

# Public Document Pack



<b>COMMITTEE</b>	<b>LICENSING ACT 2003 SUB-COMMITTEE</b>
<b>PLACE</b>	<b>Giles Room - Endeavour House, 8 Russell Road, IPSWICH IP1 2BX</b>
<b>DATE</b>	<b>Monday, 26 February 2018 at 10.30 am</b>

## **LICENSING ACT 2003** **NOTICE OF HEARING**

**PLEASE NOTE START TIME OF MEETING**

In accordance with Regulation 6(1) of the Licensing Act 2003 (Hearings) Regulations 2005, the Licensing Authority of Mid Suffolk District Council hereby gives notice that a hearing of a Sub-Committee of the Authority's Regulatory Committee has been arranged as set out above in order to determine the following application:

### **Application to Vary a Premises Licence (Section 34)**

**Applicant:** Elizabeth Holdings PLC  
**Premises:** The Limes Hotel, 99 High Street, Needham Market IP6 8DQ

Please ensure that the attached 'Attendance at Hearing Notice' is completed and returned

### **Sub-Committee Members**

1. Kathie Guthrie
2. Esther Jewson
3. Jill Wilshaw

#### Reserve Members

1. Elizabeth Gibson-Harries
2. Julie Flatman

## **A G E N D A**

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- 1 **ELECTION OF CHAIRMAN FOR HEARING**
- 2 **APOLOGIES FOR ABSENCE**
- 3 **TO RECEIVE ANY DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTEREST BY MEMBERS**
- 4 **M/LASub/17/1 LICENSING ACT 2003 - HEARING TO DETERMINE AN APPLICATION TO VARY A PREMISES LICENCE - THE LIMES HOTEL, 99 HIGH STREET, NEEDHAM MARKET**

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## **Introduction to Public Meetings**

Babergh/Mid Suffolk District Councils are committed to Open Government. The proceedings of this meeting are open to the public, apart from any confidential or exempt items which may have to be considered in the absence of the press and public.

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact the Governance Officer on: 01473 296373 or Email: [committees@baberghmidsuffolk.gov.uk](mailto:committees@baberghmidsuffolk.gov.uk)

### **Domestic Arrangements:**

- Toilets are situated opposite the meeting room.
- Cold water is also available outside opposite the room.
- Please switch off all mobile phones or turn them to silent.

### **Evacuating the building in an emergency: Information for Visitors:**

If you hear the alarm:

1. Leave the building immediately via a Fire Exit and make your way to the Assembly Point (Ipswich Town Football Ground).
2. Follow the signs directing you to the Fire Exits at each end of the floor.
3. Do not enter the Atrium (Ground Floor area and walkways). If you are in the Atrium at the time of the Alarm, follow the signs to the nearest Fire Exit.
4. Use the stairs, not the lifts.
5. Do not re-enter the building until told it is safe to do so.

# Agenda Item 4

## MID SUFFOLK DISTRICT COUNCIL

<b>From:</b> Licensing Team	<b>Report Number:</b> <b>M/LASub/17/1</b>
<b>To:</b> Licensing Act 2003 Sub-Committee	<b>Date of meeting:</b> 26 February 2018

### LICENSING ACT 2003 – HEARING TO DETERMINE AN APPLICATION TO VARY A PREMISES LICENCE – THE LIMES HOTEL, 99 HIGH STREET, NEEDHAM MARKET IPSWICH, IP6 8DQ

#### 1. Purpose of Report

- 1.1 To report information to the Licensing Act 2003 Sub-Committee to enable the determination of an application made to vary premises licence MPL0353 on issue in respect of The Limes Hotel, 99 High Street, Needham Market, IPSWICH IP6 8DQ.

#### 2. Recommendations

- 2.1 The Sub-Committee must, having regard to the representations made, take such of the steps below (if any) as it considers appropriate for the promotion of the licensing objectives:

- to GRANT the licence subject to conditions which are consistent with the operating schedule accompanying the application - modified to such extent as the authority considers appropriate for promotion of the licensing objectives - and subject to any mandatory condition(s) which must be included in the licence;
- to REJECT the whole or part of the application.

For these purposes conditions of the licence are *modified* if any of them are altered or omitted or any new condition is added.

The Sub-Committee determines this application at the hearing.

#### 3. Financial Implications

- 3.1 There is a statutory right of appeal to the magistrates' court for any party aggrieved by the decision taken by the Licensing Authority.

#### 4. Risk Management

- 4.1 None, other than those that inherently apply to the Licensing Authority when carrying out its licensing functions. The four licensing objectives are prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm.

## 5. Consultations

- 5.1 The application made has been subject to the statutory consultation period as prescribed by regulation. The notices advertising the application have been on display at the premises and published (East Anglian Daily Times – 5<sup>th</sup> January 2018).

## 6. Equality Analysis

- 6.1 There are no equality impacts arising directly from the matters contained within this report.

## 7. Key Information

- 7.1 The hearing is to determine an application to vary an existing premises licence made under section 34 of the Licensing Act 2003. A copy of the application including plans of the premises which were received on 4<sup>th</sup> January 2018, are attached as Appendix B to this report.

- 7.2 The application has been submitted by the premises licence holder:

### **Elizabeth Holdings PLC**

For licensed premises:

**The Limes Hotel**, 99 High Street, Needham Market, IPSWICH IP6 8DQ,

The Designated Premises Supervisor (DPS) is:

**Helen Baldry** (personal licence holder with Mid Suffolk MPA0075)

- 7.3 The variation seeks to alter the existing premises licence:

(a) To amend 4 conditions on the existing premise licence as attached Appendix B.

- 7.4 The Limes Hotel has benefitted from a premises licence issued by Mid Suffolk District Council since November 2005 (when the Licensing Act 2003 took effect) and prior to that a liquor licence issued by the magistrates' court. The existing licence has been altered from original conversion rights and simultaneous variation on 6 August 2014, until as now proposed via the variation (section 34) application submitted 4<sup>th</sup> January 2018.

- 7.5 A summary of the current premises licence including licensed plan are attached to this report as Appendix A.

- 7.6 A hearing is necessary to determine the application following receipt of relevant representations which have not been withdrawn. The Licensing Authority must carry out its functions under the Act with a view to promoting the licensing objectives, which are:

- (a) the prevention of crime and disorder;
- (b) public safety;
- (c) the prevention of public nuisance; and
- (d) the protection of children from harm

- 7.7 In carrying out its licensing functions, the Licensing Authority must have regard to its Statement of Licensing Policy published under section 5 of the Act, and any guidance issued by the Secretary of State under section 182.
- 7.8 Where revisions are made to the legislation or guidance issued by the Secretary of State, there may be a period of time when the local Statement of Licensing Policy is inconsistent with these revisions. In these circumstances, the Licensing Authority will have regard, and give appropriate weight, to the relevant changes, guidance and its own Statement of Licensing Policy.
- 7.9 The Sub-Committee will also be aware of Human Rights Act 1998 considerations - specifically Article 6 and Articles 8 and 1 of Protocol 1 when determining applications for the variation of an existing licence.

## 8. Representations

- 8.1 Representations have not been received from any Responsible Authority under the Licensing Act 2003.
- 8.2 There have been **four** representations made by 'other persons' (which includes local residents). These submissions are attached as Appendix C to this report.
- 8.3 There have been **two** supporting representations made by 'other persons' (which includes local residents). These submissions are attached as Appendix D to this report.

## 9. Appendices

Title	Location
A. Summary of premises licence MPL0353	Attached
B. Application to vary a premises licence and accompanying premises plans	Attached
C. Representations received from 'other persons'	Attached
D. Supporting representations received from 'other persons'	Attached

## 10. Background Documents

- 10.1 The Licensing Act 2003
- 10.2 Guidance issued under Section 182 of the Licensing Act 2003 (April 2017 edition)
- 10.3 Mid Suffolk District Council's Statement of Licensing Policy

### Authorship:

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# M/LASub/17/1 Revised Appendix A



## Premises Licence Mid-Suffolk District Council

Premises Licence Number **MPL0353**

### Part 1

Postal address of premises, or if none, Ordnance Survey map reference or description

The Limes Hotel, 99 High Street, Needham Market, Ipswich, IP6 8DQ

Telephone number:

Where the licence is time limited the dates

from: 14/08/2017 to:

Licensable activities authorised by the licence

Performance of a play - Indoors

Exhibition of a film - Indoors

Performance of live music - Indoors

Playing of recorded music - Indoors

Performance of dance - Indoors

Provision of late night refreshments - Indoors

Sale or supply of Alcohol - On the Premises

Sale or supply of Alcohol - On the Premises (The Function Room only, for Pre-booked events only)

Sale or supply of Alcohol - Off the Premises

The times the licence authorises the carrying out of licensable activities

**Performance of a play - Indoors**

Monday	from: 18:00	to: 00:00
Tuesday	from: 18:00	to: 00:00
Wednesday	from: 18:00	to: 00:00
Thursday	from: 18:00	to: 00:00
Friday	from: 18:00	to: 00:00
Saturday	from: 18:00	to: 00:00
Sunday	from: 18:00	to: 00:00

**Exhibition of a film - Indoors**

Monday	from: 18:00	to: 00:00
Tuesday	from: 18:00	to: 00:00
Wednesday	from: 18:00	to: 00:00
Thursday	from: 18:00	to: 00:00
Friday	from: 18:00	to: 00:00
Saturday	from: 18:00	to: 00:00
Sunday	from: 18:00	to: 00:00

**Performance of live music - Indoors**

Monday	from: 11:00	to: 00:00
Tuesday	from: 11:00	to: 00:00
Wednesday	from: 11:00	to: 00:00
Thursday	from: 11:00	to: 00:00
Friday	from: 11:00	to: 00:00
Saturday	from: 11:00	to: 00:00
Sunday	from: 11:00	to: 00:00

**Playing of recorded music - Indoors**

Monday	from: 11:00	to: 00:00
Tuesday	from: 11:00	to: 00:00
Wednesday	from: 11:00	to: 00:00
Thursday	from: 11:00	to: 00:00
Friday	from: 11:00	to: 00:00
Saturday	from: 11:00	to: 00:00
Sunday	from: 11:00	to: 00:00

Seasonal variations / Non-standard times:

On a New Year's Eve (31 December), New Year's Day (1st January), Burns Night (No set date), St. Valentine's Day (14th February), St. David's Day (1st March), St Patrick's Day (17th March), Good Friday (No set date), Easter Saturday (No set date), Easter Sunday (No set date), Easter Monday (No set date), St. George's Day (23rd April), May Bank Holiday (No set date), Spring Bank Holiday (No set date), Late Summer Bank Holiday (No set date), St. Andrew's Day (30th November), Christmas Eve (24th December), Christmas Day (25th December), Boxing Day (26 December), 27th December (Untitled) and 28th December (Untitled) (only where the 27th December and 28th December are bank holidays in lieu of Christmas Day and Boxing Day), hours on these days from 11:00 to 01:00 hours

**Performance of dance - Indoors**

Monday	from: 11:00	to: 02:00
Tuesday	from: 11:00	to: 02:00
Wednesday	from: 11:00	to: 02:00
Thursday	from: 11:00	to: 02:00
Friday	from: 11:00	to: 02:00
Saturday	from: 11:00	to: 02:00
Sunday	from: 11:00	to: 02:00

**Seasonal variations / Non-standard times:**

On New Year's Eve, from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if no permitted hours on the following day, until midnight on 31st December)

On a New Year's Eve (31 December), New Year's Day (1st January), Burns Night (No set date), St. Valentine's Day (14th February), St. David's Day (1st March), St Patrick's Day (17th March), Good Friday (No set date), Easter Saturday (No set date), Easter Sunday (No set date), Easter Monday (No set date), St. George's Day (23rd April), May Bank Holiday (No set date), Spring Bank Holiday (No set date), Late Summer Bank Holiday (No set date), St. Andrew's Day (30th November), Christmas Eve (24th December), Christmas Day (25th December), Boxing Day (26 December), 27th December (Untitled) and 28th December (Untitled) (only where the 27th December and 28th December are bank holidays in lieu of Christmas Day and Boxing Day), hours on these days from 11:00 to 03:00 hours

**Provision of late night refreshments - Indoors**

Friday	from: 23:00	to: 01:00
Saturday	from: 23:00	to: 01:00

**Seasonal variations / Non-standard times:**

On a New Year's Eve (31 December), New Year's Day (1st January), Burns Night (No set date), St. Valentine's Day (14th February), St. David's Day (1st March), St Patrick's Day (17th March), Good Friday (No set date), Easter Saturday (No set date), Easter Sunday (No set date), Easter Monday (No set date), St. George's Day (23rd April), May Bank Holiday (No set date), Spring Bank Holiday (No set date), Late Summer Bank Holiday (No set date), St. Andrew's Day (30th November), Christmas Eve (24th December), Christmas Day (25th December), Boxing Day (26 December), 27th December (Untitled) and 28th December (Untitled) (only where the 27th December and 28th December are bank holidays in lieu of Christmas Day and Boxing Day), hours on these days from 23:00 to 01:00 hours

**Residential Guests Only - Provision of late night refreshments - Indoors:**

Residential guest only who shall be clearly identifiable by their room booking Monday to Sunday hours to be from 23:00 hours to 05:00 hours

**Sale or supply of Alcohol - On the Premises (Excluding The Function Room)**

Monday	from: 10:00	to: 23:00
Tuesday	from: 10:00	to: 23:00
Wednesday	from: 10:00	to: 23:00
Thursday	from: 10:00	to: 23:00
Friday	from: 10:00	to: 00:00
Saturday	from: 10:00	to: 00:00
Sunday	from: 10:00	to: 23:00

Seasonal variations / Non-standard times:

On a New Year's Eve (31 December), New Year's Day (1st January), Burns Night (No set date), St. Valentine's Day (14th February), St. David's Day (1st March), St Patrick's Day (17th March), Good Friday (No set date), Easter Saturday (No set date), Easter Sunday (No set date), Easter Monday (No set date), St. George's Day (23rd April), May Bank Holiday (No set date), Spring Bank Holiday (No set date), Late Summer Bank Holiday (No set date), St. Andrew's Day (30th November), Christmas Eve (24th December), Christmas Day (25th December), Boxing Day (26 December), 27th December (Untitled) and 28th December (Untitled) (only where the 27th December and 28th December are bank holidays in lieu of Christmas Day and Boxing Day), hours on these days from 10:00 to 01:00 hours

**Residential Guests Only - Sale or supply of Alcohol - On the Premises**

Residential guest only who shall be clearly identifiable by their room booking 24 hours a day Monday to Sunday

**Sale or supply of Alcohol - On the Premises (The Function Room only, for Pre-booked Events only)**

Monday	from: 10:00	to: 23:00
Tuesday	from: 10:00	to: 23:00
Wednesday	from: 10:00	to: 23:00
Thursday	from: 10:00	to: 00:00
Friday	from: 10:00	to: 01:00
Saturday	from: 10:00	to: 01:00
Sunday	from: 10:00	to: 23:00

Seasonal variations / Non-standard times:

On a New Year's Eve (31 December), New Year's Day (1st January), Burns Night (No set date), St. Valentine's Day (14th February), St. David's Day (1st March), St Patrick's Day (17th March), Good Friday (No set date), Easter Saturday (No set date), Easter Sunday (No set date), Easter Monday (No set date), St. George's Day (23rd April), May Bank Holiday (No set date), Spring Bank Holiday (No set date), Late Summer Bank Holiday (No set date), St. Andrew's Day (30th November), Christmas Eve (24th December), Christmas Day (25th December), Boxing Day (26 December), 27th December (Untitled) and 28th December (Untitled) (only where the 27th December and 28th December are bank holidays in lieu of Christmas Day and Boxing Day), hours on these days from 10:00 to 01:00 hours

**Sale or supply of Alcohol - Off the Premises (Excluding The Function Room)**

Monday	from: 10:00	to: 23:00
Tuesday	from: 10:00	to: 23:00
Wednesday	from: 10:00	to: 23:00
Thursday	from: 10:00	to: 23:00
Friday	from: 10:00	to: 00:00
Saturday	from: 10:00	to: 00:00
Sunday	from: 10:00	to: 23:00

Seasonal variations / Non-standard times:

On a New Year's Eve (31 December), New Year's Day (1st January), Burns Night (No set date), St. Valentine's Day (14th February), St. David's Day (1st March), St Patrick's Day (17th March), Good Friday (No set date), Easter Saturday (No set date), Easter Sunday (No set date), Easter Monday (No set date), St. George's Day (23rd April), May Bank Holiday (No set date), Spring Bank Holiday (No set date), Late Summer Bank Holiday (No set date), St. Andrew's Day (30th November), Christmas Eve (24th December), Christmas Day (25th December), Boxing Day (26 December), 27th December (Untitled) and 28th December (Untitled) (only where the 27th December and 28th December are bank holidays in lieu of Christmas Day and Boxing Day), hours on these days from 10:00 to 01:00 hours

**Residential Guests Only - Sale or supply of Alcohol - Off the Premises**

Residential guest only who shall be clearly identifiable by their room booking 24 hours a day Monday to Sunday

**The opening hours of the premises for the carrying out of licensable activities**

Monday	from: 09:30	to: 23:30
Tuesday	from: 09:30	to: 23:30
Wednesday	from: 09:30	to: 23:30
Thursday	from: 09:30	to: 00:30
Friday	from: 09:30	to: 01:30
Saturday	from: 09:30	to: 01:30
Sunday	from: 09:30	to: 23:30

Seasonal variations / Non-standard times:

On a New Year's Eve (31 December), New Year's Day (1st January), Burns Night (No set date), St. Valentine's Day (14th February), St. David's Day (1st March), St Patrick's Day (17th March), Good Friday (No set date), Easter Saturday (No set date), Easter Sunday (No set date), Easter Monday (No set date), St. George's Day (23rd April), May Bank Holiday (No set date), Spring Bank Holiday (No set date), Late Summer Bank Holiday (No set date), St. Andrew's Day (30th November), Christmas Eve (24th December), Christmas Day (25th December), Boxing Day (26 December), 27th December (Untitled) and 28th December (Untitled) (only where the 27th December and 28th December are bank holidays in lieu of Christmas Day and Boxing Day), hours on these days from 09:30 to 01:30 hours

**Residential Guests Only - Sale or supply of Alcohol - Off the Premises**

Residential guest only who shall be clearly identifiable by their room booking 24 hours a day Monday to Sunday

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

Supply of alcohol (for consumption both ON and OFF the premises)

## Part 2

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

**Elizabeth Holdings PLC**  
**Merchant House**  
**33 Fore Street**  
**Ipswich**  
**IP4 1JL**

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

**03536231**

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

**Helen Baldry**  
**18 Anderson Close**  
**Needham Market**  
**Ipswich IP6 8UA**

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

Personal Licence Number:       MPA0075  
Issuing Authority:               Mid Suffolk District Council

## **Annex 1 - Mandatory conditions**

*The following conditions in Annex 1 are mandatory under the provisions of the Licensing Act 2003:*

### **General condition:**

1. The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

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 -

- (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 in a manner which carries a significant risk of undermining a licensing objective;
- (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 in a manner which carries a significant risk of undermining a licensing objective;
- (d) 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;
- (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

### **General condition:**

1. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must
  - (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
  - (b) be entitled to carry out that activity by virtue of section 4 of that Act.

**General condition:**

The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

**General condition:**

1. (a) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (b) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (c) 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 either –
  - (i) a holographic mark, or
  - (ii) an ultraviolet feature.

**General condition:**

- (1) No supply of alcohol may be made under the 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.

**General condition:**

1. The responsible person must 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: 1/2 pint;
    - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - (iii) still wine in a glass: 125 ml;
  - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
  - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

**General condition:**

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

- (4) In this section:

"children" means persons aged under 18; and  
"film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c. 39) (authority to determine suitability of video works for classification).

**General condition:**

1. The relevant person (the holder of the premises licence, the designated premises supervisor (if any) in respect of such a licence, the personal licence holder who makes or authorises a supply of alcohol under such a licence, or any member or officer of a club present on the premises in a capacity which enables the member or officer to prevent the supply in question) shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

For the purposes of this condition "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979, "permitted price" is the price found by applying the formula -

$$P = D + (D \times V)$$

where -

- (i) P is the permitted price,
- (ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol; ["value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994]

## **Annex 2 - Conditions consistent with the operating schedule**

*The following conditions in Annex 2 are conditions consistent with the operating schedule submitted by the applicant within the application:*

### **General promotion of the licensing objectives**

1. The exemptions under section 177 and Schedule 1 of the Licensing Act 2003 for live or recorded music shall not apply in relation to this licensed premises.
2. All bar staff engaged in the sale of alcohol to be trained in responsible alcohol retailing to the minimum standard of BIIAB Level 1 or equivalent, within three months of commencing employment at the premises. Training records shall be kept on the premises and produced to the police or an authorised officer of the licensing authority on demand. For the avoidance of doubt this training may be administered in-house/on-line in accordance with the relevant criteria. Training shall be reviewed six-monthly to ensure that staff are up to date with the latest legislation. All current staff shall be trained to the above standard within six months.
3. On not more than 10 (Ten) occasions per calendar annum, and in the function room only, the licensable activity of sale of alcohol may be increased from 23:00 hours to 24:00 hours. On all other occasions the terminal hour shall be 23:00 hours. On such occasions where the additional hour is used, the premises licence holder or designated premises supervisor shall inform the police no later than 7 (Seven) working days in advance of the event. A detailed log book shall be kept of these occasions signed by the designated premises supervisor or manager and produced to the police or an authorised officer of the licensing authority immediately upon request.
4. All regulated entertainment in the lounge bar marked on the plans of the licensed premises shall be limited to no more than **4** events per calendar month. This shall apply to either a Friday or Saturday night only with a terminal hour of 23:30 hours, the exception to this shall be on New Year's Eve when the terminal hour of 24:00 hours will apply. For avoidance of doubt an event shall last for a maximum period of one day; and where an event is held on a Friday, Saturday or New Year's Eve there shall be no event held on the next day.
5. The licensable activities of live or recorded music which occur in the front bar area as marked in the attached plan in Annex 4 shall be restricted to unamplified music only.
6. All regulated entertainment in the front bar marked on the plans of the licensed premises shall be of unamplified sound only and be limited to no more than **1** event per calendar month. There shall be a minimum period of **14** days between these events taking place. For avoidance of doubt an event shall last for a maximum period of one day and the **14** day minimum period between events shall run consecutively, continuing into the next calendar month where there is less than **14** days remaining between the event and the end of the month the event was held in.

### **Prevention of Crime and Disorder**

7. CCTV shall be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition. Cameras shall encompass all ingress and egress to the premises, fire exits, outside areas and all areas where the sale/supply of alcohol occurs. Equipment must be maintained in good working order, be correctly time and date stamped, recordings must be kept in date order, numbered sequentially and kept for a period of 28 days

and made available to police on demand. The premises licence holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a viewable format on disc or storage device to the police/local authority within 36 hours of a request. The recording equipment and discs shall be kept in a secure environment under the control of the DPS or other responsible named individual. An operational log report must be maintained endorsed by signature, indicating the system has been checked and is compliant on every day the premises is open to the public. In the event of any failings of the CCTV system, actions taken are to be recorded. In the event of technical failure of the CCTV equipment the premises licence holder/dps shall report the failure to the police and licensing authority immediately. It should be noted that any retention, use or disclosure of personal information captured on CCTV must be carried out in line with data protection principles which shall override any conflicting element of this condition.

8. A minimum of 2 (Two) SIA registered door supervisors shall be employed at the premises on Fridays, Saturdays and New Year's Eve when music events are taking place. At least 1 (One) of these supervisors shall be female. The exceptions to this shall be when the function room opens for in excess of 100 persons, in which case a minimum of 3 (Three) SIA registered door supervisors shall be used. Weddings and the once a month Jazz band shall be appropriately risk assessed to determine whether door supervisors are required. Door supervisors shall be employed from 20:30hrs up until 30 minutes after the termination of licensable activities. For the duration of all occasions when door supervision is required, a door supervisor shall monitor and manage the entrance/exit from the bar to the smoking area at the rear of the premises. All door supervisors shall be easily identifiable by means of high visibility clothing/uniform/fluorescent band and badge. All door supervisors upon commencing duty shall sign an attendance book with their SIA number and signature. The attendance book shall be made available to the police or an authorised officer of the licensing authority immediately upon request.
9. Within a six week period of this licence taking effect (**6 August 2014**) a door supervisor policy, which must include managing all outside areas of the premises, but not limited to the full length of the access road to the rear of the premises, the front cartilage of the premises, the rear gardens, car park and smoking area of the premises, shall be prepared by the premises licence holder in consultation with Suffolk Constabulary and the Licensing Authority of Mid Suffolk District Council. The door supervisor policy shall thereafter be applied at all times. The policy shall be kept at the premises at all times and provided to an authorised officer of the Licensing Authority or the Police immediately upon request.
10. An ejection policy shall be implemented. By use of the 999 service or other non-emergency number, all instances of ejection of persons from the premises shall be notified to the police at the time of occurrence or as soon as possible thereafter. Where an offence of violence has been committed the door supervisors or premises management shall take all reasonable steps to identify the offender and pass the identity to the police as soon as is reasonably practicable. An incident book entry shall be made on all occasions, to be timed, dated and signed by a member of staff.
11. An incident book(s)/refusals register shall be kept and maintained on the premises at all times. The book(s) shall detail all incidents of injury/ejection/refusals/drug misuse/seizure/age challenge. Such matters shall be timed, dated and signed by the author and produced to police or an authorised officer of the licensing authority on demand. In the case of refusals register, there shall be one at each bar area, or any other area utilised for the supply of alcohol.

12. On Fridays and Saturdays the toilet areas shall be checked at least once every hour whilst the premises are open for licensable activities. A 'toilet-check' log sheet shall be endorsed to this effect and made available to police or an authorised officer of the licensing authority immediately upon request. Staff shall be diligent to monitor toilet areas for signs of, and to prevent, drug taking. This may include treating surfaces to reduce their potential for drug use.
13. There shall be no new patrons admitted, or patrons re-admitted, to the licensed premises after 23:30 hours on any occasion save for residential guests only, who shall be clearly identifiable by their room booking. All persons requesting re-entry to the venue under these circumstances shall be searched by door supervisors. A legible record shall be kept at the premises logging all authorised re-admissions. For the avoidance of doubt, patrons that are observing the smoke-free legislation in the designated smoking-areas for the licensed premises, and whilst they have been under the direct control and supervision of the door supervisors, may be re-admitted to the licensed premises.
14. On any Friday or Saturday from 20:30 hours the search policy shall be implemented, where the premises are to open to the public beyond midnight. A minimum ratio of one in ten customers shall be randomly searched upon entry to the licensed premises. All persons suspected of possessing prohibited articles shall be searched upon entry. Clear signage shall be prominently displayed advising customers that they may be searched as a condition of entry. A table shall be made available in the foyer area to conduct searches of larger items such as bags. Any prohibited articles shall be securely stored in an area the public do not have access to. Police shall be notified within 36 hours of any prohibited articles for collection. If the premises host a special event then the nature of the event shall be individually risk assessed to determine whether the search policy shall be implemented for those patrons of the special event. The risk assessment shall be in a written format and made available to an authorised officer of the police or officer of the licensing authority on demand. Such special events shall be specified in the premises 'special event policy'.
15. A dispersal policy shall be implemented. There shall be an appropriate wind-down, drinking up and dispersal period at the licensed premises between the last supply of alcohol and closure of the premises.
16. Policies and logs will be written for the premises relating to the following categories:
  - Emergency procedures
  - Fire safety/evacuation plan
  - Refusals/banning policy
  - Prohibited items policy
  - Dispersal policy
  - Door policy
  - ID checks policy
  - Search policy
  - Hiring vetting policy
  - Smoking area policy
  - Disorder and ejection policy
  - Alcohol & social responsibility policy
  - CCTV policy and procedure
  - Special events policy
  - Customer complaints policy
  - Incident report form

- Capacity log
- Refusals log
- Banned log
- CCTV log
- Ladies toilet check log
- Gents toilet check log

These policies and logs shall be maintained so as up-to-date, accurate, relevant and subject to annual review. A copy of each policy shall be submitted to and approved by the police and licensing authority prior to its implementation. Each policy shall be fully implemented and in operation within 6 (six) months of **6 August 2014**.

17. Signage shall be clearly displayed prominently at the point of access, toilet areas and exits. Appropriate signage shall be displayed in relation to age policy, drug policy, search policy, CCTV policy and dispersal policy. A list of local licensed taxi/private hire operator numbers shall also be displayed at any point of exit/entrance.
18. There shall be no consumption of alcohol in external areas of the premises, including the beer garden or smoking-shelter, after 23:00 hours on any occasion. It shall be the responsibility of the designated premises supervisor (DPS) to ensure that all staff are clearly instructed not to allow any drinking vessels to be taken out into the street. Empty drinking vessels shall be regularly collected so as to ensure that there is no accumulation in areas to which the public have access.
19. Polycarbonate/plastic containers shall be used from 20:00 hours every day that the premises are open for the supply of alcohol. In the event that the suppliers cannot provide polycarbonate/plastic bottles, then all glass-bottled drinks shall be decanted/dispensed and served in polycarbonate/plastic containers. All glass bottles accumulated behind the bar(s) shall be disposed of on the premises. If the premises host a special event then use of glass at the event shall be individually risk assessed, and polycarbonate/plastic containers used where identified as appropriate by the risk assessment. The risk assessment shall be in a written format and made available to an authorised officer of the police or officer of the licensing authority on demand. Such special events shall be specified in the premises 'special event policy'.
20. All instances of drunkenness, disorder, drug use or violence shall be challenged, resulting in the ejection or retention of the individual(s), where permissible, and under serious circumstances consideration shall be given to their permanent exclusion from the premises in future.
21. No customers shall be permitted to use the front of the licensed premises for smoking including those patrons who use the bar at the front of the premises.
22. No patrons other than bona fide guests attending an authorised function shall be permitted to use the function room. At all times door supervisors and staff shall suitably and sufficiently monitor and manage the function room.
23. The premises licence holder shall ensure that staff on duty suitably and sufficiently supervise and monitor customers present on the licensed premises during licensable activities. Staff on duty shall assist with a managed departure of patrons at closing time, encouraging an orderly dispersal and alerting patrons of the need to respect neighbouring properties.

24. The premises licence holder shall operate a 'driver's shelf' selection of non-alcoholic beverages, and display signage to remind patrons to not drink and drive.

### **Public Safety**

25. Adequate provision of first aid materials and trained personnel shall be on duty at the premises during licensable activities, and in accordance with the premises licence holders risk assessment.
26. The premises licence holder shall risk assess events and trading periods involving licensable activities at the premises so as to ensure that adequate numbers of staff are on duty.
27. All fixtures, fittings and equipment used in public areas of the licensed premises shall be regularly inspected and serviced where necessary in order to promote public safety. Copies of the inspection and service documents shall be served on the Licensing Authority within 14 days of an inspection or service being carried out.

### **Prevention of Public Nuisance**

28. The premises licence holder/DPS shall, each hour, survey noise breakout from the premises whilst regulated entertainment is being provided. Where the noise or vibration level is such that it is likely to cause disturbance to residential properties, he/she shall decrease the volume level accordingly. Details of the checks, including times and actions taken, are to be logged and kept on the premises for a minimum of 2 years. For clarity, the attention of the premises licence holder/DPS is drawn to the provisions of the noise act 1996 which sets limit of 34 DBA if the underlying level of noise is no more than 24 DBA, or 10 DBA above the underlying level of noise where this exceeds 24 DBA.
29. The volume control of any amplification equipment being used on the licensed premises shall be kept under the direct control of the dps/manager, or another responsible individual nominated by the DPS, on all occasions. At the direct request of an authorised officer of the local authority or police, the volume level shall be decreased immediately.
30. The premises licence holder/DPS shall ensure that all external doors, internal doors of any lobbies and windows are kept closed to reduce noise breakout from the premises, save for ingress and egress from the premises. All such doors shall be fitted with self-closing devices.
31. Any waste or litter, including smoking related litter, at the perimeter of the licensed premises shall be cleared at least once every Twenty-Four (24) hours. Adequate smoking related litterbins shall be provided in smoking area to the rear of the premises and these shall be emptied on a daily basis.
32. Any activities such as the taking out of refuse, including glass bottles, shall not be carried out between 22:00 hours and 07:00 hours on any given day.
33. Any cooler, condenser or ventilation/extraction systems used at the premises shall be positioned, sound attenuated and operated so as to minimise any risk of public nuisance being caused to neighbouring properties.
34. Adequate illumination shall be provided to external areas of the licensed premises during the hours of darkness, to promote the prevention of crime and disorder and public safety. All reasonable precautions shall be taken to ensure that the specification and positioning of lighting does not cause a nuisance to neighbouring properties.

35. The capacity of persons on the licensed premises shall be recorded by ticket/admission sale records, clicker, or other such counting device - the results of which shall be made available to an authorised officer of the licensing authority or police on request and shall be retained for a minimum period of 60 (Sixty) days.
36. Notices shall be prominently displayed and maintained at exit points from the licensed premises alerting patrons of the need to leave the premises and the area quietly and to avoid disturbance to neighbouring properties.

### **Protection of Children from Harm**

37. The premises licence holder shall operate a 'Challenge 25' proof of age scheme at the licensed premises. Bar staff and, where used, door staff shall request production of a proof of age photographic identity document where the individual seeking admission to the venue, or requesting sale of alcohol by retail appears to be under the age of 25 years. For these purposes acceptable forms of identity shall be a passport, driving licence or pass/similar accredited photo-identity card.
38. The premises licence holder shall ensure that suitable and sufficient training is undertaken by all members of staff in relation to the 'Challenge 25' policy and that refresher training is undertaken at least once every six months. Appropriate records of such training, including date, time and persons involved, shall be kept and made available to the police and/or local authority upon reasonable request.
39. Children shall not be permitted on the licensed premises after 21:00 hours on any occasion, unless they are accompanied by a person aged 18 years or over.
40. Children shall not be permitted in the bar area of the licensed premises unless accompanied by a person aged 18 years or over, and unless they are passing through the bar area to attend toilet facilities or the beer garden.
41. Other than up to 10 (Ten) occasions per calendar annum, for adult entertainment activities involving striptease, nudity or adult comedy, there shall be no adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children. For the duration of any adult-themed activities there shall be no person under the age of 18 permitted on the licensed premises. Such events shall be clearly advertised in advance that under 18's are prohibited and 'Challenge 25' checks shall be undertaken.

None

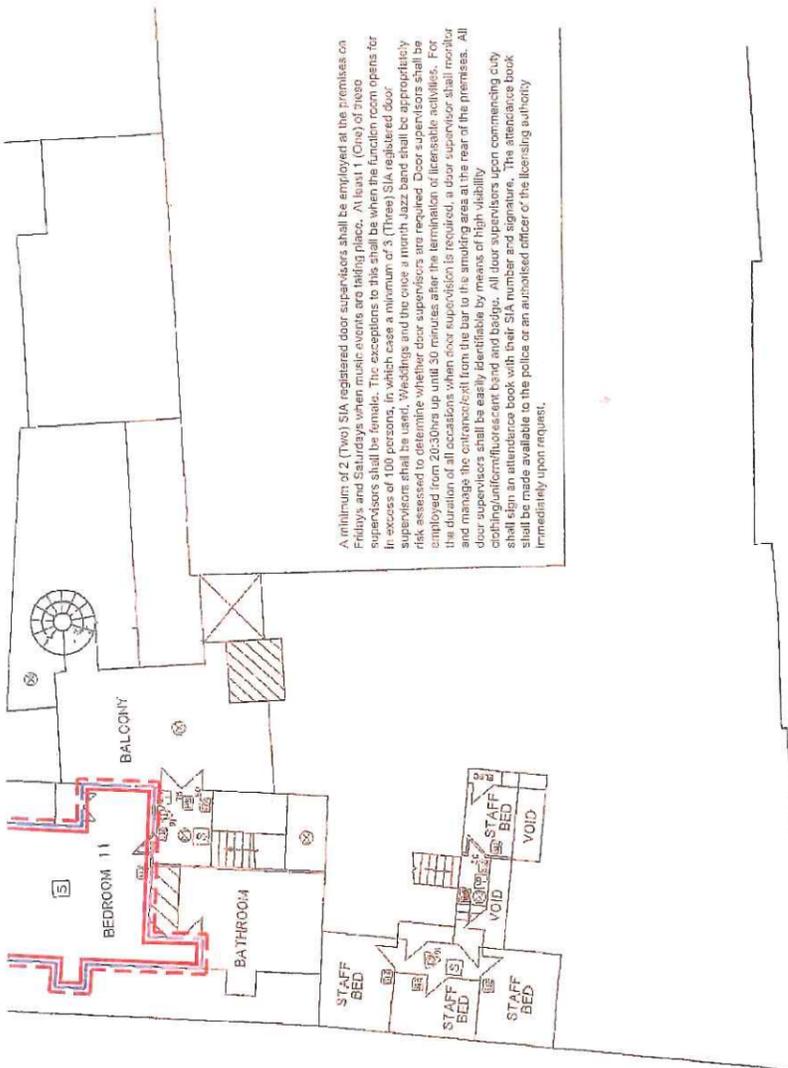
**Annex 4 - Plans attached**

**AUTHORISED OFFICER**  
Last printed 12/07/2017  
MPL0353

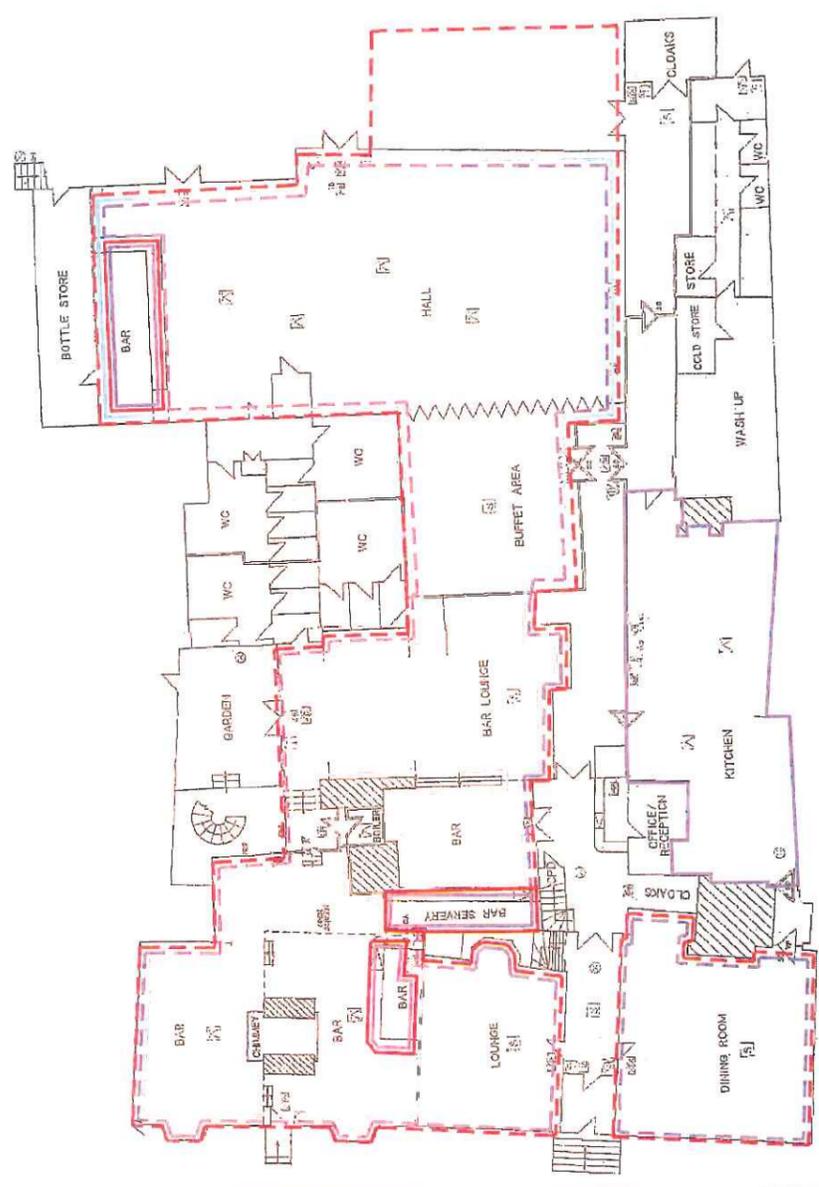
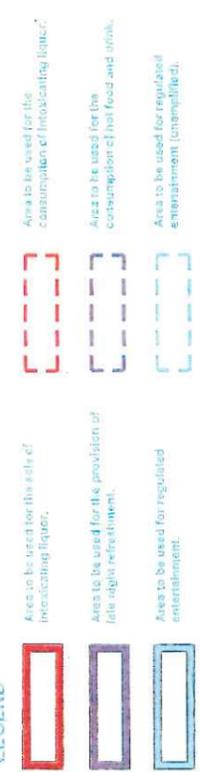
This drawing is not to be scaled  
 Any discrepancies on this are to be notified to the  
 fabricator immediately.  
 This drawing has been prepared for Planning and for  
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 any guarantee, warranty or representation in any way.  
 It is not to be used for any other purpose.  
 It is not to be used for any other purpose.  
 It is not to be used for any other purpose.

**LEGEND**  
 Areas to be used for the sale of  
 intoxicating liquor.  
 Areas to be used for the provision of  
 late night refreshment.  
 Areas to be used for regulated  
 entertainment.  
 Areas to be used for the  
 consumption of intoxicating liquor.  
 Areas to be used for the  
 consumption of hot food and drink.  
 Areas to be used for regulated  
 entertainment (unamplified).

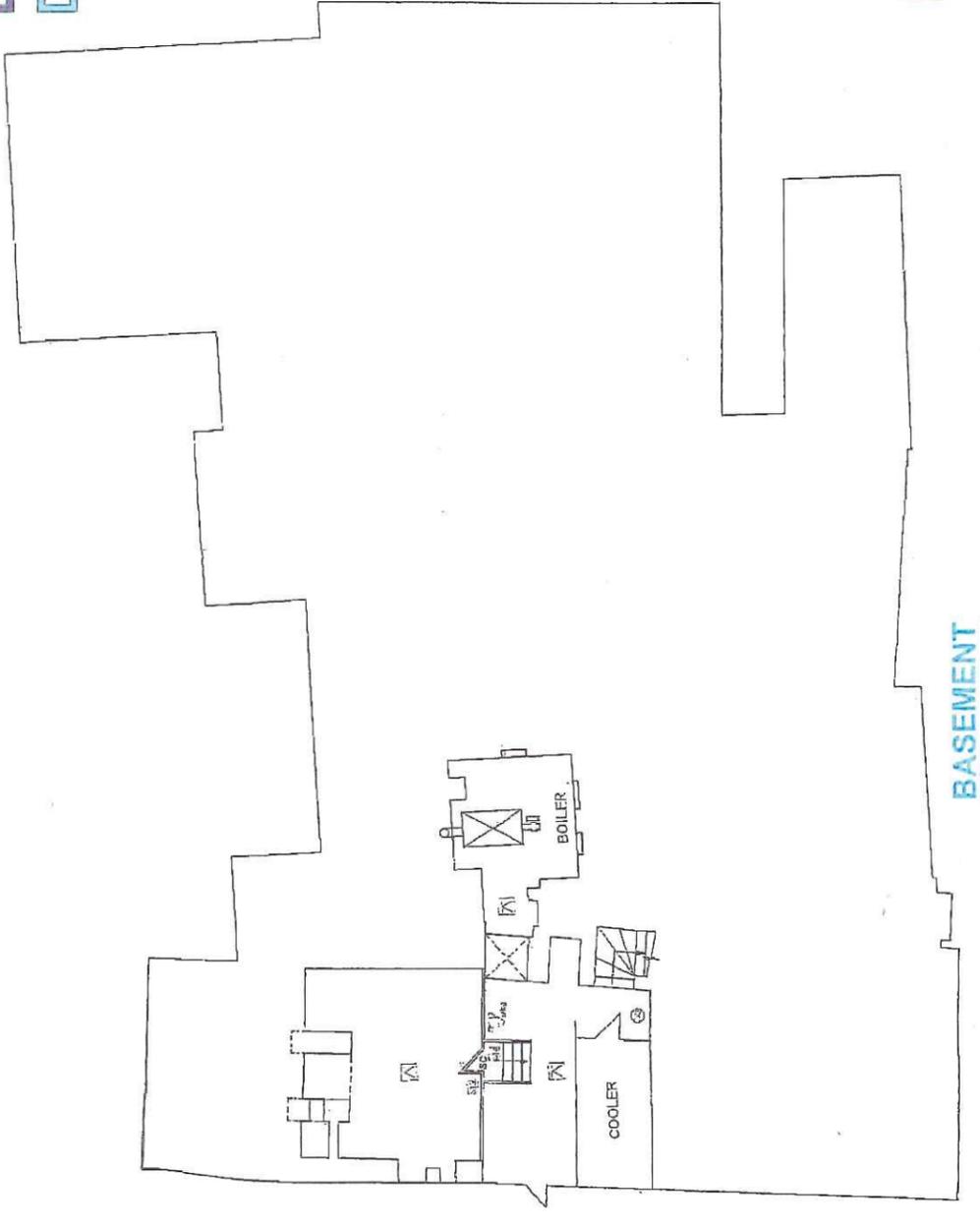
A minimum of 2 (Two) SIA registered door supervisors shall be employed at the premises on  
 Fridays and Saturdays when music events are taking place. At least 1 (One) of these  
 supervisors shall be female. The exceptions to this shall be when the function room opens for  
 in excess of 100 persons, in which case a minimum of 3 (Three) SIA registered door  
 supervisors shall be used. Weddings and the once a month Jazz band shall be appropriately  
 risk assessed to determine whether door supervisors are required. Door supervisors shall be  
 employed from 20:30hrs up until 50 minutes after the termination of licensable activities. For  
 the duration of all occasions when door supervision is required, a door supervisor shall monitor  
 and manage the entrance/exit from the bar to the smoking area at the rear of the premises. All  
 door supervisors shall be easily identifiable by means of high visibility  
 clothing/uniform/fluorescent band and badge. All door supervisors upon commencing duty  
 shall sign an attendance book with their SIA number and signature. The attendance book  
 shall be made available to the police or an authorised officer of the licensing authority  
 immediately upon request.



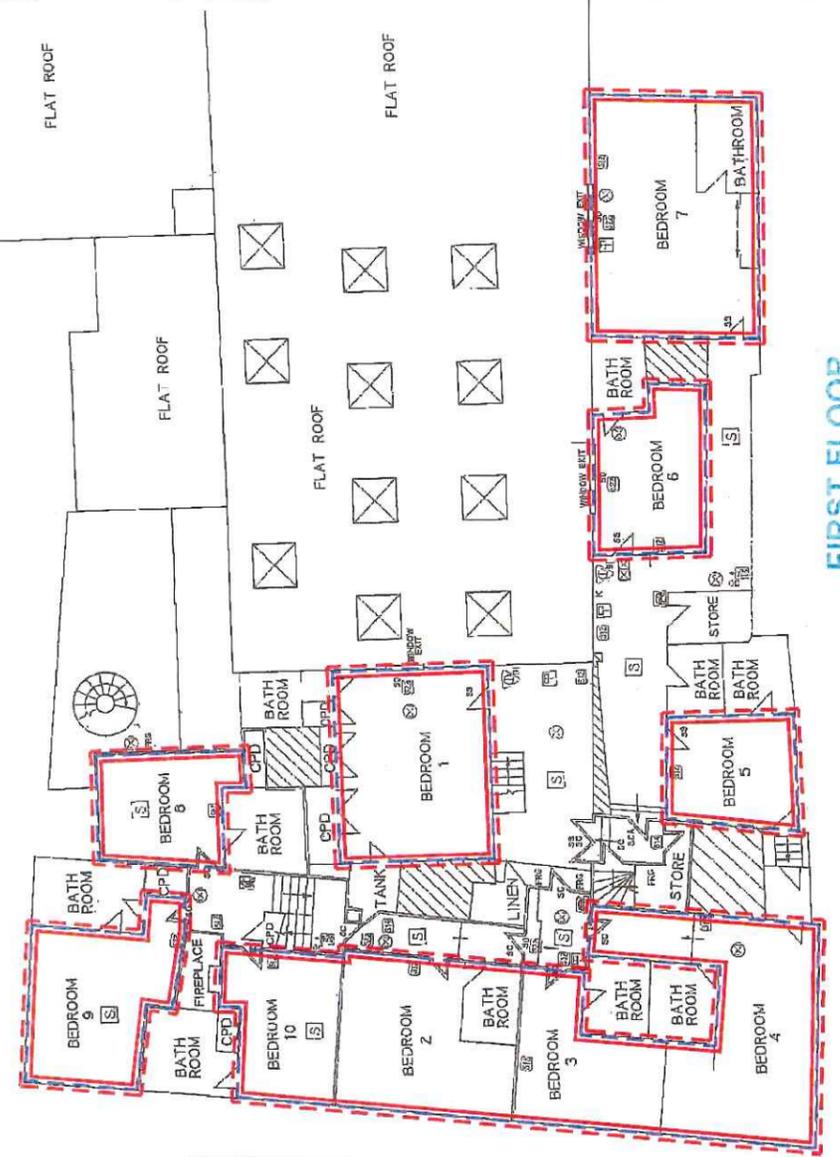
**SECOND FLOOR**



**GROUND FLOOR**



**BASEMENT**



**FIRST FLOOR**

Colours and areas amended as requested by Client	SPT	Jan 14							
A	Amended Area								
rev	Amendment								



**AUL ROBIN PARTNER**  
 ARCHITECT, SURVEYORS, DESIGN AND PLANNING LTD

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 North Devon, Devon, PL20 9HE  
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 Website: www.ar-partner.co.uk

CLIENT:  
**RYAN ELIZABETH HOLDINGS**

LOCATION:  
**THE LIMES HOTEL  
 99 HIGH STREET  
 NEEDHAM MARKET  
 SUFFOLK**

DRAWING TITLE:  
**LICENSING PLAN -  
 BASEMENT, GROUND, FIRST  
 SECOND FLOOR LAYOUTS**

SCALE:	DRAWING NO:
1/100	6156-40
DATE:	DRAWN BY:
JULY 05	SPN

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Appendix B

04 JAN 2018

### Application to Vary a Premises Licence 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. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

(1) Delete as applicable  
(2) Insert name(s) of applicant.

(1) ~~[[We]]~~(2)  
ELIZABETH HOLDINGS PLC

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

Premises licence number MPL0353

#### Part 1 - Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
THE LIMES HOTEL 99 HIGH STREET			
Post town	NEEDHAM MARKET, IPSWICH	Postcode	IP6 8DQ
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£ 6000.00	

#### Part 2 - Applicant Details

Daytime contact telephone number	
E-mail address (optional)	
Current postal address if different from premises address	MERCHANT HOUSE 33 FORE STREET
Post town	IPSWICH
Postcode	IP4 1JL

#### Part 3 - Variation

Please tick as appropriate

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

DD                  MM                  YYYY

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

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please read guidance note 1)  Yes  No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

TO AMEND 4 CONDITIONS ON THE PREMISES LICENCE FOLLOWING LIAISON WITH THE LICENSING AUTHORITY AND POLICE.

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

**Part 4 - Operating Schedule**

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

**Provision of regulated entertainment** (please see guidance note 3)

Please tick all that apply

- (a) plays (if ticking yes, fill in box A)
- (b) films (if ticking yes, fill in box B)
- (c) indoor sporting events (if ticking yes, fill in box C)
- (d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- (e) live music (if ticking yes, fill in box E)
- (f) recorded music (if ticking yes, fill in box F)
- (g) performances of dance (if ticking yes, fill in box G)
- (h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

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

**Supply of alcohol** (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

# A

Plays Standard days and timings (please read guidance note 8)			<u>Will the performance of a play take place indoors or outdoors or both - please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 5)	Both	<input type="checkbox"/>
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 6)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat					
Sun					

# B

Films Standard days and timings (please read guidance note 8)			<u>Will the exhibition of films take place indoors or outdoors or both - please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 5)	Both	<input type="checkbox"/>
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 6)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat					
Sun					

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 8)			<b>Please give further details</b> (please read guidance note 5)
Day	Start	Finish	State any seasonal variations for indoor sporting events (please read guidance note 6)
Mon			
Tue			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 7)
Wed			
Thur			
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 8)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both - please tick</b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 5)		
Mon			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 6)		
Tue					
Wed			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 7)		
Thur					
Fri					
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 8)			<b>Will the performance of live music take place indoors or outdoors or both - please tick</b> (please read guidance note 4)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 5)			
Mon			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 6)			
Tue						
Wed			<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 7)			
Thur						
Fri						
Sat						
Sun						

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 8)			<b>Will the playing of recorded music take place indoors or outdoors or both - please tick</b> (please read guidance note 4)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
					Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 5)			
Mon			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 6)			
Tue						
Wed			<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 7)			
Thur						
Fri						
Sat						
Sun						

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 8)			<b>Will the performance of dance take place indoors or outdoors or both - please tick</b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 5)		
Mon					
Tue					
Wed			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 6)		
Thur					
Fri					
Sat			<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 7)		
Sun					

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing		
			<b>Will this entertainment take place indoors or outdoors or both - please tick</b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 5)		
Mon					
Tue					
Wed			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 6)		
Thur					
Fri					
Sat			<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 7)		
Sun					

<b>Late night refreshment</b> Standard days and timings (please read guidance note 8)			<b>Will the provision of late night refreshment take place indoors or outdoors or both - please tick</b> (please read guidance note 4)	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 5)	
Mon				
Tue			<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 6)	
Wed				
Thur			<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list</b> (please read guidance note 7)	
Fri				
Sat				
Sun				

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 8)			<b>Will the supply of alcohol be for consumption - please tick</b> (please read guidance note 9)	On the premises <input type="checkbox"/> Off the premises <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 6)	
Mon				
Tue			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 7)  NO CHANGE TO EXISTING HOURS	
Wed				
Thur				
Fri				
Sat				
Sun				

# K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 10)

NONE

# L

Hours premises are open to the public Standard days and timings (please read guidance note 8)			State any seasonal variations (please read guidance note 6)
Day	Start	Finish	
Mon	09.30	23.30	<p><b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 7)</b></p> <p>AS EXISTING RESIDENTIAL GUESTS - AS EXISTING</p>
Tue	09.30	23.30	
Wed	09.30	23.30	
Thur	09.30	00.30	
Fri	09.30	01.30	
Sat	09.30	01.30	
Sun	09.30	23.30	

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

CONDITIONS 8, 14, 19 AND 35 ARE TO BE AMENDED SUCH THAT THEY APPLY ONLY TO EVENTS IN THE FUNCTION ROOM.

THE AMENDED WORDING OF THESE CONDITIONS IS ON THE ATTACHED SHEET.

Please tick as appropriate

• I have enclosed the premises licence

• I have enclosed the relevant part of the premises licence

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

Reasons why I have not enclosed the premises licence or relevant part of premises licence

**M**

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

(a) General - all four licensing objectives (b, c, d and e) (please read guidance note 11)

AS EXISTING - SAVE FOR THE AMENDED CONDITIONS

(b) The prevention of crime and disorder

AS EXISTING - SAVE FOR THE AMENDED CONDITIONS

**(c) Public safety**

AS EXISTING - SAVE FOR THE AMENDED CONDITIONS

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

AS EXISTING - SAVE FOR THE AMENDED CONDITIONS

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

AS EXISTING - SAVE FOR THE AMENDED CONDITIONS

**Checklist:**

Please tick to indicate agreement

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

X
X
X
X
X

**IT IS AN OFFENCE, UNDER SECTION 168 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

Part 5 - Signatures (please read guidance note 12)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	<i>Gosschalks</i>
Date	3RD JANUARY 2018
Capacity	SOLICITORS FOR AND ON BEHALF OF THE APPLICANTS

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 14). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 15)			
Gosschalks Solicitors Queens Gardens Hull DX 11902 Hull			
Post town		Postcode	HU1 3DZ
Telephone number (if any)	01482 324252		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) janet_braithwaite@gosschalks.co.uk			

Notes for Guidance

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.

- 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.
- 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 of alcohol, you must include a description of where the place will be and its proximity to the premises.
- In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports- defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts- are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.

- a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  5. For example 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.
  6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  8. Please give 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.
  9. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
  10. Please give 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 or the presence of gaming machines.
  11. Please list here steps you will take to promote all four licensing objectives together.
  12. The application form must be signed.
  13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
  14. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
  15. This is the address which we shall use to correspond with you about this application.

LIMES HOTEL  
99 HIGH STREET  
NEEDHAM MARKET  
IPSWICH

PROPOSED NEW WORDING OF CONDITIONS 8, 14, 19 AND 35.

8. The DPS will conduct a risk assessment for all events to be held in the functions room. Where an event in the functions room is identified by that risk assessment as requiring door staff, a minimum of 2 (Two) SIA registered door supervisors shall be employed, 3 (Three) in the event of the function hosting in excess of 100 people. The door supervisors will be employed from 30 minutes before the start time of the function until 30 minutes after the termination of licensable activities. All door supervisors shall be easily identifiable by means of high visibility clothing/uniform/fluorescent band and badge. All door supervisors upon commencing duty shall sign an attendance book with their SIA number and signature. The attendance book shall be made available to the police or an authorised officer of the licensing authority immediately upon request.

14. Where an event in the functions room is identified by the risk assessment as requiring both door staff and a search policy, a minimum ratio of one in ten customers shall be randomly searched upon entry to the functions room. All persons suspected of possessing prohibited articles shall be searched upon entry. Clear signage shall be prominently displayed advising customers that they may be searched as a condition of entry. Police shall be notified within 36 hours of any prohibited articles for collection. The risk assessment shall be in a written format and made available to an authorised officer of the police or officer of the licensing authority on demand.

19. Where an event in the functions room is identified by the risk assessment as requiring door staff, then the use of glass at the event shall be individually risk assessed and polycarbonate/plastic containers used where identified as appropriate. The risk assessment shall be in a written format and made available to an authorised officer of the police or officer of the licensing authority on demand.

35. Where an event in the functions room is identified by risk assessment as requiring door staff, the numbers in attendance shall be recorded by ticket/admission sales records, clicker or other such counting device, the results of which shall be made available to an authorised officer of the police or officer of the licensing authority on demand.



**From:** [REDACTED]  
**Sent:** 09 January 2018 20:04  
**To:** [REDACTED]  
**Subject:** Opposition to Limes Hotel, Needham Market (Elizabeth Holdings) application for change in condition to license

Dear Sir/Madam,

I have recently been made aware that the Limes Hotel, Needham Market, owned by holding company Elizabeth Holdings, have applied to have conditions on their alcohol license changed.

This is deeply concerning to me, as a resident of the town.

I moved to Needham Market in 2015 and currently live on the high street, with my young family. Our 3yr old son sleeps in a front bedroom facing directly out onto the high street and we are expecting a new arrival in Feb. As with many of Needham Markets residents, we chose to live here specifically for the peaceful and pleasant environs it presents and are justifiably concerned that a change to the licensing conditions of the somewhat notorious Limes Hotel could severely jeopardise that peace, rendering the town unsuitable for young families and others seeking the relative quiet and safety it currently provides.

Since being made aware of the application, a number of long term residents of Needham have made it clear that in the past, the Limes Hotel has been the source of numerous disturbances, with noisy late night discos (the buildings on the High Street are very old and sounds travels through the walls like paper), significantly increased traffic and associated noise late at night and routine Anti Social behaviour including vomit on the pavement and criminal activity (including an assault that nearly ended in death).

Based on this, the police and licensing authorities worked hard at the time to get the licensing conditions in order, as they currently are, to ensure the residents of Needham Market, in particular its beautiful and historic high street, could enjoy the peace and safety for which they have worked and for which they chose to live here.

Any disruption such as that previously experienced (i.e. prior to the current licensing conditions being put in place) would have a significant and damaging impact on mine and my children's quality of life, as it would for all residents of the high street and doubtless many other surrounding properties.

I therefore wish to submit my formal objection to any change in the current licensing conditions for the Limes Hotel, Needham Market.

Please confirm receipt of my email and acknowledgement of my objection. Please also advise me on any further action I need to take, in order to make my objection officially recognised by the counsel and the licensing authorities.

Many thanks,

Needham Market High Street Resident



Virus-free. [www.avg.com](http://www.avg.com)

**From:** [REDACTED]  
**Sent:** 09 January 2018 12:13  
**To:** [REDACTED]  
**Subject:** OBJECCIÓN TO APPLICATION ELIZABETH HOLDINGS Limes Hotel

**Categories:** Purple Category

Dear Sir/Madam

I wish to object to any changes to the Licensing conditions that are currently imposed upon the Limes Hotel/ Buggs bar ( Elizabeth Holdings application) at 99 High Street Needham Market Ipswich.

I am a resident of Needham Market living on the High Street for the past 4 years.

I have witnessed the fighting in the street by persons attending unsupervised "functions" at this premises. I have called the police to attend on many many occasions owing to antisocial behaviour and noise nuisance emanating from these premises owing to over indulgence of alcohol which appeared to go unchecked by the staff serving alcohol at the premises. One assault emanating from the over indulgence of alcohol in the premises very nearly ended in the death of the victim. He fortunately survived but has brain damage. The weekly Live Bands /Discos only attracted young element from outside of the town of Needham Market many of whom would arrive late at night , after pubs in Stowmarket and surrounding areas had closed for the evening. Many would already be worse for wear of alcohol. It was basically used as a nite club which it should not be.

Residents , young unsupervised, have been found running , late at night , across the roof of the hotel at the back overlooking the car park. Police have been called to disperse groups of drunken young people that have booked into the Limes Hotel rooms then caused havoc disturbing local residents till early hours of the morning on both of these occasions there was no " responsible" person at the Hotel to deal with matters. Noise , cars screeching away from the front at the hotel late at night, vomit on the street outside and in plant pots ( designed to enhance the high street ) fighting in the street , groups drinking and smoking outside the front door of Buggs Bar late into the evening, and excessively loud music from the hall at the Limes were not an uncommon sight/sound before the conditions were put in place by the Licensing Authorities. For at least the past 18 months there has not been a permanent manager at the Limes Hotel /Buggs bar. It could be said that it has just been ticking over. The Limes Hotel is and should remain a country-hotel hosting family events in the hall NOT A NIGHT CLUB .

I and many residents of Needham Market , especially the High Street, fear a return to the times before the very necessary licensing conditions were put in place. I will concede that after perhaps a couple of years when a licensee of the hotel has proved that good order can be keep in and around the running of the premises a relaxation should be considered. It was deemed necessary to put the conditions in place and there has been very very few testings of these conditions at the premises.

I urge you to keep ALL conditions imposed to remain .

Regards

Henry Walsh-Jones  
101 High Street  
Needham Market  
Ipswich  
Suffolk  
IP68DQ

Thank you

**From:** [REDACTED]  
**Sent:** 17 January 2018 09:17  
**To:** [REDACTED]  
**Subject:** Ref: Objection to variation on Premises Licence, The Limes Hotel, Needham Market.

Dear Sir/Madam

REF: Limes Hotel, 99 High Street, Needham Market, Suffolk IP6 8DQ

Proposed new wording of conditions 8, 14, 19, and 35

Please accept this letter as our objection to the proposed changes requested by Elizabeth Holdings Limes Hotel to the Annex 1 – Mandatory Conditions.

The proposed change to item 8 of the Annex 1 – Mandatory Conditions will clearly allow the DPS (designated premises supervisor) to undertake their own risk assessment.

The current condition was implemented as the DPS failed to be successful in assessing the risk in this regard. Historically the immediate neighbourhood has experienced many incidents of anti-social behaviour by guests and visitors to hosted events such as bottles/glasses abandoned in private gardens as well as the public highway, urinating on private property, fighting in the street and carpark (you would be able to see the records of such from police incident reports and local authority environmental health records).

Even with this mandatory requirement the DPS have been unable to successfully demonstrate that they can run such an event without a significant adverse impact to the residential and commercial environment in which they are located.

The other proposed changes are only required if item 8 is amended. It is on this basis that we submit the recommendation that the existing mandatory conditions are not changed.

Kind Regards

Mr & Mrs D Wilson  
93 High Street  
Needham Market

**From:** [REDACTED]  
**Sent:** 10 January 2018 11:41  
**To:** [REDACTED]  
**Subject:** Proposed change to licensing at The Limes Hotel, Needham Market

As a resident of Needham Market for the past 12 years or so I wish to object to the above proposal. Since the change imposed by the Police Needham has been a peaceful place to live with hardly any disturbances after dark, especially in School Street.

Wendy Luff, 7 School Street, Needham Market IP68BB

16 JAN 2018

I wish to oppose the suggested variations on the conditions of the licence for The Limes Hotel, Needham Market.

In the last 3 years there have been four different licensees, the last being a complete nightmare. I do not feel that the time is right to be any easing of the conditions of the licence.

These conditions were put in place for various reasons and should stay in place until a permanent tenant is in place and that he can show he can be trusted to run an 'orderly house'

All the problems pertain to the function suite situated at the rear of The Limes.

I strongly oppose any relaxation in the conditions of any sort until it can show its total trustworthiness

Barbara Asquith  
95 High Street,  
Needham Market

Sent from my iPad

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[REDACTED]

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**From:** Jen Overett [REDACTED]  
**Sent:** 30 January 2018 14:36  
**To:** [REDACTED]  
**Cc:** john  
**Subject:** Application relating to The Limes Hotel, Needham Market

We are writing in support of the application to change the terms of the alcohol licence for The Limes Hotel, Needham Market.

We understand that the current restrictions were imposed due to serious negligence and problems with disorder for which the previous manager was responsible. As in any licenced premises, the police would be empowered to call for a review of the licence should similar concerns arise at any future point; in this context, and as there is currently no indication of any cause for concern with the current managers, it seems appropriate to us that the restrictions should be eased as requested.

We are also concerned that maintaining these restrictions by refusing this application would limit the new managers' capacity to develop a thriving business and for The Limes to become a successful restaurant, bar and hotel once again, providing a positive impact on Needham Market High Street.

We therefore fully support this application and believe it to be in the best interests of the town and local residents.

Thank you for your consideration.

Ms Jen Overett and Mr John Matthissen  
2 Brick Kiln Cottages, Barretts Lane, Needham Market IP6 8RZ  
[REDACTED]

**Subject:** FW: Application relating to The Limes Hotel, Needham Market

**From:** Sylvia Watson [REDACTED]  
**Sent:** 30 January 2018 19:28  
**To:** [REDACTED]  
**Subject:** Application relating to The Limes Hotel, Needham Market

*I am writing in support of the application to change the terms of the alcohol licence for The Limes Hotel, Needham Market.*

*The Limes, and ancient and historic Needham Market hotel, should be enabled to once again provide a positive impact on the High Street.*

*There is no indication of any cause for concern with the current managers, and it seems inappropriate that the restrictions imposed on the previous manager, because of alleged serious negligence and problems with disorder, should continue to be maintained.*

*It is believed that by upholding these restrictions, it will seriously inhibit the new manager's capacity to develop a thriving and successful business.*

*I therefore fully support this application and believe it to be in the best interests of the town and local residents.*

*Thank you for your consideration,  
yours sincerely*

Sylvia Watson  
23 High Street  
Needham Market IP6 8AL

## **LICENSING ACT 2003 – HEARING PROCEDURE**

### **Pre-Hearing Matters**

1. **Welcome and the Reason for the Hearing**
2. **The procedure to be followed**
3. **Election of a Chairman for the Hearing**
4. **Welcome by the Chairman including any domestic arrangements/recording**
5. **Apologies for absence/substitutions**
6. **Declarations of interest by Members (if any)**
7. **The Chairman will introduce the Members of the Sub-Committee**

**The Chairman will introduce the Officer of the Licensing Authority, the Committee Officer and the Legal Advisor to the Sub-Committee;**

**Chairman will ask the Applicant and any person representing or assisting them to introduce themselves. (Confirmation also should be given that copies of the relevant representations to be considered at the hearing have been received);**

**The Chairman will then ask those present which have been deemed by the Licensing Authority to have made a valid representation to introduce themselves in the following order:**

- (a) **Responsible Authorities;**
  - (b) **Other Persons (Other Persons should confirm whether a spokesman or spokesmen have been nominated and, if so identify them).**
8. **The Chairman will ask all parties to the Hearing whether they wish to withdraw their application or representation.**
  9. **The Chairman will ask the Officer of the Licensing Authority to report:**
    - (a) **Whether any requests from a party for the Hearing has asked for permission for a witness to appear in support of their representation/application. (The Hearing Sub-Committee will determine any request.)**
    - (b) **Whether any documentary or other information that a party to the Hearing wishes to present. If there is any such material, the Chairman will ask all the other parties to the Hearing whether they consent to it being presented. If they agree, the material will be distributed.**

10. The Chairman will invite the Applicant or his representative to estimate the time required to present their case and ask questions of other parties to the Hearing. He/She will then ask the other parties to the hearing whether they will require a longer period to present their representation and question the applicant. The Hearing Sub-Committee will determine the maximum period of time allowed for each party to put their case.

## **The Hearing**

Immediately the Pre-Hearing Matters have been dealt with the Hearing will commence.

11. The Chairman will ask the Officer of the Licensing Authority to summarise the matter under consideration.

The Sub-Committee, Applicant, and those making representations may ask questions of the Licensing Authority Officer.

Starting with the Applicant, each party will exercise their rights within the identified maximum time, as follows:

- (a) Each party will present their case, including responding to any points of which the Licensing Authority has previously given notice, and call any approved witness in support of their case.
- (b) If given permission by the Chairman, and only through the Chairman of the hearing, each party may raise questions for any other party or witness.

The Applicant or his representative will be asked to give a closing statement.

12. The Chairman will put forward a motion to exclude the public to enable the Sub-Committee to deliberate in private session (if appropriate).
13. Members of the Hearing Sub-Committee and the Legal Advisor will leave the meeting/ask all other parties to leave the meeting to allow the Sub-Committee to deliberate in private session.
14. Members of the Hearing Sub-Committee return and the Chairman or Legal Advisor will announce the decision, together with the reasons for it or (alternatively) may announce that judgement is reserved and written reasons for decision will be provided at a later time.
15. The Legal Advisor will confirm that the decision and rights of appeal will be confirmed in writing.
16. The Chairman will close the meeting.



**Licensing Team**  
**Mid Suffolk District Council**  
 Endeavour House, 8 Russell Road, Ipswich  
 IP1 2BX  
 Tel: 0300 123 4000  
 Website: [www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)

**ATTENDANCE AT HEARING NOTICE**  
 (Section 34 Application to VARY a premises licence)

**For completion by Licensing Authority:**

<b>Application type:</b>	Section 34 VARY Ref: MPL0353	<b>Application date:</b>	4 <sup>th</sup> January 2018
<b>Premises:</b>	The Limes Hotel, 99 High Street, Needham Market, IP6 8DQ		
<b>Applicant   Address:</b>	Elizabeth Holdings PLC, Merchant House, 33 Fore Street, Ipswich IP4 1JL		

**For completion by YOU:**  
 Please tick box to indicate whether you are:

<b>Applicant:</b>	<input type="checkbox"/>
<b>Objector:</b>	<input type="checkbox"/>
<b>Other (please state):</b>	<input type="checkbox"/>

		YES	NO
<b>Q1.</b>	<b>Do you intend to attend the hearing?</b> (Note: If you wish to withdraw your representation, you should notify the Licensing Authority as soon as possible)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Q2.</b>	<b>Will someone be attending to speak on your behalf?</b>  (If YES to above please specify name and occupation of speaker):	<input type="checkbox"/>	<input type="checkbox"/>
<b>Q3.</b>	<b>Do you consider the hearing to be necessary?</b> (Note: The Licensing Authority may dispense with the hearing if all parties agree)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Q4.</b>	<b>Please give an estimate (in minutes) of how long you believe you will need to make your points concerning this application?</b>	..... minutes	

If you want any other person to attend as a witness to support you (other than the person whom you intend to represent you), complete the box below in order to comply with the hearings procedure:

Describe in the space below the matter(s) on which this person be giving evidence on in relation to this application, representation or notice. Please use continuation sheet/reverse if necessary:	
<b>YOUR NAME:</b>	
<b>SIGNATURE:</b>	<b>Date:</b>

Please complete and return this form not later than  
**FIVE WORKING DAYS** before the hearing date

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