

Membership as from May 2024

Councillor Berry
Councillor Drummond
Councillor Harvey (Vice)
Councillor Hood (Chair)
Councillor Hulbert
Councillor Jarvis
Councillor Jones
Councillor McHugh
Councillor Nobbs
Councillor Perry
Councillor Yarrow
Members = 11
Quorum = 3



Newmarket
TOWN COUNCIL

The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP

TEL: 01638 667227

You are hereby summoned to attend a meeting
of the **Development and Planning Committee**
to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

Tuesday 6th May 2025 at 6.15pm

A G E N D A

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. Report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting

1. **Chair to read** fire safety notice and announce that proceedings may be filmed or recorded and ask if anyone present intends to record the meeting.
2. **Apologies** - To receive and accept apologies for absence
3. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of previous meeting held 22nd April 2025**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
5. **Public participation** – an invitation to members of the public to make representations to Councillors.
Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting for members of the public to address Councillors
6. **Planning applications** – West Suffolk Council, weeks commencing 14/04/25, 21/04/25
 - a) **DC/25/0656/TCA – Trees in a conservation area notification – one Horse Chestnut (T1 on plan) pollard to seven metres above ground level and one Sycamore (T2 on plan) pollard to seven metres above ground level – 1 Alycidon Mews, Newmarket**
7. **Planning applications** – Amended and Deferred Plans
8. **Planning Appeals** – to discuss any notified appeals and receive any appeal updates or results
 - a) **Animal Health Trust**
9. **Planning applications** – East Cambs
10. **Planning decisions and plans withdrawn** – West Suffolk Council, weeks commencing 14/04/25, 21/04/25
11. **Delegation Panel decisions** - To discuss any decisions by Delegation Panel
12. **Licensing** - To discuss any Licensing applications, including pavement licence applications
 - a) **Premises licence** – Bueno Steakhouse, 4-5 Crown Walk, Newmarket
 - b) **Premises licence** – Lanwades Hall. Lanwades Park, Kentford
 - c) **Pavement licence** – Golden Lion, 44 High Street, Newmarket
13. **Enforcement** – to discuss any enforcement issues
14. **Correspondence**
15. **Date of next meeting – 19th May 2025**

Signed: *CE Whitaker*

Cathy Whitaker, Town Clerk

Date: 29th April 2025

To: Chair & Members of D&P Committee, Other Council Members, Press & the Public

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Tuesday 22nd April 2025 at 6.15pm**

Attendance:

Councillor R Hood (Chairman)
 Councillor J Berry
 Councillor A Drummond
 Councillor P Hulbert

Councillor J McHugh
 Councillor R Nobbs
 Councillor K Yarrow

Also Present: N Alecock – Deputy Town Clerk and 1 Member of the Public.

	Minute	Action by
D/25/04/18 <u>Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> The Chair welcomed everyone, opened the meeting, and read out the Fire Safety Notice and confirmed that no-one intended to record the meeting.		
D/25/04/19 <u>Apologies</u> Apologies were received from Cllrs Harvey, Jarvis and Perry. No apologies were received from Cllr Jones.		
D/25/04/20 <u>Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation</u> None noted. There were no requests for dispensation.		
D/25/04/21 <u>To Confirm the Minutes of the Meeting Held on 7th April 2025 and any Matters Arising</u> The Chair presented the minutes of the Development & Planning Committee held on 7 th April 2025 and Cllr Hulbert made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed: <u>D/25/04/21.01 Resolved</u> That the minutes of the Development & Planning Committee held on 7th April 2025 be adopted and were signed as a true record by the Chair of the Development & Planning Committee.		
<i>Cllr Berry joined the meeting at 6.17pm.</i> <u>Matters arising</u> DC/25/04/5.01 – the proposed street names were re-considered under delegated powers by Cllrs Harvey, Hood, McHugh and a Member of the Press and changes submitted to the developer.		

DC/25/04/14 – the Local Plan Modifications Re-consultation was considered under delegated powers by Cllrs Hood, Harvey, Yarrow and the NNP writing team and a response submitted to West Suffolk Council by Cllr Harvey.

D/25/04/22 Public Open Session

A member of the public spoke to item 7a.

The Chair proposed that item 7a be brought forward, seconded by Cllr Berry. A vote was taken which was unanimous and the following was agreed:

D/25/04/22.01 Resolved

That item 7a be brought forward.

D/25/04/24/1 Reconsultation – DC/25/1562/FUL – Planning application – change of use from nightclub (sui generis) to two apartments (dwellings) with alterations to first and second floors of existing units – 2 Sun Lane, Newmarket (Amended plans and description whereby the development retains a commercial element with two apartments at ground floor, showing adequate cycle storage. The scheme has been accompanied by a Noise Impact Assessment which Environmental Health have confirmed acceptable). Cllr Yarrow made a proposal, seconded by Cllr Hood. A vote was taken which was unanimous and the following was agreed:

Cllr Nobbs left the meeting at 6.23pm.

D/25/04/22.02 Resolved

The Committee voiced no objections.

1 member of the public left the meeting at 6.23pm.

Cllr Nobbs rejoined the meeting at 6.24pm.

D/25/04/23 Planning Applications

Week Commencing 31/03/2025 & 07/04/2025.

D/25/04/23/1 DC/25/0357/HH – Householder planning application – single storey side and rear extensions – 20 Melrose Gardens, Newmarket. This application is invalid and we will be reconsulted if the application becomes valid.

D/25/04/23/2 DC/25/0552/PIP – Permission in principle – one dwelling – Pernataen, Snailwell Road, Newmarket. Cllr Berry made a proposal, seconded by Cllr Yarrow. A vote was taken which was unanimous and the following was agreed:

D/25/04/23.02 Resolved

The Committee voiced no objections.

D/25/04/23/3 DC/25/0590/TPO – TPO/1956/012 and TPO/1977/04 tree preservation orders – as listed on tree schedule – Amenity Land At Norfolk Avenue, Durham Way, Newmarket. Cllr Yarrow made a proposal, seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

D/25/04/23.03 Resolved

Following a site visit by one of our Councillors the Committee support the detailed works. The householder has expressed an additional concern with the roots of the tree labelled ONMJ on the schedule damaging the sewers to their property and we would ask that contact is made with the resident who has supporting visual evidence of this.

D/25/04/23/4 DC/25/0629/TCA – Trees in a conservation area notification – one Prunus (T1 on plan) overall crown reduction by three metres, one Beech (T2 on plan) overall crown reduction by three metres, three Laurel (within G3 on plan) overall crown reduction by 0.5 metres – The Gables, 20 Bury Road, Newmarket. Cllr Nobbs made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

D/25/04/23.04 Resolved

The Committee actively encourages responsible tree management and does not object to this application, subject to the Tree Officer's approval.

D/25/04/24 Amended and Deferred Plans

D/25/04/24/2 Deferred – DC/25/0448/FUL - Planning application – a. conversion of basement to additional commercial space b. single storey rear extension c. solar pvs to front roof elevation – 1 Rous Road, Newmarket. Cllr Hood made a proposal, seconded by Cllr Berry. A vote was taken which was unanimous and the following was agreed:

D/25/04/24.02 Resolved

The Committee object due to there being no communication from the Conservation Officer.

D/25/04/25 Planning Appeals

There was a query over an appeal at the former Animal Health Trust site.

D/25/04/26 East Cambs Planning Applications

The East Cambs Weekly Lists were noted.

D/25/04/27 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

There were no West Suffolk Planning Determinations received during weeks commencing 31/03/2025 & 07/04/2025.

Applications	Description	Address	WS Decision	NTC Decision
DC/25/0240/TPO	TPO 04 (2000) tree preservation order-one beech (T1 on plan and order) crown thin by 15 percent.	Portland Cottage, Hamilton Road, Newmarket, Suffolk	Approved	No objections
DC/25/0235/TPO	TPO/001 (2024) Tree preservation order-five Sycamore (T7, T8, T9, T10, and T11 on plan G1 on order) fell	Palace House, Palace Street, Newmarket, Suffolk	Approved	No objections
DC/25/0124/HH	Householder planning application - a. porch b. garage conversion into habitable rooms c. single storey front, side and rear extensions d. exterior fenestration alterations, internal alterations and associated works.	Sidehill House Heath Road Newmarket Suffolk	Approved	No objections
DC/24/1782/HH	Householder planning application - a. two storey side extension (following demolition of garage) b. infill door to rear	10 Falmouth Gardens Newmarket Suffolk	Approved	No objections

	elevation c. single storey side extension.				
DC/24/0720/OUT	Outline planning application (means of access to be considered) - a. construction of general industrial/storage and distribution/commercial use buildings (use class B2/B8 and E(g) b. highway and access works c. car parking d. landscaping and associated works.	Hatchfield Farm Fordham Road Newmarket Suffolk	Approved	No objections	
DC/24/1465/FUL	Planning application - a. outbuilding with dust extraction system.	International House Willie Snaith Road Newmarket Suffolk	Approved	Objection	

D/25/04/28 Delegation Panel Decisions

D/25/04/25/01 DC/24/1465/FUL - Planning application - a. outbuilding with dust extraction system - International House, Willie Snaith Road, Newmarket, Suffolk - The Panel were minded to grant permission.

D/25/04/25/02 DC/24/1683/LB - Application for listed building consent -a. replacement shop front b. internal frosting to first and second floor windows on front elevation c. installation of plant d. one Panel sign e. one box fascia sign f. one projecting sign g. two vinyl signs - 84 High Street, Newmarket, Suffolk - The Panel were minded to grant permission.

D/25/04/25/03 DC/24/1695/ADV - Application for advertisement consent - a. one non-illuminated panel b. one non-illuminated box fascia with vinyl lettering c. one non-illuminated projecting sign with acrylic lettering d. one internally applied full height vinyl sign applied on glazing e. one internally applied double sided vinyl sign - 84 High Street, Newmarket, Suffolk - The Panel were minded to grant permission.

D/25/04/25/04 DC/24/1693/FUL - Planning application - a. replacement shop front b. internal frosting to first and second floor windows on front elevation - - 84 High Street, Newmarket, Suffolk - The Panel were minded to grant permission.

D/25/04/29 Licensing

Caffé Nero - 77 High Street Newmarket – Pavement Licence Application. Cllr Nobbs made a proposal, seconded by Cllr Berry. A vote was taken which was unanimous and the following was agreed:

DC/25/04/29.01 Resolved

The Committee voiced no objections.

D/25/04/30 Enforcement

A report of issues was received from the Enforcement working group. Cllr Hood made a proposal, seconded by Cllr Yarrow. A vote was taken which was unanimous and the following was agreed:

DC/25/04/30.01 Resolved

That a firm email is sent to West Suffolk Council requesting immediate enforcement action to be taken on 128 High Street for breach of their planning condition.

D/25/04/31 Correspondence

None noted.

D/25/04/32 Date of Next Meeting

Tuesday 6th May 2025 at the Memorial Hall.

Meeting closed at 7.30pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/25/04/21.01 Resolved</u>	That the minutes of the Development & Planning Committee held on 7 th April 2025 be adopted and were signed as a true record by the Chair of the Development & Planning Committee.
<u>D/25/04/22.01 Resolved</u>	That item 7a be brought forward.
<u>D/25/04/22.02 Resolved</u>	The Committee voiced no objections.
<u>D/25/04/23.02 Resolved</u>	The Committee voiced no objections.
<u>D/25/04/23.03 Resolved</u>	Following a site visit by one of our Councillors the Committee support the detailed works. The householder has expressed an additional concern with the roots damaging the sewers to their property and we would ask that contact is made with the resident who has supporting visual evidence of this.
<u>D/25/04/23.04 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application, subject to the Tree Officer's approval.
<u>D/25/04/24.02 Resolved</u>	The Committee object due to there being no communication from the Conservation Officer.
<u>DC/25/04/29.01 Resolved</u>	The Committee voiced no objections.
<u>DC/25/04/30.01 Resolved</u>	That a firm email is sent to West Suffolk Council requesting immediate enforcement action to be taken on 128 High Street for breach of their planning condition.

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Weeks commencing 14 th and 21 st April				
Application	Constraints/ Neighbourhood Plan Policies	Case Officer	Applicant name	Consultation expiry date
DC/25/0656/TCA Trees in a conservation area notification - one Horse Chestnut (T1 on plan) pollard to seven metres above ground level and one Sycamore (T2 on plan) pollard to seven metres above ground level 1 Alycidon Mews, Newmarket, Suffolk, CB8 0FJ	NKT14	Philip Crutchlow	Mrs McMenemy	Wed 14 th May

NKT14 – Trees

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EAST CAMBRIDGESHIRE DISTRICT COUNCIL



WEEKLY LIST OF PLANNING APPLICATIONS

(Alphabetically by Parish)

List produced on 17th April 2025

Reference: 25/00420/HEN

Officer: Lisa Moden

Location: 25 High Street Cheveley Cambridgeshire CB8 9DQ

Date application valid: 14th April 2025

Parish: Cheveley

Proposal: Construction of single storey flat roof rear extension which extends beyond the rear wall by 5.01m, has a maximum height of 2.96m and an eaves height of 2.77m

Applicant:

Mrs Sylvia Godfrey
25 High Street
Cheveley
Cambridgeshire
CB8 9DQ

Agent:

Andrew Fleet Architectural Technologists
FAO Mr Steve Crawford
6 Regent Place
Soham
Ely
Cambridgeshire
CB7 5RL

Grid Reference: 568470 261527



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

WEEKLY LIST OF PLANNING APPLICATIONS

(Alphabetically by Parish)

List produced on 25th April 2025

Reference: 25/00419/FUL

Officer: Harmeet Minhas

Location: 213 High Street Cheveley Cambridgeshire CB8 9RH

Date application valid:

22nd April 2025

Parish:

Cheveley

Proposal: Extension to Shop

Applicant:

Mr H Singh Sidhu, S Singh & P Kaur
213 High Street
Cheveley
Cambridgeshire
CB8 9RH

Agent:

Lynwood Associates Ltd
FAO Mr Dennis Brocklesby
Lynwood House
Murray Park
Newmarket
CB8 9BU

Grid Reference: 568452 260350

Reference: 25/00388/FUL

Officer: Lisa Moden

Location: 43 High Street Soham Ely Cambridgeshire CB7 5HA

Date application valid:

22nd April 2025

Parish:

Soham

Proposal: Replacement refrigeration plant, new double glazed shop front and existing side windows to be removed

Applicant:

Co-op
One Angel Square
Manchester
M60 0AG

Agent:

Bowman Riley Architects
FAO Mr Chris Snowden
Wellington House
Otley Street
Skipton
BD23 1EL

Grid Reference: 559359 273130

Reference: 25/00427/FUL

Officer: Lisa Moden

Date application valid: 16th April 2025

Parish: Soham

Location: Poppies Eye Hill Drove Soham Cambridgeshire CB7 5XF

Proposal: Detached single storey outbuilding in rear garden

Applicant:

Roseann Allun
Poppies
Eye Hill Drove
Soham
Cambridgeshire
CB7 5XF

Agent:

Holmes Architecture & Planning Ltd.
FAO Mr Dean Holmes
69 Guntons Close
Soham
Ely
CB7 5DJ

Grid Reference: 557306 276466

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Decision List

Weeks commencing 14 th and 21 st April	NTC Comments
DC/25/0504/TCA Trees in Conservation Area Notification - two Limes, four Sycamore, two Horse Chestnut, three Cherrys (within area G1 on plan) crown lift to five metres above ground level Play Area High Street Newmarket Suffolk CB8 8JS Decided- No objections	The Committee actively encourages responsible tree management and does not object to this application, subject to the Tree Officer's approval. 
DC/25/0469/TCA Trees in a conservation area notification - one Sycamore (T1 on plan) one Horse Chestnut (T2 on plan) and one Beech (T3 on plan) cut back branches to approximately 1.5 metres past fence line as overhanging the boundary from neighbouring property 14 Malcolm Way Newmarket Suffolk CB8 7DX Decided- No objections	The Committee actively encourages responsible tree management and does not object to this application, subject to the Tree Officer's approval. 
DC/25/0315/TPO TPO 234 (1972) Tree preservation order - one Beech (T1 on plan within A6 on order) wholesale reduction and reshaping of crown by up to 3m, with crown thinning by 15% 12 Elliott Close Newmarket Suffolk CB8 7SE Decided- Approve application	The Committee actively encourages responsible tree management and does not object to this application, subject to the Tree Officer's approval. 
DC/25/0281/ADV Application for advertisement consent - one non illuminated fascia sign 107 High Street Newmarket Suffolk CB8 8JH Decided- Refuse application	The Committee objected to this application on the grounds that it contravenes the WSC Shopfront and Advertisement Design Guidance and requested a more appropriate sign for the Conservation Area. 
DC/24/1693/FUL Planning application - a. replacement shop front b. internal frosting to first and second floor windows on front elevation 84 High Street Newmarket Suffolk CB8 8JX Decided- Approve application	The Committee objected to the proposed replacement shopfront. The style of the shopfront in a Conservation Area breaches the WSC Shopfront Policy and NNPs 1,2,5 and 30 and we would welcome a heritage sign suitable for Newmarket High Street in a Conservation Area. The Committee does not object to b. internal frosting front of the windows. 

DC/24/1694/FUL Planning application - installation of plant 84 High Street Newmarket Suffolk CB8 8JX Decided- Approve application	The Committee voiced no objection subject to the approval of the WSC Environmental Officer regarding noise levels and the approval of the Conservation Officer regarding the visual impact. 
DC/24/1683/LB Application for listed building consent -a. replacement shop front b. internal frosting to first and second floor windows on front elevation c. installation of plant d. one Panel sign e. one box fascia sign f. one projecting sign g. two vinyl signs 84 High Street Newmarket Suffolk CB8 8JX Decided-Approve application	The Committee objected on the grounds that it does not comply with the WSC Shopfront Policy or NNP. The style of the shopfront in a Conservation Area, breaches the WSC Shopfront Policy and NNPs 1, 2, 5 and 30. The Committee welcomed the business in principle and would welcome a heritage sign suitable for Newmarket High Street in a Conservation Area and does not object to b. the frosting of the windows and c. installation of plant, but does object to e. box fascia sign, f. projecting sign and g. two vinyl signs. 
DC/24/1695/ADV Application for advertisement consent - a. one non-illuminated panel b. one non-illuminated box fascia vinyl lettering c. one non-illuminated projecting sign d. one internally applied double sided vinyl sign 84 High Street Newmarket Suffolk CB8 8JX Decided- Approve application	The Committee maintained its original objection being:- The Committee strongly object to the vinyls and signs. The style of the shopfront in a Conservation Area breaches the WSC Shopfront Policy and NNPs 1,2,5 and 30 and would welcome a heritage appearance suitable for Newmarket High Street in a Conservation Area. 

* required information

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

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

Bueno Steakhouse

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?

☒ Yes ☐ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Jose Eduardo

* Family name

Oliveira Da Costa

* E-mail

[REDACTED]

Main telephone number

[REDACTED]

Include country code.

Other telephone number

[REDACTED]

☒ Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

☒ 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 the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is the applicant's business registered in the UK with Companies House?

☐ Yes ☒ No

Is the applicant's business registered outside the UK?

☐ Yes ☒ No

Note: completing the Applicant Business section is optional in this form.

Business name

Bueno Steakhouse

If the applicant's business is registered, use its registered name.

VAT number

-

None

Put "none" if the applicant is not registered for VAT.

Continued from previous page...

Legal status

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Applicant Business Address

If the applicant has one, this should be the applicant's official address - that is an address required of the applicant by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent 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:

- ☒ An agent that is a business or organisation, including a sole trader
- ☐ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House? ☐ Yes ☒ No

Note: completing the Applicant Business section is optional in this form.

Is your business registered outside the UK? ☐ Yes ☒ No

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

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 His Majesty's prerogative

Section 4 of 21

INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- ☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Jose Eduardo

Family name

Oliveira Da Costa

Is the applicant 18 years of age or older?

- ☒ Yes ☐ No

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

☐ Yes ☒ No

If “Yes” is selected you can re-use the details from section one, or amend them as required. Select “No” to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

☒ Yes ☐ No

If “Yes” is selected you can re-use the details from section one, or amend them as required. Select “No” to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

* Date of birth

/ /

* Nationality

Right to work share code

[Documents that demonstrate entitlement to work in the UK](#)
[Right to work share code if not submitting scanned documents](#)

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start?

/ /

ddmmyyyy

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

/ /

ddmmyyyy

Provide a general description of the premises

Continued from previous page...

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.

Its a Cafe and Restaurant

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](#)

Continued from previous page...

Will you be providing recorded music?

☐ Yes ☒ No

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

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

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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

Continued from previous page...

FRIDAY

Start 10:00

End 23:00

Start

End

SATURDAY

Start 10:00

End 23:00

Start

End

SUNDAY

Start 10:00

End 23:00

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 Jose Eduardo

Family name Oliveira Da Costa

Date of birth

/ /

dd

mm

yyyy

Continued from previous page...

Enter the contact's address

Building number or name	
Street	
District	
City or town	
County or administrative area	
Postcode	
Country	
Personal Licence number (if known)	
Issuing licensing authority (if known)	

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'.

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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.

Not Applicable

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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 End

Start End

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

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 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.

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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.

Please see attachment

b) The prevention of crime and disorder

Please see attachment

c) Public safety

Please see attachment

d) The prevention of public nuisance

Please see attachment

e) The protection of children from harm

Please see attachment

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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.

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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.

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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. Please see https://www.westsuffolk.gov.uk/Business/Regulation_and_Licensing/Licensing/Alcohol_and_entertainment/premiseslicence.cfm for more information.

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 £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

In all other cases, the premises shall be in Band A (i.e where NNDR does not apply) except where the premises is under construction, in which case it shall be in Band C.

*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 you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 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

Continued from previous page...

DECLARATION

* [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).

* CHECKLIST

* I have made or enclosed payment of the fee.

* I have enclosed the plan of the premises clearly indicating the area in which the licensable activities will take place

* I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable

* I understand that I must now advertise my application and put up my blue notices

* I understand that if I do not comply with the above requirements my application will be rejected

Privacy Statement: West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data protection Officer can be contacted at the same address. We are collecting your personal information in order to process your application under the Licensing Act 2003. Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation. Your data will be kept for 7 years post licence expiry/surrender in line with our retention policy. You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer. Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113. If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence. For further information on our Data protection Policies please go to our website: How we use your information or email: data.protection@westsuffolk.gov.uk

☒ 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

[Add another signatory](#)

Continued from previous page...

- 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/west-suffolk/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	Bueno Steakhouse
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	☐

BUENO STEAK HOUSE

4-5 Crown Walk – Newmarket – CB8 8NG

GENERAL LICENSE CONDITIONS To Protect the 4x License Objectives-

– On and Off license Sales

General Conditions

A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport, or proof of age card with the PASS Hologram.

A CCTV system will be installed at the premises covering the entrance, the external area and all internal areas.

An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the Local Authority

All staff members engaged, or to be engaged, on the premises shall receive full training pertinent to the Licensing Act

The Prevention of Crime and Disorder

A CCTV system will be installed at the premises covering the entrance, the external area and all internal areas. A head and shoulders image to identification standard shall be captured of every person entering the premises. Images shall be kept for 31 days and supplied to the police or local authority on request.

A member of staff trained in the use of the CCTV system must be always available at the premises that the premises is open to the public.

The CCTV system will display, on screen and on any recording, the correct time and date that images were captured.

CCTV signage will be displayed, reminding customers that CCTV is in operation.

An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the Local Authority. The log will record the following:

- Date
- Time
- Location
- Persons concerned
- Summary of incident
- Identification of emergency personnel concerned.
- All crimes reported to the venue
- All ejections of customers or refusal of entry
- Any incidents of disorder (disturbance caused by either one person or a group of

people).

- Any faults in the CCTV system or searching equipment or scanning equipment

The premises shall operate a zero-tolerance policy to the supply and use of drugs.

Anyone who appears to be drunk or intoxicated shall not be allowed entry to the premises and those who have gained entry will be escorted from the business immediately

Substantial food and non-intoxicating beverages, including drinking water, shall be available in the premises where alcohol is sold or supplied for consumption on the premises.

All delivery orders shall be to a registered residential or business address. There shall be no deliveries to public/communal areas or open spaces.

All staff members should be checked to ensure they have the right to work in the UK. These checks should be made available upon requests to all responsible authorities. All associated '*entitlement to work*' documents:

- a) must be logged and kept on the premises for the duration of the employment; and
- must be retained for a minimum of 12 months after employment has ceased.

Public Safety

Health and Safety Compliance: Regularly conduct risk assessments to ensure the restaurant complies with all health and safety regulations, including fire safety, emergency exits, and first aid provisions.

Capacity Management: Implement a system to monitor and control the number of patrons to prevent overcrowding, ensuring everyone can evacuate safely in case of an emergency.

Staff Training: Train staff in emergency procedures, including fire drills and first aid, ensuring they know how to react in case of an incident.

Designated Smoking Areas: Clearly designate and manage smoking areas to prevent accidents and ensure that these areas do not obstruct public pathways or emergency exits.

Prevention of Noise Nuisance

During the hours of operation, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.

Clear and legible notices will be prominently displayed at the exit to remind customers to leave quietly and have regard to our neighbours.

No beers, ales, lagers, or ciders of 6% ABV or above to be sold.

Protection of children from harm

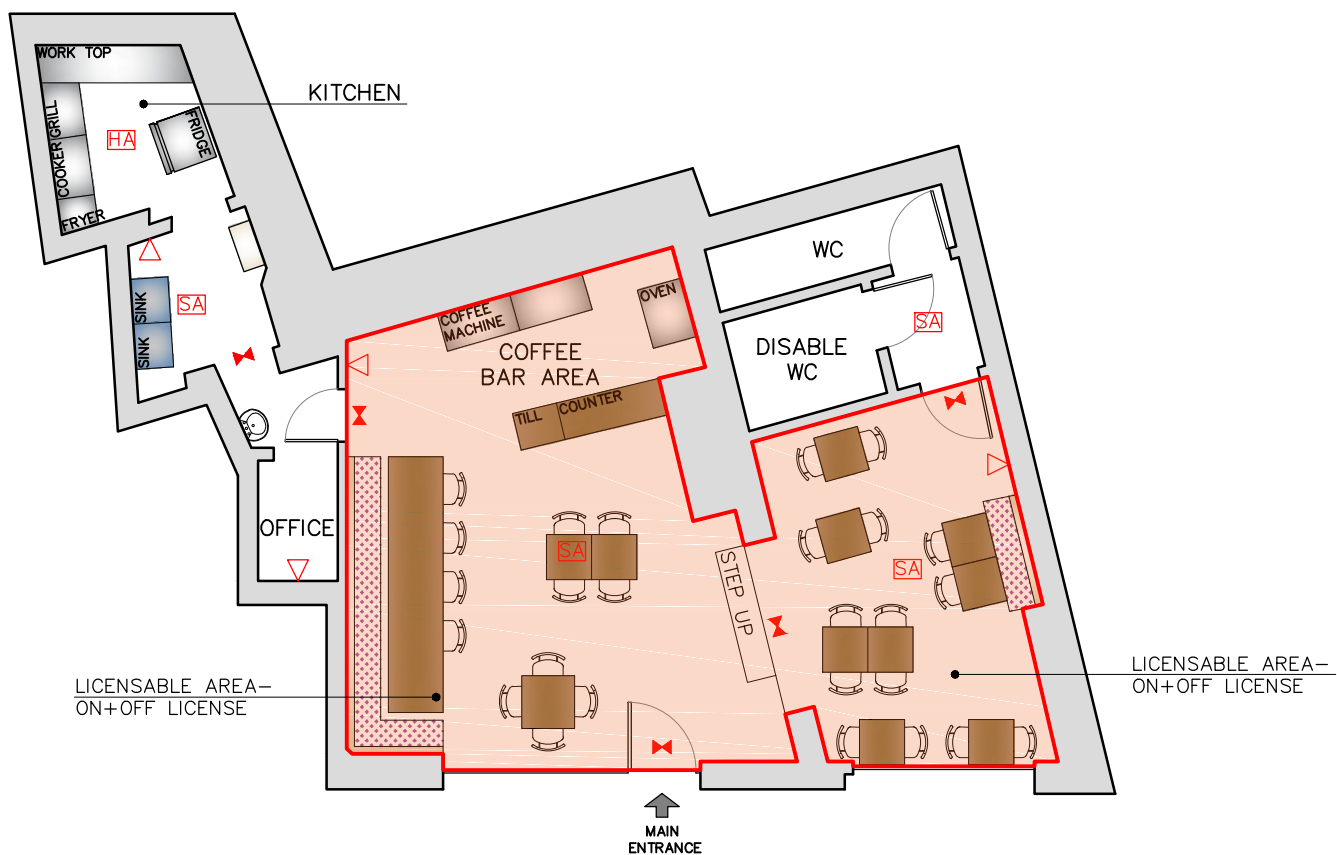
A challenge 25 policy will be in operation at the premises with operate signage on display throughout the premises.

All staff members engaged, or to be engaged, on the premises shall receive full training pertinent to the Licensing Act, specifically regarding age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs. This shall take place every 12 months.

Alcohol shall not be located in the immediate vicinity of the entrances and exit to the premises, but shall be in an area in which it shall be monitored by staff on a frequent and daily basis whilst licensable activities are taking place.

For all orders taken over the phone or via the internet, customers should be informed of Challenge 25 and the requirement to have ID ready for inspection should the need arise before receipt of alcoholic beverages.

All such training is to be fully documented and signed by not only the employee but the person delivering the training. Training records shall be kept at the premises and made available upon request to either Police Officers or an authorised officer of the Local Authority



 LICENSABLE AREA

 SMOKE ALARM

 FIRE EXTINGUISHER

 HEAT ALARM

 EMERGENCY LIGHT

CAFE/RESTAURANT

ALCOHOL LICENSE – ON+OFF LICENSE

JOSE MANUEL ROCHA
UNIT 35 – BATTERSEA BUSINESS CENTRE 99–109 LAVENDER HILL
LONDON SW11 5QL
TEL: +44 (0) 7868–697778 / E-MAIL: manuelrocha01@hotmail.com

APPLICANT:

**BUENO
STEAK HOUSE**

4–5 CROWN WALK
NEWMARKET
CB8 8NG

SCALE:

A4_1/100

DATE:

03–APRIL–2025

* required information

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	Not Currently In Use	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? ☒ Yes ☐ No		Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name	Lanwades	
* Family name	Hall LLP	
* E-mail	REDACTED	
Main telephone number	REDACTED	Include country code.
Other telephone number		
☐ Indicate here if the applicant would prefer not to be contacted by telephone		

Is the applicant:

- ☒ 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 the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is the applicant's business registered in the UK with Companies House?	☒ Yes ☐ No	Note: completing the Applicant Business section is optional in this form.
Registration number	OC414836	
Business name	Lanwades Hall LLP	If the applicant's business is registered, use its registered name.
VAT number	-	Put "none" if the applicant is not registered for VAT.
Legal status	Limited Liability Partnership	

Continued from previous page...

Applicant's position in the business

Licence Holder

Home country

United Kingdom

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Lanwades Hall

Street

Lanwades Park

District

Kentford

City or town

Newmarket

County or administrative area

Suffolk

Postcode

CB8 7UA

Country

United Kingdom

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Other telephone number

Include country code.

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

- ☒ An agent that is a business or organisation, including a sole trader
- ☐ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House?

☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

09199942

Business name

RDSLAW LTD

If your business is registered, use its registered name.

VAT number

GB

202605164

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent 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 His 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 Liability Partnership

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](#)

Add another applicant

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.

Private weddings, functions and events Venue

Continued from previous page...

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

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

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of a play take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Continued from previous page...

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

plays consistent with a private wedding, functions and events venue

State any seasonal variations for performing plays

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 performance of a play 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.

New Years Eve 09:00 until 02:00 day following

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

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...

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the exhibition of films take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

films consistent with a private weddings, functions and events venue

State any seasonal variations for the exhibition of film

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 exhibition of film 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.

New Years Eve 09:00 until 02:00 day following

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Continued from previous page...

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

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

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

consistent with a private wedding, functions and events venue

State any seasonal variations for the performance of live music

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 performance of live music 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.

New Years Eve 09:00 until 02:00 day following

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☒ 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

Continued from previous page...

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the playing of recorded music take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Recorded music consistent with a private wedding, functions and events venue.

State any seasonal variations for playing recorded music

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 playing of recorded music 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.

New Years Eve 09:00 until 02:00

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

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

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

performance of dance consistent with a private wedding, functions and events venue

Continued from previous page...

State any seasonal variations for the performance of dance

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 performance of dance 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.

New Years Eve 09:00 until 02:00 day following

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

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

Continued from previous page...

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Give a description of the type of entertainment that will be provided

Anything similar to recorded music, live music or performance of dance consistent with a private wedding, functions and events venue

Will this entertainment take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for entertainment

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 entertainment 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.

New Years Eve 09:00 until 02:00 day following

Section 14 of 21

LATE NIGHT REFRESHMENT

Continued from previous page...

Will you be providing late night refreshment?

☒ 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

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Late night refreshment consistent with a private weddings, functions and events venue

Continued from previous page...

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 late night refreshments 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.

New Years Eve 09:00 until 02:00 day following.

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 10:00

End 00:00

Start

End

SUNDAY

Start 10:00

End 00:00

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.

New Years Eve 09:00 until 02:00 day following

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

Name

First name Alexander Thomas

Family name Dawe

Date of birth

/ /
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name	LANWADES HALL,
Street	BURY ROAD,
District	
City or town	KENTFORD,
County or administrative area	
Postcode	CB8 7UA
Country	United Kingdom
Personal Licence number (if known)	PER00195
Issuing licensing authority (if known)	Huntingdon District Council

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.

none

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 End

Start End

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

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 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.

New Years Eve 08:00 until 02:00 day following

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.

the premises has operated as a private wedding, function and event premises for a number of years and has operated in a manner to promote the licensing objectives. The application seeks to vary the external areas included, make a few modifications and to tidy up the licence. The premises will continue to operate to the same high standards as currently required by the premises licence in force. Also see appendix 1 attached to the application

b) The prevention of crime and disorder

see a) and appendix 1 attached to the application with the plan

c) Public safety

see a) and appendix 1 attached to the application with the plan

d) The prevention of public nuisance

see a) and appendix 1 attached to the application with the plan

e) The protection of children from harm

see a) and appendix 1 attached to the application with the plan

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. Please see https://www.westsuffolk.gov.uk/Business/Regulation_and_Licensing/Licensing/Alcohol_and_entertainment/premiseslicence.cfm for more information.

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 £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

In all other cases, the premises shall be in Band A (i.e where NNDR does not apply) except where the premises is under construction, in which case it shall be in Band C.

*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 you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 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

Continued from previous page...

DECLARATION

* [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).

* CHECKLIST

* I have made or enclosed payment of the fee.

* I have enclosed the plan of the premises clearly indicating the area in which the licensable activities will take place

* I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable

* I understand that I must now advertise my application and put up my blue notices

* I understand that if I do not comply with the above requirements my application will be rejected

Privacy Statement: West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Tel: 01284 763233. The Data protection Officer can be contacted at the same address. We are collecting your personal information in order to process your application under the Licensing Act 2003. Your data will not be shared with third parties unless used for Council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation. Your data will be kept for 7 years post licence expiry/surrender in line with our retention policy. You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer. Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113. If you do not provide the information required on the application form then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence. For further information on our Data protection Policies please go to our website: How we use your information or email: data.protection@westsuffolk.gov.uk

☒ 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

[Add another signatory](#)

Continued from previous page...

- 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/west-suffolk/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	
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	☐

Lanwades Hall

Annex 1

Proposed conditions for discussion with licensing authority and responsible authority:

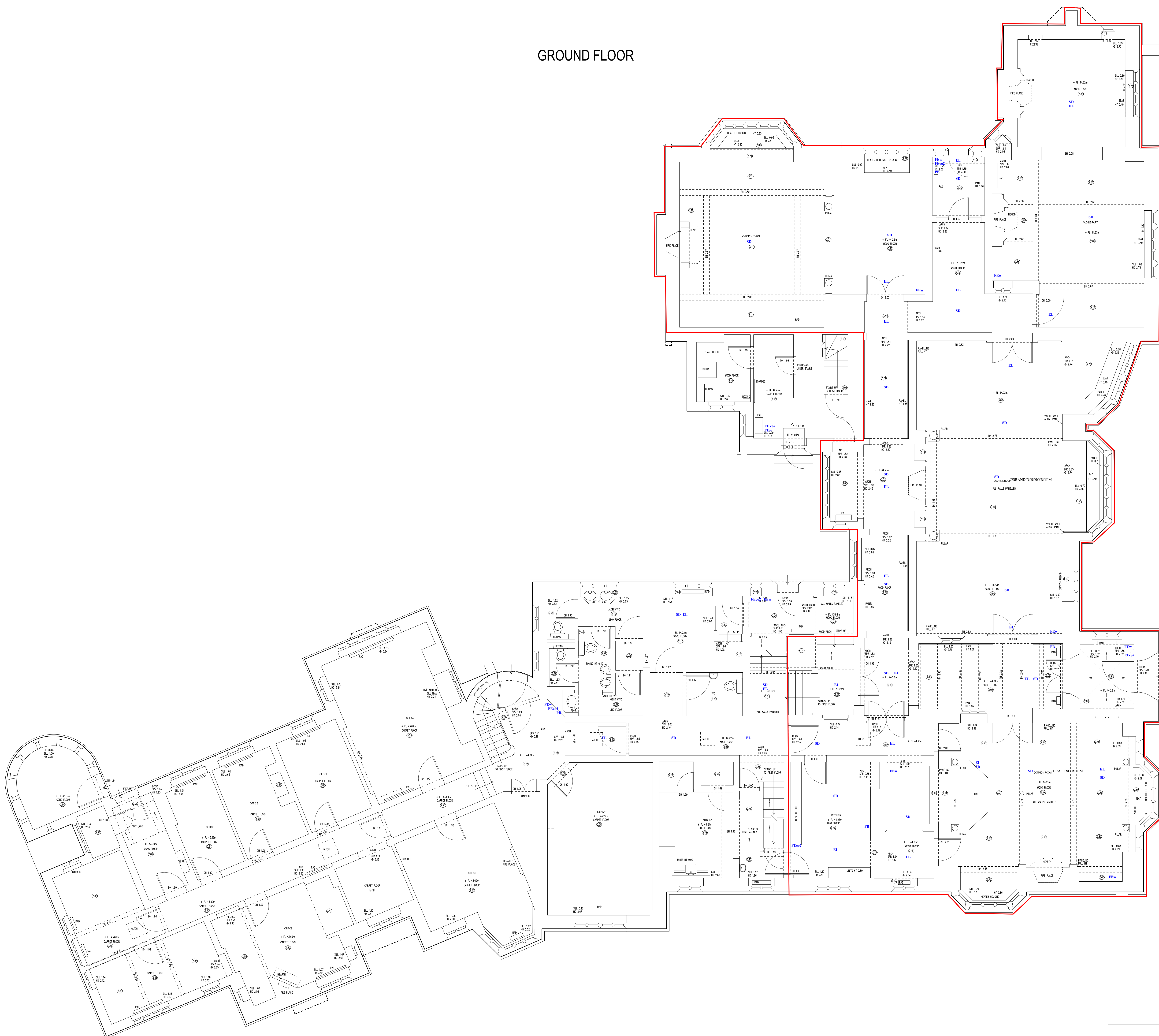
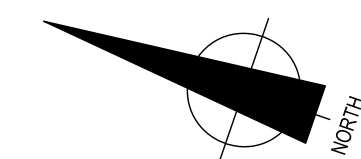
1. A staff member or representative shall be present during events to ensure the licensing objectives are upheld.
2. An incident/ refusals book shall be maintained at the licensed premises, with all refused sales of alcohol, legibly recorded and made available to an authorised officer of the Police or Licensing Authority upon request. The log shall include the date and time of the refusal and the name of the staff member who refused the sale.
3. The incident log shall also record the following:
 - a) All crimes reported to the venue
 - b) All ejections of patrons
 - c) Any complaints received
 - d) Any incidents of disorder
 - e) Any refusal of the sale of alcohol
 - f) Any visit by a relevant authority or emergency service.
4. Regular staff training will take place regarding the requirements and responsibilities of the Licensing Act 2003, and a record of such training shall be retained at the premises and be made available to the Police or an authorised officer of the Licensing Authority upon request.
5. Sufficient outdoor lighting will be supplied for patrons entering and leaving the premises.
6. Escape routes and exits will be maintained to ensure that they are free from obstruction and in good order, free from trip hazards and clearly identified.
7. The premises licence holder shall operate a Challenge 25 proof of age scheme. Any person attempting to purchase alcohol and appearing to be under the age of 25 shall be required to produce a valid photographic identity document as proof of age. For this purpose a UK photo card driving licence, passport or PASS accredited proof of age card with hologram shall be satisfactory forms of identity.
8. There will be regular visits to all parts of the premises including outside areas to monitor the levels of noise from the playing of amplified live and recorded music.
9. Levels of amplified live and recorded music played at the premises will be reduced on the request of an authorised officer from Forest Heath District Council.
10. The premises licence holder shall take appropriate measures to ensure that all guests leave the premises in a quiet and orderly fashion, ensuring staff are trained and briefed

on how to disperse guests safely and quietly.

11. The premises licence holder shall ensure that adequate measures are in place to prevent the escape of odours from the premises from food preparation and refuse storage.
12. The music noise level for regulated entertainment during all licensed events shall not exceed the specified values at the locations defined in figure X of the attached annex at any time during the event.

Location 1: 65dB, LAeq, 15 minutes and Location 2: 60dB, LAeq, 15 minutes. These levels shall be assessed at a height of 1.5m above ground and in free field conditions.

GROUND FLOOR

[illegible]

REVISION	DATE	REMARKS
A	30/05/2017	INTERNAL WINDOW DETAILS AMENDED.
EENS NG A	17-06-2017	

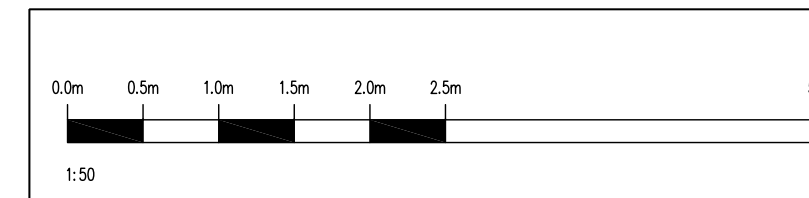
NOTES

SURVEY TIED INTO NATIONAL GRID OSTN02 AND OSGM02 DATUM FOR HEIGHT USING GPS EQUIPMENT
UTILIZING THE TRIMBLE VRS NOW SYSTEM FOR REAL TIME KINEMATIC (RTK) CORRECTIONS
NATIONAL GRID SCALE FACTOR HAS NOT BEEN APPLIED TO THE SURVEY UNLESS SPECIFIED

DRAINAGE AND SERVICE INFORMATION SHOWN ON THIS SURVEY HAS BEEN OBTAINED BY VISUAL INSPECTION ONLY. ALTHOUGH ALL POSSIBLE CARE HAS BEEN TAKEN TO ENSURE THAT DETAILS SHOWN ARE CORRECT, WE ARE UNABLE TO ACCEPT ANY RESPONSIBILITY FOR COSTS ARISING OUT OF ANY ERRORS OR OMISSIONS.

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C J SURVEYS LTD LAND BUILDING ENGINEERING PROFESSIONAL SURVEY SERVICES Tel: 01638 581033 Mobile: 07845 776645 Web: www.cjsurveys.co.uk E-mail: mail@cjsurveys.co.uk		CLIENT LAWDADES HALL LLP FREELAND REES ROBERTS ARCHITECTS	
DATE	DRAWN	SHEET SIZE	SCALE
MAY 2017	GSC/JC	A0	1:50
PROJECT GROUND FLOOR PLAN 0317/FP2 NG MA 0317/FP2 NG LAWDADES HALL, KENTFORD		DRAWING NO. 0317/FP2	





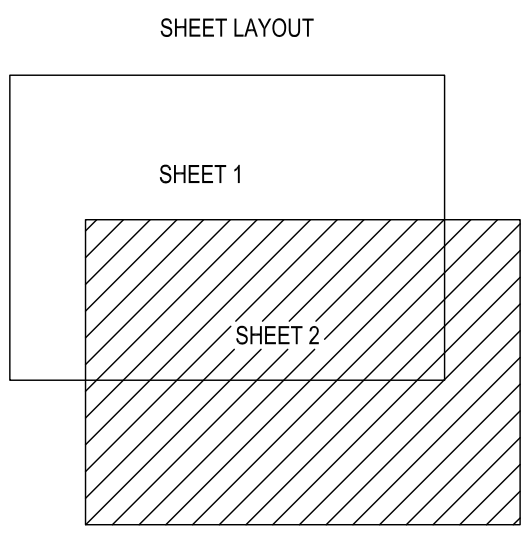
LEGEND

Survey Station
Level (cross indicates position unless arrowed)
Kerb
Drop Kerb
Change of Surface
Banking
Hedge / Bush Canopy
Gate
Fence
Overhead Electricity Line
Overhead Telephone Line
Underground Electricity Line
Underground Telephone Line
Tree with trunk (dx / Y Ave spread, dx) Height if specified
Sighting

ABBREVIATIONS (Where applicable)

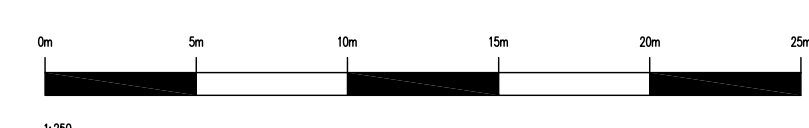
GENERAL	LP	Lamp Post	FENCES AND WALLS	Brick Wall
AV	MH	Manhole	BLW	Block Wall
BB	WKR	Marker	SW	Post & Barbed Wire Fence
BC	NB	No Further Information	CB	Close Boarded Fence
BL	NSP	Not Surveyed - Information From	CP	Corrugated Iron Fence
BP	P	Post	CS	Chestnut Paling Fence
BS	PM	Parking Meter	CW	Concrete Wall
CD	REV	Pressure Reducing Valve	DSW	Dry Stone Wall
CL	RE	Reading Eye	IR	Iron Rolling Fence
CM	RG	Road Sign	OB	Open Boarded Fence
CPS	RS	Road Sign	PC	Post & Chain Link Fence
DP	RWP	Rain Water Pipe	PCL	Post & Chain Link Fence
ECE	SC	Stop Cook	PF	Panel Fence
EOP	SP	Signpost	PI	Post & Rail Fence
EJS	SV	Slane Valve	PW	Post & Wire Fence
EP	T	Tree	PWM	Post & Wire Mesh Fence
ERP	TCL	Telephone Call Box	RF	Relating Wall
FB	THL	Threshold Level	SF	Security Fence
FIG	TC	Telephone Inspection Cover	STW	Stone Wall
FP	TJ	Telephone Junction Box	SW	Shaw Wire Fence
G	TL	Traffic Light		
GP	TP	Telephone Pole		
GV	UTL	Unable to Lift		
H	VP	Vent Pipe		
HC	WL	Water Level		
I	IM	Insert Level		
KO	IV	Water Valve		

OTHER ABBREVIATIONS USED ON THIS SURVEY



STATION COORDINATES

STATION	EASTING	NORTHING	LEVEL	REMARKS
111	55801.000	28010.000	42.00	PI NAIL
112	55801.171	28010.000	42.00	PI NAIL
113	55801.342	28010.000	42.00	PI NAIL
114	55801.513	28010.000	42.00	PI NAIL
115	55801.684	28010.000	42.00	PI NAIL
116	55801.855	28010.000	42.00	PI NAIL
117	55802.026	28010.000	42.00	PI NAIL
118	55802.197	28010.000	42.00	PI NAIL
119	55802.368	28010.000	42.00	PI NAIL
120	55802.539	28010.000	42.00	PI NAIL



NOTES

SURVEY TIED INTO NATIONAL GRID OSTM22 AND OSGM22 DATUM FOR HEIGHT USING GPS EQUIPMENT UTILIZING THE TRIMBLE VRS NOW S-10 SYSTEM FOR REAL TIME KINEMATIC (RTK) CORRECTIONS. NATIONAL GRID SCALE FACTOR HAS NOT BEEN APPLIED TO THE SURVEY UNLESS SPECIFIED.

DRAINAGE AND SERVICE INFORMATION SHOWN ON THIS SURVEY HAS BEEN OBTAINED BY VISUAL INSPECTION ONLY. ALTHOUGH ALL POSSIBLE CARE HAS BEEN TAKEN TO ENSURE THAT DETAILS SHOWN ARE CORRECT, WE ARE UNABLE TO ACCEPT ANY RESPONSIBILITY FOR COSTS ARISING OUT OF ANY ERRORS OR OMISSIONS.

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AMENDMENTS

REVISION	DATE	REMARKS
A	30/05/2017	DRAINAGE DETAILS ADDED TO SURVEY.
1	01/06/2017	REVISIONS TO ANNOTATIONS.
2	01/06/2017	REVISIONS TO ANNOTATIONS.
3	01/06/2017	REVISIONS TO ANNOTATIONS.
4	01/06/2017	REVISIONS TO ANNOTATIONS.
5	01/06/2017	REVISIONS TO ANNOTATIONS.

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Tel: 01638 581031 Mobile: 07845 776845
Web: www.cjsurveys.co.uk Email: mail@cjsurveys.co.uk

CLIENT LANWADES HALL LLP
FREELAND REES ROBERTS ARCHITECTS

PROJECT LANSING GARDENS
LANWADES HALL, KENTFORD

DATE MAY 2017
DRAWN MK/CJ
SHEET SIZE A0
SCALE 1:250

DRAWING NO. 0371772
REVISION 1

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Pavement Licence Application Form

Prior to completing this application, please ensure that you have read and clearly understood the [Pavement Licence Guidance](#)

Once your application has been received it will be reviewed by the Licencing Team. If it is accepted a public notice of display will be provided by the Licensing Team and the 14-day consultation period will commence prior to a decision being determined.

Application type (please tick as appropriate)

New		Re-licence	
Licence number (if a re-licence)			

Section 1. Applicant details

Please select the type of applicant	
-------------------------------------	--

Company or charity applicant details

Company or charity name	
Company or charity registration number	
Registered address	
Contact name	██████████
Telephone number	██████████
Email address	██████████

Individual applicant details

Name	
Telephone number	
Email address	
Address	
Postcode	

Is this application being completed by an agent or solicitor?	Yes		No	
---	-----	--	----	--

If you answered yes to the above, please provide the following information:

Contact name	
Capacity	
Email address	
Telephone number	

Section 2. Premises details

Trading name	
Trading address	
Trading postcode	

Section 3. Site manager (who is the contact at the premises)

Name	██████████
Telephone number	██████████
Email address	

Section 4. Correspondence

Which address should be used for main correspondence address	Applicant	
	Agent or solicitor	
	Premises	

Section 5. Site details and schedule

Proposed location of furniture (please include street name or names if your premises has a dual aspect)	
--	--

Please use the section below to indicate your intended schedule for use of this pavement licence. You will need to complete parts one and two if your premises has a dual aspect and crosses over two different roads, for example, on a corner.

Part one

Day	Start time	End time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Number of tables	
Number of chairs	
Details of other furniture (for example, barriers, benches, counters, heaters, planters, shelves, stalls, umbrellas)	
Goods to be sold	
Any further information	

Part two

Day	Start time	End time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Number of tables	
Number of chairs	
Details of other furniture (for example, barriers, benches, counters, heaters, planters, shelves, stalls, umbrellas)	
Goods to be sold	
Any further information	

Section 6. Supporting documents

Please tick to indicate agreement

I enclose public liability insurance certificate (minimum £5,000,000) to cover requested activities or location	
I enclose a plan showing the area to be covered by the licence which conforms to the Pavement licence guidance	
I enclose a photograph of the area intended to be licenced	
I enclosed photograph(s) or brochure(s) showing examples of all intended furniture	

Section 7. Statement of application

Fraud Act 2006

I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true:

I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation within this application, or fails to disclose information in order for me to obtain a Pavement Licence.

I am fully aware that the provision of a false statement, or information in order to obtain a licence is an offence under the above act which may result in the refusal of this licence application and any subsequent licence applications.

I am also aware that any licence granted as a result of breaching the above act will be immediately revoked.

I have read the Pavement Licence Policy, and I undertake, in the event of a licence being granted, to observe and comply with its contents and Pavement Licence Conditions.

Signature	
Capacity	

Section 8. Payment

I confirm I have paid the following fee (please tick as appropriate) by selecting Pavement Licence via [West Suffolk - Adelante Smart pay](#)

New £500		Re-licence £350	
Payment reference number			

Section 9. Next steps

Please submit your completed form and supporting documents to licensing@westsuffolk.gov.uk

Once your application has been received it will be reviewed by the Licencing Team. If it is accepted a public notice of display will be provided and the 14-day consultation period will commence prior to a decision being determined.

West Suffolk Council will capture and store information in this form so that the requested service can be provided. All personal information will be processed, protected, and disposed of in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 and will only be used to deliver or improve our services. We will not disclose any personal information to any other third parties unless required to do so by law or we have your consent to do so. For more information on how we do this and your rights in regard to your personal information and how to access it, visit our website [How we use your information](#)

Pavement Licence - New Application

Name of Applicant: JD Wetherspoon Plc		Name of Premises: Golden Lion	
Postal address of premises relevant to this application. 44 High Street Newmarket CB8 8LB		This application may be viewed at: West Suffolk Council West Suffolk House Western Way Bury St Edmunds IP33 3YU	
Proposed activities: Furniture for consumption of food and drink			
Pavement use		Day/s	Times
6 Tables, 12 Chairs, 6x free standing posts and canvas banner barriers		Monday to Sunday	08:00-23:00

Date by which representations must be made to the Licensing Authority: 10/05/2025

Overhead Plan of Licensable Area

HIGH STREET

Premises to Which Licence Relates

Representations must be made by email only to West Suffolk Council (as the Licensing Authority) to licensing@westsuffolk.gov.uk. It is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is unlimited.