

Licensing Sub-Committee

10 February 2022



Time and venue:

9.45 am in the Ditchling & Telscombe Rooms - Southover House, Lewes

Membership:

Councillors: Sam Adeniji, Isabelle Linington and Jim Lord

Reserve: Councillor Graham Amy

Quorum: 3

Published: Wednesday, 2 February 2022

This meeting is open to the public to attend. We recommend that you wear a face covering (unless medically exempt) and observe social distancing. All attendees are also recommended to take a lateral flow test on the day of the meeting.

Agenda

- 1 Election of chair of the sub-committee for this meeting**
- 2 Apologies for absence/declaration of substitute members**
- 3 Declarations of interest**

Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct.

- 4 Application for a new Premises Licence at Glynde Station, Lacys Hill, Glynde (Pages 3 - 42)**

Information for the public

Accessibility:

Please note that the venue for this meeting is wheelchair accessible and has an induction loop to help people who are hearing impaired. This agenda and accompanying reports are published on the Council's website in PDF format which means you can use the "read out loud" facility of Adobe Acrobat Reader.

Filming/Recording:

This meeting may be filmed, recorded or broadcast by any person or organisation. Anyone wishing to film or record must notify the Chair prior to the start of the meeting. Members of the public attending the meeting are deemed to have consented to be filmed or recorded, as liability for this is not within the Council's control.

Information for Councillors

Disclosure of interests:

Members should declare their interest in a matter at the beginning of the meeting.

In the case of a disclosable pecuniary interest (DPI), if the interest is not registered (nor the subject of a pending notification) details of the nature of the interest must be reported to the meeting by the member and subsequently notified in writing to the Monitoring Officer within 28 days.

If a member has a DPI or other prejudicial interest he/she must leave the room when the matter is being considered (unless he/she has obtained a dispensation).

Democratic Services

For any further queries regarding this agenda or notification of apologies please contact Democratic Services.

Email: committees@lewes-eastbourne.gov.uk

Telephone: 01323 410000

Council website: <https://www.lewes-eastbourne.gov.uk/>

Modern.gov app available: View upcoming public committee documents on your device. Free modern.gov [iPad app](#) or [Android app](#) or [Microsoft app](#).

Report to:	Licensing Sub-Committee
Date:	10 February 2022
Title:	Application for a new Premises Licence, Glynde Station, Lacys Hill, Lewes, Glynde, BN8 6RU
Report of:	Director of Service Delivery
Ward(s):	Glynde & Beddingham Parish
Purpose of report:	To consider representations made against the new Premises Licence application under the Licensing Act 2003 and make a decision on the application.
Officer recommendation(s):	To consider representations made against the new Premises Licence application under the Licensing Act 2003 and make a decision on the application.
Reasons for recommendations:	Relevant representations made within consultation period
Contact Officer(s):	Name: Michael Davis Post title: Specialist Advisor - Licensing E-mail: Michael.Davis@lewes-eastbourne.gov.uk Telephone number: 07766254089

1 Introduction

- 1.1 Lewes District Council received an application for a new Premises Licence under the Licensing Act 2003 for Glynde Station, Lacy Hill, Lewes, BN8 6RU from Mr Peter Duffy on behalf of steamworks (Glynde) Ltd Application and Plan can be seen at **Appendix 1**.

2 The Application

- 2.1 An application for the grant of a new premises licence under the Licensing Act 2003 for the following licensable activities:

Sale by Retail of Alcohol (on and off the premises)

The original application (Appendix 1) was originally submitted as Sale by Retail of Alcohol off the premises but a subsequent email dated the 18th December 2021 stated that he had made a mistake on the original application. On the 20th December 2021 the responsible officers were notified of this mistake and that the applicant wished to apply for both On and Off the premises. The casework team was unable to change the PDF

document and so send an email to responsible officers as the change in application.

Monday - Saturday 10:00 - 23:00

Sunday 10:00 - 22:00

Opening Hours

Monday - Saturday 10:00 - 23:00

Sunday 10:00 - 22:00

3 Licensing Objectives

- 3.1 When applying for a new premises licence under the Licensing Act 2003, the applicant is required to describe any steps they intend to take to promote the four Licensing Objectives as defined by the Licensing Act 2003. The Operating Schedule detailing these steps can be seen in the application form. This is included at **Appendix 1**.

4 Consultation Process

- 4.1 The Licensing Act 2003 requires applicants to advertise both on the premises and in a local newspaper in order to inform the public of the application. The application details are also advertised on the council's website. Several "Responsible Authorities" have also been consulted as part of the process. There was a consultation period of 28 days, from 18th December 2021 to the 15th January 2022, for representations to be made, the applicant conformed with all the requirements as laid out within The Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005.
- 4.2 During the consultation process one valid representation was submitted by 2 members of the public from the same household. **Appendix 2**.

5 The Decision Making Process - The Licensing Objectives

- 5.1 In their decision making, the Licensing Sub-Committee must act to promote the four Licensing Objectives. All carry equal weight as part of the process. The Licensing Objectives are:
- The Prevention of Crime and Disorder
 - Public Safety
 - The Prevention of Public Nuisance
 - The Protection of children from Harm

5.2 A representation is a 'relevant representation' if it is about the likely effect of the grant of the licence on the promotion of the licensing objectives. The objector must establish that such a consequence is a likely effect of a grant (i.e., more probable than not).

6 Lewes District Council's Statement of Licensing Policy & Section 182 Guidance

6.1 Copies of the Council's Statement of Licensing Policy have previously been circulated to Members. A copy is also retained in the Members' Room.

6.2 Whilst each application will be considered on its merits, the Licensing Sub-Committee will act to promote the four licensing objectives and have due regard to:

- Lewes District Council's Statement of Licensing Policy 2017-2022
- Section 182 Guidance issued by the Home Office.

6.3 Lewes District Council's Statement of Licensing Policy outlines the matters that the Authority will consider when determining matters under the Licensing Act 2003. An overview of the three licensing objectives raised in the representation appears below.

6.4 The Prevention of Crime and Disorder

The Council's Statement of Licensing Policy states that the Operating Schedule should include steps to ensure the deterrence and prevention of crime and disorder on and in the vicinity of premises. The restriction of types of licensable activity, hours and imposition of conditions may be considered and applied as appropriate.

6.5 Public Safety

The Statement of Licensing Policy states that the Operating Schedule should include steps to ensure the physical safety of patrons. This might include the imposition of conditions regarding capacity and mechanisms to promote responsible drinking. The restriction of types of licensable activity, hours and imposition of conditions may be considered and applied as appropriate.

6.6 Protection of children from Harm

6.6

The Statement of Licensing Policy requires that operating plans must specify the measures and management controls in place to protect children from harm. Conditions can be placed to restrict access to children to the premises during certain times or when certain licensable activities are taking place. The restriction of types of licensable activity, hours and imposition of conditions may be considered and applied as appropriate.

6.7 Representations

A copy of the representation is included at **Appendix 2**, however a summary appears below:

7

7.1

‘Interested Parties’ One representation has been received, these representations have made comments under Prevention of Crime & Disorder, Public Safety and Protection of Children from harm
Representations from Responsible Authorities
The following summarises whether representations have been received from responsible authorities: <ul style="list-style-type: none">➤ Sussex Police – No representation.➤ Lewes District Council (Specialist Advisor) Environmental Health – No representation➤ Lewes District Council (Specialist Advisor) Health and Safety – No representation.➤ Lewes District Council (Specialist Advisor) Planning – No representation.➤ Lewes District Council (Specialist Advisor) Licensing – No representation➤ East Sussex Fire and Rescue Service – No representation➤ Area Child Protection Team– No representations➤ Trading Standards (East Sussex County Council) – No representation.➤ Primary Care Trust- No representation

7.2

Mediation was attempted by Licensing Officers, this was considered not likely to be effective.
The applicant did respond to the representation and this response can be seen at **Appendix 3**.

8

Options open to the Sub-Committee

8.1

The Licensing Sub-Committee shall take the steps it considers appropriate for the promotion of the Licensing Objections and may:

- Grant the Licence in the same terms as it was applied for.
- Grant the Licence but modify the conditions as appropriate for the promotion of the licencing objectives.
- Grant the Licence but modify the hours of licensable activity as appropriate for the promotion of the licensing objectives.
- Reject the application.

8.2

The Sub-Committee are asked to note the procedures relating to this hearing which are contained in The Licensing Act 2003 (Hearing) Regulations 2005 as amended.

8.3

The Sub-Committee may also consider any other matters that may negatively impact upon the Licensing Objectives and exercise their powers to impose conditions, or take the appropriate action as they see fit, in order to promote the Licensing Objectives.

8.4

In determining what, if any, conditions should be attached to a licence, these should only be imposed where it is considered appropriate and proportionate on a case-by-case basis. The applicant, any person or any Responsible Authorities may also suggest conditions to address concerns as a means to promote the Licensing Objectives. The Sub-Committee may not impose any condition unless its discretion has been exercised following receipt of a relevant representation and is satisfied that it is appropriate to promote one or more of the licensing objectives.

9 Financial appraisal

9.1

The cost of delivering the licensing function is fully covered by the Licensing fees.

9.2

A decision made by the Sub Committee may be appealed by any party to the proceedings to a Magistrates' Court. Costs associated with this matter and incurred by any party, may in certain circumstances be awarded against the Council. The impact of these additional costs (if any) will therefore need to be met from within existing revenue budgets.

10 Legal implications

10.1

Under section 18 Licensing Act 2003 (as amended), following receipt of an application for a premises licence if relevant representations are received, unless all parties agree that a hearing is unnecessary, the Licensing Authority must hold a hearing. At the hearing the Sub Committee shall, having regard to the representations, take such steps as it considers appropriate for the promotion of the licensing objectives. The relevant options are outlined in para. 8.1 of this Report.

10.2

The Licensing Sub Committee should be mindful of requirements and responsibilities placed on them by other legislation, in addition to those contained within the Licensing Act 2003. These include, but are not limited to, having due regard to the Equality Act 2020, the Human Rights Act 1998 and the Crime and Disorder Act 1998.

10.3

Under section 181 and Schedule 5 Licensing Act 2003 there is a right of appeal to the Magistrates' Court in respect of applications for new licences. This right of appeal is open both to the applicant and to any person who has made relevant representations. The appeal application must be made within 21 days of the written notification of the Sub Committees decision to the appellant.

10.4

The Legal section considered this Report on 1 February 2022 (Iken10783-LDC-MW).

11 Risk management implications

11.1 There are no risks associated with the content of this report.

12 Equality analysis

12.1 An Equality Analysis is not constructive in this instance.

13 Environmental sustainability implications

13.1 There are no sustainability and/or carbon reduction implications associated with this report.

14 Appendices

- 14.1
- Appendix 1 - Application and plan for a new premises licence under the Licensing Act 2003
 - Appendix 2 - Representation from interested Party
 - Appendix 3 – Applicant’s reply to representation

16 Background papers

16.1 The background papers used in compiling this report were as follows:

- Section 182 Statutory Guidance to the Licensing Act 2003
- Lewes District Council Licensing Statement 2017-2022
- Human Rights Act 1998
- Equality Act 2010
- Crime and Disorder Act 1998

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

- System reference This is the unique reference for this application generated by the system.
- Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
- Are you an agent acting on behalf of the applicant? Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.
- Yes No

Applicant Details

- * First name
- * Family name
- * E-mail
- Main telephone number Include country code.
- Other telephone number
- Indicate here if you would prefer not to be contacted by telephone

- Are you:
- Applying as a business or organisation, including as a sole trader
- Applying as an individual
- A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

- Is your business registered in the UK with Companies House? Yes No
- Registration number
- Business name If your business is registered, use its registered name.
- VAT number Put "none" if you are not registered for VAT.
- Legal status
- Note: completing the Applicant Business section is optional in this form.

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

Section 4 of 21

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Continued from previous page...

Limited Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

* Nationality [Documents that demonstrate entitlement to work in the UK](#)

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

COMMERCIAL PROPERTY This commercial space situated at Glynde Train Station is currently vacant and ready for occupation by retail or office based business. PROPERTY Comprising of three adjoining rooms, two of which have private access from the front of the building, a WC, small utility area as well as kitchen set up in one of the rooms. The building benefits from gas central heating. The windows are single glazed, sash style. This versatile space would suit many types of business and is in a convenient location off the A27. There are three parking spaces available for use out the front of the

Continued from previous page...

building. Utility Room: 6' 6" x 3' 0" 2.01 x 0.93m Main Room: 27' 6" x 11' 6" 8.39 x 3.51 Middle Room: 14' 8" x 16' 10" 4.48 x 5.15 MSmallest Room: 12' 4" x 11' 11" 3.78 x 3.63 The premises is situated at Glynde Train Station and was previously owned by GTR but was sold off in the 1990's. It is a typical train station building here in the South East. It is built in brick and has a tiled roof. The last tenant who operated a business from the building was Airworks Training Limited. They operated a Paragliding training business from the premises it is registered for retail use.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

Continued from previous page...

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes No

Section 13 of 21

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

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Date of birth / /
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name	<input type="text" value="12"/>
Street	<input type="text" value="Clementine Avenue"/>
District	<input type="text" value="Lewes"/>
City or town	<input type="text" value="Seaford"/>
County or administrative area	<input type="text" value="East Sussex"/>
Postcode	<input type="text" value="BN25 2UU"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text"/>
Issuing licensing authority (if known)	<input type="text"/>

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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.

Continued from previous page...

TUESDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 18 of 21

LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

We recognise our responsibility towards the promotion and management of a responsible drinking environment in our pubs. We are committed to ensuring our customers drink in moderation and to helping them understand the key impacts of alcohol.

We will consult with our community on a six monthly basis and will make access to us through complaints and comments an easy process.

We work with the Government and enforcing bodies such as the Police and Local Authorities to actively support responsible drinking and we are committed to the following standards:

- Not offering "all you can drink promotions".
- Not offering liquor-only multi buy deals.
- Not pricing any alcoholic drink under the cost price plus duty and VAT.

We encourage attendance at Pub Watch meetings and ask for strict adherence to the nationally acknowledged "Challenge 25" scheme, seeking proof of age of anyone appearing to be 25 years or under.

We will enroll in Best Bar None, an accreditation scheme supported by the Home Office and other companies in the drink industry to improve standards in the evening and night time economy.

Best Bar None was piloted in Manchester in 2003. It is an awards and accreditation scheme that was developed to recognise and reward responsible premises, and to improve operating standards in the evening and night time economy. Since then schemes have been set up in towns and cities across the UK and Best Bar None has been adopted by some international locations. The scheme intends to:

- 1.Reduce alcohol related crime and disorder
- 2.Build a positive relationship between licensed trade, police and local authorities and the private sector
- 3.Improve knowledge and skills of enforcement and regulation agencies, licensees, and bar staff to help them responsibly manage licensed premises
- 4.Make sure that accredited venues meet the minimum standards and champion ongoing improvements
- 5.Recognise responsible premises and share good practices with others
6. Highlight how operating more responsibly can improve the profitability of an individual business and attractiveness of a general area

b) The prevention of crime and disorder

The premise will have an integrated CCTV system fitted as part of its refurbishment allowing instant visual feedback or download if requested. All data will be stored for at least 28 days. As part of normal trading an incident register will be kept of all noteworthy event (polite warnings, interventions, ejections etc) occurring on the premise. The DPS will be available at all times and all staff involved in the sale of alcohol who are not the holders of a Personal Licence will receive initial training and subsequent refresher training at least every 6 months by the DPS or an accredited trainer. This will be recorded in the staff training register which will be held indefinitely.

c) Public safety

As part of normal operations, health and safety risk assessments will be routinely undertaken to identify and deal with hazards. All doors providing external access will be free to open while the premise is trading. The premise will be monitored by CCTV and integrated smoke alarms and a log book maintained to show that regular checks of those systems are undertaken along with any checks and maintenance of ancillary equipment.

We will maintain the following documents:-

- A written plan/log that demonstrates how capacity is managed effectively to prevent overcrowding
- A documented accident recording system
- A written policy on preventing and dealing with disorder and managing conflict
- A log showing how we record any such incidents

Continued from previous page...

Poster to remind customers of the need to behave responsibly
Staff training module on public safety
A written fire safety risk assessment which has been completed or reviewed in the past twelve months.
Records of staff training which show your staff are aware of their responsibilities
A daily pre-opening check list
Documentation that shows all fire equipment is inspected/serviced annually

d) The prevention of public nuisance

We recognise the importance of minimising our impact on the environment wherever possible including issues of noise, transport, drunkenness.

Prominent, clear and legible notices will be displayed at the exit requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly. Deliveries of goods necessary for the operation of the business will be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents. Staff who arrive early morning or depart late at night conduct themselves in such a manner to avoid causing disturbance to nearby residents. Customers will not be permitted to stand around loudly talking in the street outside the premises. Customers will not be admitted to premises above opening hours. Any lighting on or outside the premises will be positioned and screened in such a way so as to not cause a disturbance to nearby residents.

We will maintain the following documents:-

A written policy stating we have a zero tolerance policy with regards to drugs and outlining what the venue will do to ensure that drugs are not brought into the venue or consumed on its premises. It also states what we will do if anyone is caught with drugs on the premises and how the drugs will be disposed of.

- Toilet Check logs
- Drugs/Weapons Removal/Collection Record
- Records of staff training which show your staff are aware of their responsibilities
- Zero Tolerance to Drugs posters
- A clear policy relating to the searching of the premises
- An effective noise policy that is relevant to your surrounding area
- Evidence of an effective dispersal policy that is relevant to your surrounding area
- Materials reminding people to leave quietly eg the Sssh poster

e) The protection of children from harm

Documents/tools on premises

- A robust proof of age policy and evidence that procedures are followed at all times
- Posters/notices to customers advising customers of this strict policy
- A policy of rigorously checking accepted forms of ID (passport, photo driving licence)
- Accredited proof of age cards) for those who appear to be under 25
- Acceptable forms of ID and counterfeit IDs
- Age verification calculator
- A refusals register or log
- Records of staff training which show staff are aware of their responsibilities
- Staff are required to read and sign a notice regarding underage sales before each shift worked

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

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

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

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

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

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

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

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

Continued from previous page...

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

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

Home Office online right to work checking service

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

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

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

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £1250001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

DECLARATION

Continued from previous page...

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read Guidance Note 15)

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her Proof of Entitlement to Work, if appropriate (please see Note 15)

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/lewes/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

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

OFFICE USE ONLY

Applicant reference number	<input type="text" value="Glynde"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)



*THE LICENSED AREA
is OUTLINED in
RED*

Key:-

Fire alarm control panel **FAP**

Break glass call point **C**

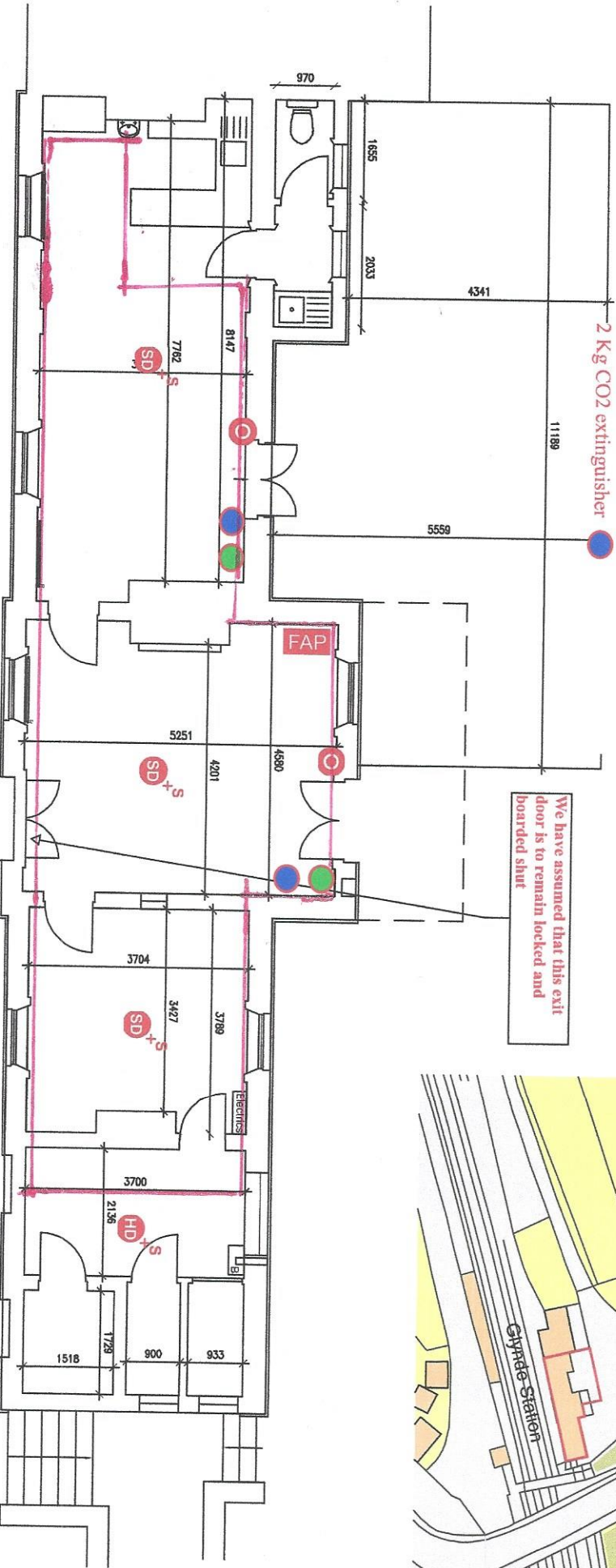
Combined optical smoke detector and sounder base **SD⁺S**

Combined heat detector and sounder base **HD⁺S**

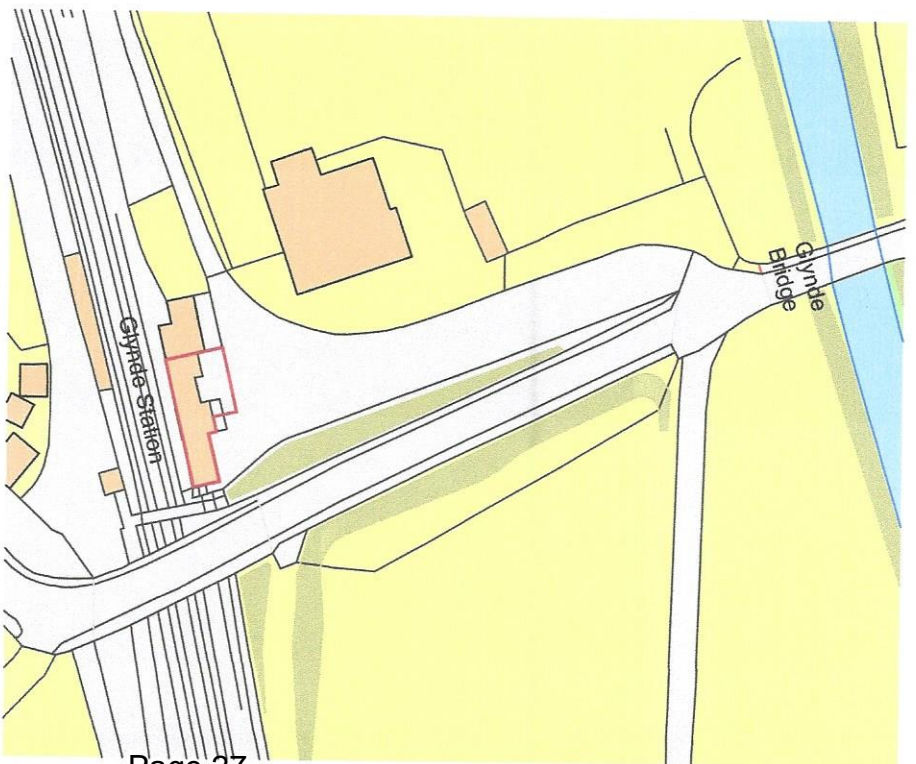
6 Litre water extinguisher **W**

2 Kg CO2 extinguisher **CO2**

Floor Plan - Scale 1:100
The Old Station
Glynde
East Sussex
BN8 6SS RLL



We have assumed that this exit door is to remain locked and boarded shut



This page is intentionally left blank



Children's Bedroom

Proposed Alcohol license /
pub







APPENDIX 2

From: REDACTED

Sent: 06 January 2022 21:07

To: licensing <licensing@lewes-eastbourne.gov.uk>

Cc: REDACTED

Subject: Representation for REFUSAL of licensing application for Steamworks (Glynde) Ltd / The Station, Glynde Station

Dear Madam / Sir,

Reference: On/ Off sales Licensing application by Steamworks (Glynde) The Station, Glynde. East Sussex

Thank you for sending through the submitted application for The Station Glynde by Steamworks. Please consider this representation with a view to refusing the on & off sales of alcohol to the premises.

The premises is not in fact "a typical train station" (contrary to completed section 5 of application) and is quite unique as it is entirely privately owned and approximately 50% of the original plot is now a domestic dwelling (see attached property on application site plan.)

REDACTED

We have very serious concerns about the property being granted an alcohol on/off license for a variety of reasons - but essentially prior to being sold as two buildings by British Rail it was actually one. I have attached photos to try and give a sense of just how "intimate" the site is. It is also worth noting that the entire east and south aspect of the property is a live (unmanned) station platform so any/ all activity conducted on the proposed licensed site is beneath our REDACTED (north aspect of proposed application). Historically the property was an outdoor pursuits business so the hours were kept between 8- 5pm and most business conducted off site.

It should be said that we would welcome a REDACTED be it using the premises as an office or museum (previous use some years ago) but a bar is wholly inappropriate given the specifics of the site.

I understand that licensing objectives should be met so I will try to address in that fashion;

General

Glynde is a small close-knit community in the South Downs National Park. The village pub sadly closed some 3/ 4 years ago. Currently the village is served by the community led social club which has a bar opposite the cricket grounds some 200m from this site. The funds raised by the bar are used to self-fund as well as support other village initiatives (if finances allow.) It should be noted that any new on/off alcohol sales may well struggle to operate on

local custom and potentially draw business from the social club and local village store (which is also the post office.)

The applicant has not consulted with the community or us as REDACTED and we were first alerted to the licensing application when it was placed on the door. I have contacted the landlord to ask for some clarification since the licensing applications were posted, but as yet they have declined to respond. No approach has been made to the Parish Council, Glynde Estate ,or as far as I'm aware, anyone within the village.

The Prevention of Crime & disorder

We are extremely keen to reduce any incidents of alcohol charged violence on or around the station more than already occurs.

Whilst a very quiet village station we have had some serious incidents. Glynde is an unmanned station so when situations occur we do get drawn in. Most recently a drunken assault on a woman (REDACTED) resulted in REDACTED having to restrain the offender until police arrived. (approx. 2 months ago, please speak to Detective Anthony Shaw, British Transport police.) Prior to that a drunk passenger smashed the station windows, REDACTED, and ran onto the track causing a 1 hr line closure and 10 officers to attend.

Whilst relatively infrequent these events have very much affected REDACTED and all have been alcohol related.

It is inevitable that should a license be granted these incidents will increase. Police response times are not great due to overstretched resources so REDACTED typically a missed train late at night. I doubt a bar manager is going to get involved at 11.30 pm when a drunk customer misses the last (often infrequent) late train.

Whilst cctv inside the building is a sensible suggestion REDACTED

Public safety

See above.

Also, an internal door from the proposed premises leads directly onto the station platform so highly inadvisable that "all doors providing external access will be free to open" (see photo attached)

Protection of Children from Harm

It is completely unrealistic to expect any bar/ pub to not have a very significant negative impact on REDACTED from a noise pollution point of view. The only entrance, smoking area, bottling disposal, waste disposal, outside terrace seating is approximately 2 metres REDACTED. A slammed door and voices at 5pm are one thing. A well lubricated crowd having a "frank" and loud discussion at 11pm on a Monday night is quite another.

Regardless of intent it is inevitable that should a license be granted the intimate nature of this site would have a very detrimental effect on REDACTED.

I apologise if this seems lengthy but I cannot express to you how inappropriate this site is and I gladly invite you to visit and see for yourselves. Should you wish to discuss anything further, arrange a visit or have any questions please feel free to call me on REDACTED.

Lastly; given the personal information contained in this correspondence I would ask that this e mail not be made available for public viewing. If a copy needs to be displayed, please can you forward me a redacted version for approval prior to publishing. Id also be grateful if you can acknowledge receipt of this e mail.

Kind Regards

REDACTED

This page is intentionally left blank

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Appendix 3

Dear Michael

In relation to representations made regarding Glynde license application, we would like to share our thoughts and comment as follows:

The Prevention of Crime & Disorder & Public safety

We have an existing licenced premises, on the Platform in Seaford Train Station, BN25 2AR. We provide a safe space for vulnerable people, and we are a community hub.

We take our responsibilities as publicans extremely seriously. Our management team have extensive experience in the hospitality industry and as such we employ robust policies and procedures regarding the prevention of drunkenness and poor behaviour. We have a direct line to British transport police with a faster response. Our staff are trained on how to deal with anti-social behaviour as well as having specific training provided by GTR, as the premises is part of the train station. To date these measures have worked superbly. This combined with our business model that attracts a mature and affluent clientele keeps issues to an absolute minimum.

We strongly believe that an open and thriving business, staffed, well-lit and covered internally and externally by the latest CCTV will prove far safer than an empty unlit building in a remote location.

On the plan submitted with the premises application we show that there will be no access from the premises to the Platform. This is because there is a regular non-stop train service that travels at 80 miles per hour through Glynde Station.

Protection of Children from Harm

We see Glynde as a food led business and we intend to welcome and cater for families and children. Our priority will be to create a safe and friendly environment to all our customers.

Various steps can be taken to reduce any noise that will affect the neighbouring property. These measures include but are not limited to:

Soft closing devices on all internal and external doors.

Ensure that all removal of rubbish bottles waste etc will take place during sociable hours.

Adding a partition to separate the gardens.

Appendix 3

Placing time restrictions on entry to garden after certain hours.

Close outside area earlier on weekdays

Place the smoking area away from the house

Display clear signage regarding noise and anti-social behaviour.

Digitally Monitoring noise levels throughout the premises inside and out.

Our management team are very happy to meet and discuss all of the concerns raised.

Kind regards

Peter Duffy

Steamworks (Glynde) Limited