities should be aware of the need to avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are very expensive to purchase and install and are likely to be a considerable burden for smaller venues.

2.21 As with all conditions, those relating to noise nuisance may not be appropriate in certain circumstances where provisions in other legislation adequately protect those living in the area of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and when their powers are engaged, licensing authorities should be aware of the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be appropriate.

2.22 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, music noise from premises usually occurs from mid-evening until either late-evening or early-morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. In certain circumstances, conditions relating to noise immediately surrounding the premises may also prove appropriate to address any disturbance anticipated as customers enter and leave.

2.23 Measures to control light pollution will also require careful thought. Bright lighting outside premises which is considered appropriate to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues.

2.24 Beyond the immediate area surrounding the premises, these are matters for the personal responsibility of individuals under the law. An individual who engages in anti-social behaviour is accountable in their own right. However, it would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area, or that, if they wish to smoke, to do so at designated places on the premises instead of outside, and to respect the rights of people living nearby to a peaceful night.

Determining actions that are appropriate for the promotion of the licensing objectives

9.41 Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case-by-case basis. They should take into account any representations or objections that have been received from responsible authorities or

other persons, and representations made by the applicant or premises user as the case may be.

9.42 The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.

9.43 Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. Whilst this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that the condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters. As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination.

Conditions attached to premises licence

General

10.1 This chapter provides further guidance in relation to conditions attached to premises licences and club premises certificates. General principles on licence conditions are set out in Chapter 1 (see paragraph 1.16).

10.2 Conditions include any limitations or restrictions attached to a licence or certificate and essentially are the steps or actions that the holder of the premises licence or the club premises certificate will be required to take or refrain from taking in relation to the carrying on of licensable activities at the premises in question. Failure to comply with any condition attached to a licence or certificate is a criminal offence, which on conviction is punishable by a fine of up to £20,000 or up to six months' imprisonment. The courts have made clear that it is particularly important that conditions which are imprecise or difficult for a licence holder to observe should be avoided.

10.3 There are three types of condition that may be attached to a licence or certificate: proposed, imposed and mandatory. Each of these categories is described in more detail below.

Proposed conditions

10.4 The conditions that are appropriate for the promotion of the licensing objectives should emerge initially from the risk assessment carried out by a prospective licence or certificate holder, which they should carry out before making their application for a premises licence or club premises certificate. This would be translated into the steps

recorded in the operating schedule or club operating schedule, which must also set out the proposed hours during which licensable activities will be conducted and any other hours during which the premises will be open to the public.

10.5 It is not acceptable for licensing authorities to simply replicate the wording from an applicant's operating schedule. A condition should be interpreted in accordance with the applicant's intention.

Consistency with steps described in operating schedule

10.6 The 2003 Act provides that where an operating schedule or club operating schedule has been submitted with an application and there have been no relevant representations made by responsible authorities or any other person, the licence or certificate must be granted subject only to such conditions as are consistent with the schedule accompanying the application and any mandatory conditions required under the 2003 Act.

10.7 Consistency means that the effect of the condition should be substantially the same as that intended by the terms of the operating schedule. If conditions are broken, this may lead to a criminal prosecution or an application for a review and it is extremely important therefore that they should be expressed on the licence or certificate in unequivocal and unambiguous terms. The duty imposed by conditions on the licence holder or club must be clear to the licence holder, club, enforcement officers and the courts.

Imposed conditions

10.8 The licensing authority may not impose any conditions unless its discretion has been engaged following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives.

10.9 It is possible that, in certain cases, where there are other legislative provisions which are relevant and must be observed by the applicant, no additional conditions are appropriate to promote the licensing objectives.

Proportionality

10.10 The 2003 Act requires that licensing conditions should be tailored to the size, type, location and characteristics and activities taking place at the premises concerned. Conditions should be determined on a case-by-case basis and standardised conditions which ignore these individual aspects should be avoided. Licensing authorities and other responsible authorities should be alive to the indirect costs that can arise because of conditions. These could be a deterrent to holding events that are valuable to the community or for the funding of good and important causes. Licensing authorities should therefore ensure that any conditions they impose are only those which are appropriate for the promotion of the licensing objectives.

Hours of trading

10.13 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.

10.14 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.

The need for licensed premises

13.18 There can be confusion about the difference between the “need” for premises and the “cumulative impact” of premises on the licensing objectives, for example, on crime and disorder. “Need” concerns the commercial demand for another pub or restaurant or hotel and is a matter for the planning authority and for the market. This is not a matter for a licensing authority in discharging its licensing functions or for its statement of licensing policy.