

Membership as from May 25

Councillor Berry
Councillor Drummond
Councillor Harvey (Vice)
Councillor Hood (Chair)
Councillor Hulbert
Councillor Jarvis
Councillor McHugh
Councillor Nobbs
Councillor Yarrow
Members = 9
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

Monday 16th February 2026 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. This is a public arena, therefore anything you say including your name if given, may be published by the press, social media and in Council committee minutes.

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 2nd February 2026**
 - 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. Newmarket Train Station to Town Centre** – Proposal for redesigned active travel signage
- 7. Planning applications** – West Suffolk Council
 - a) **DC/26/0117/TPO** - TPO 001(2022) tree preservation order – one Sycamore (T1 on plan) re pollard by up to three metres to previous pollard points – 16 Paget Place, Newmarket
 - b) **DC/25/1929/FUL** – Planning application – one industrial unit (class B2 – general industrial use) – Land At Newmarket Business Park, Studlands Park Avenue, Newmarket
- 8. Planning applications** – Amended and Deferred Plans
 - a) **AMENDED – DC/26/0031/TCA** – Trees in a conservation area notification – two viburnum (marked S8 and S9 on plan) fell – 25 Exeter Road, Newmarket (*Removal of TPO trees on site*)
 - b) **AMENDED – DC/26/0054/TPO** – TPO 04(1989) and TPO 04(1992) tree preservation order – one yew (marked T2 on plan and T6 on order), two silver birch (marked T4 and T5 on plan and T1 and T2 on order) and one horse chestnut (marked T6 on plan and T4 on order) fell, one lime (marked T3 on plan and T4 on order) re-pollard to 4.5 metres above ground level, one yew (marked T1 on plan and T5 on order) crown lift to 4.5 metre above ground level, one horse chestnut (marked T7 on plan and T5 on order) re-pollard back to previous points on main stem at circa five metres – 25 Exeter Road, Newmarket (*Addition of two more trees, falling under the same Tree Preservation Orders*)
- 9. Planning Appeals** – to discuss any notified appeals and receive any appeal updates or results
- 10. Planning applications** – East Cambs
- 11. Planning decisions and plans withdrawn** – West Suffolk Council, weeks commencing 26/01/26, 02/02/26
- 12. Delegation Panel decisions** - To discuss any decisions by Delegation Panel
- 13. Licensing** - To discuss any Licensing applications, including pavement licence applications
 - a) **Street Trading** – BB Catering, Studlands Park Avenue, Studlands Industrial Estate, Newmarket

b) **Premises licence** – Brazuca Market, 6 Sun Lane, Newmarket

14. Enforcement – to discuss any enforcement issues

15. Working Group Report for DP Committee – to receive any reports from the NTC Working Groups that report directly to the Development and Planning Committee

16. Correspondence

17. Date of next meeting –2nd March 2026

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 10th February 2026

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



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 2nd February 2026 at 6:15pm

Attendance:

Councillor J Harvey (Chair)
Councillor J Berry (from 6.18pm)
Councillor A Drummond
Councillor P Hulbert

Councillor J Jarvis
Councillor J McHugh
Councillor R Nobbs

Also Present: C Whitaker – Town Clerk, N Alecock – Deputy Town Clerk, J Ashton – Minute Assistant, Events Manager – C O'Reilly (from 6.27pm), Cllrs Winter and Revitt as observers and 1 Member of the Press.

	Minute	Action by
D/26/02/1	<u>Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> The Chair welcomed everyone and read out the Fire Safety Notice and confirmed that the meeting was being recorded by the Minute Assistant.	
D/26/02/2	<u>Apologies</u> Apologies were received from Cllrs Hood and Yarrow.	
D/26/02/3	<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 dispensations.	
D/26/02/4	<u>To Confirm the Minutes of the Meeting Held on 19th January 2026 and any Matters Arising</u> The Chair presented the minutes of the Development & Planning Committee held on 19th January 2026 and Cllr Harvey made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed: <u>D/26/02/4.01 Resolved</u> <u>That the minutes of the Development & Planning Committee held on 19th January 2026 be adopted and were signed as a true record by the Chair of the Development & Planning Committee.</u> There were no matters arising.	
D/26/02/5	<u>Public Open Session</u> No members of the public wished to speak.	

Cllr Winter and a member of the Press joined the meeting at 6:18pm.

D/26/02/6 Planning Applications

D/26/02/6/1 DC/26/0031/TCA – Trees in a conservation area notification – one yew (marked T1 on plan) crown lift to 4.5 metre above ground level, one horse chestnut (marked T7 on plan) re-pollard back to previous points on main stem at circa five metres, two viburnum (marked S8 and S9 on plan) fell – 25 Exeter Road, Newmarket. Cllr Harvey made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

D/26/02/6.01 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee does not object to this application although requested that the Tree Officer is satisfied with this application. The Committee is pleased to see a proposal for a replacement tree and would ask that any trees to be felled are done so outside of the bird nesting season.

D/26/02/6/2 DC/26/0054/TPO – TPO 04(1989) and TPO 04(1992) tree preservation order – one yew (marked T2 on plan and T6 on order), two silver birch (marked T4 and T5 on plan and T1 and T2 on order) and one horse chestnut (marked T6 on plan and T5 on order) fell, one lime (marked T3 on plan and T4 on order) re-pollard to 4.5 metres above ground level – 25 Exeter Road, Newmarket. Cllr Harvey made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

D/26/01/6.02 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee does not object to this application although requested that the Tree Officer is satisfied with this application. The Committee is pleased to see a proposal for a replacement tree and would ask that any trees to be felled are done so outside of the bird nesting season.

D/26/02/6/3 DC/26/0028/HH – Householder planning application – single storey front and side extension (following demolition of existing kitchen) – 45 Drinkwater Close, Newmarket. Cllr Nobbs made a proposal, seconded by Cllr Drummond. A vote was taken which was unanimous and the following was agreed:

D/26/01/6.03 Resolved

The Committee voiced no objection.

Cllr Berry joined the meeting at 6:21pm.

D/26/02/6/4 DC/26/0065/TCA – Trees in a conservation area notification – one holly (marked on plan) fell – Fairstead House School, Fordham Road, Newmarket. Cllr Harvey made a proposal, seconded by Cllr Drummond. A vote was taken which was unanimous and the following was agreed:

D/26/01/6.04 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee does not object to this application and supported the proposal to replant an appropriate tree in an alternative

suitable location.

D/26/02/6/5 DC/25/2037/FUL – Planning application – a. two-storey hospital building with roof mounted solar PV panels b. manifold building c. electricity sub-station building d. parking and cycle storage e. plant and associated infrastructure f. hard and soft landscaping – Newmarket Community Hospital, 56 Exning Road, Newmarket. Cllr Harvey made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

D/26/01/6.05 Resolved

The Committee welcomed and supported the investment by West Suffolk NHS Foundation Trust into the hospital site and voiced no objection. They also welcomed the measures to improve biodiversity on the site.

D/26/02/6/6 DC/26/0026/HH – Householder planning application – installation of loggia along south west boundary of rear garden – Boyarin Lodge, 30 Bury Road, Newmarket. Cllr Harvey made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

D/26/01/6.06 Resolved

The Committee support the enhancements and voiced no objection.

D/26/02/7 Amended and Deferred Plans

None noted.

D/26/02/8 Planning Appeals

None noted.

D/26/02/9 East Cambs Planning Applications

The East Cambs Weekly Lists were noted.

D/26/02/10 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing 12/01/2026 & 19/01/2026.

Applications	Description	Address	WSC Decision	NTC Decision
DC/25/1725/TPO	TPO 015(2019) tree preservation order - one Tree of Heaven (marked T017 on plan and T1 on order) fell.	Fairstead House School Fordham Road Newmarket Suffolk	Approved	No objection
DC/25/1636/TPO	TPO 026(1958) tree preservation order - One beech (marked on plan and within A1 on order) overall crown reduction by up to 2 metres, and crown lift up to 3 metres above ground level.	19 Stirling Gardens Newmarket Suffolk	Approved	Objected
DC/25/2002/TCA	Trees in a conservation area notification - one sycamore (marked T1 on plan) and four lilacs, one elder (marked G2 on plan) fell, three sycamore (marked G1 on	35 Freemason Lodge, Flat 1 Bury Road Newmarket Suffolk	Approved	Objected to felling No objection to pollarding

	plan) re pollard by up to six metres above ground level, nine sycamore (marked G3 on plan) re pollard by up to six metres above ground level and crown lift by three metres, five sycamore and one prunus (marked G4 on plan) crown lift to three metres.				
DC/25/1919/TPO	TPO 02(1980) tree preservation order - one yew (marked T61 on plan and order) prune back branches on the property side to suitable pruning points achieving up to two metre clearance from the building.	4 Cecil Lodge Close Falmouth Avenue Newmarket Suffolk	Approved	No objection	
DC/25/1894/TPO	TPO 04(2012) tree preservation order - one box elder (marked T22 on plan and order) fell.	3 Arborfield Drive Newmarket Suffolk	Approved	Holding objection	
DC/25/1781/HH	Householder planning application - a. single storey rear extension (following demolition of existing conservatory) b. window to existing side elevation.	Kinloch 16 Cheveley Road Newmarket Suffolk	Approved	No objection	
DC/25/1582/FUL	Planning application - proposed horse walker and arena (following removal of exercise/trotting ring, covered lunge pit and loose box).	David Simcock Racing Ltd Trillium Place Birdcage Walk Newmarket Suffolk	Approved	Holding objection to be withdrawn subject to rubber flooring being installed to minimise potential noise.	

The Tree Officer will be consulted regarding the Committee's holding objections to felling trees for guidance on the decision making.

DC/25/1582/FUL - Deputy Town Clerk was asked to follow up on the rubber flooring

D/26/02/11 Delegation Panel Decisions

None noted.

D/26/02/12 Licensing

None noted.

D/26/02/13 Enforcement

The Working Group is looking to reconvene following the membership confirmation at the last Full Town Council meeting.

Events manager joined the meeting at 6:27pm

D/26/02/14 Working Group Reports

There were no reports.

D/26/02/15 Kingsway Solar Farm – Consultation

A draft response to the consultation was considered. Cllr Harvey made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

D/26/02/15.01 Resolved

That delegated powers be given to Cllrs Harvey and Jarvis to make further amendments, and to submit the response to the Kingsway Solar Farm consultation.

D/26/02/16 Correspondence

None noted.

D/26/02/17 Date of Next Meeting

Monday 16th February 2026 at the Memorial Hall.

Meeting closed 6:33pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/26/02/4.01 Resolved</u>	That the minutes of the Development & Planning Committee held on 19 th January 2026 be adopted and were signed as a true record by the Chair of the Development & Planning Committee.
<u>D/26/02/6.01 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee does not object to this application although requested that the Tree Officer is satisfied with this application. The Committee is pleased to see a proposal for a replacement tree and would ask that any trees to be felled are done so outside of the bird nesting season.
<u>D/26/01/6.02 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee does not object to this application although requested that the Tree Officer is satisfied with this application. The Committee is pleased to see a proposal for a replacement tree and would ask that any trees to be felled are done so outside of the bird nesting season.
<u>D/26/01/6.03 Resolved</u>	The Committee voiced no objection.
<u>D/26/01/6.04 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee does not object to this application and supported the proposal to replant an appropriate tree in a suitable alternative location.
<u>D/26/01/6.05 Resolved</u>	The Committee welcomed and supported the investment by West Suffolk NHS Foundation Trust into the hospital site and voiced no objection. They also welcomed the measures to improve biodiversity on the site.

<u>D/26/01/6.06 Resolved</u>	The Committee support the enhancements and voiced no objection.
<u>D/26/02/15.01 Resolved</u>	That delegated powers be given to Cllrs Harvey and Jarvis to make further amendments, and to submit the response to the Kingsway Solar Farm consultation.

DRAFT

Dear colleagues,

I am writing to inform the Town Council on the forthcoming redesign of active travel signage connecting Newmarket Train Station to the town centre. As you may be aware, a specific funding allocation has been secured to replace the current wayfinding system, which has been identified as damaged, non-compliant and factually inaccurate.

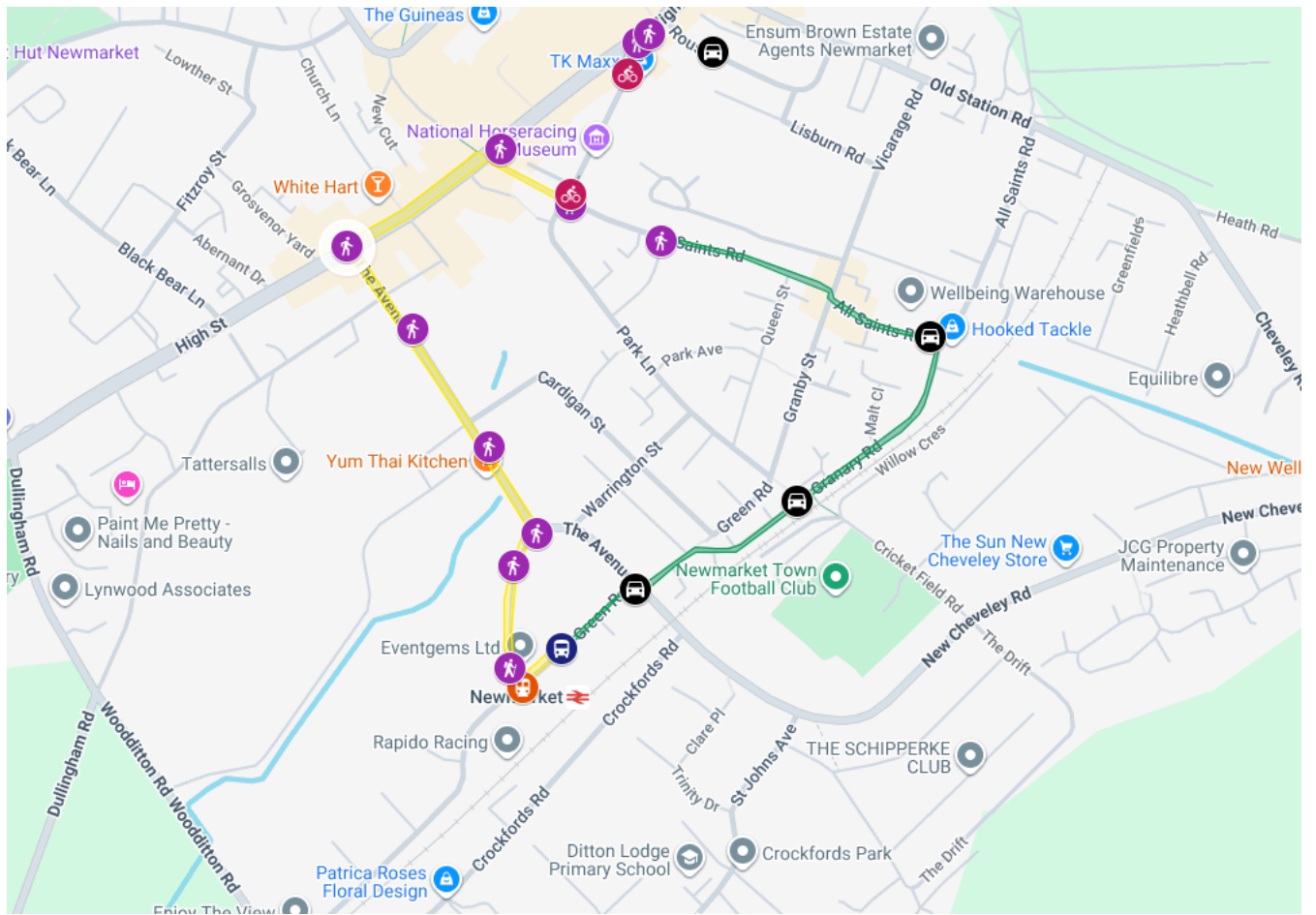
Prior to the Christmas break, I engaged with Discover Newmarket and the National Horseracing Museum to understand their perspective. We agreed that the existing signage is confusing for visitors and contains incorrect naming.

I am currently preparing a formal proposal for the signage team to streamline the pedestrian route. The primary objective is to direct visitors from the station along Station Approach, through The Avenue, and onto the High Street.

Historically, a secondary route has existed via Granary Road and All Saints. However, this path is currently poorly signed and, in the current state, provides a less welcoming and potentially confusing experience for pedestrians; there are also concerns for road safety from an active travel perspective. By prioritising the route via The Avenue, we can provide a higher standard of wayfinding that is easier to maintain and will marry up with the Town Council's signage at the High Street.

I welcome the Town Council's feedback on this proposed route before the final submission is made to the signage team and once I have the design proposals I will share them, would there be a particular group or individual who would be most appropriate?

Cllr Drummond and Cllr Hood have been briefed on this subject and we have discussed this; below is a mocked up MyMap image of the proposals to remove the 'green' route and make the 'yellow' route compliant.



Items 7 & 8

Development and Planning Committee
Planning Applications – West Suffolk Council

Application – 26 th January & 2 nd February.	Constraints/ Neighbourhood Plan Policies	Case Officer	Applicant name	Consultation expiry date
DC/26/0117/TPO TPO 001(2022) tree preservation order - one Sycamore (T1 on plan) re pollard by up to three metres to previous pollard points 16 Paget Place Newmarket Suffolk CB8 7DR	Tree Preservation Order NKT14	Philip Crutchlow	Brennan	Fri 20 th Feb
DC/25/1929/FUL Planning application - one industrial unit (class B2 - general industrial use) Land At Newmarket Business Park Studlands Park Avenue Newmarket Suffolk		Ed Fosker	Mr R Manchett	Thurs 26 th Feb
Amended/Deferred				
DC/26/0031/TCA Trees in a conservation area notification - two viburnum (marked S8 and S9 on plan) fell 25 Exeter Road Newmarket Suffolk CB8 8AR	Conservation area NKT14	Nathan McGeachie	Mrs Deborah Hargreaves	Tues 24 th Feb
DC/26/0054/TPO TPO 04(1989) and TPO 04(1992) tree preservation order - one yew (marked T2 on plan and T6 on order), two silver birch (marked T4 and T5 on plan and T1 and T2 on order) and one horse chestnut (marked T6 on plan and T4 on order) fell, one lime (marked T3 on plan and T4 on order) re-pollard to 4.5 metres above ground level, one yew (marked T1 on plan and T5 on order) crown lift to 4.5 metre above ground level, one horse chestnut (marked T7 on plan and T5 on order) re-pollard back to previous points on main stem at circa five metres 25 Exeter Road Newmarket Suffolk CB8 8AR	Conservation area NKT14	Philip Crutchlow	Mrs Deborah Haragreaves	Wed 4 th Feb

EAST CAMBRIDGESHIRE DISTRICT COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS



(Alphabetically by Parish)

List produced on 30th January 2026

Reference: 25/01373/FUL

Officer: Kanchan Sharma

Location: McGowan Rutherford Factory Road Burwell Cambridge CB25 0BN

Date application valid: 22nd January 2026

Parish: Burwell

Proposal: Erection of 4 no. solar arrays

Applicant:

McGowan Rutherford Ltd
Factory Road
Burwell
Cambridge
CB25 0BN

Agent:

BBR Design
FAO Mr Ryan Albone
BBR Design
7 Paynes Park
Hitchin
SG5 1EH

Grid Reference: 557594 268345

Reference: 26/00038/FUL

Officer: Olivia Akroyd

Location: Warren Towers Moulton Road Newmarket CB8 8QQ

Date application valid: 21st January 2026

Parish: Cheveley

Proposal: Change of use of garden land to car parking facility

Applicant:

Godolphin Management Company Ltd
Dalham Hall
Duchess Drive
Newmarket
CB8 9HE

Agent:

Ashtons Legal
FAO Miss Amy Richardson
77 Newmarket Road
Cambridge
CB5 8EE

Grid Reference: 566362 263934

Reference: 25/00362/FUL
Officer: Kanchan Sharma

Date application valid: 15th January 2026
Parish: Dullingham

Location: Old Salt Depot 38 Brinkley Road Dullingham Newmarket Suffolk

Proposal: Erection of 5 no. two-storey dwellings, associated outbuildings and highway access

Applicant:

Logan Homes Ltd
C/o Agent

Agent:

Dean Jay Pearce Architectural Design And Planning Ltd
2/3 Milestone House
Hall Street
Long Melford
Sudbury
Suffolk
CO10 9HZ

Grid Reference: 563016 257488

Reference: 26/00079/FUL
Officer: Philip Baum

Date application valid: 23rd January 2026
Parish: Soham

Location: Barley Cottage Barcham Road Soham Cambridgeshire CB7 5TU

Proposal: Change of use of existing machinery store and roof space to agricultural workers dwelling

Applicant:

Fen Game
Holly Farm
Barcham Road
Soham
CB7 5TU

Agent:

Ashtons Legal
FAO Amy Richardson
Chequers House
77-81 Newmarket Road
Cambridge
CB5 8EU

Grid Reference: 558272 275493

Reference: 26/00035/FUL
Officer: Philip Baum

Date application valid: 22nd January 2026
Parish: Woodditton

Location: 10 St Johns Avenue Newmarket Suffolk CB8 8BL

Proposal: First floor side extension over existing garage, front porch extension and a new mono-pitched roof structure over previously built rear elevation extension

Applicant:

Mr Ben Pettitt
10 St Johns Avenue
Newmarket
Suffolk
CB8 8BL

Agent:

Project Support Services
FAO Mr Trevor Smith
12 Ashley Road
Cheveley
Newmarket
Suffolk
CB8 9DP

Grid Reference: 564658 262686

Reference: 26/00049/FUL
Officer: Kanchan Sharma

Date application valid: 22nd January 2026
Parish: Woodditton

Location: Brittany House 24 Cheveley Road Saxon Street Newmarket Suffolk

Proposal: Two storey side extension, two storey rear extension with first floor balcony, single storey rear extension, two storey front porch extension. New windows throughout, render to external walls, glazed balustrade to existing balcony, solar panels and air source heat pump

Applicant:
Mr Michael Rolfe
Brittany House
24 Cheveley Road
Saxon Street
Newmarket
Suffolk
CB8 9RN

Agent:
DCN Architectural Design Ltd
FAO Mr Daniel Nicholls
23 Feast Green
Stretham
Ely
Cambridgeshire
CB6 3GL

Grid Reference: 568189 259322

Reference: 26/00083/TPO
Officer: Kevin Drane

Date application valid: 26th January 2026
Parish: Woodditton

Location: 6 Selwyn Close Newmarket Suffolk CB8 8DD

Proposal: At, TB 2 plum trees - Lop to remove one third of each trees crown, reducing them by up to 3m back to previous pruning points. This is because the branches are encroaching on the roof/bungalow
T Scots Pine tree - Which is dead, needs to be felled. We will replace the tree upon receiving consent to fell

Applicant:
Mrs Julie McDonald
6 Selwyn Close
Newmarket
Suffolk
CB8 8DD

Agent:

Grid Reference: 564458 262424

EAST CAMBRIDGESHIRE DISTRICT COUNCIL WEEKLY LIST OF PLANNING APPLICATIONS



(Alphabetically by Parish)

List produced on 6th February 2026

Reference: 26/00100/FUL

Officer: Jasmine Moffat

Location: Fengate Lodge Hythe Lane Burwell Cambridge CB25 0EH

Date application valid: 29th January 2026

Parish: Burwell

Proposal: Single storey side and rear extensions

Applicant:

Mrs V Lloyd
1B Ness Road
Burwell
Cambridge
CB25 0AA

Agent:

Michael Bullivant Associates
2A Golding Road
Cambridge
CB1 3RP

Grid Reference: 558435 267266

Reference: 26/00121/FUL

Officer: Jasmine Moffat

Location: The Dove House 21B High Street Burwell Cambridge CB25 0HB

Date application valid: 2nd February 2026

Parish: Burwell

Proposal: Replacement of seven double glazed white timber windows with white PVC-U double glazing

Applicant:

Mrs Astri Wright
The Dove House
21B High Street
Burwell
Cambridge
CB25 0HB

Agent:

Grid Reference: 558989 266014

Reference: 26/00105/FUL

Officer: Philip Baum

Location: 6 The Street Snailwell Newmarket Suffolk CB8 7LX

Date application valid: 30th January 2026

Parish: Snailwell

Proposal: Single-storey rear extension. Internal alterations. New first floor en-suite within the existing dwelling.
External landscaping

Applicant:

Mr Mark Roberts
6 The Street
Snailwell
Cambridgeshire
CB8 7LX

Agent:

DH Architecture + Design Ltd
FAO Mr Stephen Hart
118 Main Road
Parson Drove
Wisbech
PE13 4LA

Grid Reference: 564392 267518

Reference: 26/00029/FUL

Officer: Kanchan Sharma

Location: 79 Mereside Soham Ely Cambridgeshire CB7 5EE

Date application valid: 27th January 2026

Parish: Soham

Proposal: Change of use of industrial unit from Use Class B2 (General Industrial) to a dog day care, hydrotherapy and grooming facility (Sui generis)

Applicant:

Mrs Wright
152 Westley Road
Bury St Edmunds
Suffolk
IP33 3SD

Agent:

Fabric First Architects
FAO Mr Chris Read
Sunnyfield
Culford Road
Fornham St Martin
IP28 6TN

Grid Reference: 558717 273621

Reference: 26/00009/FUL

Officer: Olivia Akroyd

Location: Land North East Of 70 St Johns Avenue Newmarket Suffolk

Date application valid: 26th January 2026

Parish: Woodditton

Proposal: Construction of 1 no. two bedroom, single storey detached dwelling

Applicant:

CD Property Webb
FAO Mr David Webb
125 Potton Road
St Neots

Agent:

Grid Reference: 564493 262292

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Decision List

Weeks commencing 26 th Jan & 2 nd Feb	NTC Comments	West Suffolk Council Decision
<u>DC/25/1878/TPO</u> TPO 323 (1973) tree preservation order - six Lime (X on plan within G4 on order) - pollard by up to three metres to clear building and guttering 12 The Hamiltons Newmarket Suffolk CB8 0NF	The Committee actively encourages responsible tree management and does not object to this application to this application subject to the Tree Officer's approval.	Decided- Approve application. 
<u>DC/25/1821/HH</u> Householder planning application - dropped kerb 29 Exning Road Newmarket Suffolk CB8 0EA	The Committee voiced no objection.	Decided- Approve application. 
<u>DC/25/1702/FUL</u> Planning application - a. construction of two storey building to accommodate gym/spa facilities in conjunction with Heath Court Hotel (Class E(d) (following demolition of forge building), b. demolition of a section of existing wall to create pedestrian entrance Heath Court Hotel Moulton Road Newmarket Suffolk CB8 8DY	The Committee voiced no objection.	Withdrawn 
<u>DC/25/1947/LB</u> Application for listed building consent - internal and external alterations on third floor including a. door opening and additional door in corridor b. installation of WCs, baths and basins c. existing timber windows to be repaired and maintained Jockey Club Chambers 101 High Street Newmarket Suffolk CB8 8JL	The Committee voiced no objection subject to the approval of the Conservation/Listed Buildings Officer.	Decided- Approve application. 

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To: **Recipients of Delegation Panel papers**

Contact Planning Department
Email planning.help@westsuffolk.gov.uk

2 February 2026

Dear all

Delegation Panel - Tuesday 27 January 2026

Following consultation with the members of the Delegation Panel on the above date, the Director (Planning and Growth) has determined that the following decisions will either be delegated to Officers or referred to the Development Control Committee for consideration, as indicated against each item.

Those applications agreed to be delegated are not strategic in their scale or nature and do not raise any significant material planning issues to justify referral for wider discussion at the Development Control Committee.

Those applications agreed to be referred to the Development Control Committee for determination were considered to have significant public interest, raising material planning issues that justify wider discussion and debate.

Any queries in relation to the Delegation Panel meeting and/or the applications should be directed to
planning.help@westsuffolk.gov.uk

Yours sincerely



Julie Baird
Director – Planning & Growth

5.	Application number	DC/25/1702/FUL
	Proposal:	Planning application - a. construction of two storey building to accommodate gym/spa facilities in conjunction with Heath Court Hotel (Class E(d) (following demolition of forge building), b. demolition of a section of existing wall to create pedestrian entrance
	Location:	Heath Court Hotel, Moulton Road, Newmarket
	Case officer:	Savannah Cobbold
	Parish:	Newmarket Town Council
	Ward:	Newmarket East
	Member comment:	No comments received
	Officer 'minded to' position:	REFUSE
	Recommendation of the Panel:	Delegated Decision.
	Reason for DCC referral:	N/A
	Director decision:	Delegated Decision.

Application for street trading consent

Local Government Miscellaneous Provisions Act 1982

Please note:

- You must read the council's [Street Trading Policy](#) and discuss the details of your proposal with a Licensing Officer before completing this application
- The full fee for street trading consent is **£409**, to be paid as follows:
 - A non-refundable fee of £250 is to be paid upon application to cover the cost of processing an accepted application and administering the consultation
 - The balance of £159 will be collected after the end of consultation pending a positive determination
- The application will not be accepted unless all sections have been completed and all supporting documents supplied
- We will not be able to process incomplete applications

1. Applicant							
First or sole applicant details							
Mr		Mrs		Miss	☒	Ms	
Forenames		Rebecca Louise					
Surname		Marks					
Date of Birth		[REDACTED]					
Residential address		[REDACTED]					
		[REDACTED]					
		[REDACTED]					
Post Code		[REDACTED]		Telephone Number		[REDACTED]	
Email		[REDACTED]					
Second applicant details (if applicable)							
Mr		Mrs		Miss		Ms	
Forenames							
Surname							
Date of Birth							
Residential address							
Post Code				Telephone Number			
Email							
If applying as a limited company please also provide							
Company Name							
Company Number							
Registered Address							
Trading details (if different to the above)							
Trading Name		BB Catering					
Address at which unit/vehicle is kept overnight		[REDACTED]					

2. Consent type (please complete either Section 2a static or Section 2b mobile)		
2a. Static - please state days and times of trading		
Day	From	To
Monday	0700	1400
Tuesday	0700	1400
Wednesday	0700	1400
Thursday	0700	1400
Friday	0700	1400
Saturday		
Sunday		
Exact trading location (map required, see enclosures)		
Address:		
Post code:		
2b. Mobile		
Please provide general locations of trading (map required, see enclosures)		
Studlands Park Ave, Studlands Park industrial est Newmarket		
3. Items to be sold (please list below)		
Hot and Cold food and refreshments		
4. Food hygiene rating (if applicable)		
Please note: It is a standard condition of a Street Trading Consent that food businesses must achieve and maintain a minimum food hygiene rating of '3 – Generally satisfactory'. We cannot grant a Consent if the food hygiene rating is below 3.		
Current food hygiene rating	5	
5. Type of trading vehicle (tick as appropriate. Photo required, please see enclosures)		
Handcart	Size	Not applicable
Stall	Size	Not applicable
Trailer	Size	Not applicable
Mobile unit	Size	Not applicable
Vehicle	Size	Not applicable
6. Vehicle details		
Make of vehicle	Citreon	
Model of vehicle	Relay	
Registration number of vehicle	[REDACTED]	

7. Employee and Assistant details

Please complete below details of employees and assistants that meet the criteria as detailed in the [application guidance](#) (please continue on separate sheet if required)

Full name	Date of Birth	Basic DBS required	Photo ID Required
Rebecca Marks	██████████	yes	yes

7a. I declare that Right to Work checks have been completed for all employees in accordance with the Immigration, Asylum and Nationality Act 2006 (please tick to confirm) yes

8. Pending Convictions (please tick to indicate agreement)

Do you, or any of the named employees and assistants in section 6, have any pending convictions, cautions or are currently being investigated for any other matter? (Please tick as appropriate)

Yes ☐ No ☒

If yes, please give details in section 7a

8a. Details of pending convictions, cautions or any other matter

Name	Offence	Date of offence

9. Other supporting documents (please tick to indicate agreement)

I enclose my Proof of right to work in the UK – please refer to Employers' right to work checklist (accessible) - GOV.UK	☒
I enclose my Basic Disclosure and Barring Service (DBS) certificate and those of employees listed in part 6, where applicable. (Dated within last 30 days before application date)	☒
I enclose my photo ID (if not already provided for right to work above) and those of employees listed in part 6, where applicable	☒
I enclose a photograph of the unit/vehicle	☒
I enclose proof of insurance including public liability of at least £5,000,000	☒
I enclose confirmation of food business registration (registration document or approval number)	☒
I enclose a copy of the gas safety certificate (if applicable)	☒
I enclose a valid waste transfer agreement, or waste carrier licence	☒
I enclose proof of landowners' permission or written confirmation from the Highways Authority that they have no objection to trade from this location. (static only)	☒
I enclose a map of exact trading location (static only)	☐
I enclose a map of general trading areas (mobile only)	☒

10. Payment	
The fee is £409. A non-refundable fee of £250 is to be paid upon application to cover the cost of processing an accepted application and administering the consultation.	
I confirm I have paid the following fee:	
Payment Link - £250.00	https://go2pay.uk/2/4T44TlkMZu
Payment Reference Number:	KTM-06889682
The balance of £159 will be collected after the end of consultation pending a positive determination.	
Incomplete applications will be rejected and the fee will be refunded, which can take up to 5 working days.	

11. Declarations (please tick to indicate agreement)	
I understand that the information I have given in this form and in any supporting information in respect of my application will be taken into account by the Council when determining the application. I declare that all such information is true and complete to the best of my knowledge and belief and acknowledge that if I have made a false statement or omitted any relevant fact, any licence determined and issued in connection with it may be modified, suspended or revoked.	☒
I understand and consent that the information given on this form may be issued to other enforcing agencies and consulting bodies to determine this application. I also consent to the council retaining my application and details and I understand that the council is obliged to pass on information to other statutory bodies if so, requested for the prevention and detention of fraud.	☒
I understand the importance of informing the council in a timely manner should I be charged with a criminal offence during the term of my street trading consent. I commit to notifying the licensing authority within 48 hours of being charged with a criminal offence and commit to notifying the licensing authority within 48 hours of receipt of a criminal disposal, caution, or criminal conviction.	☒
I understand if I sell alcohol at any time, and or hot refreshments between 2300-0500, I also need to obtain a Premises Licence (Licensing Act 2003)	☒
I understand that a Pavement Licence maybe required for any street furniture associated with the consent (Business and Planning Act 2020 and Levelling Up and Regeneration Act 2023). For further information and guidance see West Suffolk Council Pavement Licences	☒
I am not under 17 years of age.	
*Sign	R.marks
Print name	Rebecca marks
Date	02/02/2025
*Electronic signatures accepted	

Applications and supporting documents should be submitted via email to:
licensing@westsuffolk.gov.uk

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. Phone: 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 Local Government (Miscellaneous Provisions) Act 1982.

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 or 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.

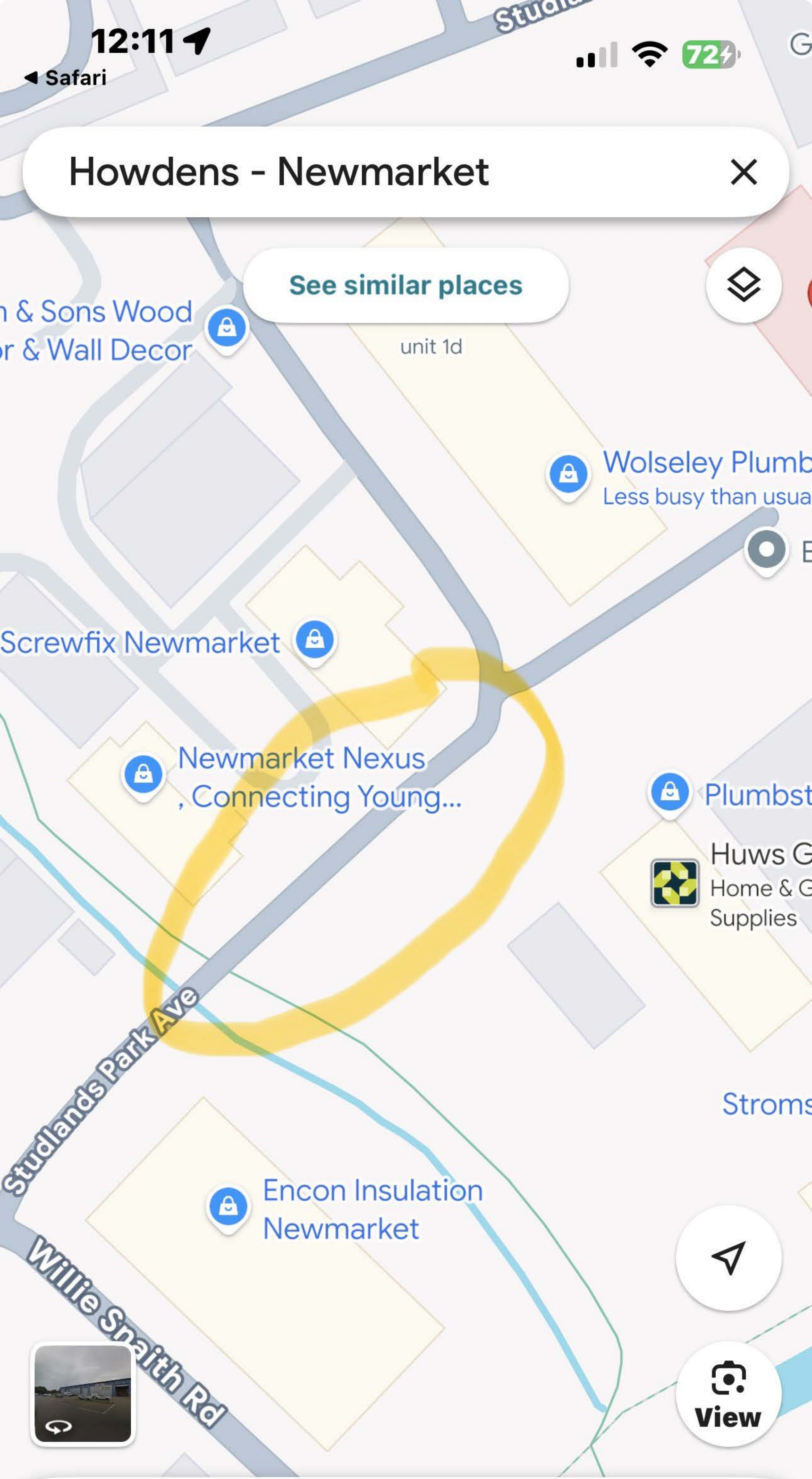
For further information on our Data protection Policies please go to our website: [How we use your information](#) or email: data.protection@westsuffolk.gov.uk



Howdens - Newmarket

X

See similar places



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* 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 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

* Family name

* E-mail

Main telephone number

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

Business name

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

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

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

☐ A private individual acting as an agent

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

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...

Ltd

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 / /

* 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.

Its a Deli & Cafe

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

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Continued from previous page...

Section 13 of 21

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

[See guidance on regulated entertainment](#)

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

☐ Yes ☒ No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

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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

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

☐ On the premises ☐ Off the premises ☒ Both

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

State any seasonal variations

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

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

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

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

Name

First name

Family name

Date of birth / /

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'.

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.

Not Applicable

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.

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.

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

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

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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.

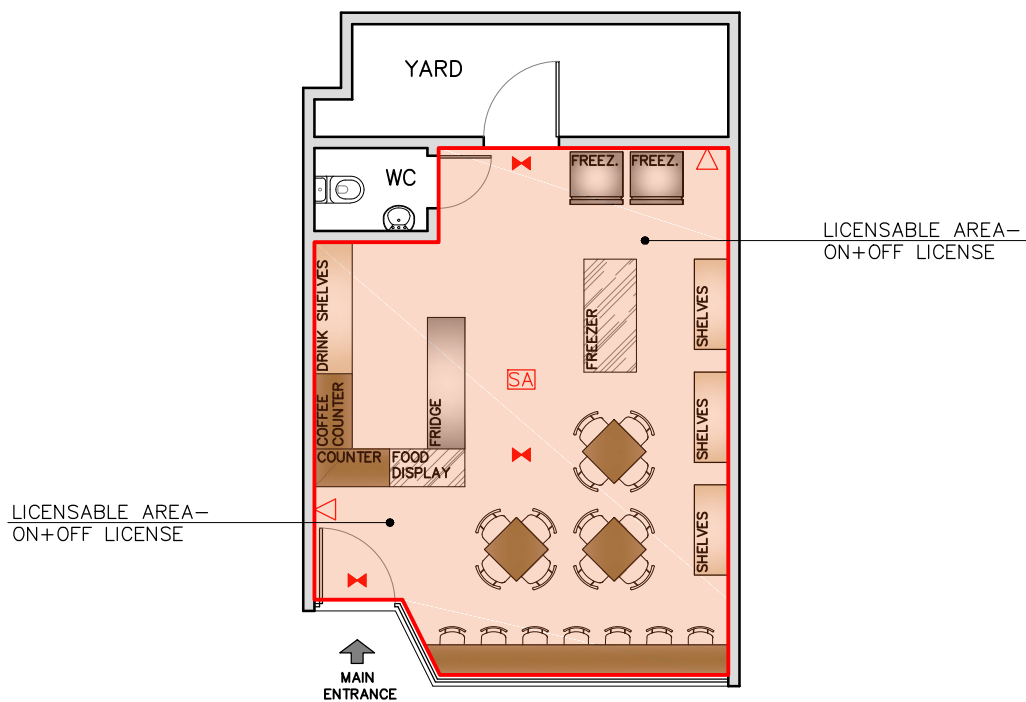
Don't forget to make sure you have all your supporting documentation to hand.

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	Brazuca Market
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	☐



LICENSABLE AREA



SMOKE ALARM



FIRE EXTINGUISHER



EMERGENCY LIGHT

CAFE/DELICATESSEN

ALCOHOL LICENSE – ON+OFF LICENSE

JOSE MANUEL ROCHA
70 BEAUFORT COURT – BEAUFORT ROAD – RICHMOND
LONDON TW10 7YQ
TEL: +44 (0) 7868–697778 / E-MAIL: manuelrocha01@hotmail.com

APPLICANT:

BRAZUCA MARKET

6 SUN LANE
NEWMARKET
CB8 8EW

SCALE:

A4_1/100

DATE:

19–JANUARY–2026

PUBLIC NOTICE
Application
Premises Licence – New Application

Name of Applicant: Brazuca Market Ltd		Name of Premises:
Postal Address of Premises (or description of premises): 6 Sun Lane, Newmarket, Suffolk, CB8 8EW		This application may be viewed at: West Suffolk Council, West Suffolk House Western Way, Bury St Edmunds IP33 3YU
Proposed Licensable Activities: to Include On/Off Sales of Alcohol		
Activity	Day/s	Times
Alcohol Sales OFF and ON Prem	Monday - Sunday	09:00 – 22:00

Date by which representations may be made to the Licensing Authority:

End Date: 27 February 2026

Representations must be made in writing to West Suffolk Council (as the Licensing Authority) at the above address, or by e-mail 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.