

# Public Document Pack

## **JOHN WARD**

Head of Finance and Governance Services

Contact: Katherine Jeram (Member Services Officer)  
01243 534674  
kjeram@chichester.gov.uk

East Pallant House  
1 East Pallant  
Chichester  
West Sussex  
PO19 1TY  
Tel: 01243 785166  
www.chichester.gov.uk



A meeting of **Alcohol and Entertainment Licensing Sub-Committee** will be held in Committee Room 1, East Pallant House on **Monday 28 September 2015 at 9.30 am**

MEMBERS: Mr J Connor, Mr J W Elliott and Mr H Potter

## 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 - 82)  
Application for a New Premises Licence:

**Sub-Committee Protocol and Procedure note**

**Stedham Sports Ground/Pavilion, The Street, Stedham**

- (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- (c) Notice of any representations withdrawn.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 (pages 1- 4).

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 AND PROCEDURE NOTE

#### A. 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.

## **B. Procedure at the Hearing**

### **1. Order of Presentation**

- (a) The procedure of the Sub-Committee is as follows:
  - (i) Chair opens the meeting, introducing Members of the Sub-Committee and officers present to the applicant and members of the public, explains the nature of the decision to be taken and the procedure to be followed, and shall consider any request made by a party under the Regulations for permission for another person to appear at the Hearing, such permission not to be unreasonably withheld.
  - (ii) The Licensing Officer outlines the application, any relevant representations and relevancies to the local authority licensing policy statement and statutory guidance (optional).
  - (iii) Members to ask any relevant questions of the officer.
  - (iv) Licensing Officer introduces applicant (if present) and invites him or her, or person representing them, to address the committee or clarify any information arising from the officers' outline, if necessary.
  - (v) Licensing Officer to invite those parties making representations to address the Sub-Committee.
  - (vi) Members to ask any relevant questions of those parties making representations.
  - (vii) Applicant or person representing them to ask any relevant questions of those parties making representations.
  - (viii) Applicant or person representing them addresses the Sub-Committee.
  - (ix) Members may ask any relevant questions of the applicant or person representing them.
  - (x) Parties that made representations to ask any relevant questions of the applicant or person representing them.
  - (xi) Chair to invite applicant or those representing them, and any parties making representations, to briefly summarise their points if they wish.

- (xii) Chair invites Licensing Officer to comment on the effect of any evidence submitted in relation to local Licensing Authority's policies.
- (xiii) Chair asks all parties that they are satisfied they have said all they wish to.
- (xiv) Members of the Sub-Committee retire and discuss and make their decision.
- (xv) Chair relays the decision and the reasons given for the decision and any conditions placed upon the licence (if granted) and the licensing objective that they relate to.

**NB (b) Decision**

- (i) The Sub-Committee shall assess the application:
  - (a) Against the four Licensing Objectives being
    - The Prevention of Crime and Disorder;
    - Public Safety;
    - The prevention of public nuisance;
    - The protection of children from harm; and
  - (b) Any relevant national guidance and local policy.

**(ii) Legal Advice**

The Sub-Committee may request the assistance of the Council's legal officer at any time. Where practicable, the legal officer shall ensure that any legal advice given to the Sub-Committee not previously given during the course of hearing, shall be made known to the applicant and those making relevant representations and he shall give them the opportunity of making representations on such advice before the Sub-Committee makes its decision.

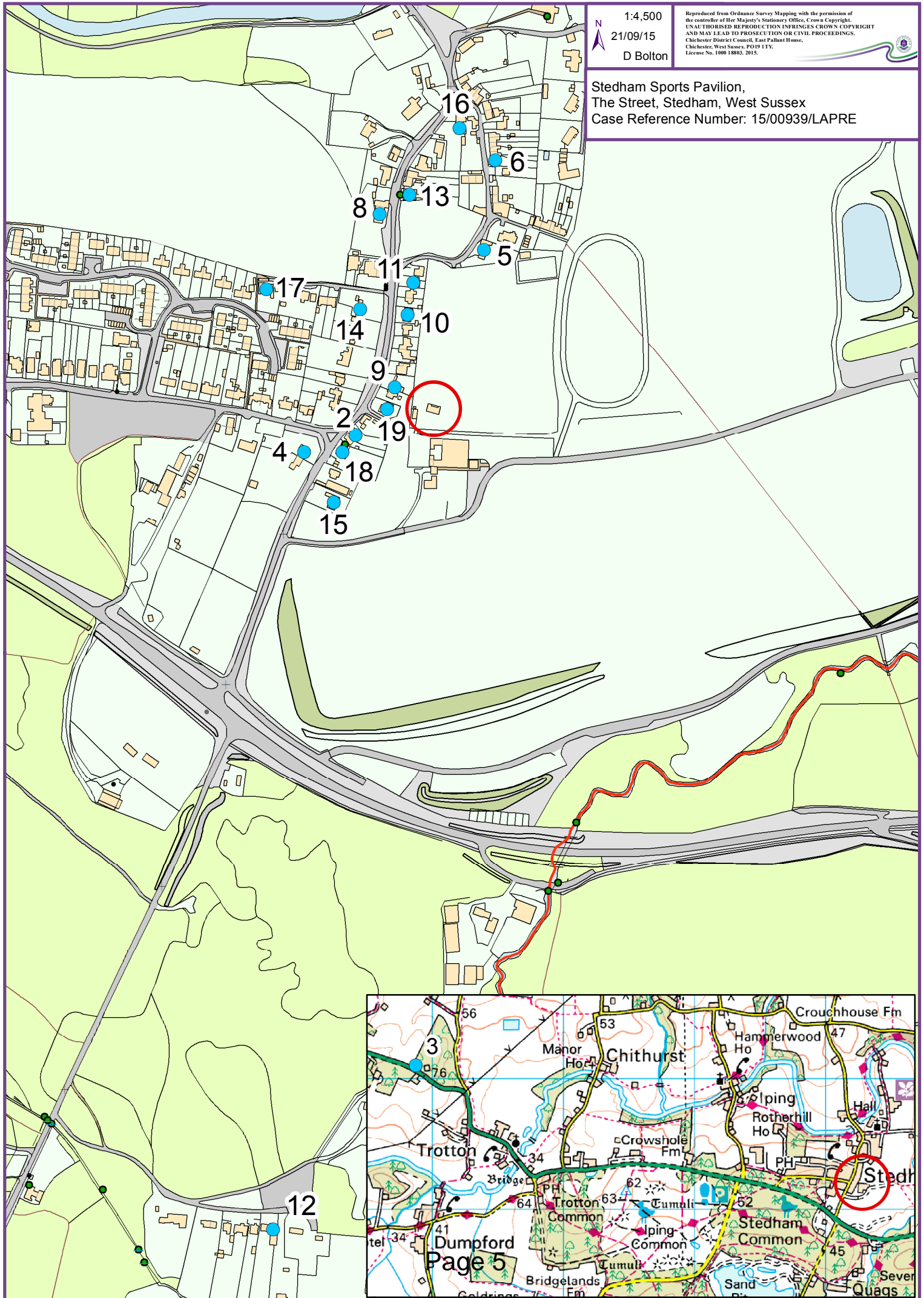
**(iii) Confirming the Decision**

Written confirmation of the decision including any conditions in the event that the application is granted and reasons for the decision and, if relevant conditions, will be given within five working days of the hearing.

1:4,500  
21/09/15  
D Bolton

Reproduced from Ordnance Survey Mapping with the permission of the controller of Her Majesty's Stationary Office. Crown Copyright. UNAUTHORISED REPRODUCTION INFRINGES CROWN COPYRIGHT. AND MAY LEAD TO PROSECUTION OR CIVIL PROCEEDINGS. Chichester District Council, East Pallant House, Chichester, West Sussex. PO19 1TY. License No. 1000 18803. 2015.

Stedham Sports Pavilion,  
The Street, Stedham, West Sussex  
Case Reference Number: 15/00939/LAPRE



# Licensing Case Representation(s)

Application Summary	
Application Reference:	15/00939/LAPRE
Licence Address:	Stedham Sports Ground The Street Stedham West Sussex
Licence Details:	Premises Licence

## Valid Representations:

1. Representor Details:	
Name:	Ms Elizabeth Carmichael
Address:	
Objection Type:	The Prevention of Crime and Disorder
Date of Rep:	20.08.15

2. Representor Details:	
Name:	Mr Eric Woods
Address:	The Old Stone House The Street Stedham Midhurst West Sussex GU29 0NG
Objection Type:	The Prevention of Public Nuisance
Date of Rep:	21.08.15

3. Representor Details:	
Name:	Mr Bertie Spiegelberg
Address:	Mottistone Cottage 3 Queens Street Stedham Midhurst West Sussex GU29 0NW
Objection Type:	The Prevention of Public Nuisance
Date of Rep:	21.08.15

4. Representor Details:	
Name:	Mr Michael Rawlinson
Address:	The Mews 2 The Street Stedham Midhurst West Sussex GU29 0NG
Objection Type:	The Prevention of Public Nuisance
Date of Rep:	01.09.15

5. Representor Details:	
Name:	Mr Martin And Dr Fran Perry
Address:	Russetts The Alley Stedham Midhurst West Sussex GU29 0NR
Objection Type:	Crime&Disorder, Public Nuisance
Date of Rep:	27.08.15

6. <i>In support of Application</i>	
Name:	Chris Morgan
Address:	1 Yarborough Terrace The Alley Stedham Midhurst West Sussex GU29 0NP
Objection Type:	Positive rep - supporting Applicant
Date of Rep:	28.08.15

7. Representor Details:	
Name:	Chief Officer Of Sussex Police
Address:	C/o Licensing Officer Centenary House Durrington Lane Worthing West Sussex BN13 2QB
Contact Details:	<a href="mailto:WS_Licensing_WOR@sussex.pnn.police.uk">WS_Licensing_WOR@sussex.pnn.police.uk</a> 101 ext 581419
Objection Type:	Crime&Disorder,Public Nuis,Protect Child
Date of Rep:	05.08.15
Comments:	05.08.2015 email withdrawing representation

8. Representor Details:	
Name:	William And Penny Crawshaw
Address:	Myrtle Cottage The Street Stedham Midhurst West Sussex GU29 0NQ
Objection Type:	Crime&Disorder, Public Nuisance
Date of Rep:	19.08.15

9. Representor Details:	
Name:	Ms Sophie Smallwood
Address:	Little House 8A The Street Stedham Midhurst West Sussex GU29 0NQ
Objection Type:	Crime&Disorder, Public Nuisance
Date of Rep:	16.08.15

10. Representor Details:	
Name:	Mrs Chris Sayer
Address:	Ambledown 11A The Street Stedham Midhurst West Sussex GU29 0NQ
Objection Type:	The Prevention of Crime and Disorder
Date of Rep:	17.08.15

11. Representor Details:	
Name:	Mr Graham Ault And Linda Stubbs
Address:	Woodlands 13 The Street Stedham Midhurst West Sussex GU29 0NQ
Objection Type:	Crime&Disorder, Public Nuisance
Date of Rep:	17.08.15

12. Representor Details:	
Name:	Stedham With Iping Parish Council
Address:	C/o Mrs Jane Crawford Mount Cross Minsted Stedham Midhurst West Sussex
Objection Type:	The Prevention of Public Nuisance
Date of Rep:	28.08.15

13. Representor Details:	
Name:	Mrs Juliet Page
Address:	The Old Ale House The Street Stedham Midhurst West Sussex GU29 0NQ
Objection Type:	Crime&Disorder, Public Nuisance
Date of Rep:	27.08.15

14. Representor Details:	
Name:	Mrs Katie Nicholson
Address:	3 Aubretia Cottages The Street Stedham Midhurst West Sussex GU29 0NH
Objection Type:	The Prevention of Crime and Disorder
Date of Rep:	29.08.15

15. Representor Details:	
Name:	Anthony And Caroline Douglas
Address:	Stedham End The Street Stedham Midhurst West Sussex GU29 0NG
Objection Type:	Crime&Disorder, Public Nuisance
Date of Rep:	29.08.15

16. Representor Details:	
Name:	Mr Martin Drury
Address:	18 The Street Stedham Midhurst West Sussex GU29 0NQ
Objection Type:	The Prevention of Public Nuisance
Date of Rep:	31.08.15

17. Representor Details:	
Name:	John And Gill Studd
Address:	Beehives The Street Stedham Midhurst West Sussex GU29 0NL
Objection Type:	The Prevention of Public Nuisance
Date of Rep:	25.08.15

18. Representor Details:	
Name:	Mr Giles Peel
Address:	Damson Cottage 6 The Street Stedham Midhurst West Sussex GU29 0NQ
Objection Type:	Crime&Disorder, Public Nuisance
Date of Rep:	31.08.15

19. Representor Details:	
Name:	Mr Colin Field
Address:	Telawi The Street Stedham Midhurst West Sussex GU29 0NQ
Objection Type:	Crime&Disorder, Public Nuisance
Date of Rep:	31.08.15

20. Representor Details:	
Name:	Ms Sarah Flint
Address:	
Objection Type:	Crime&Disorder, Public Safety, Pub Nuis
Date of Rep:	01.09.15

21. Representor Details:	
Name:	Mr Stephen McGairl
Address:	Talbots Stedham Midhurst West Sussex GU29 0PX
Objection Type:	
Date of Rep:	31.08.15

---

**Email Addresses – 18**

**No emails - 2**

Alcohol and Entertainment Licensing Sub-Committee

Date and Time: 28<sup>th</sup> September 2015 at 9.30am

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

**Application for a PREMISES LICENCE**

Stedham Sports Pavilion  
The Street  
Stedham  
Midhurst  
West Sussex  
GU29 0NQ

**1. RECOMMENDATIONS**

- 1.1 That the Sub-Committee considers and determines the application from Stedham Pavilion Association 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 Licensing Objectives are met.
- 1.3 The Sub-Committee is to give reasons for its decision.

**2. REASONS FOR HEARING**

- 2.1 The Premises Licence application submitted by Stedham Pavilion Association in their capacity as an unincorporated association has been the subject of twenty one (21) relevant representations. A representation was received from Sussex Police in their role as a Responsible Authority under the Licensing Act 2003 as well as Stedham with Iping Parish Council. The remaining representations were received from local residents either living within the immediate vicinity of the premises or further afield. Of the twenty one relevant representations one was submitted in support of the application.

**3. BACKGROUND**

Included in this report are the relevant attachments as follows:

- 3.1 Copy of the Alcohol and Entertainment Licensing Sub-Committee Protocol and Procedure.



- 3.3 A plan depicting the local area, application site and location of representors. **(Attachment A).**
- 3.4 A copy of the plan which accompanied the application depicting the layout of the licensed premises. **(Attachment B)**
- 3.5 A copy of the Premises Licence application form (15/00939/LAPRE). **(Attachment C)**
- 3.6 Copies of all original relevant representations. **(Attachment D)**

#### **4 SUMMARY OF THE PREMISES LICENCE APPLICATION**

- 4.1 A copy of the original Premises Licence application (case reference 15/00939/LAPRE) is reproduced in full at Attachment C.
- 4.2 A valid application was submitted by Stedham Pavilion Association on 4<sup>th</sup> August 2015. A statutory public notice was displayed at the premises during the representation period which ran between 4<sup>th</sup> August and 1<sup>st</sup> September 2015. An advert was also published in the Midhurst and Petworth Observer series on Thursday 13<sup>th</sup> August 2015.
- 4.3 The application seeks the grant of the licensable activities of the 'supply of alcohol' (for consumption 'on' and 'off' the premises) and the various forms of regulated entertainment for the following standard days and timings.

Proposed Licensable Activity	Standard days and timings
J 'Supply of alcohol' (consumption 'on' and 'off' the premises)	<b>Monday to Thursday 12.00 to 22.30 Friday, Saturday &amp; Sunday 12.00 to 23.00</b>
E Live music (Outdoors only)	<b>Friday, Saturday &amp; Sunday 12.00 to 23.00</b>
F Recorded music (Outdoors only)	<b>Friday, Saturday &amp; Sunday 12.00 to 23.00</b>
I Late Night Refreshment (Indoors only)	<b>Friday &amp; Saturday 23.00 to 23.30</b>

<p>L</p> <p>'Hours premises are open to the public'</p>	<p><b>Monday to Thursday 09.00 to 23.00</b>  <b>Friday, Saturday &amp; Sunday 09.00 to 23.30</b></p>
---	--

4.4 Within the application form when asked to give a 'general description' of the premises the applicant described it as - *"Sports pavilion and ground"*

4.5 The applicant also helpfully provided additional information in their Operating Schedule as to how they intended to promote all of the Licensing Objectives. These are set out within the original application form at Section 'M' which is reproduced at Attachment C. Below are some of the key steps taken from the application form which, should the Premises Licence be granted, would be translated as conditions and attached to the Licence.

- *The Premises Licence holder must take steps to ensure that the behaviour of guests whilst using, and when departing from the premises, do not disturb local residents. Notices will be prominently displayed at the premises near to exit doors reminding guests to leave in a quiet and orderly manner. In addition guests will be reminded to depart quietly by those supervising the event.*
- *Licensing activities may only take place in the external area on no more than six days annually and only between 1<sup>st</sup> April and 30<sup>th</sup> September. A written record of these events will be kept and made available to the Police and Local Authority Licensing Officers for inspection, upon request.*
- *Alcohol sold for consumption off the premises will be in sealed containers*
- *The retail sale of alcohol may only take place at pre-booked events*
- *Live and recorded music will only take place as part of a pre-booked event*
- *Live and recorded music will only take place after 19.00hrs on a Sunday that is immediately before a Bank Holiday Monday*
- *All external doors and windows will be kept closed after 23.00hrs – except for doors when in active use*
- *Sound monitoring must take place when live and/or recorded music as regulated entertainment is provided externally at the premises. If noise levels are considered excessive then appropriate steps must be taken to resolve the matter*
- *The premises must operate a 'Challenge 25' policy whereby any person attempting to buy alcohol who appears to be under 25 must be asked for photographic ID to prove their age*

4.6 In 2009 the Licensing Act 2003 was amended to allow certain 'Community Premises' which have, or were applying for, a Premises Licence that authorises alcohol sales to also apply to include an alternative licensing condition to the usual mandatory condition requiring a Designated Premises Supervisor ('DPS'). 'Community Premises' are defined as premises that are or form part of a church hall, chapel hall or other similar building; or a village hall, parish hall or community hall or other similar building. At the same time the Premises Licence application was submitted an application was also made by Stedham Pavilion Association to disapply the mandatory alcohol condition. The effect of the alternative licence condition is that the licence holder (i.e. the management committee) is responsible for the supervision and authorisation of all alcohol sales authorised by the licence holder and there is no

requirement for a 'DPS' to be named on the licence or for alcohol sales to be authorised by a Personal Licence holder.

- 4.7 The process required the completion of a separate form prescribed in regulations and for the applicant, Stedham Pavilion Association, to set out how the premises is managed, its committee structure and how the supervision of alcohol sales is to be ensured in different situations i.e. when the hall is hired to private parties. When asked to provide detail as to whom will have responsibility for the management of the premises the applicant stated "*Chairman, Secretary, Treasurer and five further Committee Members*". Therefore overall responsibility rests with the management committee however much in the same way that an event organiser may be responsible for an event held under a Temporary Event Notice at licensed premises hirers should be provided with a written summary of their responsibilities under the 2003 Act and/or a suitable hire agreement in relation to the sale of alcohol. In such circumstances the management committee is likely to be treated as having taken adequate steps to avoid liability to prosecution if a licensing offence were to be committed.

## **5 THE PROCESS AND PROMOTION OF LICENSING OBJECTIVES**

- 5.1 The legislation provides clear focus on the promotion of four licensing objectives which must be addressed when licensing functions are undertaken. 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 and Guidance published by the Home Office (March 2015) along with the relevant matters raised in the representations.

## **6 RELEVANT REPRESENTATIONS**

- 6.1 The twenty one relevant representations received in respect of this application are reproduced in full at Attachment D. The concerns highlighted, in particular, the following points;

- *Any noise and disturbance has a major impact on the residential properties. Late night noise is particularly unpleasant and inappropriate - they are immediately adjacent to the rear gardens of a substantial number of residential properties. Most of these gardens are short;*
- *The pavilion itself is located very close to residential properties and any noise is very disruptive to those residents in particular;*
- *This is a sports ground in the National Park and any activity should be consistent with the aims and policies of the Park. A rural village in the Park is no place for alcohol fuelled events with loud music and late night revelries that will inevitably disturb and upset residents;*
- *I feel that this will compromise the quite surroundings of the village with loud music be it live or recorded and the possibility of antisocial behaviour. Stedham is a small*

*residential village and the need for a second venue for live/recorded music and sale of alcohol is not necessary;*

- While an occasional licence for events like weddings and bigger sports tournaments is acceptable, hours that allow all day drinking throughout the week would not be acceptable. The potential for antisocial behaviour would be high and most unwelcome. We have already witnessed drunken behaviour following a sports tournament and this would only be exacerbated by the hours proposed;*
- On Wednesday evening I attended an emergency meeting called by our Parish Council to discuss the application for extensive alcohol licensing of the new sports pavilion which stands directly behind my house. I came away from the meeting even more convinced that any licensing of the Pavilion Association, on behalf of the Sports Association, if granted at all, must be heavily restricted and robustly controlled.*

6.2 Stedham with Iping Parish Council raised the following matters in their representation:

*“Stedham with Iping Parish Council strongly objects to the above application.....at a well-attended Public Meeting on the evening of Wednesday 26 August 2015 there was an overwhelming body of opinion expressed that the advertised hours of licensing were quite unacceptable, particularly in view of disturbances suffered by near neighbours during recently held events..... Unfortunately the qualifying conditions contained within Section M of the application do not satisfactorily clarify Stedham Sports Association's intentions.....The consensus among the public was that the licensing hours should remain consistent with the planning consent - that is to say 9.30 pm for matches, training etc and in addition possibly four special events per annum.”*

6.3 Sussex Police also submitted a representation against the application on the grounds of Prevention of Crime and Disorder, the Prevention of Public Nuisance and the Protection of Children of Harm as it was in their opinion that whilst the operating schedule offered various steps to promote the licensing objectives, it failed to satisfy the Police that the licensing objectives would be effectively promoted. However Sussex Police subsequently spoke with the applicant who confirmed amendments to the application and subject to the points below being attached to the licence, if granted, the concerns of Sussex Police were resolved.

- All members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs. Induction training must be completed and refresher training thereafter at intervals of no more than twelve (12) weeks. All restricted sales training undertaken by staff members shall be fully documented and signed by those persons making sales. All training records shall be made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff.*
- A written record of those authorised to make sales of alcohol shall be kept. This shall be endorsed by a member of the management committee with the date such authorisation commences. This record shall be made available immediately upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff.*

- *The premises shall at all times maintain and operate a sales refusals log and an incident log will be kept to record all refusals and incidents of crime or disorder. These shall be reviewed and signed by a member of the management committee at intervals of no more than six (6) weeks. Feedback shall be given to ensure these records are updated on each occasion that a refusal or incident occurs at the premises. These records shall be kept for a minimum of twenty four (24) months, and made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff.*
- *Where the premises is to be used for a special event or function the management committee shall ensure a documented risk assessment has been made, which identifies the activities undertaken at the premises and the controls necessary to promote the licensing objectives.*

6.4 All those who made relevant representations have been invited to attend.

## **7 CONSIDERATION**

- 7.1 In reaching its determination the Sub-Committee must take into consideration the four Licensing Objectives, the Council's Statement of Licensing Policy and the current Home Office Guidance previously referred to above.
- 7.2 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.
- 7.3 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.
- 7.4 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.
- 7.5 All applications before the Sub-Committee must be considered against the backdrop of anti-discriminatory legislation, such as the Race Relations Act 1976 as amended

2000, and the Sex Discrimination Act 1975, and also in accordance with the Council's stated policy on Equal Opportunities.

7.6 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 Persons and the Responsible Authorities.

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

## **8. OPTIONS OPEN TO THE SUB-COMMITTEE**

8.1 When considering this application for a Premises Licence the following options are available to the Sub-Committee:

- a. To grant the Premises Licence, as requested,
- b. To grant the Premises Licence, as requested, with additional conditions appropriate to the promotion of the specific Licensing Objectives on which relevant representations have been received,
- c. Reject the whole or part of the Premises Licence application.

8.2 The Sub-Committee may also:

- d. Grant the Premises Licence but exclude certain licensable activities from the licence,
- e. Grant different conditions to different parts of the premises or to different Licensable Activities.

## **9 BACKGROUND PAPERS**

Licensing Act 2003

Home Office Guidance issued under section 182 of the Licensing Act 2003 (March 2015)

Chichester District Council's Statement of Licensing Policy

## **10 ATTACHMENTS**

Attachment A - Plan of the local area, application site and representors

Attachment B - Copy of the plan depicting layout of the premises

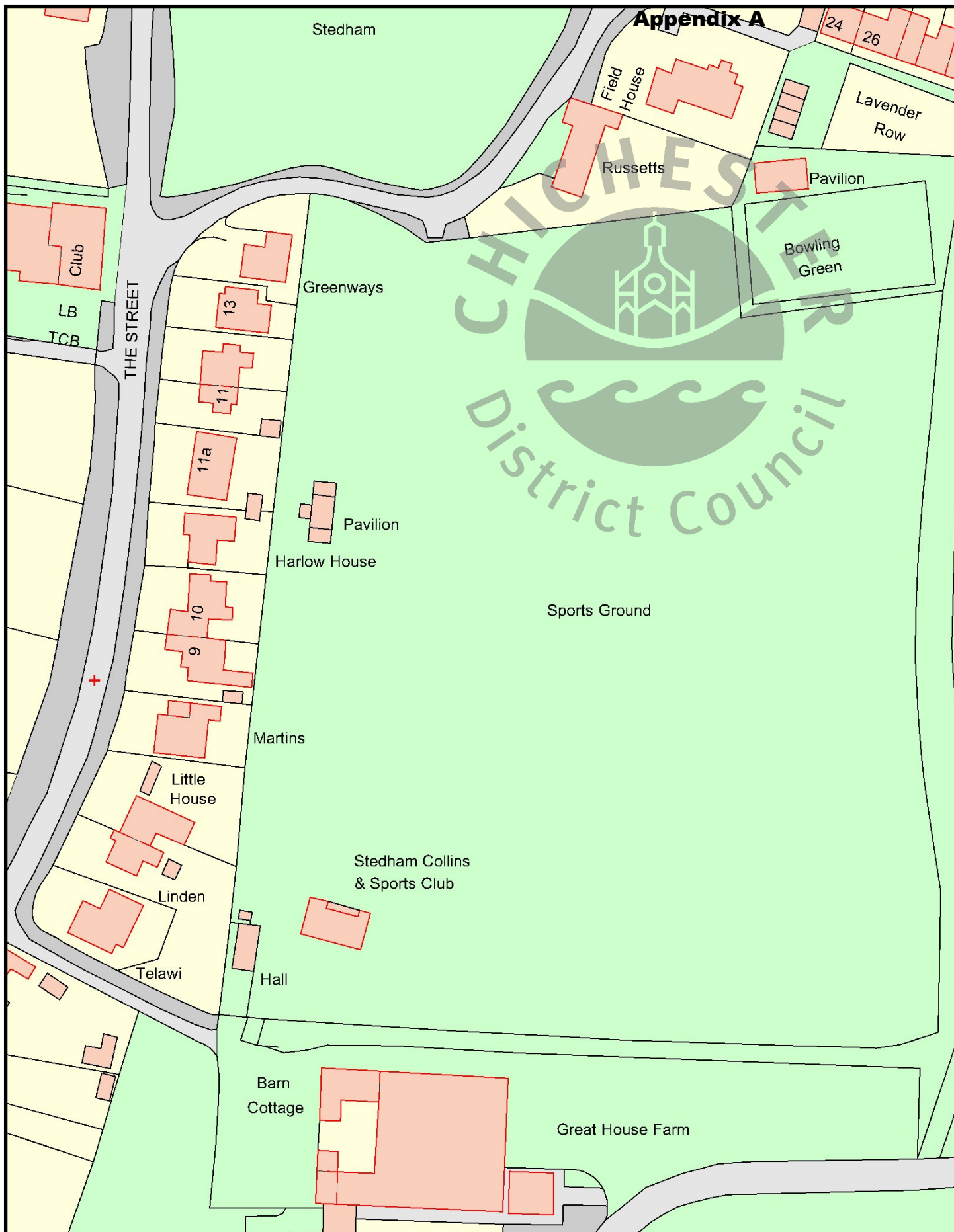
Attachment C - Copy of the original application (3815/15/00939/LAPRE)

Attachment D - Copy of all original relevant representations

**Contact:** Mr L Foord, Licensing Manager

[lfoord@chichester.gov.uk](mailto:lfoord@chichester.gov.uk)

01243 534742



Crown copyright and database rights 2013  
Ordnance Survey 100018803

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

License No. 1000 18803, 2013.

Imagery Copyright GeoPerspectives 2013.

## Printed from Intranet Mapping



Sep 21, 2015

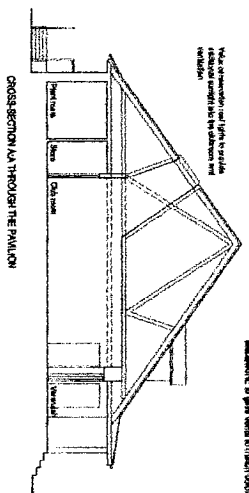
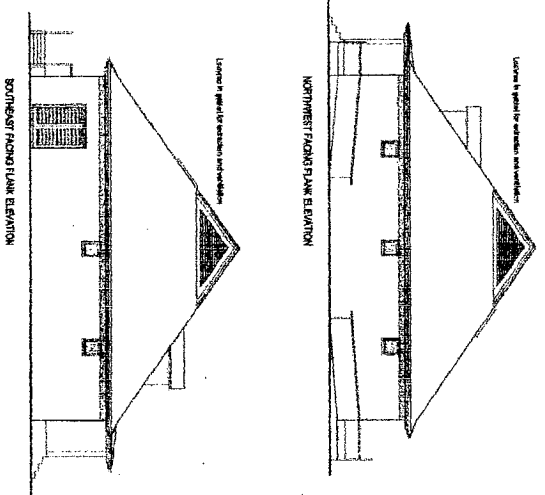
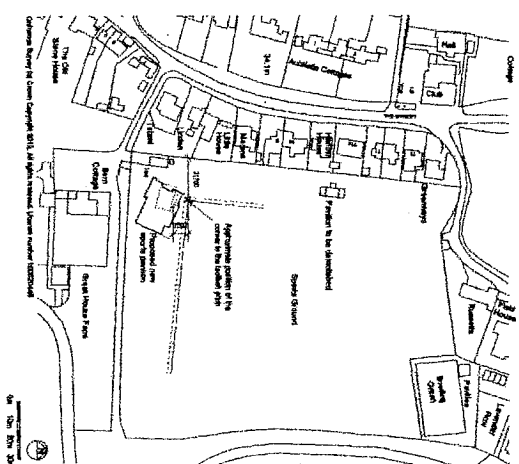
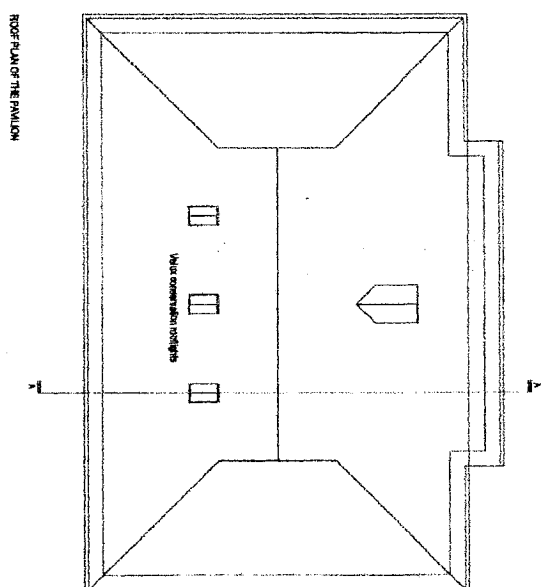
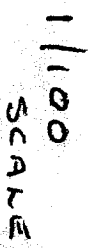
1:1,013

Page 17

Map center: 486308, 122264



**Apper**



**Alcohol:** dry, flat  
**Food:** thickened  
**Hydration:** Hydration. Primarily broken down in terms with gas filled to be passed into. Freshness  
 to be passed from content should be fresh, but not with.  
 There is much for content about.  
**Unusual:** more serious. Enzymes like  
 metabolic is split with normal order of action from

Page 18





FORM: L70

Case Reference Number:  
(office use only)

## LICENSING AUTHORITY

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

### Application for the mandatory alcohol condition under the Licensing Act 2003 requiring a Designated Premises Supervisor in respect of a Premises Licence to be disapplied

#### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the Guidance Notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes in written black ink. Use additional sheets if necessary. Once completed please give your application to Chichester District Council at the above address. You may wish to keep a copy of the completed form for your records.

We **Stedham Pavilion Association** being a board or committee of individuals with responsibility for the management of the community premises described in Part 1 below, and being the applicant for a Premises Licence/Premises Licence holder *[delete as applicable]* in respect of those premises apply for the condition referred to in Section 19(4) of the Licensing Act 2003 to be included in the Licence instead of the conditions referred to in Section 19(2) and (3) of the said Act (see Guidance Note 2).

#### Part 1 – Community Premises Details

Name of premises <b>Stedham Sports Pavilion</b>	
Postal address of premises or, if none, Ordnance Survey map reference, or description <b>The Street, Stedham</b>	
Post town <b>Midhurst</b>	Post code <b>GU29 0NQ</b>
Telephone number at premises (if any)	

Premises Licence Number (if applicable)

**15/00939/LAPRE**

Brief description of premises and the composition of the committee or board of individuals with responsibility for the management of the premises (see Guidance Note 3)

**Chairman, Secretary, Treasurer and five further committee members**

Please describe how you will ensure that alcohol sales are properly supervised and what arrangements you have in place (if any) for hiring out the premises (see Guidance Note 4)

**The premises will operate a 'Challenge 25' policy whereby any person attempting to buy alcohol who appears to be under 25 must be asked for photographic ID to prove their age.**

**The only form of ID that will be accepted are passports, driving licences with a photograph, or Portman Group, Citizen Card or validated proof of age cards bearing the 'PASS' mark hologram.**

**The Premises Licence holder will take steps to ensure that the behaviour of guests whilst using, and when departing from the premises, do not disturb local residents. Notices will be prominently displayed at the premises near to exit doors reminding guests to leave in a quiet and orderly manner. In addition guests will be reminded to depart quietly by those supervising the event.**

**Persons under 16 years of age are not allowed on the premises unless accompanied by a responsible adult**

## Part 2 – Applicant Details

Please tick ✓ Yes

We are the Premises Licence holder

☒ X

Contact phone number in working hours (if any)

Please provide email address if you would prefer us to contact you by email (optional)

Current address (if different from premises address)

**The Sports Field, The Street, Stedham**

Post town

**Midhurst**

Post code

**GU29 0NQ**

Telephone (if any)

Please tick ✓ Yes

I have enclosed the Premises Licence

☐ n/a

I have enclosed the relevant part of the Premises Licence

☐ n/a

This form accompanies a new Premises Licence application

☐ n/a

If you are varying an existing Licence and have not ticked one of the first two boxes above, please explain why in the box below.

Reasons why you have failed to enclose the Premises Licence or relevant parts

n/a

Any further information to support your application

## Checklist

**If applying to remove the mandatory requirements from an existing Premises Licence that already authorises alcohol sales**

*Please tick ✓ Yes*

- I have made or enclosed payment of the fee
- I have included documents (if available) which identify the premises and how it is managed
- I have included copies of any hiring agreements
- I have sent a copy of this application to the Chief Officer of Police
- I understand that if I do not comply with the above requirements my application will be rejected

n/a

X

X

CDC

X

**If applying alongside a new application or variation for a permission to allow alcohol sales**

*Please tick ✓ Yes*

- This application accompanies a new Premises Licence application
- I have enclosed the Premises Licence or relevant part of it or provided an explanation
- I have sent a copy of this application to the Chief Officer of Police
- I understand that if I do not comply with the above requirements my application will be rejected

X

n/a

CDC

X

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

**Part 3 – Signatures** (see Guidance Note 5)

**Signature of applicants. Please provide two signatories of members of the management committee stating in what capacity they represent the premises licence holder.**

First Signature **Sue Yates**

Date **04.08.2015**

Capacity **Administrator**

Second Signature **R Pett**

Date **04.08.2015**

Capacity **Tresurer**

Contact name (where not previously given) and address for correspondence associated with this application

Post town

Post code

Telephone number (if any)

If you would prefer us to correspond with you by e-mail your e-mail address (optional)

## Notes for Guidance

---

1. This form may be used by a community premises seeking to replace the mandatory conditions in Sections 19(2) and 19(3) of the 2003 Act which requires a Personal Licence holder and Designated Premises Supervisor where a premises allows the supply of alcohol, with the alternative mandatory condition (in Section 19(4) of the Act) that the supply of alcohol is instead authorised by the Premises Licence holder through either:
  - applying to remove the mandatory conditions of an existing Premises Licence which allows the sale of alcohol;
  - applying to remove the mandatory conditions when applying for a new Premises Licence that includes the sale of alcohol; or
  - applying to remove the mandatory conditions when applying to vary an existing Premises Licence to allow the sale of alcohol.

On applying for the removal of the requirement to have a Designated Premises Supervisor, the management committee should understand that if this is granted they will be responsible for all alcohol sales under the Licence.

2. The applicant must be a committee or board of individuals with responsibility for the management of the premises – enter name of committee or board.
3. Describe the premises and the management structure. In particular, explain why you consider it to be a community premises i.e. is it available for community benefit most of the time and accessible by a broad range of persons and sectors of the local community for purposes beneficial to the community as a whole. If the community premises is a registered charity, please include its Charity Commission number. Set out how the premises is managed and the structure of the committee or board of individuals with responsibility for its management (including the names of the committee's or board's key officers, e.g. the Chair, Secretary, Treasurer). Please include any documents e.g. a written constitution or other management documents that show the structure of the premises and how it is managed.
4. Describe how the supervision of alcohol sales is to be ensured in different situations (including e.g. when the community premises is hired to private parties, when the community premises is hired for large fundraising events and when the community premises is hired for short fundraising events by local voluntary organisations). Set out how responsibility for alcohol sales is to be determined in individual cases and discussed and reviewed within the committee's or board's procedure in the event of any issues arising. You should include copies of hiring agreements that describe the arrangement made between the community premises and the hiring party. You should note that sample hire agreements are available from e.g. ACRE and Community Matters. More information about these hire agreements is contained in the statutory Guidance.
5. Applications to substitute the Section 19(4) mandatory condition must be made by a management committee or similar structure which holds or will be the holder of the premises licence for the community premises. Please state in what capacity you are signing the application (e.g. Committee Chair, committee member, Hall secretary etc).
6. Please send a copy of this form to the Chief Officer of Police for your area.



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.

**We Stedham Pavilion Association** (insert name(s) of applicant) **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

Stedham Sports Pavilion  
The Street  
Stedham

Post town  
Midhurst

Post code  
GU29 0NQ

Telephone number at premises (if any)

Non domestic rateable value of premises

£2040.00

### Part 2 – Applicant Details

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

a) an individual or individuals\*

☐ Please tick as appropriate  
please complete section (A)

b) a person other than an individual\*

i. as a limited company

☐ please complete section (B)

ii. as a partnership

☐ please complete section (B)

iii. as an unincorporated association or

☒ please complete section (B)

- |   |                          |                             |
|---|--------------------------|-----------------------------|
| iv. other (for example a statutory corporation)   | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club  | <input type="checkbox"/> | please complete section (B) |
| d) a charity  | <input type="checkbox"/> | please complete section (B) |
| e) the proprietor of an educational establishment   | <input type="checkbox"/> | please complete section (B) |
| f) a health service body  | <input type="checkbox"/> | please complete section (B) |
| g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital   | <input type="checkbox"/> | please complete section (B) |
| ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England | <input type="checkbox"/> | please complete section (B) |
| h) the Chief Officer of Police of a police force in England and Wales   | <input type="checkbox"/> | 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 ☐ Mrs ☐ Miss ☐ Ms ☐ Other title (for example, Rev) ☐

Surname

First names



I am 18 years old or over

☐

Please tick if yes

Current postal address  
if different from  
premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr

☐

Mrs

☐

Miss

☐

Ms

☐Other title  
(for example, Rev)☐

Surname

First names

I am 18 years old or over

☐

Please tick if yes

Current postal address  
if different from  
premises address

Post Town

Postcode

Daytime contact telephone number

Email address (optional)

**(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

Stedham Pavilion Association

Address

The Sports Field  
The Street  
Stedham  
Midhurst  
Sussex  
GU29 0NQ

Registered number (where applicable)

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

Management Committee

Telephone number (if any)

E-mail address (optional)



### Part 3 - Operating Schedule

When do you want the Premises Licence to start?

Day		Month		Year			

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)

Sports pavilion and ground

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)	<input type="checkbox"/>
b)	films (if ticking yes, fill in box B)	<input type="checkbox"/>
c)	indoor sporting events (if ticking yes, fill in box C)	<input type="checkbox"/>
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	<input type="checkbox"/>
e)	live music (if ticking yes, fill in box E)	<input checked="" type="checkbox"/>
f)	recorded music (if ticking yes, fill in box F)	<input checked="" type="checkbox"/>
g)	performances of dance (if ticking yes, fill in box G)	<input type="checkbox"/>
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	<input type="checkbox"/>

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

☒

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

☒

**In all cases complete boxes K, L and M**

## A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors				
				Outdoors				
				Both				
Day	Start	Finish						
Mon			Please give further details here (please read guidance note 3)					
Tue						State any seasonal variations for performing plays (please read guidance note 4)		
Wed			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 5)					
Thur								
Fri								
Sat								
Sun								

## B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of a films take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)	Indoors				
				Outdoors				
				Both				
Day	Start	Finish						
Mon			Please give further details here (please read guidance note 3)					
Tue						State any seasonal variations for the exhibition of films (please read guidance note 4)		
Wed			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 5)					
Thur								
Fri								
Sat								
Sun								

## C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b>Please give further details</b> (please read guidance note 3)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
<b>Mon</b>			
<b>Tue</b>			<b>State any seasonal variations for indoor sporting events</b> (please read guidance note 4)
<b>Wed</b>			
<b>Thur</b>			<b>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.</b> (please read guidance note 5)
<b>Fri</b>			
<b>Sat</b>			
<b>Sun</b>			

## D

<b>Boxing or wrestling entertainment</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)</b>	<b>Indoors</b>	
				<b>Outdoors</b>	
				<b>Both</b>	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
<b>Mon</b>					
<b>Tue</b>					
			<b>State any seasonal variations for the boxing or wrestling entertainment</b> (please read guidance note 4)		
<b>Wed</b>					
<b>Thur</b>					
			<b>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.</b> (please read guidance note 5)		
<b>Fri</b>					
<b>Sat</b>					
<b>Sun</b>					

## E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)</b>	Indoors	
				Outdoors	X
				Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
<b>Mon</b>			<b>Please give further details here</b> (please read guidance note 3)		
<b>Tue</b>					
<b>Wed</b>			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
<b>Thur</b>					
<b>Fri</b>	12:00	23:00	<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list.</b> (Please read guidance note 5)		
<b>Sat</b>	12:00	23:00			
<b>Sun</b>	12:00	23:00			

## F

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)</b>	Indoors	
				Outdoors	X
				Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
<b>Mon</b>			<b>Please give further details here</b> (please read guidance note 3)		
<b>Tue</b>					
<b>Wed</b>			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4)		
<b>Thur</b>					
<b>Fri</b>	12:00	23:00	<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list.</b> (please read guidance note 5)		
<b>Sat</b>	12:00	23:00			
<b>Sun</b>	12:00	23:00			

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of dance take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)</b>		Indoors	
					Outdoors	
					Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)			
<b>Mon</b>						
<b>Tue</b>						
<b>Wed</b>			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 4)			
<b>Thur</b>						
<b>Fri</b>			<b>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.</b> (please read guidance note 5)			
<b>Sat</b>						
<b>Sun</b>						

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the type of entertainment you will be providing</b>							
							<b>Will this entertainment take place indoors or outdoors or both – please tick (✓) (please read guidance note 2)</b>		Indoors	
									Outdoors	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)							
<b>Mon</b>										
<b>Tue</b>			<b>State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)</b>							
<b>Wed</b>										
<b>Thur</b>			<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list.</b> (please read guidance note 5)							
<b>Fri</b>										
<b>Sat</b>										
<b>Sun</b>										

I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both</b> – please tick (✓) (please read guidance note 2)	<b>Indoors</b>	<b>X</b>
				<b>Outdoors</b>	
				<b>Both</b>	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)  For the serving of hot beverages after bar has closed and before premises closes		
<b>Mon</b>					
<b>Tue</b>					
<b>Wed</b>			<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 4)		
<b>Thur</b>					
<b>Fri</b>	23:00	23:30	<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list.</b> (please read guidance note 5)		
<b>Sat</b>	23:00	23:30			
<b>Sun</b>					

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the sale of alcohol be for consumption on or off the premises or both</b> – please tick (✓) (please read guidance note 7)	<b>On the premises</b>	
				<b>Off the premises</b>	
				<b>Both</b>	<b>x</b>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)		
<b>Mon</b>	12:00	22:30			
<b>Tue</b>	12:00	22:30			
<b>Wed</b>	12:00	22:30	<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list.</b> (please read guidance note 5)		
<b>Thur</b>	12:00	22:30			
<b>Fri</b>	12:00	23:00			
<b>Sat</b>	12:00	23:00			
<b>Sun</b>	12:00	23:00			

**State the name and details of the individual whom you wish to specify on the licence as Designated Premises Supervisor**

Not Applicable – application seeking to disapply the need for a DPS is attached.

## 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 8)

NONE

## L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
<b>Mon</b>	09:00	23:00	<b>Non standard timings. Where you intend to open the premises to be open to the public at different times from those listed in the column on the left, please list.</b> (please read guidance note 5)
<b>Tue</b>	09:00	23:00	
<b>Wed</b>	09:00	23:00	
<b>Thur</b>	09:00	23:00	
<b>Fri</b>	09:00	23:30	
<b>Sat</b>	09:00	23:30	
<b>Sun</b>	09:00	23:30	



## 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 9)**

- The premises must operate a 'Challenge 25' policy whereby any person attempting to buy alcohol who appears to be under 25 must be asked for photographic ID to prove their age.
- The only form of ID that will be accepted are passports, driving licences with a photograph, or Portman Group, Citizen Card or validated proof of age cards bearing the 'PASS' mark hologram.
- All external doors and windows will be kept closed after 23:00, except for doors when in active use.
- The Premises Licence holder must take steps to ensure that the behaviour of guests whilst using, and when departing from the premises, do not disturb local residents. Notices will be prominently displayed at the premises near to exit doors reminding guests to leave in a quiet and orderly manner. In addition guests will be reminded to depart quietly by those supervising the event.
- Persons under 16 years of age are not allowed on the premises unless accompanied by a responsible adult.
- With the exception of hot drinks all drinking vessels must be made from polycarbonate or toughened glass. All bottles must be decanted except for wine / champagne.
- The retail sale of alcohol may only take place at pre-booked events.
- Sound monitoring must take place when live and/or recorded music as regulated entertainment is provided externally at the premises. If noise levels are considered excessive then appropriate steps must be taken to resolve the matter.
- Live and recorded music will only take place as part of a pre-booked event.
- Live and recorded music will only take place after 19:00 on a Sunday that is immediately before a Bank Holiday Monday.
- Alcohol sold for consumption off the premises will be in sealed containers.
- Licensable activities may only take place in the external area on no more than six days annually and only between the 1<sup>st</sup> April and 30<sup>th</sup> September. A written record of these events will be kept and made available to the Police and Local Authority Licensing Officers for inspection, upon request.

**b) The prevention of crime and disorder**

As above

**c) Public safety**

As above

**d) The prevention of public nuisance**

As above

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

As above

Please tick ✓

- |  |     |
|--|-----|
| • I have made or enclosed payment of the fee.  | X   |
| • I have enclosed a plan of the premises.  | X   |
| • I have sent copies of this application and the plan to Responsible Authorities and others where applicable.              | CDC |
| • I have enclosed the consent form completed by the individual I wish to be Designated Premises Supervisor, if applicable. | X   |
| • I understand that I must now advertise my application.   | X   |
| • I understand that if I do not comply with the above requirements my application will be rejected.                        | X   |

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant's Solicitor or other duly authorised agent** (see guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

Signature **Sue Yates**

Date **04.08.2015**

Capacity **Administrator**

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's Solicitor or other authorised agent** (see guidance note 12). **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 19)

Post town

Post code

Telephone number (if any)

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

## Notes for Guidance

---

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. 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.
7. 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 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'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example Solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

## Appendix D

**From:** [Helen.Manley@sussex.pnn.police.uk](mailto:Helen.Manley@sussex.pnn.police.uk) **On Behalf Of** [WS\\_Licensing\\_WOR@sussex.pnn.police.uk](mailto:WS_Licensing_WOR@sussex.pnn.police.uk)  
**Sent:** 05 August 2015 12:46  
**To:** Tia Menecier; Licensing  
**Subject:** FW: Stedham sports Pavilion Rep.doc

Afternoon,

I can confirm Subject to the agreed conditions being added to the premises licence that Sussex Police have resolved representations.

Kind Regards

Helen

**Helen Manley**  
**Assistant Licensing Officer**  
**Neighbourhood Licensing Team, W. Sussex**

**Tel: 101 Ext. 581179**  
**Mobile: 07771807982**  
**Direct Dial: 01273 404030**

---

**From:** Sue Yates  
**Sent:** Wednesday 05 August 2015 11:25  
**To:** [WS\\_Licensing\\_WOR](mailto:WS_Licensing_WOR)  
**Cc:** [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk)  
**Subject:** RE: Stedham sports Pavilion Rep.doc

Dear Pauline.

I confirm we agree to the conditions.

Yours Sincerely  
Sue Yates  
Administrator

---

**From:** [WS\\_Licensing\\_WOR@sussex.pnn.police.uk](mailto:WS_Licensing_WOR@sussex.pnn.police.uk)  
**Sent:** 05 August 2015 10:52  
**To:** [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk); sueyates  
**Subject:** Stedham sports Pavillion Rep.doc

Good Morning

Please find attached the police representation in relation to the Stedham Sports Ground. The additional conditions have been discussed and subject to these being attached to the premises licence Sussex Police can resolve this representation.

Agreement to these conditions can be confirmed via email by copying in the licensing team at chichester council and Sussex Police via this email address.

If there are any matters relating to this application which you wish to discuss please do not hesitate to contact this office via email or on the 'phone number below.

Kind regards  
Pauline Giddings  
Divisional Licensing Officer

Neighbourhood Licensing Team  
West Sussex Division

01273 404030

**Sussex Police – Serving Sussex**

**From:**Licensing  
**Sent:**18 Aug 2015 10:04:56 +0100  
**To:**Tia Menecier  
**Subject:**FW: Licensing Application - Stedham Pavilion Association  
**Attachments:**Letter re license.docx

Licensing Team  
Chichester District Council  
Tel: 01243 534734 | Fax: 01243 776766 | [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk) | <http://www.chichester.gov.uk>  
[www.facebook.com/ChichesterDistrictCouncil](http://www.facebook.com/ChichesterDistrictCouncil) | [www.twitter.com/ChichesterDC](http://www.twitter.com/ChichesterDC)

---

**From:** Graham [REDACTED]  
**Sent:** 17 August 2015 18:57  
**To:** Licensing  
**Subject:** Licensing Application - Stedham Pavilion Association

Dear Sir/Madam,

I am attaching a letter of objection to the licensing application by the above Association. This has raised substantial local opposition from residents and I suspect you will get a number of strong objections.

I have also been in contact with your planning colleagues because the planning application that was approved in 2012 is quite specific about the use of the pavilion for limited social events linked to the sports team and occasional fund-raising events. The license application is clearly in conflict with all this and it is our view that this constitutes a change of use, and therefore there is no planning approval in place. I urge you to talk to your planning colleagues to help clarify the situation.

Given the level of local concerns about this, the fact that the Parish Council have not been notified by the Association, and that local residents have been totally ignored in this matter, plus the history of this association and their inability to control past events in Stedham, I would urge you to consider blocking the application until a proper process has been conducted by the applicants in consulting their own community. A notice on a gate down a narrow lane that no one passes is not a consultation!!!

I am happy to provide further information if you require it.

I have also sent you this letter by post

Yours faithfully

Graham Ault (Resident)

---

LEGAL DISCLAIMER

Communications on or through Chichester District Councils computer systems may be monitored or recorded to secure effective system operation and for other lawful purposes.

Woodlands  
The Street  
Stedham  
Midhurst  
West Sussex  
GU29 0NQ

August 2015

To: Licensing Manager  
Chichester District Council

Dear Sir/Madam,

**Licensing Application – Stedham Pavilion Association**

We are writing as local residents, with a property backing onto the Sports Field at Stedham, to object in the strongest terms to the current application by The Sports Association for a license for the Pavilion. Our objections are on a number of grounds:

1. The Pavilion and sports field are unsuitable venues for licensed social activities because:
  - a) They are immediately adjacent to the rear gardens of a substantial number of residential properties. Most of these gardens are short. Any noise and disturbance has a major impact on the residential properties. Late night noise is particularly unpleasant and inappropriate.
  - b) The access arrangements to the pavilion are very inappropriate. Anyone attending an event will have to pass behind all of the properties in order to reach the pavilion. There is a rough track only across the field with rough and very noisy gravel at one end, so any vehicle movement is very disruptive to all the residents. People arriving and leaving on foot also pass directly behind all of the houses.
  - c) The pavilion itself is located very close to residential properties and any noise is very disruptive to those residents in particular.
2. Past experience shows that the Stedham Sports Association cannot be trusted to manage events within the terms of their application.
  - a) We have recently had to experience two major events. The first was a private party on 27<sup>th</sup> June, and more recently a wedding reception. In both cases there was noise and disruption experienced by residents after midnight, and in one case nearer 1 a.m. Some people arrived for the wedding already the worse for alcohol and after the event there were bottles discarded in gardens and a sign thrown into another garden. This is just a taste of how it will be if the license is approved.
  - b) Our confidence in the Sports Association to honour the terms of the application is further reduced by their response to our complaint about the June event. We have evidence we can provide that they contended that there was no late night disturbance and that everyone had left



the site by 11.45 pm. This was totally untrue and residents felt aggrieved that their legitimate concerns were dismissed in this discourteous and dishonest way.

- c) This appears to be an effort by this association to reinstate the old Collins Sports Club on a different site. That club had an appalling history of alcohol and drugs in this quiet rural neighbourhood. This is totally unacceptable.
- 3. There has been no attempt to consult with local residents about the application for a license. Indeed, when we discussed our previous concerns about the June event, there was no mention of application for a permanent license. I find such practice, in a small community, inappropriate and offensive. It is another reason we have no faith in the Association to manage within the terms of this license.
- 4. We question whether there is planning approval for holding any events at the Pavilion which are not as set out in the original planning application. That application refers only to after match events and occasional fund-raising barbeques etc. Indeed it states there is no intention to seek a permanent license. This building received planning permission on that basis in 2012 and we suggest that what is now proposed constitutes a change of use and requires planning approval. This has been referred to your Planning Department. No license should be granted while this issue remains unresolved.
- 5. This is a sports ground in the National Park and any activity should be consistent with the aims and policies of the Park. A rural village in the Park is no place for alcohol fuelled events with loud music and late night revelries that will inevitably disturb and upset residents.
- 6. The impact of up-lighting at night from events is unhelpful in the context of the National Park's Dark Skies initiative. Local residents have been asked by the National Park Authority to be careful to avoid outside lighting impact from houses, and yet the Sports Association can have brightly lit marquees that have far greater impact.
- 7. There is an impact on pet animals and wildlife. We know that domestic pets have already been upset by the noise of events. There is also a wildlife issue in that there are at least four varieties of bats that use the area around the sports field at night and that can be severely impacted by lights and noise. All bats are, of course, protected species.

We feel that this whole process has been conducted in a furtive and underhand manner, without any attempt at proper consultation with the people most affected, which of course is the residents. If a permanent license is issued for this pavilion it will have a huge impact on residents (based on what has already taken place) and will result in a totally unacceptable deterioration in our enjoyment of this generally peaceful location.

Finally, we object to the request for any license to disallow the requirement for there to be a single named person who is responsible for the license. Neighbours cannot easily take action against a whole committee when things go wrong and this should not be permitted.

We urge you strongly to reject this application.

Yours faithfully

Graham Ault/Linda Stubbs



**From:**Licensing  
**Sent:**1 Sep 2015 11:03:19 +0100  
**To:**David Knowles-Ley  
**Subject:**FW: Comments for Licensing Application 15/00939/LAPRE

Licensing Team  
Chichester District Council  
Tel: 01243 534734 | Fax: 01243 776766 | [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk) | <http://www.chichester.gov.uk>  
[www.facebook.com/ChichesterDistrictCouncil](http://www.facebook.com/ChichesterDistrictCouncil) | [www.twitter.com/ChichesterDC](http://www.twitter.com/ChichesterDC)

---

**From:** publicaccess2@chichester.gov.uk [publicaccess2@chichester.gov.uk]  
**Sent:** 01 September 2015 11:01  
**To:** Licensing  
**Subject:** Comments for Licensing Application 15/00939/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.


Comments were submitted at 11:01 AM on 01 Sep 2015 from Mr Graham Ault.

### Application Summary

**Address:** Stedham Sports Ground The Street Stedham West Sussex  
**Proposal:** Premises Licence  
**Case Officer:** Tia Menecier

[Click for further information](#)

### Customer Details

**Name:** Mr Graham Ault  
**Email:**   
**Address:** Not Available

### Comments Details

**Commenter Type:** Member of Public  
**Stance:** Customer objects to the Licensing Application  
**Reasons for comment:**

**Comments:** 11:01 AM on 01 Sep 2015 I wish to add to my previous objection as a result of more recent events. There was a further late night party this Saturday 29th August. The disturbance to neighbouring residents was severe and continued until 12.40 am again. There was loud music and alcohol, but it appears there was no license issued. As people left there was unacceptable drunken behaviour at the rear of the houses with very bad language. Some youngsters were clearly under 18. One could not even walk unaided because of drink. This is yet another example of the



Association's inability to manage events on the field. There was anti-social behaviour, (crime and disorder), I felt unsafe, there was severe public nuisance, and youngsters under age were put at risk. And all this at a time when the Association were trying to persuade the community that they cared about the neighbours!!!

18 The Street  
Stedham  
West Sussex GU29 0NQ

Licensing Manager,  
Housing & Environment Services,  
Chichester District Council,  
1 East Pallant,  
Chichester PO19 1TY.

31 August 2015

Dear Tia Menecier,

**STEDHAM SPORTS ASSOCIATION PAVILION – 15/00939/LAPRE**

I am writing to object to this licensing application because of the likelihood of noise from people, music and vehicles disturbing the peace of the village and, in particular, the residents of houses around the sports field **late at night on an unspecified number of days a year.**

I believe that in general the residents of Stedham welcome the new sports pavilion and the increase in sporting fixtures and related social activity it is already generating. I have always understood that there would be early-evening drinking after matches and the occasional late-night party. Most of the anxiety that has been expressed arises from uncertainty about the annual number of events there will be going on until 2300, involving the sale of alcohol and live or recorded music indoors and outdoors. I share that anxiety

I therefore recommend that for the time being the pavilion should only be licensed for live and recorded music and the sale of alcohol

- i) on the premises in association with sports matches between 1200 and 2100 and

- ii) **both on and off** the premises until 2300 on not more than four evenings during the year.

Yours sincerely,

Martin Drury

Telawi  
The Street  
Stedham  
Midhurst  
GU29 0NQ

31 August 2015

Licensing Manager  
Licensing Team  
Chichester District Council

Dear Sir, Madam,

Licensing Application – Stedham Pavilion Association

On Wednesday evening I attended an emergency meeting called by our Parish Council to discuss the application for extensive alcohol licensing of the new sports pavilion which stands directly behind my house. I came away from the meeting even more convinced that any licensing of the Pavilion Association, on behalf of the Sports Association, if granted at all, must be heavily restricted and robustly controlled.

Over a 50 year working career and without any inheritances of note, my wife and I have worked hard, taken risks, and saved all we could to achieve our retirement goals for a comfortable and quiet retirement. In 1990 we found what we were looking for in Stedham. An attractive village that was (essentially) welcoming and quiet. It has taken almost a lifetime of hard work and self sacrifice to achieve what we have invested in our home today, and I'm sure many of my neighbours have similar stories. And now they want to put a licensed drinking club at the bottom of our gardens!!!!

My past experiences in the Kent Constabulary and as a service officer have given me an insight in to the consequences of inadequately controlled and ill- considered licensing. When alcohol fuelled anti-social behaviour occurs it is always a nuisance and can be destructive and dangerous, particularly where elderly people feel they have to take issue with those concerned and confront them. Confrontation with abusive people late at night occurred during the time of the former Collins Club in The Street, and I have no wish to again witness or experience this type of behaviour. It is critically important to ensure that those responsible for following and implementing the rules are in number and fitness adequate, reliable, resolute and competent.

I am sorry to say that nothing stated at the recent parish meeting indicated that those responsible for the pavilion had considered what plans and arrangements would be required to ensure security and compliance with the rules. Indeed, the few recent events at the pavilion have given rise to nuisance noise, loutish behaviour and several infringements of the existing planning stipulations.

Today it is common practice to become ‘tanked-up’ before arriving at a venue like the Stedham Pavilion, particularly as the pavilion is located off road and behind houses. The applicants are not in a position to guarantee that poor and inconsiderate behaviour will not reoccur in our village, even when the behaviour is fuelled by drinking at the pavilion. With responsibilities of the applicants ceasing at the gates to the sports field who will police further afield in the village? Because of the difficulties of management and the relatively remote location I would also be concerned, once again because of the Collins Club experience, about under-age drinking and drink-driving.

I fully concur with all of the objections already posted on your website and would add my own as follows:

1. The pavilion is too close to many residential properties and there would be an inevitable and serious disturbance to residents. In addition to the thump, thump of music played indoors and even louder music externally, I fully expect there to be loud talking and laughter late in to the night, cars starting up with headlights flashing and car doors shutting. Further to this objection I can confirm that recent events held at the pavilion have produced several of these nuisances and much later than the approved times.
2. The grant of planning permission included the requirement for sound deadening insulation, but from the music noise emanating from the building over the past 3 weeks it does not appear that this has been installed or is not adequate or fit for purpose. If this is correct it is another indication of an absence of consideration for others and of a willingness to ignore or circumvent the rules.
3. The granting of an alcohol license for the pavilion is indeed a change of use out with the planning consent granted to the pavilion. These conditions were negotiated with the applicants to allay the fears of residents that the nuisances experienced from the former Collins Club would not be repeated at the pavilion. It now appears to us neighbours that the applicants wish to circumvent the provisions of the planning consent which were designed to bring together and meet the needs of both residents and surrounding sportsmen and women.
4. I do not consider those who will be responsible for the management of an alcohol license to be competent to do so. As admitted by the applicants at the meeting, this business is new and untried territory for them, and from what was stated at the meeting they have no idea of what running the pavilion will cost and they admit that they do not have either a budget or business plan. Further, it is evident that unlike a professional publican these good people do not realise just how likely it is that disturbances will occur, nor how difficult it will be to deal with. Unfortunately, the police can only act in response.
5. At the meeting the applicants stated that the reason for the application was to raise funds for the running and preservation of the pavilion in the longer term. However, it was clear that the Sports Pavilion Association were not prepared to



entertain alternative methods of raising funds despite the fact that fund raising has been common place and very successful in Stedham for a number of projects, including the building of the pavilion. The applicants appear bent upon installing an enhanced social element to the club despite previous statements during the planning process that this was not an objective and would not happen.

6. There appears to have been little or no attempt to inform or consult people in the village about the licensing application. At the meeting it was disputed whether or not a single notice was posted near the sports ground entrance and notification in the local paper occurred only last week. It is evident that only the minimum notification has been attempted, and possibly not even that. The applicants deny that it was their intention to limit the ability of villagers to respond to the application, but nevertheless, less than one week's notice is frankly amazing, inadequate and unacceptable. The village had notice of the application purely by fortunate accident.
7. Stedham has enjoyed a very long history of the absence of street lighting and lighting in general. For those who live close to the sports field the increased use of the pavilion will be an unwelcome and unpleasant increase in the periods and density of lighting.
8. I am concerned about the arrangements for security of the pavilion should cash and alcohol be kept there. And similarly for the security of my property and that of my neighbours.

Finally, I have taken the opportunity to speak with a number of residents in The Street and not all are prepared to risk speaking out on this issue for fear of reprisals in future. This may be surprising, but is a reality stemming from past experience during the planning application. What this does illustrate is the deep concerns of people and how much they must rely upon the decision makers in our community. This issue is very real and very important to the lives of those who live in The Street.

Yours faithfully,

Colin Field

**From:**Licensing  
**Sent:**28 Aug 2015 09:31:43 +0100  
**To:**David Knowles-Ley  
**Subject:**FW: 15/00939/LAPRE - Stedham Sports Pavilion  
**Attachments:**15\_00939\_LAPRE-NOTICE\_\_\_\_ADVERT-2028217.pdf

---

**From:** Fran Perry [REDACTED]  
**Sent:** 27 August 2015 21:47  
**To:** Licensing  
**Subject:** 15/00939/LAPRE - Stedham Sports Pavilion

Dear Sirs,

I write to object strongly to the licencing application at Stedham Sports Pavilion. While an occasional licence for events like weddings and bigger sports tournaments is acceptable, hours that allow all day drinking throughout the week would not be acceptable. The potential for antisocial behaviour would be high and most unwelcome. We have already witnessed drunken behaviour following a sports tournament and this would only be exacerbated by the hours proposed.

In addition, regular disturbance from loud music as late as 11pm, would be very disruptive as we have a very young family. There is also the concern over both speeding and extra traffic into and out of the field plus the risk of drink driving. I understand the previous Collins Sports and Social club was not without incident.

Yours faithfully,  
Mr Martin and Dr Fran Perry  
Russetts, The Alley, Stedham.

---

#### LEGAL DISCLAIMER

Communications on or through Chichester District Councils computer systems may be monitored or recorded to secure effective system operation and for other lawful purposes.

Sent from my iPad



**From:**Licensing  
**Sent:**20 Aug 2015 07:59:00 +0100  
**To:**Tia Menecier  
**Subject:**FW: Stedham Sports Club - application for alcohol licence

Licensing Team  
Chichester District Council  
Tel: 01243 534734 | Fax: 01243 776766 | [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk) | <http://www.chichester.gov.uk>  
[www.facebook.com/ChichesterDistrictCouncil](http://www.facebook.com/ChichesterDistrictCouncil) | [www.twitter.com/ChichesterDC](http://www.twitter.com/ChichesterDC)

---

From: [REDACTED]  
Sent: 19 August 2015 20:12  
To: Planning Enforcement; Licensing  
Subject: Stedham Sports Club - application for alcohol licence

Dear Sirs

We would like to register our objection to the above application. This is a Sports club first and foremost and not a suitable venue for late night events. There have already been breaches of the existing permissions, causing noise nuisance and disturbance to the neighbours and resulting in a lack of confidence in the licensees' ability to control future events. Sporting activities and a limited number of social functions are most welcome in the village, but not the potential for antisocial behaviour late at night.

Yours faithfully

William and Penny Crawshaw  
Myrtle Cottage  
The Street  
Stedham GU29 0NQ

Sent from my iPad

---

#### LEGAL DISCLAIMER

Communications on or through Chichester District Councils computer systems may be monitored or recorded to secure effective system operation and for other lawful purposes.



**From:**Licensing  
**Sent:**1 Sep 2015 09:57:31 +0100  
**To:**David Knowles-Ley  
**Subject:**FW: Licensing Application 15/00939/LAPRE  
**Attachments:**Licensing Objections Letter.pdf

Licensing Team  
Chichester District Council  
Tel: 01243 534734 | Fax: 01243 776766 | [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk) | <http://www.chichester.gov.uk>  
[www.facebook.com/ChichesterDistrictCouncil](http://www.facebook.com/ChichesterDistrictCouncil) | [www.twitter.com/ChichesterDC](http://www.twitter.com/ChichesterDC)

---

**From:** A R Douglas [REDACTED]  
**Sent:** 29 August 2015 18:03  
**To:** Licensing  
**Subject:** Licensing Application 15/00939/LAPRE

Dear Sirs,

We wish to object to the granting of a licence to Stedham Pavilion Association.

The requested hours would cause significant public nuisance particularly to the nearby residents. My reasons for making this statement are as follows:

The proposed licensees have previously run a licensed premise in Stedham (Stedham Collins Club) which resulted in significant and frequent nuisance in the village including anti-social behaviour, late night noise and the physical assault of a Stedham resident.

The temporary licenses granted to date have already resulted in significant nuisance to the nearby residents showing a disregard of the licensing objectives at the first event to be held.

Specifically, the wedding celebrations held on 1<sup>st</sup> August resulted in the residents who back onto the sports ground being subjected to extremely loud music all evening, noise and loud music continuing well beyond 23:00, patrons still on the grounds after midnight and bottles being thrown into nearby gardens.

This does not give us any confidence that the proposed licensees will properly discharge their duties in the prevention of public nuisance, crime and disorder.

Because of concerns that the new Pavilion would become another "drinking club", when consultations on the Planning Application were held, the applicants were persuaded to include key undertakings about their opening hours. These conditions were

- no regular gatherings of players would finish later than 21:30
- no music other than at no more than 4 specific events per year finishing no later than 23:00

We feel that these hours are appropriate for a Sports Club which is in close proximity to local housing in a rural village setting and would not in any way detract from the player's enjoyment of the club's facilities.

A public meeting was held to discuss this matter on 26<sup>th</sup> August, 2015. At that meeting, residents expressed their concerns to two representatives of the Stedham Pavilion Association but no satisfactory compromise was reached at that time. The representatives agreed to draw up a document detailing more limited opening times for incorporation into the licensing application.

They stated that the reason that extended hours had been included in the application in place of the shorter hours referred to at the time of the Planning Application was because of a recommendation made by the Licensing Authority's representatives.

It was hoped by most of those at the meeting that reduced hours would be proposed reflecting the opening times declared in the Planning Application of 21:30 normal closing time with no more than 4 events in a year with opening until 23:00. It is understood that these events could be covered by individual Temporary Event Notices. A proposal along these lines could be acceptable to most, if not all of the objectors.

We therefore await the mediation process which Tia Menecier stated that you will hold in her letter to the Stedham Parish Council Clerk on 18<sup>th</sup> August.

Yours faithfully,

Anthony and Caroline Douglas

Stedham End

The Street

Stedham

Midhurst

GU29 0NG

A pdf copy of this letter is attached

---

LEGAL DISCLAIMER

Communications on or through Chichester District Councils computer systems may be monitored or recorded to secure effective system operation and for other lawful purposes.



BEEHIVES

STEDHAM

MIDHURST

WEST SUSSEX GU29 0NL



20<sup>th</sup> August 2015

Tia Menecier

Licensing Department

Chichester District Council

Dear Ms Menecier,

STEDHAM SPORTS CLUB – APPLICATION FOR ALCOHOL LICENSE

I wish to object most strongly to this application for the following reasons :-

- The proposed use will have a detrimental effect on the environment of the village due to Noise Pollution and Traffic Congestion already experienced to date.
- No case has been made for the need of another outlet selling alcohol and, with the current concerns over excessive alcohol consumption, is considered unnecessary given it is available at the Hamilton Arms in the village and the Half Moon, Elsted Inn and Three Horseshoes all within a few miles.
- Support for the development of the Pavilion was given by villagers for use as a sports club and would not have been given for the use currently proposed.
- Restrictions on timing have already been abused ( see correspondence on your file ) and there is no confidence that future restrictions will be enforced.
- Any change from the authorised use of the Sports Club will create a destination venue totally inappropriate in scale to the site's location and character of the village.

I urge the Council to refuse this application.

Yours sincerely,

A large black rectangular box redacting the signature of John and Gill Studd.

John and Gill Studd



**From:**Licensing  
**Sent:**1 Sep 2015 10:00:16 +0100  
**To:**David Knowles-Ley  
**Subject:**FW: Comments for Licensing Application 15/00939/LAPRE

Licensing Team  
Chichester District Council  
Tel: 01243 534734 | Fax: 01243 776766 | [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk) | <http://www.chichester.gov.uk>  
[www.facebook.com/ChichesterDistrictCouncil](http://www.facebook.com/ChichesterDistrictCouncil) | [www.twitter.com/ChichesterDC](http://www.twitter.com/ChichesterDC)

---

**From:** publicaccess2@chichester.gov.uk [publicaccess2@chichester.gov.uk]  
**Sent:** 31 August 2015 18:27  
**To:** Licensing  
**Subject:** Comments for Licensing Application 15/00939/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 6:26 PM on 31 Aug 2015 from Mr Giles peel.

### Application Summary

**Address:** Stedham Sports Ground The Street Stedham West Sussex  
**Proposal:** Premises Licence  
**Case Officer:** Tia Menecier

[Click for further information](#)

### Customer Details

**Name:** Mr Giles peel  
**Email:**   
**Address:** Not Available

### Comments Details

**Commenter Type:** Member of Public  
**Stance:** Customer made comments neither objecting to or supporting the Licensing Application

#### Reasons for comment:

**Comments:** 6:26 PM on 31 Aug 2015 I wish to make a representation with regard to this application. The Stedham Pavilion is an excellent facility which has the capability to enhance the village and we are also strong supporters of all sports. However, this application for lengthy licensing hours and the playing of recorded and live music (internally and externally) goes too far and will create the potential for public nuisance and disorder for the village, particularly for those living in the Street. The hours for licensing



should be reduced to a standard closure time of 2130, the playing of music should be kept indoors and the number of longer evening events limited to six per year (to allow each of the team sports using the Pavilion to fund raise). In this way the Pavilion can earn valuable income without significant disturbance to the neighbourhood. It is a sports club and yet this application is more suited to that of a public house - Stedham already has an excellent pub in the form of the Hamilton Arms. We have had personal experience of criminal damage and vandalism connected with excess consumption of alcohol whilst living in Stedham, and the current proposals risk encouraging this problem all over again. If the license can be amended along the lines suggested, then we would support a revised application.

**From:**Licensing

**Sent:**2 Sep 2015 09:10:22 +0100

**To:**David Knowles-Ley

**Subject:**FW: Application for a grant of a premises licence - Stedham Pavilion Association - 15/00939/LAPRE

Licensing Team

Chichester District Council

Tel: 01243 534734 | Fax: 01243 776766 | [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk) | <http://www.chichester.gov.uk>  
[www.facebook.com/ChichesterDistrictCouncil](http://www.facebook.com/ChichesterDistrictCouncil) | [www.twitter.com/ChichesterDC](http://www.twitter.com/ChichesterDC)

---

**From:** Michael Rawlinson [REDACTED]

**Sent:** 01 September 2015 23:54

**To:** Licensing

**Subject:** Application for a grant of a premises licence - Stedham Pavilion Association - 15/00939/LAPRE

Dear Ms Menecier,

Despite attempts to "log in" at 22:06 and 22:41 tonight, when repeatedly my username (my email address) and my password were not recognised on registration, I have resorted to this email to **object** to the Application - 15/00939/LAPRE from Stedham Pavilion Association. I would be grateful if you accept it, as reaching you in the time permitted.

My comments are as follows:

The Stedham Pavilion Association should have a licence, however, Section M provisions must be established before the licence is issued in order to safeguard the interests of the the Residents who will be directly affected by what is planned at the Pavilion . It is surely a fundamental right for everyone to enjoy the peace and tranquility of their property and a "blanket" licence would not be condusive or in any way acceptable.

Time is required for the Community affected to come to a satisfactory "modus operandi" with the Association before the licence is issued.

To grant a licence based upon the description of the application as it stands, would amount to a breach of the rights of members of the Community.

Therefore, until a compromise is reached between The Stedham Sports and Pavilion Association and the Residents on the Section M provision, I **object** to the granting of a licence as proposed in the application.

Yours sincerely

Michael Rawlinson  
The Mews

The Street  
Stedham  
Midhurst  
West Sussex GU29 0NG  
t: [REDACTED]

\_\_\_\_\_ Information from ESET NOD32 Antivirus, version of virus signature  
database 12187 (20150901) \_\_\_\_\_

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

---

#### LEGAL DISCLAIMER

Communications on or through Chichester District Councils computer systems may be monitored or recorded to secure effective system operation and for other lawful purposes.



**From:**Licensing  
**Sent:**21 Aug 2015 11:29:40 +0100  
**To:**Tia Menecier  
**Subject:**FW: Stedham Sports Club - Application for Alcohol Licence

Licensing Team  
Chichester District Council  
Tel: 01243 534734 | Fax: 01243 776766 | [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk) | <http://www.chichester.gov.uk>  
[www.facebook.com/ChichesterDistrictCouncil](http://www.facebook.com/ChichesterDistrictCouncil) | [www.twitter.com/ChichesterDC](http://www.twitter.com/ChichesterDC)

---

**From:** Bertie Spiegelberg [REDACTED]  
**Sent:** 21 August 2015 11:20  
**To:** Licensing  
**Subject:** Stedham Sports Club - Application for Alcohol Licence

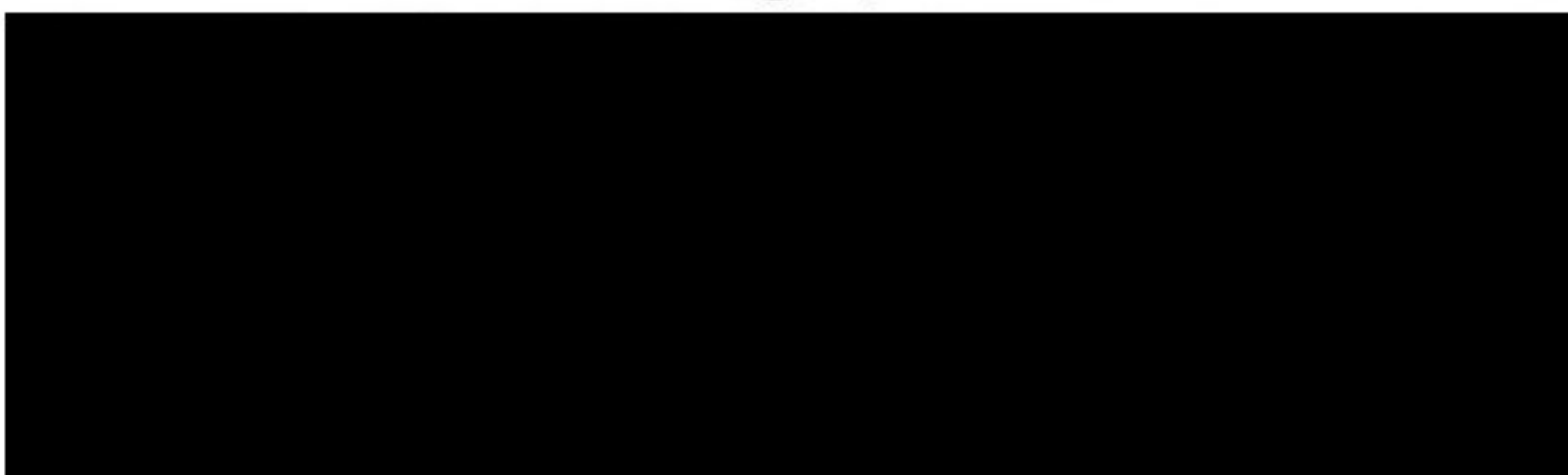
Dear Sir / Madam,

I am writing to you to strongly object to the recent application from the Stedham Sports Club for the sale of Alcohol and use of Live/Recorded music at the Pavilion in Stedham.

I feel that this will compromise the quite surroundings of the village with loud music be it Live or Recorded and the possibility of antisocial behaviour. Stedham is a small residential village and the need for a second venue for live/recorded music and sale of alcohol is not nessessary.

Yours faithfully,  
Bertie Spiegelberg

**Bertie Spiegelberg**  
Mottistone Cottage, 3 Queens Street, Stedham, GU29 0NW



---

#### LEGAL DISCLAIMER

Communications on or through Chichester District Councils computer systems may be monitored or recorded to secure effective system operation and for other lawful purposes.



The Old Stone House, The Street, Stedham, Midhurst, West Sussex. GU29 0NG  
Telephone : [REDACTED]

The Licensing Manager,  
Housing and Environmental Services,  
Christchurch District Council,  
1 East Pallant, Christchurch.  
PO 19 1TY



19<sup>th</sup> August 2015

Dear Sir/Madam, Licensing Act 2003, and Application  
in respect of Stedham Sports Pavilion  
and Sports Ground, GU29 0NG

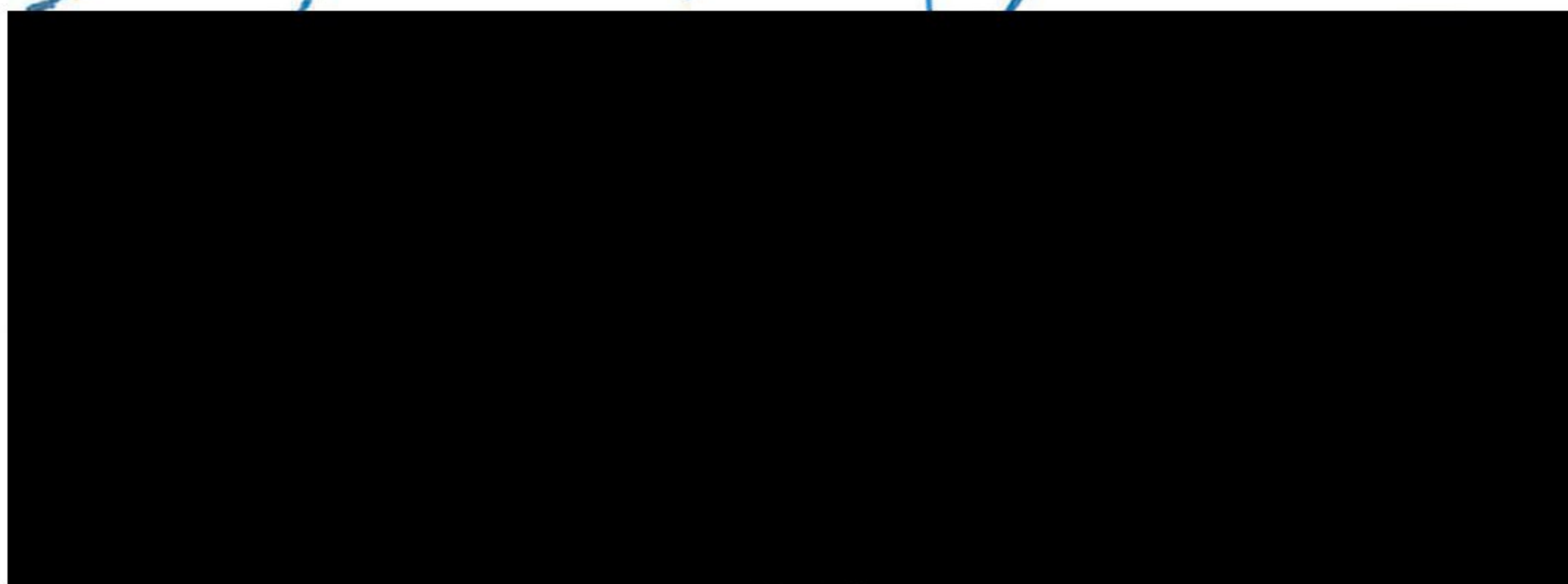
We have received notice of this application  
and wish to make one particular representation.

Music view recorded and live music  
should not take place after 22.30 hours at  
weekends.

We presume the music will be in and  
near the Pavilion. The application seems  
to us to relate to the provision of music  
anywhere on the Sports Ground.

There may be the occasional special  
day when the permit might be relaxed  
but this should be on application  
to you.

Yours faithfully





To the Licensing Manager

Ref: 15/00939/LAPRE

Stedham Sports Pavilion, The Street, Stedham, GU29 0NQ

I write to object to the current licensing application for the Sports Pavilion. Form M notes do not limit the hours enough that alcohol can be served and loud music can be played.

The late night events so far this year (on 27<sup>th</sup> June, 1<sup>st</sup>, 22<sup>nd</sup> & 29<sup>th</sup> August) have all resulted in noise pollution and antisocial behaviour both on the sports field and on The Street after 11pm which affected our home life.

The behaviour of guests leaving the disco on the 29<sup>th</sup> August was of particular concern as this happened shortly after the Public Meeting on Wednesday 26<sup>th</sup> August where the Sports Association heard the concerns of many villagers of noise and disruption late at night previously. We were assured that the three previous events were a 'one off' and 'novelty value' with the club being so new. We were told that there were just 'a couple of parties' coming up. There was no communication to neighbours that another noisy disco was about to take place. There appeared to be no one supervising the event who could keep control of the behaviour of the guests who shouted much profanity across the sports field after 11pm. With recent history of the (now closed) Stedham Collins Club which had many issues surrounding antisocial behaviour, villagers are concerned about the Sports Club running a new licensed premises.

There is evidence of the following troublesome pattern of behaviour:

Crime and Disorder: Guests leaving the 1<sup>st</sup> August event were shouting and swearing. Just before midnight a group of them removed an Estate Agents sign and put it in another neighbour's garden. A group of guests leaving the 22<sup>nd</sup> August left at midnight by jumping the gate behind the pavilion which goes only to a private drive. If there is alcohol left on site in the pavilion, it potentially could become the target of theft. If taxis cannot be booked there is the potential for people risking drink driving.

Public Safety: There is a real shortage of taxis in this area. The villagers were informed at the meeting this was the reason for guests still being on the sports field after midnight. If inebriated guests decide not to wait for a taxi and to walk home there is the risk of a road traffic accident with them being hit by a car whilst walking along dark roads.

The prevention of public nuisance: The pattern of behaviour from guests leaving the sports field so far this year has included shouting, swearing, loud arguing across the field, cars driving behind our garden, smoking close to properties, doors banging all after 11pm. Doors left open in the pavilion on the 29<sup>th</sup> made the noise as loud as the outdoor event on the 22<sup>nd</sup>. Because of the shape of the pavilion room, the sound echoes out across the sports field. The bass was turned up too loud on the 29<sup>th</sup>. The music on the 1<sup>st</sup> was so loud it made our floors vibrate.

Other points from the notes in Form M which cause concern:

All external doors and windows will be kept closed after 23:00, except for doors when in active use.

The Premises Licence holder must take steps to ensure that the behaviour of guests whilst using, and when departing from the premises, do not disturb local residents. Notices will be prominently displayed at the premises near to exit doors reminding guests to leave in a quiet and orderly manner. In addition guests will be reminded to depart quietly by those supervising the event.

External doors being left open is an issue, they should be kept closed along with windows from 9pm. Are signs already in place to tell guests to be quiet? Who is responsible for supervising events which are private parties?

Sound monitoring must take place when live and/or recorded music as regulated entertainment is provided externally at the premises. If noise levels are considered excessive then appropriate steps must be taken to resolve the matter.

We would like to know how the sound monitoring is to be done as the last 3 events have been self regulating, we would like to know who is in charge of this and who they consult regarding this matter. Do they consult with neighbours?

Finally, we were told that the club would not be selling alcohol to be taken off site, so wonder why the following is included in Form M?

Alcohol sold for consumption off the premises will be in sealed containers.

We want to see a thriving sports club. The new pavilion has huge potential for sporting events, children's holiday sports clubs, after school clubs etc., which would bring a steady revenue in for the club without causing unnecessary distress to the neighbours and villagers around. I would not have an objection to music being played if it wasn't booming into our house and disrupting our quality of life. Equally I would not have a problem if people left events quietly.

In the light of all of the above I would strongly object to any alcohol being served after 9.30pm. Fundraising events can easily take place during the day and do not need to include noisy discos, I also object to the open ended application for live and recorded music.

I have no objection to a bar serving alcohol during football, stoolball, cricket and bowls matches and practise sessions as the latest anyone has left after football practise in the last 16 years I have lived here has been around 8.30-9.00pm.

Additional Information: My husband is 80% disabled and suffers with sleep problems. The added issue of noise pollution and rowdy guests makes his sleep even more disrupted and impacts greatly on his quality of life, it has a knock on effect with his medication usage which causes further problems. We cannot easily go out to avoid a noisy party and so are here with any noise 25' behind us. The late night noise has had a detrimental effect on our enjoyment of our home and has caused us to lose sleep. I suffer with a stress related illness which has worsened with the disturbance to our home life recently which makes my role as my husband's carer even harder to manage.

Yours faithfully

Sarah Flint



**From:**Licensing  
**Sent:**1 Sep 2015 09:56:48 +0100  
**To:**David Knowles-Ley  
**Subject:**FW: Comments for Licensing Application 15/00939/LAPRE

Licensing Team  
Chichester District Council  
Tel: 01243 534734 | Fax: 01243 776766 | [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk) | <http://www.chichester.gov.uk>  
[www.facebook.com/ChichesterDistrictCouncil](http://www.facebook.com/ChichesterDistrictCouncil) | [www.twitter.com/ChichesterDC](http://www.twitter.com/ChichesterDC)

---

**From:** publicaccess2@chichester.gov.uk [publicaccess2@chichester.gov.uk]  
**Sent:** 29 August 2015 09:30  
**To:** Licensing  
**Subject:** Comments for Licensing Application 15/00939/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.


Comments were submitted at 9:29 AM on 29 Aug 2015 from Mrs Katie nicholson.

### Application Summary

**Address:** Stedham Sports Ground The Street Stedham West Sussex  
**Proposal:** Premises Licence  
**Case Officer:** Tia Menecier

[Click for further information](#)

### Customer Details

**Name:** Mrs Katie nicholson  
**Email:**   
**Address:** Not Available

### Comments Details

**Commenter Type:** Member of Public  
**Stance:** Customer objects to the Licensing Application  
**Reasons for comment:**

**Comments:** 9:29 AM on 29 Aug 2015 Dear Sirs, We write to strongly object to the proposed licensing application for the pavilion at the Stedham Sports field. On Wednesday 26th August, we attended the village meeting to further understand the application. Our primary reason being because, living directly next door to what was then the Stedham Collins Club - run by the same committee who are proposing this licence - we used to experience regular late night antisocial behaviour due to the excessive hours of their licence. We adamantly feel that granting such a blanket licence



again, to a new venue in the village, leaves a door open to be misinterpreted - this has already been seen on more than one occasion this year. The Public Meeting showed a grave concern amongst residents and an urge to withdraw and to reconsider the application to be more in keeping with the planning consent.  
Yours faithfully Mr & Mrs Jon Nicholson Sent from my iPad



**From:**Juliet Page  
**Sent:**27 Aug 2015 11:16:05 +0100  
**To:**Tia Menecier  
**Subject:**Re: 15/00939/LAPRE - Stedham Sports Pavilion  
**Importance:**Normal

Dear Ms Menecier,  
I wish to clarify my previous email objecting to a Full Licence for the Stedham Sports Pavilion.

I strongly object to the application from the Stedham Sports Association for a Full Licence for the sale of Alcohol and use of Live/Recorded Music.  
The Sale of Alcohol on a daily basis will engender noise nuisance and anti-social behaviour.and will create an Events Venue which will attract people from way beyond the village.

Three years ago,Villagers gave their support for the development of the Pavilion for use as a Sports Club, and it would not have been given for use as currently proposed.  
There is already a village pub, the Hamilton Arms, some 3-4 minutes walk away from the sports field.

At a village meeting last night it was suggested that not a full licence but one considerably reduced in hours and events would be more acceptable.  
Drinks after Sports events such as cricket or football matches, until 8pm or 9pm, and a controlled, limited number of 4 village Evening social functions on a Friday or Saturday until 11pm. would be reasonable and I hope the Applicants will co-operate with this.

Yours sincerely,  
Mrs. Juliet Page  
The Old Ale House,  
Stedham,  
Midhurst GU29 0NQ  
----- Original Message -----

**From:** [Tia Menecier](#)  
**To:** [REDACTED]  
**Sent:** Monday, August 24, 2015 11:57 AM  
**Subject:** 15/00939/LAPRE - Stedham Sports Pavilion

Dear Mrs Page

Please accept this email as confirmation of us receiving the below correspondence from you.

I can confirm the applicant, Stedham Pavilion Association, has complied with the requirements of advertising the application at the premises and in a local paper. There is no legislative requirement for applicants to contact neighbours with their plans to



submit this form of application, however this Licensing Authority in many situations suggests contact made with neighbours to keep them informed.

A notice was displayed on the entrance gates to the premises (which includes the field) however there is a possibility that this notice has been removed by residents and placed in the Village Notice Board. I am looking in to this matter.

As shown on the plans of the premises attached to this application, there is no fixed bar, alcohol will be served through a hatch which is connected to the kitchen area. Conditions have been offered by Stedham Pavilion Association to control the number of events at the premises which can be found at Section M of the application.

If you would like to make a representation against this application then I would please ask that this be done in writing detailing which of the Licensing Objectives you believe will be negatively impacted by this proposed licence  
<http://www.chichester.gov.uk/licensingact#representation> .

I can confirm that as per the information below we will not be accepting this email as a representation.

Regards

**Tia Menecier**

Licensing Assistant (Technical)

Licensing Team

Chichester District Council

Tel: 01243 53 4745 | Fax: 01243 776766 | [tmenecier@chichester.gov.uk](mailto:tmenecier@chichester.gov.uk) | <http://www.chichester.gov.uk>  
[www.facebook.com/ChichesterDistrictCouncil](http://www.facebook.com/ChichesterDistrictCouncil) | [www.twitter.com/ChichesterDC](http://www.twitter.com/ChichesterDC)

---

From: Juliet Page [REDACTED]  
Sent: 21 August 2015 17:58  
To: Licensing  
Subject: Licensing Application No. 15/00939 Stedham Pavilion Association

Licensing Team,  
Chichester District Council.

Dear Sirs,

With reference to the above application from the Stedham Pavilion Association, I write as a resident of Stedham to object to the licensing of this building which is in the heart of the surrounding village.

Firstly, no villagers were circulated about this application, and there was nothing in the Parish magazine, merely a very late notice on the village notice board a few days ago.

When Planning Permission for the building of the new Club House was sought in 2012, it was given full support by the villagers on condition and the understanding that it would be used by the



Sports Association for Sports events, and not as a Social Drinking club. It was understood that a Temporary Licence might be sought for a beer after a Cricket match for example, but that there would be no permanent Bar. The Planning department of CDC can no doubt confirm this..

Whilst an occasional Temporary Licence eg. for a village wedding would be tolerated (we already have had two in the month of August) the use of the Stedham Sports Association Pavilion for the permanent Sale of Alcohol, and the use of live/recorded Music, is not.

There is already a licensed Pub in School Lane (The Hamilton Arms) some 3-4 minutes walk from the Sports field.

Yours faithfully,  
Mrs. Juliet Page  
The Old Alehouse,  
Stedham, GU 29 0NQ

---

#### LEGAL DISCLAIMER

Communications on or through Chichester District Councils computer systems may be monitored or recorded to secure effective system operation and for other lawful purposes.

---

#### LEGAL DISCLAIMER

This e-mail and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. However, any views or opinions presented are solely those of the author and do not necessarily represent those of Chichester District Council.

If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing or copying of this e-mail is strictly prohibited.

Communications on or through Chichester District Councils computer systems may be monitored or recorded to secure effective system operation and for other lawful purposes.

If you have received this e-mail in error please notify the Chichester District Council administrator.

E-mail or phone 44 (0) 1243 785166  
Mail-Admin@chichester.gov.uk

---

LEGAL DISCLAIMER

Communications on or through Chichester District Councils computer systems may be monitored or recorded to secure effective system operation and for other lawful purposes.

**From:**Licensing  
**Sent:**18 Aug 2015 10:05:09 +0100  
**To:**Tia Menecier  
**Subject:**FW: Application for Stedham Sports Pavilion and Sports Ground, The Street, Stedham, Midhurst GU29

Licensing Team  
Chichester District Council  
Tel: 01243 534734 | Fax: 01243 776766 | [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk) | <http://www.chichester.gov.uk>  
[www.facebook.com/ChichesterDistrictCouncil](http://www.facebook.com/ChichesterDistrictCouncil) | [www.twitter.com/ChichesterDC](http://www.twitter.com/ChichesterDC)

---

**From:** Chris Sayer [REDACTED]  
**Sent:** 17 August 2015 14:27  
**To:** Licensing  
**Subject:** Application for Stedham Sports Pavilion and Sports Ground, The Street, Stedham, Midhurst GU29

Dear Sir/Madam,

I received a notification by hand yesterday giving two weeks to respond. This is unacceptable during the holiday period, when many interested parties are absent.

I object to this application on the following grounds:-

- 1 The planning request and the permission given for the new building was for use as a sports pavilion.
- 2 The sports field is a green area within the South Downs National Park and is located out of the village envelope
- 3 To convert this building into licensed premises will constitute a change of use of the field and as such is against current planning guidelines.
- 4 The current Stedham Pavilion Association Members are the same individuals, who proved their unsuitability to manage licensed premises located in the old Collins Club Building in The Street. There was considerable antisocial behaviour associated with the club and the police were frequently called for that and the sale and use of illegal drugs.
- 5 My property backs onto the field and I have no objection to the occasional use of the pavilion for social events, but a permanent seven days a week licensed premises is unacceptable.

Yours faithfully Mrs Chris Sayer  
Ambledown, 11a, The Street, Stedham, Midhurst. GU29 0NQ

---

## LEGAL DISCLAIMER

Communications on or through Chichester District Councils computer systems may be monitored or recorded to secure effective system operation and for other lawful purposes.

**From:**Licensing  
**Sent:**20 Aug 2015 14:49:36 +0100  
**To:**Tia Menecier  
**Subject:**FW: Application No. 15/00939

Licensing Team  
Chichester District Council  
Tel: 01243 534734 | Fax: 01243 776766 | [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk) | <http://www.chichester.gov.uk>  
[www.facebook.com/ChichesterDistrictCouncil](http://www.facebook.com/ChichesterDistrictCouncil) | [www.twitter.com/ChichesterDC](http://www.twitter.com/ChichesterDC)

---

**From:** Elizabeth Carmichael [REDACTED]  
**Sent:** 20 August 2015 12:28  
**To:** Licensing  
**Subject:** Application No. 15/00939

Dear Sirs

Reference the above application from Stedham Pavilion Association and as a resident of Stedham and contributor to the fund raising for the Stedham Pavilion, I am writing to strongly object to the licensing of the above premises which are situated in very close proximity to the surrounding village.

We were led to believe that there would be restricted licensing and it is therefore surprising to now see the Application for full licensing hours.

1. Live & Recorded Music - Friday to Sunday 1200hrs to 2300hrs extending to Late Night Refreshment 2330hrs. This enables late night extended drinking.
2. Retail sale of alcohol - Monday to Thursday 1200hrs to 2230hrs - some people have go to work the following day.
3. Retail sale of alcohol Friday to Sunday 1200hrs to 2300hrs. This looks like all day drinking as above.

Unfortunately and historically, the same people who ran the Stedham Club (closed 4 or 5 years ago) and was well known in the area for extended drinking and drugs, are to be in charge of the administration of the Stedham Pavilion Association and there is therefore no confidence that the new sports Pavilion will be run any differently.

Stedham is a rural West Sussex village situated in the Southdowns National Park and not a city centre, and as a village its interests must surely lie with providing sports facilities and a community area for the enjoyment of everyone and not just for those who wish to abuse these facilities.

Yours faithfully



Elizabeth Carmichael  
Stedham

---

LEGAL DISCLAIMER

Communications on or through Chichester District Councils computer systems may be monitored or recorded to secure effective system operation and for other lawful purposes.

**From:**Licensing  
**Sent:**17 Aug 2015 08:11:50 +0100  
**To:**Tia Menecier  
**Subject:**FW: Stedham Pavilion License Application

Licensing Team  
Chichester District Council  
Tel: 01243 534734 | Fax: 01243 776766 | [licensing@chichester.gov.uk](mailto:licensing@chichester.gov.uk) | <http://www.chichester.gov.uk>  
[www.facebook.com/ChichesterDistrictCouncil](http://www.facebook.com/ChichesterDistrictCouncil) | [www.twitter.com/ChichesterDC](http://www.twitter.com/ChichesterDC)

---

**From:** Sophie Smallwood [REDACTED]  
**Sent:** 16 August 2015 20:25  
**To:** Licensing  
**Subject:** Stedham Pavilion License Application

I am e-mailing to lodge my protest against the application from Stedham Pavilion Association for a license to sell alcohol Monday to Thursday 12.00 to 22.30 hours, Friday to Sunday 12.00 to 23.00. And to play live and recorded music Friday to Sunday 12.00 to 23.00.

My reasons for this protest are that:

- a) The pavilion is directly behind my house and the noise from recent events has been very invasive and the music was not turned off until well after 11pm.
  - b)The guests from the last two events made considerable noise and dropped bottles in the gardens of local residents. It is clear the Sport's Club committee has no control over the behaviour of guests.
  - c) In the application for the the planning permission for the pavilion it stated that all music would be switched off by 11pm. There is written evidence to show that there is no intention to abide by that. The hosts of the two weddings this month sent leaflets advising us that the music would be 11.30pm.
- Please note that the Planning Enforcement team has been notified about the apparent change of use.
- d) There is a history of anti-social behaviour at the venue previously managed by The Stedham Sports Club, the body now running the Pavilion. It included under age drinking, drug taking and, on at least one occasion, the physical assault.
  - e) If the license is granted it will be very difficult to move as no one will want to buy a house at this end of the village given the level of disturbance residents will have to live with. It will have a devastating effect on house prices.

The disturbance would cause me huge distress.

Please take points into consideration.

Yours faithfully,

Sophie Smallwood  
Little House,  
The Street,  
Stedham,  
West Sussex GU29 0NQ

---

#### LEGAL DISCLAIMER

Communications on or through Chichester District Councils computer systems may be monitored or recorded to secure effective system operation and for other lawful purposes.

**From:**Licensing  
**Sent:**28 Aug 2015 14:14:27 +0100  
**To:**David Knowles-Ley  
**Subject:**FW: Comments for Licensing Application 15/00939/LAPRE

---

**From:** publicaccess2@chichester.gov.uk [publicaccess2@chichester.gov.uk]  
**Sent:** 28 August 2015 13:47  
**To:** Licensing  
**Subject:** Comments for Licensing Application 15/00939/LAPRE

Licensing Application comments have been made. A summary of the comments is provided below.

Comments were submitted at 1:47 PM on 28 Aug 2015 from Mrs Jane Crawford.

### **Application Summary**

**Address:** Stedham Sports Ground The Street Stedham West Sussex  
**Proposal:** Premises Licence  
**Case Officer:** Tia Menecier  
[Click for further information](#)

### **Customer Details**

**Name:** Mrs Jane Crawford  
**Email:** [REDACTED]  
**Address:** Not Available

### **Comments Details**

**Commenter Type:** Parish Council  
**Stance:** Customer objects to the Licensing Application  
**Reasons for comment:**  
**Comments:** 1:47 PM on 28 Aug 2015 Stedham with Iping Parish Council strongly objects to the above application submitted in respect of the licensing of the pavilion at Stedham Sports Field. At a well-attended Public Meeting on the evening of Wednesday 26 August 2015 there was an overwhelming body of opinion expressed that the advertised hours of licensing were quite unacceptable, particularly in view of disturbances suffered by near neighbours during recently held events. Even the applicants agreed. Unfortunately the qualifying conditions contained within Section M of the application do not satisfactorily clarify Stedham Sports Association's intentions. "Pre-booked events" could mean anything. Parishioners requested that the Association should withdraw the current licence application and commence a period of consultation or alternatively endeavour to amend the conditions as set out in Section M. The consensus among the public was that the licensing hours should remain consistent with the planning consent - that is to say 9.30 pm for matches, training

etc and in addition possibly four special events per annum. The Association made it clear to us that they will now be revising their proposals and will come back to a further Public Meeting to discuss a compromise solution with parishioners and the Parish Council. If the current application process has to continue, our understanding from your emails is that no licence will be granted until mediation has taken place. Could you please let us know what timescale is allowed for this and who arranges it?



## West Sussex Division Neighbourhood Licensing Team

Laurence Foord  
Licensing Manager  
Chichester District Council  
East Pallant House  
1 East Pallant  
Chichester  
West Sussex  
PO19 1TY

5th August 2015

Dear Mr Foord,

### **RE: APPLICATION FOR GRANT OF A NEW PREMISES LICENCE FOR STEDHAM SPORTS PAVILLION**

I write on behalf of the Chief Officer of Police for Sussex to raise a representation against the grant of the above application on the grounds of Prevention of Crime and Disorder, the Prevention of Public Nuisance and the Protection of Children of Harm.

Whilst the operating schedule offers various steps to promote the licensing objectives, it fails to satisfy Sussex Police that the licensing objectives will be effectively promoted. Sussex Police have spoken with the applicant who has verbally confirmed amendments to the application.

- All members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs. Induction training must be completed and refresher training thereafter at intervals of no more than twelve (12) weeks. All restricted sales training undertaken by staff members shall be fully documented and signed by those persons making sales. All training records shall be made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff
- A written record of those authorised to make sales of alcohol shall be kept. This shall be endorsed by a member of the management committee with the date such authorisation commences. This record shall be made available immediately upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff

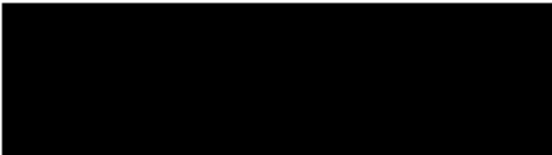
**Sussex Police, Neighbourhood Licensing Team, Centenary House,  
Durrington Lane, Worthing, West Sussex. BN13 2PQ**

- The premises shall at all times maintain and operate a sales refusals log and an incident log will be kept to record all refusals and incidents of crime or disorder. These shall be reviewed and signed by a member of the management committee at intervals of no more than six (6) weeks. Feedback shall be given to ensure these records are updated on each occasion that a refusal or incident occurs at the premises. These records shall be kept for a minimum of twenty four (24) months, and made immediately available upon request to the Local Authority Licensing Officers and Sussex Police Officers or Licensing staff
- Where the premises is to be used for a special event or function the management committee shall ensure a documented risk assessment has been made, which identifies the activities undertaken at the premises and the controls necessary to promote the licensing objectives.

If the applicant is agreeable to these proposed conditions and can confirm this in writing, Sussex police can resolve this representation.

If you wish to discuss this further please do not hesitate to contact me.

Yours sincerely,



Chief Inspector Burtenshaw  
District Commander  
Sussex Police

**From:**Licensing  
**Sent:**28 Aug 2015 10:54:08 +0100  
**To:**David Knowles-Ley  
**Subject:**FW: Stedham Sports Association Pavilion.

---

**From:** Chris Morgan [REDACTED]  
**Sent:** 28 August 2015 09:52  
**To:** Licensing  
**Subject:** Stedham Sports Association Pavilion.

To:- Licensing Manager  
Terrace,  
Licensing Team  
Housing & Environment Services,  
Chichester District Council,  
East Pallant House,  
1, East Pallant,  
Chichester,  
West Sussex.  
PO19 1TY.

1, Yarborough  
  
Stedham,  
Midhurst,  
West Sussex,  
GU29 0NP.

Dear Sir,

Re: Application by Stedham Sports Association Pavilion for Grant of Premises License.

As a long time resident of Stedham and a near neighbour to Stedham Sports Field I would like to give my support to the above application.

Stedham Sports Associations' new pavilion is proving to be of great benefit, not only to the Sports Association, but to the community as a whole. The Pavilion is being used for a wide range of events that have not been catered for in the village previously.

The granting of this license will ensure the continued success of the pavilion and will provide it with a much needed income stream to help with upkeep and future maintenance.

Yours faithfully,

C. Morgan.