

## Summary of Application

<b>Name of Premises</b>	Goxhill Memorial Hall	<b>Type of Application</b>	Application to Vary a Premises Licence
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### Proposed Changes to Current Licence: The Licensable Activities

Point Number	From	To	Action
1	<p><b><u>Performance of a Play – Authorised Hours (indoors and outdoors)</u></b></p> <ul style="list-style-type: none"> <li>• Monday to Friday, 09:00hrs to midnight</li> <li>• Saturday and Sunday, 09:00hrs to 23:45hrs</li> </ul>	Indoors only	
2	<p><b><u>Exhibition of a Film – Authorised Hours (indoors)</u></b></p> <ul style="list-style-type: none"> <li>• Monday to Sunday, 09:00hrs to 23:45hrs</li> </ul>	No changes proposed	
3	<p><b><u>Indoor Sporting Event – Authorised Hours</u></b></p> <ul style="list-style-type: none"> <li>• Monday to Sunday, 09:00hrs to 23:45hrs</li> </ul>	No changes proposed	
4	<p><b><u>Performance of Live Music – Authorised Hours (indoors and outdoors)</u></b></p> <ul style="list-style-type: none"> <li>• Sunday to Friday, 09:00hrs to midnight</li> <li>• Saturdays, 09:00hrs to 23:45hrs</li> </ul>	Indoors only	
5	<p><b><u>Playing of Recorded Music – Authorised Hours (indoors and outdoors)</u></b></p> <ul style="list-style-type: none"> <li>• Sunday to Friday, 09:00hrs to midnight</li> <li>• Saturdays, 09:00hrs to 23:45hrs</li> </ul>	Indoors only	
6	<p><b><u>Performance of Dance – Authorised Hours (indoors and outdoors)</u></b></p> <ul style="list-style-type: none"> <li>• Sunday to Friday, 09:00hrs to midnight</li> <li>• Saturdays, 09:00hrs to 23:45hrs</li> </ul>	Indoors only	
6	<p><b><u>Entertainment similar to Live Music, Recorded Music or Performance of Dance – Authorised Hours (indoors and outdoors)</u></b></p> <ul style="list-style-type: none"> <li>• Sunday to Friday, 09:00hrs to midnight</li> <li>• Saturdays, 09:00hrs to 23:45hrs</li> </ul>	Indoors only	
7	<p><b><u>Making Music, Dancing and Similar Entertainment – Authorised Hours (indoors and outdoors)</u></b></p> <ul style="list-style-type: none"> <li>• Sunday to Friday, 09:00hrs to midnight</li> <li>• Saturdays, 09:00hrs to 23:45hrs</li> </ul>	Indoors only	

8	<p><b><u>Late Night Refreshment – Authorised Hours (indoors and outdoors)</u></b></p> <ul style="list-style-type: none"> <li>• Sunday to Friday, 09:00hrs to midnight</li> <li>• Saturdays, 09:00hrs to 23:45hrs</li> </ul>	Indoors only	
9	<p><b><u>Opening Hours</u></b></p> <ul style="list-style-type: none"> <li>• Sunday to Friday, 08:30hrs to midnight</li> <li>• Saturdays, 08:30hrs to 23:45hrs</li> </ul>	<p><b><u>Opening Hours</u></b></p> <ul style="list-style-type: none"> <li>• Monday to Thursday, 08:30hrs to midnight</li> <li>• Friday and Saturday, 08:30hrs to 01:00hrs the following day</li> <li>• Sundays, 08:30hrs to 23:30hrs</li> </ul>	
10	No sales of alcohol authorised	<p><b><u>Sale of Alcohol for Consumption On and Off the Premises – Authorised Hours</u></b></p> <ul style="list-style-type: none"> <li>• Monday to Thursday, 12:00hrs to 23:00hrs</li> <li>• Fridays, 12:00hrs to 01:00hrs the following morning</li> <li>• Saturdays, 10:00hrs to 01:00hrs the following morning</li> <li>• Sundays, 10:00hrs to 23:30hrs</li> </ul> <p><b><u>Seasonal Variations</u></b></p> <ul style="list-style-type: none"> <li>• Christmas Eve (December 24th) dependant on the day it falls would continue until 1.00am on Christmas Day (25th December).</li> <li>• New Years Eve (December 31st) dependant on the day it falls would continue until 1.00am on New Years Day (January 1st).</li> </ul> <p><b><u>Non-Standard Timings</u></b> None. The reason for the early start on the Saturday &amp; Sunday is to assist the sale of alcoholic products at any craft fairs; Christmas markets etc. which take place at the Hall.</p>	
11	The current Premises Licence plan is attached at Appendix G.	The proposed new Premises Licence Plan is attached at Appendix D. The outdoor area is removed with the proposed new plan: the red line indicates the licensable area.	
12	A further location plan is attached as Appendix O.		

**Changes to Current Licence:  
Mandatory Conditions\***

\*The following Mandatory Conditions have come into force since the current Premises Licence for Goxhill Memorial Hall was originally granted. These conditions will therefore automatically be attached to the licence.

Point Number	From	To	Action
13	<b><u>Exhibition of Films</u></b>	No changes proposed	

	<p>The admission of children must be restricted in accordance with the recommendation made by the film classification body specified in this premises licence</p> <p><i>Or</i></p> <p>The admission of children must be restricted in accordance with the recommendation made by North Lincolnshire Council attached to this premises licence.</p>		
14	N/A	<p><b><u>Supply of Alcohol</u></b></p> <p>1. No supply of alcohol may be made under this premises licence</p> <p style="padding-left: 40px;">a. at a time when there is no Designated Premises Supervisor in respect of this licence, or;</p> <p style="padding-left: 40px;">b. at a time when the Designated Premises Supervisor does not hold a personal licence or his personal licence is suspended.</p> <p>2. Every supply of alcohol under this premises licence must be made or authorised by a person who holds a personal licence.</p>	
15	N/A	<p><b><u>Door Supervision</u></b></p> <p>Door Supervisors shall be licensed with the Security Industry Authority in accordance with the Private Security Industry Act 2001.</p>	
16	N/A	<p><b><u>Alcohol Pricing</u></b></p> <p>1. A relevant person 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.</p> <p>2. For the purposes of the condition set out in paragraph 1—</p> <p style="padding-left: 40px;">a. “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979(1)</p> <p style="padding-left: 40px;">b. “permitted price” is the price found by applying the formula—</p> $P=D+(D \times V)$ <p>where—</p> <p style="padding-left: 40px;">i. P is the permitted price,</p> <p style="padding-left: 40px;">ii. D is the rate of duty chargeable in relation to the alcohol as if the duty were</p>	

		<p>charged on the date of the sale or supply of the alcohol, and</p> <p>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</p> <p>c. “relevant person” means, in relation to premises in respect of which there is in force a premises licence—</p> <ol style="list-style-type: none"> <li>i. the holder of the premises licence,</li> <li>ii. the designated premises supervisor (if any) in respect of such a licence; or,</li> <li>iii. the personal licence holder who makes or authorises a supply of alcohol under such a licence;</li> </ol> <p>d. “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and</p> <p>e. “valued added tax” means value added tax charged in accordance with the Value Added Tax Act 1994(b).</p> <p>3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.</p> <p>4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.</p> <p>(2) The permitted price which would apply on the first day applies to sales or supplies</p>	
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		of alcohol which take place before the expiry of the period of 14 days beginning on the second day.	
17	N/A	<p><b><u>Drinks Promotions</u></b></p> <p>1. (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.</p> <p>(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—</p> <p>a. games or other activities which require or encourage, or are designed to require or encourage, individuals to—</p> <p>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</p> <p>ii. drink as much alcohol as possible (whether within a time limit or otherwise);</p> <p>iii. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee of the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;</p> <p>b. 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</p>	

		<p>carries a significant risk of undermining a licensing objective;</p> <p>c. 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;</p> <p>d. 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).</p> <p>2. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.</p> <p>3. (1) 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.</p> <p>(2) 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.</p> <p>(3) 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—</p> <p>a. a holographic mark, or b. an ultraviolet feature.</p> <p>4. The responsible person must ensure that—</p>	
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		<p>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—</p> <p>i. beer or cider: ½ pint;</p> <p>ii. gin, rum, vodka or whisky: 25 ml or 35 ml; and</p> <p>iii. still wine in a glass: 125 ml;</p> <p>b. these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and</p> <p>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.”</p>	
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**Proposed Changes to Current Licence:  
Conditions Proposed by the Applicant to Promote the Licensing Objectives**

<b>Point Number</b>	<b>From</b>	<b>To</b>	<b>Action</b>
18	<p><b><u>General Conditions</u></b> The hiring of the hall is subject to conditions of hire as attached to Annex 2*. <small>*Annex 2 of the current Premises Licence is attached to this report as Appendix F.</small></p>	<p><b><u>General Conditions</u></b> Goxhill Memorial Hall already operates to a high standard, and will continue to do so should this license variation be granted in terms of the sale of alcohol. In order to protect all patrons and staff we will comply with the following:</p> <p>An incident log shall be kept at the premises, and made available on request to a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council, which will record the following:</p> <ul style="list-style-type: none"> <li>• All crimes reported to the venue</li> <li>• All ejections of patrons</li> <li>• Any complaints received</li> <li>• Any incidents of disorder</li> <li>• Any refusal of the sale of alcohol</li> </ul>	

		<ul style="list-style-type: none"> <li>• Any visit by a relevant authority or emergency service</li> <li>• Any faults in the CCTV system</li> </ul> <p>Staff training will be given to all staff working at the premises. Such training shall be documented and recorded in a book/folder kept solely for that purpose. It will record the date and names of those trained and the person providing it. All present shall sign the book. The frequency of the training shall be once every year. The training shall cover all aspects of the responsible sale of alcohol - Licensing objectives, age verification, how to detect proxy sales, consequences of underage sales, serving to drunks and conflict management. The book will be available to be viewed on demand by a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council.</p>	
19	<p><b><u>The Prevention of Crime and Disorder</u></b> CCTV system shall be in operation</p>	<p><b><u>The Prevention of Crime and Disorder</u></b> CCTV will be use at the premises 24 hours a day. It is installed to an appropriate standard as agreed with the Licensing Authority, and the Police. The CCTV equipment shall be maintained in good working order and continually record. Any interruptions in recording or malfunction of the CCTV equipment during any activities in the hall will be reported to the trustees of the hall and fixed as soon as possible. Should any malfunction occur during a licensed event, the Police will be informed immediately and it will be recorded in the incident book.</p> <p>Warning signs shall be displayed stating CCTV is in operation at the premises.</p> <p>There shall be cameras to cover those areas that are not easily supervised from the bar including outside areas where it is intended to conduct licensable activities.</p> <p>A monitor is already situated in the working kitchen/ bar area so staff working in the sales area of the premises can view it.</p> <p>The system is capable of continuously recording in colour, providing real time pictures of evidential quality in all lighting conditions, and copies of such recordings shall be retained for a period of not less than 28 days. (Please see GMH CCTV policy attached to this application).</p>	

		<p>The system is capable of producing copies of recordings on site.</p> <p>In addition to the CCTV the DPS and staff will also record regularly in a bound incident book which will be kept on the premises at all times when the sale of alcohol is taking place. These books will be made available to the police and officer from the council on request.</p> <p>Copies of recordings shall be provided on request to a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council on DVD/USB at no cost.</p> <p>The Designated Premises Supervisor (DPS) will be responsible for the operation of the system and shall ensure that it is maintained.</p> <p>The Premises Licence Holder must ensure an appointed member of staff is capable of downloading CCTV footage in a recordable format at all times the premises are operating.</p> <p>Records of maintenance of the CCTV system shall be kept by the license trustees of the hall and the system shall be maintained in working order and checked weekly. Records of any maintenance/weekly checks shall be endorsed by signature by the DPS or other responsible named individual, and actions taken must be recorded. The record shall be produced on request to a person under the direction and control of the Chief Constable or an Authorised Officer of the North Lincolnshire Council on production of their identification.</p> <p>Camera(s) will be sited to cover all entrances. Cameras must be positioned to view all access to and egress from the premises (including fire exits) and all areas where the sale of alcohol occurs.</p> <p>Recordings must be made of each trading period conducted at the premises, and must be correctly time and date marked.</p> <p>CCTV camera views are not to be obstructed.</p> <p>Any unlawful incidents that happen on the premises will be reported to the Police at the first available opportunity, and be recorded in the incident book.</p>	
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20	<p><b>Public Safety</b> The hall shall be subject to Fire Brigade inspections and shall meet all their requirements.</p> <p>The outside of the building shall be illuminated.</p>	<p><b>Public Safety</b> Staff will be trained to be alert to any potential danger to customers and react accordingly. If they are unable to quickly defuse the situation without risk to customer or staff, then they are instructed to call the police. All relevant fire procedures are in place for a premises of this size, and the Memorial Hall has been fully fire risk assessed.</p> <p>An on -site accident book will be in operation to record any accident/ injury incurred on the premises. This document will be retained for inspection by Goxhill Memorial Hall for a period of three years.</p>	

		<p>All inclusive nights and other irresponsible drinks promotions will not be permitted.</p> <p>A fire risk assessment has been undertaken and all entrances and exits are clearly signed as fire escapes. The fire alarms are tested weekly.</p> <p>Adequate arrangements exist to enable the safe movement within the premises of disabled people and their safe evacuation in the event of an emergency.</p> <p>The Premise Licence Holder/DPS/Event Organiser/Memorial Hall Trustees shall ensure that there a risk assessment for the need for SIA door supervision at the premises during events and shall provide door supervision in accordance with that risk assessment. Such an assessment shall be written down and kept at the premises and be available for production on demand by a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council.</p> <p>Crushable drinking vessels/Polycarbonates When events are held at the premises, a thorough risk assessment will be completed for the use of Polycarbonate or crushable glassware and decanting of all bottles. Such an assessment shall be written down and kept at the premises and be available for production on demand by a person under the direction and control of the Chief Constable or an Authorised Officer of North Lincolnshire Council.</p> <p>Polycarbonate or crushable glassware and decanting of all bottles upon request by Humberside Police or North Lincolnshire Council for specific events.</p>	
21	<p><b><u>Prevention of Public Nuisance</u></b> Noise abatement shall be the responsibility of the hirer</p>	<p><b><u>Prevention of Public Nuisance</u></b> Goxhill Memorial Hall is situated in the heart of the village although has no residential dwellings within 15 metres of the building itself.</p> <p>The building is fitted with double glazed UPVC windows and doors, which provide good noise reduction to any neighbouring properties.</p> <p>The windows and main entrance are closed in an evening when live entertainment (DJ or Band) is performing.</p> <p>All external windows and doors shall be kept closed when regulated entertainment is being provided, except in the event of an emergency</p>	

		<p>and for access and egress. All exterior windows and doors shall be maintained in a good state of repair and working order.</p> <p>The Licence Holder or their representative shall conduct regular assessments of the noise coming from the premises on every occasion the premises is used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause disturbance to local residents. A written record shall be made of those assessments in a logbook kept for that purpose and shall include the time and date of the checks, the name of the person making them, and the results indicating any remedial action. This record shall be made available upon request by an Authorised Officer of North Lincolnshire Council or of Humberside Police.</p> <p>There shall be placed at all exits from the premises in a place where they can be seen and easily read by the public, (or member and their guests) notices requiring customers to leave the premises and the area quietly.</p> <p>The Licence Holder or his representative shall conduct regular checks of premises curtilage and keep the area clean. A written record shall be made of those assessments in a logbook kept for that purpose and shall include the time and date of the checks, the name of the person making them, and the results indicating any remedial action. This record shall be made available upon request by an Authorised Officer of North Lincolnshire Council or of Humberside Police.</p> <p>All entrances and exits have an effective lobby to minimise the breakout of noise.</p> <p>The use of explosives, pyrotechnics and fireworks of a similar nature, which could cause disturbance in surrounding areas, is not permitted.</p> <p>Disposal of empty bottles into waste receptacles outside the premises will not be permitted to take place between the hours of 23:00 hrs. and 07:00 hrs. to minimise disturbance to nearby occupiers.</p> <p>For the final hours of opening the music is reduced in volume and is discernibly quieter.</p>	
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		<p>The playing of live or recorded music in garden or outside seating areas of the premises is not permitted after 22.00 hrs.</p> <p>Flashing / bright / flood lights used outside the premises and any security or access lighting installed will not be operated so as to cause a nuisance to nearby occupiers.</p>	
22	<p><b><u>The Protection of Children from Harm</u></b> No conditions attached</p>	<p><b><u>The Protection of Children from Harm</u></b> Only photographic ID is accepted (passport, photo driving license, proof of age card with PASS hologram, military ID, and any future accredited and accepted proof of age). Anyone who appears to be under the age of 25 is challenged to provide ID. If the customer is unable to provide identification then no sale is made and the incident will be recorded in the incident book with time to back up CCTV recording. No ID no sale.</p> <p>Challenge 25 signs will be clearly on display in the hall, at the entrances, and at the bar. If it is known that a customer intends to purchase alcohol to provide to minors then that sale will be refused. All refused sales will be recorded in a refusals book, which will be made available for inspection by Police or Licensing Officers of the council on request.</p> <p>All children on the premises will be supervised/ accompanied by an adult at all times.</p> <p>Goxhill Memorial has a Safeguarding Policy, which is attached to this application.</p> <p>All personal license holders operating from Goxhill Memorial Hall will ensure they and their staff are trained and confident in age verification procedures and the prevention of children acquiring or consuming.</p> <p>All personal license holders will be expected to read and understand Goxhill Memorial Hall's Safeguarding Policy.</p>	

### Summary of Representations made by Responsible Authorities

Point Number	Detail	Action
23	<p><b>Appendix H – Humberside Police</b> No objection.</p>	
24	<p><b>Appendix I – Environmental Protection</b> No comments.</p>	

25	<b>Appendix J – Humberside Fire</b> The proposals with regards to Public Safety are considered acceptable.	
26	<b>Appendix K – Planning</b> No comments.	
27	<b>Appendix L – Trading Standards</b> No issues.	

### Summary of Representations made by Other Persons

Point Number	Detail	Action
28	<b>Appendix M – Goxhill Parish Council</b> No objection to the proposed licence.	
29	<b>Appendix N – Mr Barrie Clayton</b> Mr Clayton is a local resident and Parish Councillor, who has submitted a representation.  The representation is made on the grounds of The Prevention of Public Nuisance.  The relevant part of the objection is: <i>“I strongly object to said application...The end result if granted this licence would result in noise for the residents living all around this building”</i> .  It is North Lincolnshire Council’s Policy to attempt to mediate representations where possible. Attempts have been made to contact Mr Clayton for mediation, but no response has been received.	

### Summary of Statutory Guidance Issued under s182 of The Licensing Act 2003

Point Number	Detail	Action
30	Prevention of Crime and Disorder – pages 6 to 7	
31	Public Safety – page 7	
32	Public Nuisance – pages 9 to 10	
33	Protection of Children from Harm – pages 10 to 12	

### Summary of North Lincolnshire Council’s Licensing Policy

Point Number	Detail	Action
34	Prevention of Crime and Disorder – pages 33 to 42	
35	Public Safety – pages 43 to 49	
36	Prevention of Public Nuisance – pages 50 to 55	
37	Protection of Children from Harm – pages 56 to 62	