

Public Document Pack

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A meeting of **Alcohol and Entertainment Licensing Sub-Committee** will be held in Committee Room 1, East Pallant House on **Monday 24 July 2023 at 9.30 am**

MEMBERS: Mr H Potter, Mr I Ballantyne and Mr T O'Kelly

AGENDA

Part 1

- 1 **To elect a Chairman for this Hearing**
- 2 **Declarations of Interests**
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.
- 3 **Licensing Hearings (Pages 1 - 95)**
The Secret Boardroom, 2 Petersfield Road, Midhurst, West Sussex, GU29 9JH:
Application for a PREMISES LICENCE (Application Number – 23/01008/LAPRE)
 - (a) Chair opens the Hearing.
 - (b) Items arising from Regulation 6 Notice (Notice of Hearing).
 - (c) Notice of any representations withdrawn.
 - (d) The procedure will then follow the Sub-Committee protocol and procedure note attached
- 4 **Consideration of any late items as follows:**
 - (a) items added to the agenda papers and made available for public inspection;
 - (b) items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting.

NOTES

1. The press and public may be excluded from the meeting during any item of business whenever it is likely that there would be disclosure of exempt information as defined in section 100I of and Schedule 12A to the Local Government Act 1972
2. The press and public may view the agenda papers within Part 1 of the agenda on Chichester District Council's website at <http://www.chichester.gov.uk/committees>.
3. Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this

is asked to inform the chairman of the meeting of his or her intentions before the meeting starts. The use of mobile devices for access to social media is permitted but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided. [Standing Order 11.3 in the Constitution of Chichester District Council]

CHICHESTER DISTRICT COUNCIL

THE LICENSING ACT 2003 (THE 'ACT')

THE LICENSING ACT 2003 HEARING REGULATIONS 2005

SUB-COMMITTEE PROTOCOL

PROTOCOL

1. The Notice of Meeting

- (a) The Notice of Sub-Committee meeting issued by the Council shall be accompanied by the following:
 - (i) A report of the Licensing Officer which shall include:
 - (a) Conditions the Licensing Officer considers relevant in the event that the application is granted;
 - (b) Any matters which in his opinion require clarification; and
 - (c) Observations on the application in relation to the Licensing Objectives, National Guidance and local policy.
 - (ii) Where relevant, the notices which have been given by the applicant and other parties under the Act.
- (b) The Notice of Meeting shall be served upon:
 - (i) The applicant (together with copies of relevant representations under the Act);
 - (ii) Persons who have made relevant representations under the Act; and
 - (iii) Where appropriate the Chief Officer of Police who has given notice under the Act.

2. Appearances and Submissions

(a) Constitution of the Sub Committee

A Member of a Ward in which the premises are located and is the subject of an application shall not be a Member of the Sub-Committee determining such application.

(b) Parties entitled to appear

In accordance with the Licensing Act 2003 (Hearings) Regulations 2005 any person making relevant representations, the applicant and the Licensing Officer may attend the hearing and may be assisted or represented by any person whether or not the person is legally qualified.

(c) **At the Hearing**

Any party shall be entitled to:

- (i) Respond to any point in support of their application or representation which the Licensing Authority (the 'Authority') has given notice that it may require further clarification on;
- (ii) Normally to put questions to any other party; and
- (iii) Address the Sub-Committee.

(d) **Consequences of non-attendance**

- (i) The Sub-Committee will normally proceed with a hearing where a party has informed the Authority that it does not intend to attend or be represented at the hearing.
- (ii) Where a party has not so indicated but fails to attend or to be represented at the hearing the Sub-Committee may, at its discretion, where it is considered necessary in the public interest, adjourn the hearing to a later date or hold the hearing in the party's absence subject to, (in the latter case), the Sub-Committee considering the application or representations made by the absent party.

(e) **Submissions to the Sub Committee**

- (i) Subject to each party being given an equal maximum time the Sub-Committee may, at its discretion, where it considers appropriate in the public interest, advise parties that it will impose a time limit on speeches or submissions to be made to it.
- (ii) The Sub-Committee may, at its discretion, request that where a number of relevant representations repeat or in substance repeat a representation, that a representative of those making such representations make submissions to it on behalf of the other parties.
- (iii) The production of draft conditions by the Licensing Officer shall not be construed as influencing the Sub-Committee in advance of hearing representations and are produced for administrative convenience in the event that, following formal determination of the application, the Sub-Committee considers it appropriate to grant consent but with such conditions as it may consider appropriate.
- (iv) The Sub-Committee shall not have regard to any information first produced by a party at the hearing without first obtaining the consent of other parties present at the hearing.

(f) **Conduct at the Hearing**

- (i) The Sub-Committee may, at its discretion, require a person to leave the hearing and refuse to permit that person to return or to return only on such conditions as the Sub-Committee specifies if, in its opinion, that person is behaving in a disruptive manner, provided that such person may submit written evidence in accordance with the Regulations.

- (ii) Any irregularity arising from any failure to accord with this procedure shall not make the hearing void. If any person has clearly been prejudiced the Authority will take appropriate steps to rectify the irregularity before reaching its determination. Clerical mistakes in a document arising from accidental slip or omission may be corrected by the Authority.
- (iii) The public (including any parties or their representatives) may be excluded from part of the hearing where the public interest in so doing outweighs the public interest in the hearing taking place in public.
- (iv) The Sub-Committee may adjourn the hearing to a specified date where it considers it necessary to obtain further information or to facilitate representations or to assess such representation at or in the vicinity of the premises.

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Licensing Authority, Chichester District Council, East Pallant House,
1 East Pallant, Chichester, West Sussex, PO19 1TY

Alcohol and Entertainment Licensing Sub-Committee

Date & Time: Monday 24th July 2023 at 09:30

Venue: Committee Rooms, Chichester District Council, East Pallant House, 1 East Pallant,
Chichester, West Sussex, PO19 1TY

**Application for a PREMISES LICENCE
(Application Number – 23/01008/LAPRE)**

The Secret Boardroom
2 Petersfield Road
Midhurst
West Sussex
GU29 9JH

1. RECOMMENDATIONS

- 1.1 That the Sub-Committee consider and determine an application made by The Secret Boardroom Ltd for a Premises Licence.**
- 1.2 If the determination is to grant a Premises Licence, to give consideration as to whether it is appropriate to attach conditions to ensure the statutory licensing objectives are promoted.**
- 1.3 The Sub-Committee is to give reasons for its decision.**

2. REASONS FOR HEARING

- 2.1 The Premises Licence application submitted by The Secret Boardroom Ltd of The Secret Boardroom, 2 Petersfield Road, Midhurst, West Sussex, GU29 9JH (Company Number 14798467) has been the subject of four relevant representations, all in opposition to the application. Of the representations received, two are from members of the public with the remaining received from Sussex Police and the Environmental Protection Team in their statutory roles as Responsible Authorities under the Licensing Act 2003.

3. BACKGROUND

Included in this report are the following attachments:

- 3.1 Copy of the Alcohol and Entertainment Licensing Sub-Committee – Protocol.
- 3.2 Plans depicting the application site and local area in relation to the representations received by the Licensing Authority (**Attachment A**).

- 3.3 Copy of the complete Premises Licence application (**Attachment B**).
- 3.4 Copy of all relevant representations (**Attachment C**).
- 3.5 Copy of successful mediation between the applicant and Sussex Police along with unsuccessful mediation with all remaining representors (**Attachment D**).

4 SUMMARY OF THE PREMISES LICENCE APPLICATION

- 4.1 A copy of the complete application is reproduced in full at Attachment B.
- 4.2 The Secret Boardroom Ltd submitted a valid application on 30th May 2023. As part of the application process, statutory public notices were displayed by the applicant at the application site during the representation period; this ran between 30th May 2023 and 27th June 2023 inclusive. In addition, a copy of the statutory public notice was published in the Chichester Observer Series newspapers on 8th June 2023.
- 4.3 The following is an extract taken from the application form in which the applicant provides a general description of the site and intended use:

‘Premises will serve alcohol, food, coffee and outside door seating also. The premises is located on the high street and will also be providing private hires, such as hen do’s meetings, birthdays. Live band will be on the weekends. The premises will have security cameras in at all times, and owner will be overseeing premises’.

- 4.4 The application seeks a permanent Premises Licence, with a variety of licensable activities being sought, this includes regulated entertainment in the form of both live and recorded music, along with the provision of late night refreshment and the retail sale of alcohol for consumption both on and off of the premises.
- 4.5 The table below specifies the standard days and times for each of the forms of licensable activity being sought, along with the associated opening hours:

Licensable Activity	Hours proposed by the applicant within the application	Location
Live Music	Monday to Friday - 19:00 - 21:00 Saturday and Sunday – 19:00 – 22:00	Indoors only
Recorded Music	Every Day – 11:00 - 23:00	Indoors only
Late Night Refreshment	Every Day - 23:00 – 00:30	Indoors Only

Supply of Alcohol (for consumption on the premises only)	Every Day - 11:00 - 00:30	Indoors Only
Hours premises are open to the public	Every Day 11:00 – 01:00	N/A

4.6 Due to statutory deregulation that has come into effect since the Licensing Act 2003 was introduced in 2005, it is important to be aware that with respect specifically to live music and recorded music, these activities are not actually licensable if all of the following criteria is met:

- The live or recorded music takes place between 08:00 and 23:00;
- It takes place at an alcohol on-licensed premises; and
- The audience is no more than 500 people.

Given the capacity of the premises is likely to be under 500 and the fact that the proposed hours for both live and recorded are between 11:00 and 23:00, then if a Premises Licence were to be granted which authorised the retail sale of alcohol for consumption on the premises for these hours, then neither the live or recorded music would in fact be licensable.

4.7 The applicant has provided information within Box M of the application form stating the steps that they intend to take to promote all four of the licensing objectives. With respect to the representation submitted by Sussex Police, the applicant has agreed in principle to a number of additional conditions requested by Sussex Police and, should it have been possible to proceed to grant a Premises Licence, Sussex Police were prepared to withdraw their representation. The agreement in principle between Sussex Police and the applicant with respect to the additional conditions is shown at Attachment D.

4.8 In view of the retail sale of alcohol being applied for as a licensable activity, The Secret Boardroom Ltd have nominated Ms Shaakilla Mahabir as the proposed Designated Premises Supervisor (DPS). Ms Mahabir holds a current Personal Licence (No. 3815/23/00760/LAPER) granted by this Licensing Authority and there are currently no reported incidents known to this Licensing Authority associated with Ms Mahabir.

5 THE PROCESS AND PROMOTION OF LICENSING OBJECTIVES

5.1 The legislation provides a clear focus on the promotion of four licensing objectives which must be addressed when licensing functions are undertaken. Each objective is of equal importance. The licensing objectives are:

- The prevention of crime and disorder,
- Public safety,
- The prevention of public nuisance, and
- The protection of children from harm.

5.2 In carrying out its licensing functions, the Licensing Authority must also have regard to its current Statement of Licensing Policy 2022-2027, statutory guidance published by the Home Office (December 2022) along with relevant matters raised in any representation(s).

6 RELEVANT REPRESENTATION(S)

6.1 A representation is “relevant” if it relates to the likely effect of the grant of a licence on the promotion of at least one or more of the licensing objectives. Representations can be in opposition and/or support of an application. As stated at paragraph 2.1 above, the application attracted four relevant representations, all of which are in opposition. For completeness, a fifth representation was received during the representation period, however this was subsequently withdrawn at the representors request following contact with the applicant. All relevant representations are reproduced in full at Attachment C.

6.2 Whilst the various representations make reference to a number of matters, it is evident that the main areas of concern particularly relate to the likely effect on the promotion of the Public Nuisance, Prevention of Crime and Disorder and Protection of Children from Harm licensing objectives should the application be granted as originally applied.

7 MEDIATION

7.1 Whilst Sussex Police determined to submit a representation in respect of the application, they had discussions with the applicant during the representation period. The applicant subsequently agreed to several additional conditions proposed by Sussex Police and consequently they were in principle prepared to withdraw their representation should it have been possible to grant a Premises Licence at the end of the representation period. The successful meditation is shown in full at Attachment D, however to assist, the agreed conditions relate to the following:

- (i) Provision and maintenance of closed-circuit television system (CCTV);
- (ii) Control of customers whilst smoking or otherwise congregating outside the front of the premises beyond the licensed area;
- (iii) Provision and maintenance of an incident log;
- (iv) Active member of any Pubwatch Scheme or similar group where these operates in the area;
- (v) Provision of Security Industry Authority (SIA) staff when identified by a risk assessment of requested by Sussex Police;
- (vi) Operation of a ‘Challenge 25’ policy at the premises to protect against children buying alcohol including signage at the premises;
- (vii) Training of all individuals who would be involved in selling alcohol; and
- (viii) Requirement for children to be accompanied by a responsible adult at all times along with children not being permitted on the premises after 21:00.

7.2 In response to the various representations, The Secret Boardroom Ltd determined to write to all representors outlining their proposed business model in anticipation that this might reassure the representors such that they may withdraw their representation. The email sent to all representors is shown at Attachment D. Ms Anna McGough was the only respondent to this email and her responses and that of The Secret Boardroom Ltd are also shown at Attachment D. Despite the attempt by

the applicant to reassure representors, none of the remaining representors withdrew their representations.

- 7.3 With respect to the representation from the Environmental Protection Team, it has been recommended that the applicant commission a sound insulation performance test. The intention of the test is to check how much noise would be transmitted to other nearby properties, particularly the domestic accommodation immediately above. The applicant has indicated that they are agreeable to commission such a test, however at the time of writing this report, no such test has been conducted. The discussions had between the two parties with respect to this point are shown at Attachment D.

8 CONSIDERATION

- 8.1 In reaching its determination, the Sub-Committee must take into consideration the promotion of the four statutory licensing objectives, the Council's Statement of Licensing Policy, the current Home Office Guidance along with written and/or oral evidence during the hearing.
- 8.2 It is very important to note that these are the only matters to be addressed by the Licensing Authority when considering this application. The licensing objectives are the only grounds on which representations can be made, and the only grounds on which the Licensing Authority will be able to refuse an application or impose appropriate conditions in addition to mandatory conditions and those proposed by the applicant in their operating schedule.
- 8.3 Human Rights considerations must be taken into account fully in balancing licensing issues, in particular, article 1 of the first protocol and articles 6 and 8. Article 1 relates to the protection of property and the peaceful enjoyment of possessions and property (holding a licence would be considered a possession). Article 8 relates to the right to respect for private and family life, home and correspondence. Article 6 relates to the right to a fair trial. These are however qualified rights and can be deprived of "in the public interest". Interference is permissible if what is done: -
- Has its basis in law;
 - Is necessary in a democratic society to fulfil a pressing need or pursue a legitimate aim,
 - Is proportionate to the aims being pursued; and,
 - Is related to the prevention of crime or, the protection of public order or health or the protection of the rights and freedoms of others.
- 8.4 The Sub-Committee must consider each application on its own merits, and in accordance with the principles of natural justice, as well as the provisions of the Licensing Act 2003. All relevant factors must be taken into account, and all irrelevant factors must be disregarded.
- 8.5 All applications before the Sub-Committee must be considered against the backdrop of anti-discriminatory legislation including the Equality Act 2010 and in accordance with the Council's current Equality Strategy.

8.6 In accordance with Section 17 of the Crime and Disorder Act 1998 the Council is under a duty to exercise its functions with due regard to the likely effect on, and the need to do all it reasonably can to prevent, crime and disorder in its areas. The possible crime and disorder implications are clearly relevant factors in the consideration of all applications, and this is re-emphasised by the Licensing Act 2003 itself. In giving "due regard" to these possible implications members will consider and weigh up all the information available and representations made, including those from Responsible Authorities and any other person(s).

8.7 The Sub-Committee are required to give reasons for their decision.

9. OPTIONS OPEN TO THE SUB-COMMITTEE

9.1 When considering this application, the following options are available to the Sub-Committee:

- (a) Grant the Premises Licence as applied for;
- (b) Grant the Premises Licence as applied for along with any additional conditions considered appropriate to promote one or more of the licensing objectives on which relevant representations have been received.
- (c) Grant the Premises Licence but exclude certain licensable activities from the licence or reduce the hours being sought during which the licensable activities may take place; or
- (d) Reject the whole or part of the Premises Licence application.

10 BACKGROUND PAPERS

- Licensing Act 2003 (as amended)
- Home Office Guidance issued under section 182 of the Licensing Act 2003 (December 2022)
- Chichester District Council's Statement of Licensing Policy 2022-2027

11 ATTACHMENTS

Attachment A: Plans depicting the application site and local area in relation to the representations received by the Licensing Authority.

Attachment B: Copy of the complete Premises Licence application.

Attachment C: Copy of all relevant representations.

Attachment D: Copy of all mediation.

Contact: Mr D Knowles-Ley
Licensing Manager
Licensing Team
dknowles-ley@chichester.gov.uk
01243 534743

The Secret Boardroom Ltd, 2 Petersfield Road, Midhurst, West Sussex

RELEVANT REPRESENTATIONS

Public	Name and address	Stance
1	Environmental Protection Team, Planning & The Environment, Chichester District Council, East Pallant House, 1 East Pallant, Chichester, West Sussex, PO19 1TY	Object
2	Jack Hamilton-Fox Flat 1, 2 Petersfield Road, Midhurst, West Sussex, GU29 9JH	Object
3	Anna McGough, 6 Viscount House, Petersfield Road, Midhurst, West Sussex, GU29 9FX	Object
4	Chief Officer of Sussex Police, C/o Licensing Officer, Centenary House, Durrington Lane, Worthing, West Sussex, BN13 2QB	Object, however conditions in principle agreed with applicant.

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ATTACHMENT A

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23/01008/LAPRE

The Secret Boardroom

2 Petersfield Road, Midhurst

West Sussex. GU29 9JH



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2023. Ordnance Survey. 100018803.
Chichester District Council,
East Pallant House, 1 East Pallant,
Chichester, West Sussex, PO19 1TY.

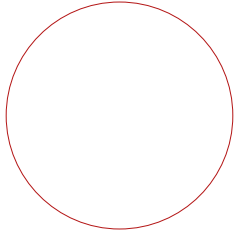


1:500

Location of representors

06/07/2023

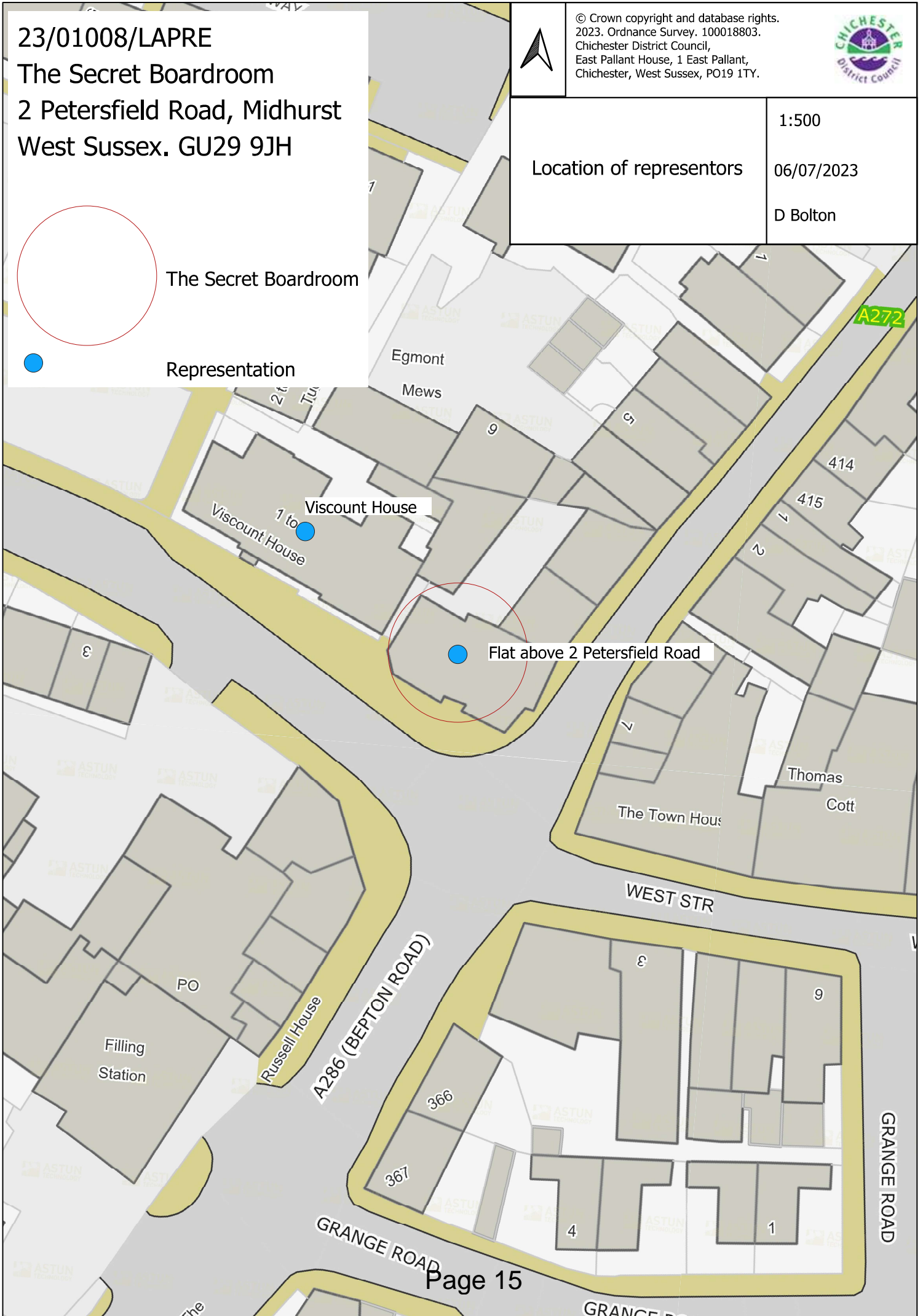
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The Secret Boardroom



Representation



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ATTACHMENT B

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FORM: L09

Case Reference Number:

(office use only)

LICENSING

AUTHORITY

Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY

**Application for a Premises Licence to be granted
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 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.

I/insert name(s) of applicant**The Secret Boardroom**

**Ltd..... apply for a Premises Licence under
Section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises)
and I/we are making this application to you as the relevant Licensing Authority in accordance
with Section 12 of the Licensing Act 2003.**

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description

2 Petersfield Road.

Post town

Postcode

Midhurst

GU29 9JH

Telephone number at premises (if any)

Non domestic rateable value of premises

£20,000

Part 2 – Applicant Details

Please state whether you are applying for a Premises Licence as:

Please tick as appropriate

- a) an individual or individuals* please complete section (A)
- b) a person other than an individual*
 - i. as a limited company/limited liability partnership please complete section (B)
 - ii. as a partnership (other than limited liability) please complete section (B)
 - iii. as an unincorporated association or please complete section (B) iv. other (for example a statutory corporation) please complete section (B) c) a recognised club please complete section (B)
 - d) a charity please complete section (B)
 - e) the proprietor of an educational establishment please complete section (B)
 - f) a health service body please complete section (B)
 - g) a person who is registered under Part 2 of the Care please complete section (B) Standards Act 2000 (c14) in respect of an independent hospital
 - ga) a person who is registered under Chapter 2 of Part 1 of please complete section (B) of that Part) in an the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England
 - h) the Chief Officer of Police of a police force in England and Wales please complete section (B)

*If you are applying as a person described in (a) or (b) please confirm:

Please tick

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a Statutory function; or

A function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr	<input type="text"/>	Mrs	<input type="text"/>	Miss	<input type="text"/>	Ms	<input type="text"/>	Other title (for example, Rev)	<input type="text"/>
Surname					First names				
<input type="text"/>					<input type="text"/>				

I am 18 years old or over Please tick if yes

Date of Birth Nationality

Current residential address if different from premises address

Post Town Postcode

Daytime contact telephone number

Email address (optional)

Where applicable (if demonstrating a right to work via the Home Office online via right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr	<input type="text"/>	Mrs	<input type="text"/>	Miss	<input type="text"/>	Ms	<input type="text"/>	Other title (for example, Rev)	<input type="text"/>
Surname					First names				
<input type="text"/>					<input type="text"/>				

I am 18 years old or over Please tick if yes

Date of Birth

Nationality

Current residential address if different from premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

Where applicable (if demonstrating a right to work via the Home Office online via right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name

The Secret Boardroom Ltd

Address

2 petersfield Road, Midhurst GU29 9JH

Registered number (where applicable)

14798467

Description of applicant (for example, partnership, company, unincorporated association etc.)

The secret boardroom is a limited company

Telephone number (if a [redacted])
E-mail address (optional [redacted])

Part 3 - Operating Schedule

When do you want the Premises Licence to start?

Day	Month	Year
0	1	0 7 2 0 2 3

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day	Month	Year
-----	-------	------

Please give a general description of the premises (please read guidance note 1)

Premises will serve alcohol, food, coffee and outside door seating also. The premises is located on the high street and will also be providing private hires, such as hen do's meetings, birthdays. Live band will be on the weekends. The premises will have security cameras in at all times, and owner will be overseeing premises.

If 5000 or more people are expected to attend the premises at any one time, please state the number expected to attend

What licensable activities do you intend to carry on from the premises? (Please see Sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any 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) | X |
| f) recorded music (if ticking yes, fill in box F) | X |
| 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)

X

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

X

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick () (please read guidance note 3)	Indoors Outdoors Both
Day	Start	Finish		
Mon	_____	_____	Please give further details here (please read guidance note 4)	
Tue	_____	_____		
Wed	_____	_____	State any seasonal variations for performing plays (please read guidance note 5)	
Thur	_____	_____		
Fri	_____	_____	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 (please read guidance note 6)	
Sat	_____	_____		
Sun	_____	_____		

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of a films take place indoors or outdoors or both – please tick () (please read guidance note 3)	Indoors Outdoors Both
Day	Start	Finish		
Mon	_____	_____	Please give further details here (please read guidance note 4)	
Tue	_____	_____		
Wed	_____	_____	State any seasonal variations for the exhibition of films (please read guidance note 5)	

	5)
Thur	
Fri	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 (please read guidance note 6)
Sat	
Sun	

C

Indoor sporting events			Please give further details (please read guidance note 4)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 5)
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			
			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 6)

D

Boxing or wrestling entertainment			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick () (please read guidance note 3)	Indoors Outdoors Both
Day	Start	Finish		
Mon			Please give further details here (please read guidance note 4)	
Tue				

Wed	<p>State any seasonal variations for the boxing or wrestling entertainmen (please read guidance note 5)</p>
Thur	
Fri	<p>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 6)</p>
Sat	
Sun	

E

Live music			Will the performance of live music take place indoors or outdoors or both – please tick () (please read guidance note 3)	Indoors	X	
Standard days and timings (please read guidance note 7)				Outdoors		
Day	Start	Finish		Both		
Mon	19.00	21.00	Please give further details here (please read guidance note 4)			
Tue	19.00	21.00				
Wed	19.00	21.00		State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur	19.00	21.00				
Fri	19.00	21.00	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. (Please read guidance note 6)			
Sat	19.00	22.00				
Sun	19.00	22.00				

F

Recorded music			Will the playing of recorded music take place indoors or outdoors or both – please tick () (please read guidance note 3)	Indoors	X
Standard days and timings (please read guidance note 7)				Outdoors	
Day	Start	Finish		Both	
Mon	11.00	23.00	Please give further details here (please read guidance note 4)		
Tue	11.00	23.00			

Wed	11.00 23.00	State any seasonal variations for the playing of recorded mus (please read guidance note 5)
Thur	11.00 23.00	
Fri	11.00 23.00	
Sat	11.00 23.00	
Sun	11.00 23.00	
		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. (please read guidance note 6)

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick () (please read guidance note 3)	Indoors
Day	Start	Finish		Outdoors
Mon			Please give further details here (please read guidance note 4)	Both
Tue				
Wed				
Thur			State any seasonal variations for the performance of da (please read guidance note 5)	
Fri			Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list. (please read guidance note 6)	

G

Sat

Sun	

H

<p>Anything of a similar description to that falling within (e), (f) or (g)</p> <p>Standard days and timings (please read guidance note 7)</p>	Please give a description of the type of entertainment you will be providing																									
	<p>Will this entertainment take place indoors or outdoors or both – please tick () (please read guidance note 3)</p>	<p>Indoors</p> <p>Outdoors</p> <p>Both</p>																								
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 15%;">Day</th> <th style="width: 15%;">Start</th> <th style="width: 15%;">Finish</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td></td> <td></td> </tr> <tr> <td>Tue</td> <td></td> <td></td> </tr> <tr> <td>Wed</td> <td></td> <td></td> </tr> <tr> <td>Thur</td> <td></td> <td></td> </tr> <tr> <td>Fri</td> <td></td> <td></td> </tr> <tr> <td>Sat</td> <td></td> <td></td> </tr> <tr> <td>Sun</td> <td></td> <td></td> </tr> </tbody> </table>	Day	Start	Finish	Mon			Tue			Wed			Thur			Fri			Sat			Sun			<p>Please give further details here (please read guidance note 4)</p>	
Day	Start	Finish																								
Mon																										
Tue																										
Wed																										
Thur																										
Fri																										
Sat																										
Sun																										
	<p>State any seasonal variations for the entertainment of a similar description to falling within (e), (f) or (g) (please read guidance note 5)</p>																									
	<p>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. (please read guidance note 6)</p>																									

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick () (please read guidance note 3)	Indoors	X	
Day Start Finish				Outdoors		
Mon	23.00	00.30	Please give further details here (please read guidance note 4)	Both		
Tue	23.00	00.30				
Wed	23.00	00.30		State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur	23.00	00.30				
Fri	23.00	00.30				
Sat	23.00	00.30		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. (please read guidance note 6)		
Sun	23.00	00.30				

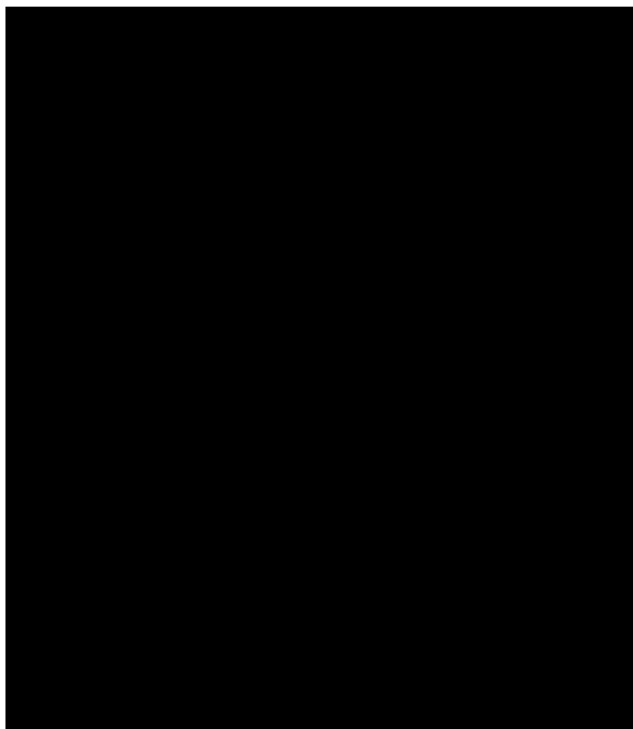
J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the sale of alcohol be for consumption on or off the premises or both – please tick () (please read guidance note 8)	On the premises	X
Day Start Finish				Off the premises	
Mon	11.00	00.30	State any seasonal variations for the supply of alcohol (please read guidance note 5)	Both	
Tue	11.00	00.30			

Wed	11.00	00.30
Thur	11.00	00.30
Fri	11.00	00.30
Sat	11.00	00.30
Sun	11.00	00.30

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. (please read guidance note 6)

State the name and details of the individual whom you wish to specify on the licence as Designated Premises Supervisor (please see declaration about the entitlement to work in the checklist at the end of the form):





Issuing Licensing Authority (if known) Chichester

District council

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 9)

The additional entertainment will include, event, private hires, birthdays.

L

Hours premises are open to the public			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	11.00	01.00	<p>Non standard timings. Where you intend to open the premises to be open public at different times from those listed in the column on the left, please list. (please read guidance note 6)</p>
Tue	11.00	01.00	
Wed	11.00	01.00	
Thur	11.00	01.00	
Fri	11.00	01.00	
Sat	11.00	01.00	
Sun	11.00	01.00	

M

Describe the steps you intend to take to promote the four licensing objectives:

- a) General – all four licensing objectives (b, c, d, e) (please read guidance note 10)

The Secret Boardroom Ltd is a sophisticated restaurant which includes private hires and events. The target audience is of a mature generation. I will not be tolerating any aggressive behaviour and in result will be refusing to serve alcohol and will be training my staff to follow the same procedure, this is to ensure safety to others and the individual who is over limit.

b) The prevention of crime and disorder

Security cameras will be installed on the premises and a clear sign of customer code of conduct in refusing to serve alcohol to anyone under the influence and if observing any crime and disorder to contact the police immediatly.

c) Public safety

Premises will have fire extinguishers located at the necessary pin points. Fire risk assessment will be completed as well as clearly displayed fire exits on the premises. Wheel chair access as well as clear lighting will be displayed on steps. Telephone line for emergencies will also be on the premises

d) The prevention of public nuisance

Children will be accompanied by adults at all times, outdoor seating will not be provided to the public after 21.00. The prevention of noice vibrations will be cut off after 21.30. Limited Capacity in the building.

e) The protection of children from harm

Children will be accompanied by adults at all times. Staff will be DBS checked. All staff on premises will be asking for proof of age if suspected an individual is underage.

Please tick (

- | | | |
|---|-------------------------------------|-------------------------------------|
| • I have made payment of the fee - https://www.chichester.gov.uk/licensingpayments | <input checked="" type="checkbox"/> | |
| • I have enclosed a plan of the premises. | <input checked="" type="checkbox"/> | |
| • I have sent copies of this application and the plan to Responsible Authorities and others where applicable. | <input type="checkbox"/> | |
| • I have enclosed the consent form completed by the individual I wish to be Designated Premises Supervisor, if applicable. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • I understand that I must now advertise my application. | <input checked="" type="checkbox"/> | |
| • I understand that if I do not comply with the above requirements my application will be | <input checked="" type="checkbox"/> | rejected. |
| • [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included demonstrating my entitlement to work in the United Kingdom (please read note 15). | <input checked="" type="checkbox"/> | documents |

IT IS AN OFFENCE, UNDER SECTION 158 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.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

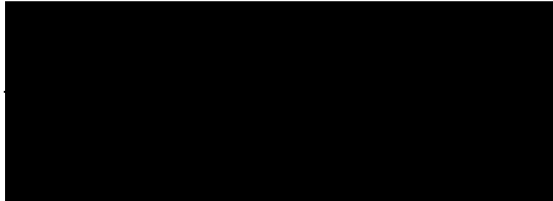
Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s Solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

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 9)

- [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be **Declaration** entitled to live and work in the UK (please read guidance note 15).
- The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

Signature



Date 25.05.23

Capacity65

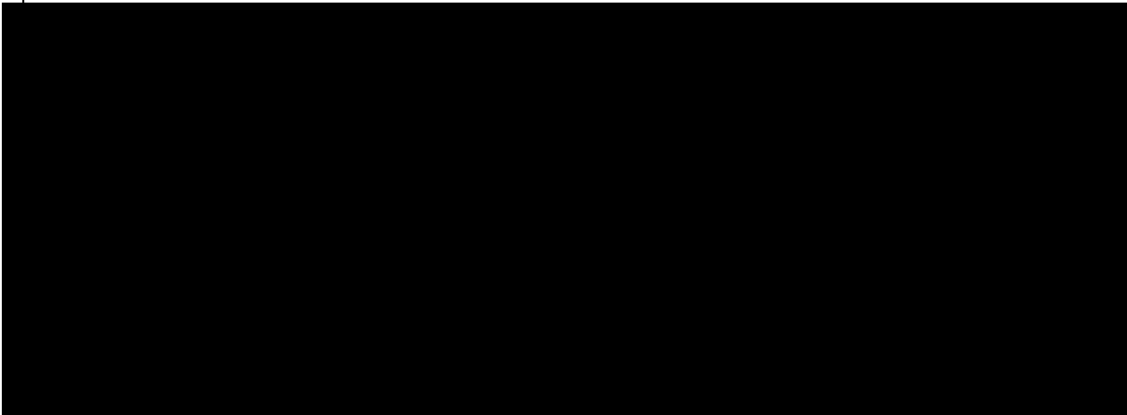
For joint applications, signature of 2nd applicant or 2nd applicant’s Solicitor or other authorised agent (see guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature

Date

Capacity

Contact Name (where not previously given) and address for correspondence associated with this application (please read guidance note 14)



Notes for Guidance

1. 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 offsupplies, you must include a description of where the place will be and its proximity to the premises.

2. 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:

- o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o 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.
 - o 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.
 - o 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.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the nonresidential 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:
 - o 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.
 - o 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.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the nonresidential 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:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o 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;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o 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.

3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
4. For example the 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.
5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. 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.
8. **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'.**
9. 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 seminudity, films for restricted age groups or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.
15. **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's **parents or adoptive parents**, **when produced in combination with** an official document giving the person's **permanent National Insurance number and their name** issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's **permanent National Insurance number and their name** issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's **permanent National Insurance number and their name** issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's **permanent National Insurance number and their name** issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - **evidence of the applicant's own identity** – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:

- (i) working e.g. employment contract, wage slips, letter from the employer,
- (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
- (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
- (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicants date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicants right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work

checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.



FORM: L14

Case Reference Number:
(office use only)

LICENSING AUTHORITY

Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY

Consent of individual to being specified as Designated Premises Supervisor
under the Licensing Act 2003

IShaakilla Mahabir.....
premises supervisor) Of
(home address of prospective premises supervisor)


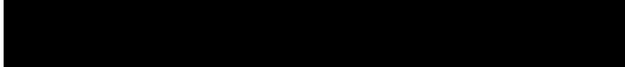
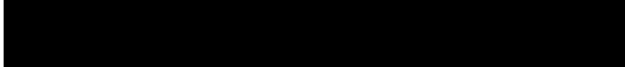
hereby confirm that I give my consent to be specified as the designated premises
supervisor in relation to the application forA New Premises
License..... (type of application) byThe Secret
Boardroom Ltd..... (name of applicant)
relating to a premises licenceNew Application..... (number of
existing licence, if any) for2 Petersfield Road Gu29
9JH.....
(name and address of premises to which the application relates)
and any premises licence to be granted or varied in respect of this application made
byThe Secret Boardroom
Ltd.....(name of applicant)
concerning the supply of alcohol at2 Petersfield Road GU29
9JH..... (name
and address of premises to which application relates).

I also confirm that I am entitled to work in United Kingdom and am applying for,
intend to apply for or currently hold a personal licence, details of which I set out
below.

Personal licence number (insert
personal licence number, if any)

Personal licence issuing authorityChichester District
Council.....

.....
..... (insert name and address and telephone number of personal licence issuing authority, if any)

Signed 
Name 
Dated 



The red line indicates the area where licensable activities may take place.



Ground Floor Plan 1/100
0m 1m 2m 3m 4m
Scale 1/100

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ATTACHMENT C

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From: Kate Simons
Sent: 13 Jun 2023 16:04:38 +0000
To: Licensing
Subject: 23/01008/LAPRE

23/01008/LAPRE | New Premises Licence | Open for Consultation | 2 Petersfield Road Midhurst West Sussex

Dear Licensing

Thank you for consulting the EP team on the above application. I have reviewed the documents submitted and met with the applicant at the premises. The EP wishes to make a representation about the application as we are not currently satisfied that one of the licencing objectives will be met, namely prevention of public nuisance. As the ground floor of the building was previously in retail use, the sound insulation between ground floor and first floor residential flats may not be sufficient to contain the proposed use as a licensed premises (ie noise from voices, music including live bands). Given the proposed time of operating the premises and the proposed use for private hire , further information is needed to be able to support the application.

It has been suggested to the applicant that a sound insulation performance test is undertaken in order to determine if additional sound insulation is required to accommodate the proposed licensed uses. At the current time the EP team would also not support the proposed operating hours ie until 0100 hours every day, as public nuisance may result due to noise transmission. (Noise after 2300 hours is considered more intrusive as it can cause sleep disturbance).

Best regards
Kate



Kate Simons

Senior Environmental Protection Officer
Environmental Protection
Chichester District Council

<http://www.chichester.gov.uk>

East Pallant House opening hours: 9am-4pm Monday to Friday



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New Premises Licence - Representation

Reference: 7752-5097-6844-4153

Details of premises or club premises

Premises address	
Address / location	The Secret Boardroom 2 Petersfield Road Midhurst West Sussex GU29 9JH
Easting	488534
Northing	121450
Applicant name (if known)	
Application number (if known)	

Details of person making representation

Title	Mr
First name	Jack
Last name	Hamilton-Fox
Address	
Address line 1	Flat 1
Address line 2	
Street	
Locality	

Town	Midhurst
County	West Sussex
Postcode	GU29 9JH
Telephone number	
Alternative telephone number	
Email address	
Correspondence Address (if different to the above)	
Address line 1	
Address line 2	
Street	
Locality	
Town	
County	
Postcode	
If there are additional persons making representation please add them here	

Representation details

This representation relates to the following licensing objective(s)	The prevention of public nuisance
Please state the ground(s) for making the representation	
	<p>This building does not have any suitable insulation or soundproofing in the ceiling. Living in the flat above, we can currently hear people having a normal conversation in the premises below. The application is to serve alcohol until the early hours, play music and host live music, all of which will cause a significant amount of noise. This will cause significant disruption to the residences of the properties above</p>

The prevention of public nuisance

every day. I do not think it is suitable to allow the playing of recording and hosting of live music until the times requested based on the above. I would like to see proof of what is being done to reduce the noise pollution to the above properties. The request to allow this premises to stay open until 01:00am every day of the week is not reasonable. This will be the latest place open in the town and will result in potentially intoxicated people arriving here once other premises have closed. This will again cause huge disruption to neighbouring properties in the early hours of the morning. There is no suitable designated smoking area for this premises. Allowing people to smoke outside the front of the building. This will result in smoke going up towards the windows of the flats above. This is very unreasonable and will be unpleasant for the residents above. I think careful consideration should be given when granting this licence and the terms need to be amended to address the concerns that I have outlined above.

Please provide any additional information to support this representation

Supporting evidence

Declaration

I/we certify that the information

contained within this form is correct to the best of my/our knowledge	Confirmed
Name	Jack Hamilton-Fox
Date	08/06/2023

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From: Anna McGough
Sent: 19 Jun 2023 23:17:58 +0100
To: Licensing
Subject: [EXTERNAL] 2 Petersfield Road

This Message originated outside your organization.

I write in regards to planning permission requested by the Secret Boardroom for 2 Petersfield Road.

I live at Viscount House in flat number 6 directly next to this property and I am distraught just thinking about the possibility of alcohol being served and music supplied at such later hours during the week and weekends. As someone who have lived there for nearly six years this cannot be allowed to go through.

Please please please refuse this planning permission for the sake of my young son and the young children and families living in this building and the surrounding estate. I know most of my neighbours are objecting to this planning.

I need constant ventilation in my home so will be unable to close my windows even in winter to block out the noise (I know it won't make much difference anyway). My son and myself have serious issues with excessive or deep noise. His behaviour becomes very challenging and he becomes distressed, and I find it very difficult to operate. I cannot imagine living with it consistently and it will have a serious impact on us.

Parking is already almost impossible on the street I live on and I regularly have to park several streets away from my home. Having a public house in this part of town will only make it worse and more challenging for those trying to live there.

Please provide acknowledgement of this strenuous objection.

Thank you

Anna McGough

Sent from my iPhone

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Serving Sussex

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West Sussex Division
Neighbourhood Licensing Team

West Sussex Licensing Team
Centenary House
Durrington Lane
Worthing
West Sussex
BN13 2PQ

Tel: 01273 404 030

WS_Licensing_WOR@sussex.pnn.police.uk

16th June 2023

Mr David Knowles-Ley
Licensing Unit
Chichester District Council
East Pallant House
1 East Pallant
Chichester
PO19 1TY

Dear Mr Knowles-Ley,

RE: APPLICATION FOR A NEW PREMISES LICENCE FOR THE SECRET BOARDROOM LIMITED, 2 PETERSFIELD ROAD, MIDHURST, WEST SUSSEX, GU29 9JH. UNDER THE LICENSING ACT 2003. YOUR REF: 23/01008/LAPRE .

I write on behalf of the Chief Officer of Police for Sussex to raise a representation in respect of this new application on the grounds of the prevention of crime and disorder and the protection of children from harm.

This is an application for a new premises with live music, recorded music, late night refreshment and the supply of alcohol (on sales).

Following consultation with Shaakilla Mahabir for the applicant Company, the following new and revised conditions have been agreed to go on the new licence, should it be granted in due course:

The Prevention of Crime & Disorder:

Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises internally and externally to cover all public areas including the entrance to the premises, any outside smoking area and any outside tables and chairs area. The system shall be on and recording at all times the premises licence is in operation.

The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside and outside the premises at all times.

CCTV footage will be stored for a minimum of 31 days.

The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy. Times will be updated promptly when British Summer Time starts and ends.

The management will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime.

Subject to GDPR guidance and legislation, the management of the premises will ensure that key staff are fully trained in the operation of the CCTV, and will be able to download selected footage onto a disk (or other electronic portable device acceptable to Sussex Police) for the police without difficulty or delay and without charge to Sussex Police. The CCTV system will have internet connectivity, in order to facilitate the uploading of requested footage to Sussex Police Digital media systems when requested to do so.

Any breakdown or system failure will be notified to the police licensing team immediately (and a receipt or acknowledgement from police obtained and retained) & remedied as soon as practicable.

In the event of the CCTV system hard drive being seized as evidence as part of a criminal investigation by Sussex Police or for any other reason, the premises will be expected to install a replacement hard drive or a temporary replacement drive as soon as practicable.

Customers will not be permitted to consume drinks whilst smoking or otherwise congregating outside the front of the premises beyond the licensed area.

An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises and any refusals of alcohol. The incident log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a month. The log book should be kept on the premises and be available for inspection at all times the premises are open by officers of any responsible authority. An incident will be defined as being one which involves an allegation of a criminal offence.

The Premises Licence Holder will be an active member of a Pubwatch Scheme or similar Group where there is one in operation.

SIA licensed door supervisors shall be employed on any occasions when a requirement is identified by the licence holder's written risk assessment or requested by Sussex Police in writing at least 48 hours in advance. The written risk assessment will be reviewed at least once every calendar year. The written risk assessment will take into account information or guidance offered by the police, and also taking into account busy periods such as Bank Holidays, Seasonal Variations and other Town Centre Events. Pride. The written risk assessment will be available on the premises for inspection by police and authorised officers of any responsible authority upon request.

For the Protection of Children from Harm:

The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, driving licenses with a photograph, photographic military ID or proof of age cards bearing the "PASS" mark hologram, official photographic identity cards issued by EU states bearing a hologram or ultraviolet feature.

Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises, including the point of sale and the area where the alcohol is displayed.

The Premises Licence Holder shall ensure that all staff members (including family members and friends) engaged or to be engaged, in selling alcohol at the premises shall receive induction training. This training will take place prior to the selling of such products:

- the lawful selling of age restricted products
- refusing the sale of alcohol to a person who is drunk

Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed six months, with the date and time of the verbal reinforcement/refresher training documented.

All such training undertaken by staff members shall be fully documented and recorded and signed and dated by both the employee and the DPS. All training records shall be kept on the premises and made available to officers of any responsible authority upon request.

Children under the age of 16 must be accompanied by a responsible adult at all times whilst on the premises. Under 18s will not be permitted on the premises after 21:00.

I enclose an email confirmation from Shaakilla Mahabir confirming acceptance of the new and revised conditions above. Accordingly I confirm that Sussex Police now withdraw their representation subject to the above new and revised conditions being added to the new licence in their entirety.

Yours sincerely,



**West Sussex Licensing Inspector
Sussex Police**

Enc

ATTACHMENT D

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From: Bateup, David 63941
Sent: 16 Jun 2023 06:53:16 +0000
To: Licensing
Subject: [EXTERNAL] Police representation for The Secret Boardroom, 2 Petersfield Road, Midhurst, GU29 9JH
Attachments: Secret Boardroom police rep 16.06.23.doc

This Message originated outside your organization.


Dear Chichester Licensing,

Please find attached our representation in respect of the above new application.


Acceptance of the new and revised conditions by the applicant is below on this page.

Thanks.

David



Neighbourhood Police Licensing Team
West Sussex Division, Centenary House, Durrington Lane,
Worthing, West Sussex, BN13 2PQ



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Hello David,

Thank you for your email. I can confirm that I agree to this terms and have these put on the license.

Kind regards
Shaakilla

Hello,

Sussex police are in receipt of your new licence application for the above premises thank you.

I have set out below the new and revised licence conditions which we invite you to study carefully and then come back to me to confirm your acceptance to go on the new licence, should it be granted in due course.

Please can you come back to me in the next seven days.

Thank you.

David

The Prevention of Crime & Disorder:

Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises internally and externally to cover all public areas including the entrance to the premises, any outside smoking area and any outside tables and chairs area. The system shall be on and recording at all times the premises licence is in operation.

The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside and outside the premises at all times.

CCTV footage will be stored for a minimum of 31 days.

The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy. Times will be updated promptly when British Summer Time starts and ends.

The management will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime.

Subject to GDPR guidance and legislation, the management of the premises will ensure that key staff are fully trained in the operation of the CCTV, and will be able to download selected footage onto a disk (or other electronic portable device acceptable to Sussex Police) for the police without difficulty or delay and without charge to Sussex Police. The CCTV system will have internet connectivity, in order to facilitate the uploading of requested footage to Sussex Police Digital media systems when requested to do so.

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In the event of the CCTV system hard drive being seized as evidence as part of a criminal investigation by Sussex Police or for any other reason, the premises will be expected to install a replacement hard drive or a temporary replacement drive as soon as practicable.

Customers will not be permitted to consume drinks whilst smoking or otherwise congregating outside the front of the premises beyond the licensed area.

An incident log will be maintained by the premises showing a detailed note of incidents that occur in the premises and any refusals of alcohol. The incident log will be inspected and signed off by the DPS (or a person with delegated authority) at least once a month. The log book should be kept on the premises and be available for inspection at all times the premises are open by officers of any responsible authority. An incident will be defined as being one which involves an allegation of a criminal offence.

The Premises Licence Holder will be an active member of a Pubwatch Scheme or similar Group where there is one in operation.

SIA licensed door supervisors shall be employed on any occasions when a requirement is identified by the licence holder's written risk assessment or requested by Sussex Police in writing at least 48 hours in advance. The written risk assessment will be reviewed at least once every calendar year. The written risk assessment will take into account information or guidance offered by the police, and also taking into account busy periods such as Bank Holidays, Seasonal Variations and other Town Centre Events. Pride. The written risk assessment will be available on the premises for inspection by police and authorised officers of any responsible authority upon request.

For the Protection of Children from Harm:

The premises will operate a "Challenge 25" policy whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic ID to prove their age. The recommended forms of ID that will be accepted are passports, driving licenses with a photograph, photographic military ID or proof of age cards bearing the "PASS"

mark hologram, official photographic identity cards issued by EU states bearing a hologram or ultraviolet feature.

Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises, including the point of sale and the area where the alcohol is displayed.

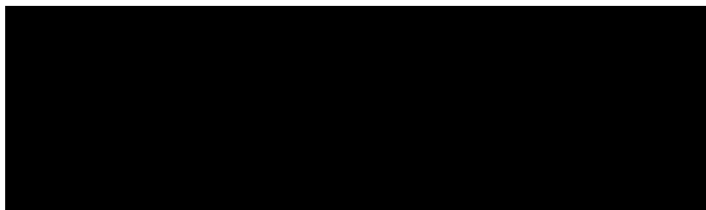
The Premises Licence Holder shall ensure that all staff members (including family members and friends) engaged or to be engaged, in selling alcohol at the premises shall receive induction training. This training will take place prior to the selling of such products:

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Further verbal reinforcement/refresher training covering the above will be carried out thereafter at intervals not to exceed six months, with the date and time of the verbal reinforcement/refresher training documented.

All such training undertaken by staff members shall be fully documented and recorded and signed and dated by both the employee and the DPS. All training records shall be kept on the premises and made available to officers of any responsible authority upon request.

Children under the age of 16 must be accompanied by a responsible adult at all times whilst on the premises. Under 18s will not be permitted on the premises after 21:00.



Neighbourhood Police Licensing Team
West Sussex Division, Centenary House, Durrington Lane,
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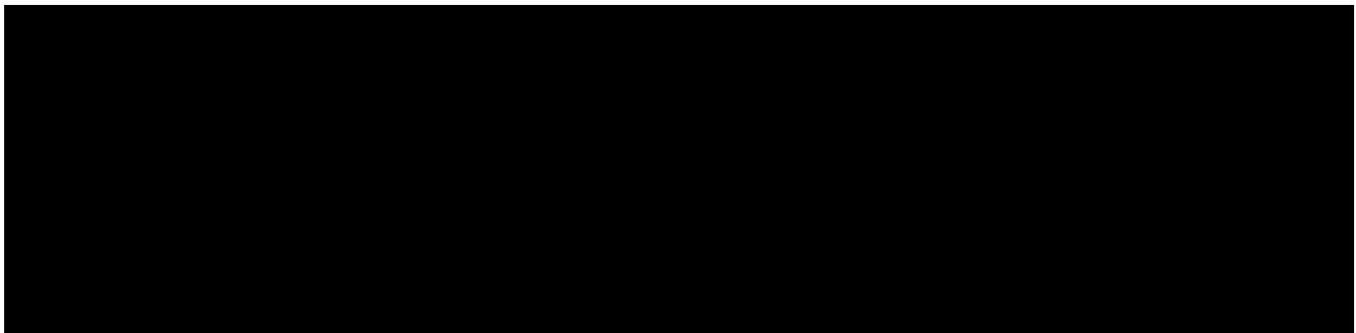
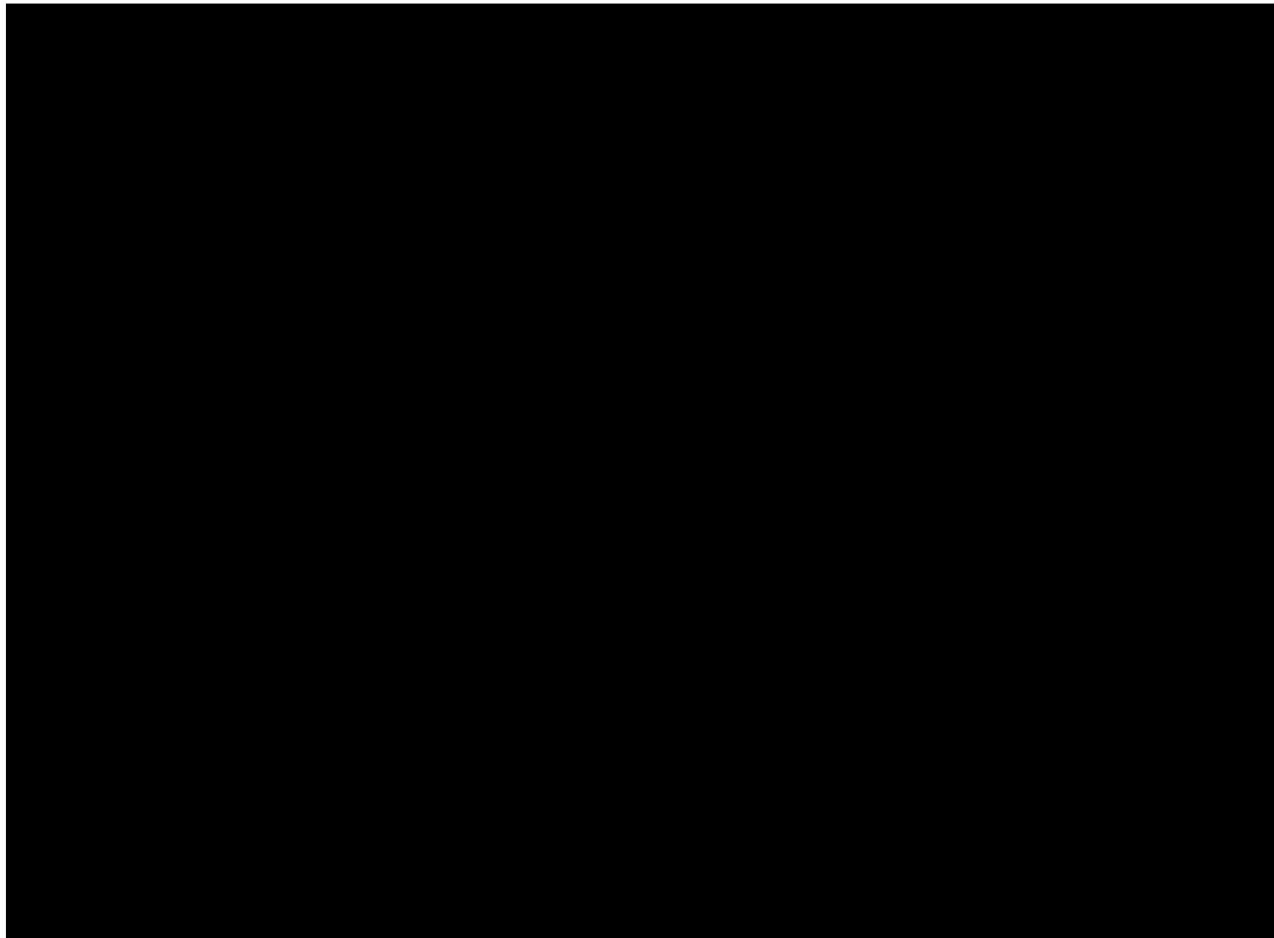
We want to know your views - see what's new and give us your feedback and suggestions at www.sussex.police.uk

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To the Midhurst Residents and Neighbours,

Thank you for your feedback and your concerns raised, I appreciate the licensing hours may be daunting seeing this displayed and the timing. I would like to have a chance to reassure you that this is a cafe/ restaurant business and the events i have booked in are during the day for example, art galleries and exhibitions, cowdray polo cub and also a few bookings for Childrens Birthdays.

I am a local myself and would like to keep a respectable rapport with the residents especially yourselves who reside close by.

The licensing is to cover myself however the times will not be advertised as the times you have seen advertised this is just to have as it is a requirement.

My place is a 1920's cafe during the day and evening also, this is so people can come in and have a coffee when the cafe's close at 3 in Midhurst.

Myself and staff are very aware and strict on not serving to anyone over the influence, along with clear signs of this being a nonsmoking establishment inside and out, this is also being put out as in respect of my neighbours residing above, customers will be guided across the road, and if not adhering to the rules, will be blacklisted from The Secret Boardroom.

Customers are to only drink inside the premises and not to take their drinks outside whatsoever. My target audience and ethos of my place is not advertised to be a pub but a classy well respected and friendly venue for people to have a quiet drink, with a respectful target audience.

I am more than happy for anyone to come in and raise their concerns with me and we can work together on this. Furthermore, this will be a dry bar serving no beers or ciders which raised awareness that this is not at all a public house.

This is also a child friendly establishment and would like to see parents come in with their children and have a coffee or a cold drink. I for one will not tolerate nor will want any public nuisance around the business or residing areas, as a female / mother running the business by myself I have worked hard to have a sensible target audience and kept this in the respects of the locals taking into account that this is something new and different for Midhurst but also a highly respected establishment. The Live bands will only take place on the weekends 7-9, this will be smooth jazz, no bands will have drums along with the background music which is a low volumed smooth playlist.

If there are any further concerns, please mediate with myself and I am happy to discuss over a drink/coffee, as a fellow local I feel it is important we keep the community close.

I have installed Cameras and have strict policies as well as giving my staff extensive training on what I will and will not be tolerating from customers. I reside very close to where this business is and as a mother, I will hate to have any nuisance or allow my child to adhere to any inappropriate noises myself, and therefore highly respect and understand the natural concerns of the establishment.

I hope to see the locals visit and keep a positive relationship with all, and look forward to bringing something positive and friendly into the town.

Please re consider, as this is my chance to mediate this with you along with reassurance and more of an in-depth idea of what sort of respectful business I will be running, I hope to meet with you soon.

Best Wishes,

Shaakilla - Owner of The Secret Boardroom

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From: Simon Grant
Sent: 11 Jul 2023 11:43:48 +0000
To: Simon Grant
Subject: FW: [EXTERNAL] Re: 23/01008/LAPRE - The Secret Boardroom Ltd - Mediation from Sussex Police.



Simon Grant
Licensing Assistant Technical
Licensing Team
Chichester District Council

Ext: 21110 | Tel: 01243521110 | sgrant@chichester.gov.uk | Fax: | <https://www.chichester.gov.uk>
East Pallant House opening hours: 9am-4pm Monday to Friday



From: Licensing <Licensing@chichester.gov.uk>
Sent: 30 June 2023 15:22
To: Anna McGough [REDACTED]
Subject: Re: [EXTERNAL] Re: 23/01008/LAPRE - The Secret Boardroom Ltd - Mediation from Sussex Police.

Hi Anna,

For your consideration,

'Afternoon,
Parking is located at grange and post office. My business is located on the town side so therefore customers will be coming from there. There is no parking suggesting to park outside the business or that area.
Kind regards'

Regards

Simon.

Chichester District Council Licensing Team
Tel: 01243785166 licensing@chichester.gov.uk

Fax: 01243 776766
<http://www.chichester.gov.uk>

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From: Anna McGough <[REDACTED]>
Sent: 30 June 2023 13:25
To: Licensing <Licensing@chichester.gov.uk>
Subject: Re: [EXTERNAL] Re: 23/01008/LAPRE - The Secret Boardroom Ltd - Mediation from Sussex Police.
This Message originated outside your organization.

Thank you for this Simon and for your previous email.

When it says parking on the other side what does that mean? There are no public car parks within ten minutes walking distance.

Kind regards

Sent from my iPhone

On 30 Jun 2023, at 12:39, Licensing <Licensing@chichester.gov.uk> wrote:

Good afternoon Anna,

Please read the following for your consideration.

'Hello,

The noise level control will be displayed inside the business of respecting surrounding neighbours. All customers will be inside Of the establishment and not outside. The parking is located on the website which will be on the other side and no parking is to be outside of the business. No smoking signs will be displayed outside Of the building, no outdoor seating will be held.'

Regards,

Simon.

Chichester District Council Licensing Team
Tel: 01243785166 licensing@chichester.gov.uk

Fax: 01243 776766

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<Outlook-d22g0ob0.png>

From: Licensing <Licensing@chichester.gov.uk>

Sent: 30 June 2023 12:28

To: Anna McGough [REDACTED]

Subject: Re: [EXTERNAL] Re: 23/01008/LAPRE - The Secret Boardroom Ltd - Mediation from Sussex Police.

Good afternoon Anna,

If this application goes to a committee hearing you will be able to address the committee with your concerns. You are not able to do anything else to oppose this application as submitting your representation is sufficient for you to have a chance to address the committee. You are not obliged to attend a hearing and will be asked if you wish to attend. Your submitted representation will be presented to the committee for their consideration if you are in attendance or not. The content of your representation will be the matters discussed.

Regards

Simon Grant.

Licensing Assistant - Technical.

Chichester District Council Licensing Team
Tel: 01243785166 licensing@chichester.gov.uk

Fax: 01243 776766

<http://www.chichester.gov.uk>

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<Outlook-ggensl2u.png>

From: Anna McGough <[REDACTED]>
Sent: 29 June 2023 17:10
To: Licensing <Licensing@chichester.gov.uk>
Subject: [EXTERNAL] Re: 23/01008/LAPRE - The Secret Boardroom Ltd - Mediation from Sussex Police.
This Message originated outside your organization.

Hi Simon

Does this mean they have disregarded my concerns for noise during and after my son's bedtime and limited parking on our road? Are they proposing having smoking/social seating/standing areas outside the building?

Is there anything else I can do to oppose this?

Thank you

Anna

Sent from my iPhone

On 29 Jun 2023, at 16:13, Licensing <Licensing@chichester.gov.uk> wrote:

Good afternoon,

Further to my email earlier today please be aware a total of five representations were received, these included representations from Sussex Police and the Environmental Protection Team. With respect to the representations from Sussex Police, I can confirm that positive discussions have taken place between the applicant and Sussex Police and that an agreement in principle between the parties has been reached. Please find the agreement attached for your reference. Whether you wish for your representation to remain or you wish to now withdraw it, **I should be most grateful if you would please reply as soon as possible and by no later than the end of Monday 3rd July 2023.**

The reason for the short period for reply is simply because if any representations remain outstanding, then it is a requirement that the application is considered and determined at a meeting/hearing of our Alcohol and Entertainment Licensing Sub-Committee as previously explained. The hearing must take place no later than 25th July 2023. Kind regards,

Simon Grant

Licensing Assistant Technical
Licensing Team
Chichester District Council

Ext: 21110 | Tel: 01243521110 | sgrant@chichester.gov.uk | Fax:

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From: Simon Grant

Sent: 29 June 2023 10:13

Subject: 23/01008/LAPRE - The Secret Boardroom Ltd - Mediation from the applicant.

Good morning,

Licensing Act 2003 – Section 17

The Secret Boardroom Ltd

2 Petersfield Road Midhurst West Sussex

Case Reference Number: 23/01008/LAPRE

Premises Licence mediation.

Please find attached a mediation response from the applicant with regard to your submitted representation for the above application.

Once you have had a chance to consider it I would be grateful if you could instruct me as to your decision to either withdraw or uphold your representation at the earliest opportunity.

Should at least one representation be upheld then this application will go to a hearing of the Alcohol and Entertainment Licensing Committee for determination. I am in the process of setting up a hearing which must be held within 20 working days from the end of the consultation period. Should the need for a hearing arise you will receive a Notice of Hearing no less than 10 working days before the hearing is due to take place.

Should I not receive a response to this email the hearing will go ahead with your representation being noted as outstanding.

I look forward to your instruction on this matter.

Regards,

Simon Grant

Licensing Assistant Technical
Licensing Team
Chichester District Council

Ext: 21110 | Tel: 01243521110 | sgrant@chichester.gov.uk | Fax:

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contact@chichester.gov.uk
<52045915204597.pdf>

**Copy of correspondence between EP team members and applicant for
The Secret Boardroom between 13 June and 11 July 2023**

From: Paul Thomson <pthomson@chichester.gov.uk>

Sent: 11 July 2023 16:11

To: Shaakilla Mahabir [REDACTED]

Cc: Licensing <Licensing@chichester.gov.uk>; Kate Simons <ksimons@chichester.gov.uk>

Subject: FW: Notice of Hearing sent to Environmental Protection - 4.7.23

Importance: High

Dear Shaakilla,

Our department has been notified of the intended Licensing Hearing 09.30 Monday 24th July 2023, at the Council Offices.

Your recent comments, from Monday, are noted that "I have enquired about noise assessment and awaiting for them to get back to me. If you are happy to send me anyone that can do it within this month that would be great".

As you are aware, our department has raised objection to your Premises Licence Application as it is considered that you have not adequately demonstrated the prevention of public nuisance.

As previously communicated, our department considers that a noise impact assessment is essential to assess the potential for public nuisance to neighbouring residents, particularly those above. Fundamentally, we believe that it has to be determined if the premises is viable for licensed activities and whether structural or managerial mitigation is required.

If the Hearing goes ahead on the 24th July and we have not been able to review a noise impact assessment and proposed mitigation we will maintain our objection at the Hearing. It is suggested that it would be much more favourable to provide the requested information in an attempt that our department could review the information and hopefully avoid the need for a Committee Hearing. Judging by your recent comments it is not going to be possible to conduct a noise impact assessment and review mitigation prior to the proposed Hearing. You may wish to contact the Licensing Department to review your options.

Clearly, if you do not agree with our department's position and want to put forward your case the Committee will decide upon your application.

Please feel free to contact me on [REDACTED] if you wish to discuss.

Kind regards



Paul Thomson

Senior Environmental Health Officer
Environmental Protection
Chichester District Council

Ext: 21099 | Tel: 01243521099 | pthomson@chichester.gov.uk | Fax: 01243776766 |
<https://www.chichester.gov.uk>

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From: Kate Simons

Sent: 11 July 2023 11:57

To: 'Shaakilla Mahabir' [REDACTED]

Cc: Paul Thomson <pthomson@chichester.gov.uk>

Subject: RE: 23/01008/LAPRE - Licence application for The Secret Boardroom

Hi Shaakilla

Thanks for your response – we do not have any influence with any of the Consultancies I'm afraid. Hope they get back to you soon.

Best regards

Kate



Kate Simons

Senior Environmental Protection Officer
Environmental Protection
Chichester District Council

Ext: 21160 | Tel: 01243521160 | ksimons@chichester.gov.uk | Fax: 01243776766 | <https://www.chichester.gov.uk>

East Pallant House opening hours: 9am-4pm Monday to Friday



From: Shaakilla Mahabir [REDACTED]
Sent: 10 July 2023 18:40
To: Kate Simons <ksimons@chichester.gov.uk>
Cc: Paul Thomson <pthomson@chichester.gov.uk>
Subject: [EXTERNAL] Re: 23/01008/LAPRE - Licence application for The Secret Boardroom

This Message originated outside your organization.

Hi Kate.

I have enquired about noise assessment and awaiting for them to get back to me. If you are happy to send me anyone that can do it within this month that would be great.

Kind regards

Shaakilla

From: Kate Simons <ksimons@chichester.gov.uk>
Sent: 10 July 2023 16:31
To: 'Shaakilla Mahabir' [REDACTED]
Cc: Paul Thomson <pthomson@chichester.gov.uk>
Subject: RE: 23/01008/LAPRE - Licence application for The Secret Boardroom

Hi Shaakilla

Further to the email communication between Paul and yourself last month regarding the above, please can you provide an update regarding whether a noise impact assessment has been arranged at the premises. It would be helpful to know how this is progressing. If we can be of further assistance in relation to this issue please let me know.

Best regards
Kate



Kate Simons

Senior Environmental Protection Officer
Environmental Protection
Chichester District Council

Ext: 21160 | Tel: 01243521160 | ksimons@chichester.gov.uk | Fax: 01243776766 |
<https://www.chichester.gov.uk>

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From: Shaakilla Mahabir [REDACTED]
Sent: 15 June 2023 16:13
To: Paul Thomson <pthomson@chichester.gov.uk>
Cc: Kate Simons <ksimons@chichester.gov.uk>; Licensing <Licensing@chichester.gov.uk>; David Knowles-Ley <Dknowles-Ley@chichester.gov.uk>
Subject: Re: 23/01008/LAPRE - Licence application for The Secret Boardroom

This Message originated outside your organization.

I completely understand. Thank you for the additional information Paul.

Kind regards
Shaakilla

From: Paul Thomson <pthomson@chichester.gov.uk>
Sent: 15 June 2023 14:59
To: 'Shaakilla Mahabir' [REDACTED]
Cc: Kate Simons <ksimons@chichester.gov.uk>; Licensing <Licensing@chichester.gov.uk>; David Knowles-Ley <Dknowles-Ley@chichester.gov.uk>
Subject: RE: 23/01008/LAPRE - Licence application for The Secret Boardroom

Hello Shaakilla,

An agreed Noise Management Plan can only be formalised after the noise impact assessment, as that will establish what activities are appropriate and determine any structural or management mitigation required. Regardless, if you gain an agreement with us, there is also a neighbour who has raised an objection and they may not be agreeable or accepting of the proposals. In that case, the matter would go to Committee to determine your application.

David will be able to offer further procedural advice with regard your application.

Kind regards



Paul Thomson

Senior Environmental Health Officer
Environmental Protection
Chichester District Council

Ext: 21099 | Tel: 01243521099 | pthomson@chichester.gov.uk | Fax: 01243776766 |
East Pallant House opening hours: 9am-4pm Monday to Friday



From: Shaakilla Mahabir [REDACTED]
Sent: 15 June 2023 15:54
To: Paul Thomson <pthomson@chichester.gov.uk>
Cc: Kate Simons <ksimons@chichester.gov.uk>; Licensing <Licensing@chichester.gov.uk>; David Knowles-Ley <Dknowles-Ley@chichester.gov.uk>
Subject: [EXTERNAL] Re: 23/01008/LAPRE - Licence application for The Secret Boardroom

This Message originated outside your organization.

Afternoon Paul,
just following up I'm happy to comply with a sound management plan - just to add any live band will not include drums - music is more chilled low setting - the type of place I'm opening is 1920s theme. This is relaxed music for older generation. I am a local also and would respect any neighbour that feels that what im opening may disrupt them however with additional reassurance - the live bands will only be on weekends and till 9pm. (This is also for licensing team to be be aware of)
If we can come up we an agreement I am more than happy to follow any rules put in place for this in respect to my neighbours. My opening will be on July 7th and would like to still see this go ahead. If you can kindly come to any sort of agreement for this to go ahead I will appreciate this.

Kindest regards
Shaakilla

From: Paul Thomson <pthomson@chichester.gov.uk>
Sent: 15 June 2023 11:59
To: 'Shaakilla Mahabir' [REDACTED]
Cc: Kate Simons <ksimons@chichester.gov.uk>; Licensing <Licensing@chichester.gov.uk>; David Knowles-Ley <Dknowles-Ley@chichester.gov.uk>
Subject: RE: 23/01008/LAPRE - Licence application for The Secret Boardroom

Hello Shaakilla,

I have passed your query to David Knowles-Ley (Licensing Manager) for comment.

Kind regards



Paul Thomson

Senior Environmental Health Officer
Environmental Protection
Chichester District Council

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From: Shaakilla Mahabir [REDACTED]
Sent: 15 June 2023 12:50
To: Paul Thomson <pthomson@chichester.gov.uk>
Cc: Kate Simons <ksimons@chichester.gov.uk>; Licensing <Licensing@chichester.gov.uk>
Subject: [EXTERNAL] Re: 23/01008/LAPRE - Licence application for The Secret Boardroom

This Message originated outside your organization.

Hi Paul,

Thank you for your response. So once the noise test is carried out, and I follow the potential limitations regarding the noise control, can I still be granted the premises licence ? As I'm happy to comply ofcourse I just don't want to pay such a fee for the premises licence to not go ahead.

Kind regards
Shaakilla

From: Paul Thomson <pthomson@chichester.gov.uk>
Sent: 15 June 2023 08:03
To: 'Shaakilla Mahabir' [REDACTED]
Cc: Kate Simons <ksimons@chichester.gov.uk>; Licensing <Licensing@chichester.gov.uk>
Subject: 23/01008/LAPRE - Licence application for The Secret Boardroom

Hello Shaakilla,

Our department's role in the licensing application consultation process is to assess the potential for public nuisance to neighbours and then provide comment. At this stage, we are not satisfied that public nuisance can be avoided. Kate has provided a representation accordingly.

In this instance, it is considered that a robust noise impact assessment is required to predict the likely impact from your proposed activities and assess if any mitigation measures shall be required. This will ultimately assist you, as you can go in to your business venture with your eyes open to the likely costs involved. The noise assessment will also provide our department the information needed to review the likely impact upon neighbours.

The first question to be answered, through the noise assessment, is whether the venue is viable to be a licensed premises. Even patrons sitting chatting, with background music can be around 80dBA or above, so it will have to be assured that the structure can accommodate even this most fundamental of activity. Then the plausibility for the type, duration and frequency of music can be assessed.

A basic sound insulation test only provides part of the picture. It is conducted over a limited frequency range, using a reference sound source that is not representative of music. A sound insulation test is used to assess against minimum building regulation standards, in residential settings. The relevant building regulation (Approved Document E, Section 0.8) acknowledges that a higher level of sound insulation may be required between spaces used for domestic and commercial purposes. It is stated that in these instances the appropriate level of sound insulation will depend on the noise generated in the commercial space and that specialist advice may be needed if a higher level of sound insulation is required.

Due to the aforementioned limitations of a sound insulation test, it is considered that this can only provide part of a fuller noise impact assessment for this situation. It would be expected that a sound level difference was established across the separating structure between commercial and domestic using a simulated music source, taking in to account lower frequencies and any flanking transmissions to the dwellings above. If the separating structure varies, to areas of the premises, then this would have to be accounted for and assessed.

Once the noise assessment has taken place, it is suggested, it can inform a Noise Management Plan (NMP) providing practicable and agreed mitigation measures. It can be explored if an agreed Noise Management Plan can be a stipulation of any premises licence that may be granted. Measures for consideration in a NMP can include:

- Restriction of music between specified times.
- Restriction of type of music.
- Consideration to the number of events taking place in any one month.
- The installation of a noise limiter (Music noise level to be set with the assistance of the Environmental Health Team).
- Doors and windows to be closed during music entertainment and the use of a public announcement system.
- Orientation of speakers away from the nearest residential neighbour.
- The possibility of additional ventilation as a consequence of windows and doors being closed.
- Windows and doors to be fitted with soft rubber compressed seals.
- Community liaison, informing of event dates.
- Complaints procedure.
- Sound monitoring and logging during events.
- A contract to be signed by the event organisers and any band or DJ that they agree to comply with noise management conditions.
- Staff training and an appointed person of responsibility on site at all times during an event.
- Consideration of smoking areas and parking.
- Timings of emptying of glass bins.

You make mention of your neighbours being a younger couple happy to comply. People move premises and it has to be assured your activities prevent public nuisance for any reasonable occupant above. It is also noted that another neighbour has raised an objection to your application, on concerns of unreasonable levels of noise. They state they can currently hear voices across the current structure. The only sure way of knowing the acoustic performance of the separating structure is through a sound test and then a fuller assessment to determine what activities shall be appropriate and the level of any mitigation or noise control required.

Any queries, please do not hesitate to contact. My number is 07874883053.

Kind regards



Paul Thomson

Senior Environmental Health Officer
Environmental Protection
Chichester District Council

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East Pallant House opening hours: 9am-4pm Monday to Friday



From: Shaakilla Mahabir [REDACTED]
Sent: 14 June 2023 17:47
To: Paul Thomson <pthomson@chichester.gov.uk>
Cc: Kate Simons <ksimons@chichester.gov.uk>
Subject: [EXTERNAL] Noise control

This Message originated outside your organization.

Hello Paul,

I would just like to clarify with the noise assessment the thorough checks you will be asking for. The live band will be only till 9pm and the background music is quietly played. I understand the checks will need to be involved but in regards to people on the premises till 1 they would be leaving at 12.30am however the place sits 20 people max. My establishment is not a pub and therefore the target audience is for the older generation. I have spoken with my neighbours who will be above the band and they're a younger couple happy to comply. I do not think complete thorough checks will be necessary however a standard one just to test the level of noise ? I'm doing a family and friends opening night on July 7th and closing will be 11pm i liaise well with the neighbours and most of them will be there. I have carried out checks and would be happy to ask for letters or votes from neighbours and community to have this open from that time ?
Please let me know your thoughts.

Kind regards
Shaakilla

From: Shaakilla Mahabir [REDACTED]
Sent: 14 June 2023 11:03
To: Paul Thomson <pthomson@chichester.gov.uk>; Kate Simons <ksimons@chichester.gov.uk>
Cc: Alex Mabey [REDACTED]
Subject: [EXTERNAL] Re: Licence application for The Secret Boardroom

This Message originated outside your organization.

Hi Paul,

I have spoken to Alex in regards to noise control,
Can you kindly discuss with him what needs to be done please.

Kind regards

Shaakilla

From: Shaakilla Mahabir [REDACTED]
Sent: 14 June 2023 09:17
To: Paul Thomson <pthomson@chichester.gov.uk>; Kate Simons <ksimons@chichester.gov.uk>
Subject: [EXTERNAL] Re: Licence application for The Secret Boardroom

This Message originated outside your organization.

Hello.

Thank you Paul I was contact them today to get this arranged.

Kind regards

Shaakilla

From: Paul Thomson <pthomson@chichester.gov.uk>
Sent: 14 June 2023 07:20
To: 'Shaakilla Mahabir' [REDACTED] Kate Simons
<ksimons@chichester.gov.uk>
Subject: RE: Licence application for The Secret Boardroom

Hello Shaakilla,

You shall have to contact and commission an Acoustic Consultant yourself. There are going to be costs involved so you may wish to gain quotes. Our department would be happy to liaise with any consultant that you may chose to discuss the scoping of the assessment.

Access shall also be needed for habitable areas above for their assessment. This shall also have to be co-ordinated.

Kind regards



Paul Thomson

Senior Environmental Health Officer
Environmental Protection
Chichester District Council

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East Pallant House opening hours: 9am-4pm Monday to Friday



From: Shaakilla Mahabir [REDACTED]
Sent: 13 June 2023 20:19
To: Kate Simons <ksimons@chichester.gov.uk>
Cc: Paul Thomson <pthomson@chichester.gov.uk>
Subject: [EXTERNAL] Re: Licence application for The Secret Boardroom

This Message originated outside your organization.

Hi Kate

Can your team kindly contact them I am happy for any day for this to be done preferably as soon as possible.

Kindest regards
Shaakilla

From: Kate Simons <ksimons@chichester.gov.uk>
Sent: 13 June 2023 16:48
To: 'Shaakilla Mahabir' [REDACTED]
Cc: Paul Thomson <pthomson@chichester.gov.uk>
Subject: RE: Licence application for The Secret Boardroom

Hi Shaakilla

The licensing team will deal with the processing of the licensing application so please contact them with any queries. In order to undertake the noise test detailed in my earlier response, I attach some information regarding suitable consultants who can carry out this work. If needed, our team can speak to the noise consultants to confirm the tests that need to be carried out. I have copied in my colleague to this response as I am away on Thursday and Friday in case you have any queries.

Best regards
Kate



Kate Simons

Senior Environmental Protection Officer
Environmental Protection
Chichester District Council

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From: Shaakilla Mahabir [REDACTED]
Sent: 13 June 2023 17:06
To: Kate Simons <ksimons@chichester.gov.uk>
Subject: [EXTERNAL] Re: Licence application for The Secret Boardroom

This Message originated outside your organization.

Hello Kate.

What would this mean sorry? My premises licence has been taken off, also to carry out the test of this how can this be done?

Kind regards
Shaakilla

From: Kate Simons <ksimons@chichester.gov.uk>
Sent: 13 June 2023 15:33
To: Shaakilla Mahabir [REDACTED]
Subject: Licence application for The Secret Boardroom

Dear Shaakilla

Further to my email as below, I have spoken to the Licensing Manager and his advice is that I should submit a representation with respect to the application as at the current time, the EP team has concerns that one of the 4 licensing objectives will not be met ie. The prevention of public nuisance. Without knowing the sound insulation capabilities of the building, noise from people using the premises in the evening as a bar (voices etc) could result in noise impacts at residential properties above.

If a sound insulation performance test is undertaken and this indicates that the building is capable of preventing noise transmission, the EP representation can be removed.

As you know, if representations are received that are not resolved, there would need to be a Licensing Hearing to determine the application. The Hearing can be deferred until the receipt of the additional information if necessary.

I will therefore make a formal representation at this time but feel free to contact me to discuss further if that would be helpful.

Best regards
Kate



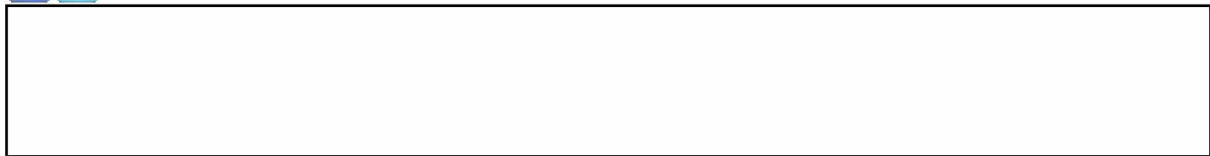
Kate Simons

Senior Environmental Protection Officer
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From: Kate Simons

Sent: 13 June 2023 14:29

To: Shaakilla Mahabir [REDACTED]

Subject: Licence application for The Secret Boardroom

Dear Shaakilla

Thank you for meeting me at the above premises to tell me your plans for the venue. I have discussed the proposals with my manager and given that you would like to have occasional live bands playing and background music, he recommends that a sound insulation performance test is undertaken to check how much noise is transmitted to the flat upstairs when music is played. Depending on the outcome of the test, additional sound insulation may be required. As the previous use of the building was for retail purposes, the current sound insulation may not be suitable for preventing live music being transmitted. We would not want you to start your business and then receive noise complaints (which we have a duty to investigate). The sound insulation test does not take a long time to undertake so I recommend this test is commissioned asap. (I appreciate that you have undertaken a simple noise check already but in order to check the performance of the building when bass music tones are played, a more thorough test is required).

I am going to speak to the licensing officer about this issue hopefully later today to see if a condition can be put on the licence relating to this issue or whether the test needs to have been completed before issuing the licence and I will contact you again when I have further information.

Best regards
Kate



Kate Simons

Senior Environmental Protection Officer
Environmental Protection
Chichester District Council

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