

LICENSING ACT 2003

PREMISES LICENCE

PREMISES LICENCE NUMBER: LN/003150 NL

Premises Details

Postal address of premises, or if none, ordnance survey map reference or description	
Colerne Village Hall Martins Croft Colerne	
Post Town Chippenham	Post Code SN14 8DT

Licensable activities authorised by the Licence	The time the licence authorises the carrying out of licensable activities
a. Plays	a. Sunday 08.00 hrs to 23.00 hrs Monday to Saturday 08.00 hrs to 00.00 hrs
b. Films	b. Sunday 08.00 hrs to 23.00 hrs Monday to Saturday 08.00 hrs to 00.00 hrs
c. Indoor Sporting Events	c. Sunday 08.00 hrs to 23.00 hrs Monday to Saturday 08.00 hrs to 00.00 hrs
d. Live Music	d. Sunday 08.00 hrs to 23.00 hrs Monday to Saturday 08.00 hrs to 00.00 hrs
e. Recorded Music	e. Sunday 08.00 hrs to 23.00 hrs Monday to Saturday 08.00 hrs to 00.00 hrs
f. Performances of Dance	f. Sunday 08.00 hrs to 23.00 hrs Monday to Saturday 08.00 hrs to 00.00 hrs
g. Anything of a similar description to that falling within Live Music, Recorded Music, Performances of Dance	g. Sunday 08.00 hrs to 23.00 hrs Monday to Saturday 08.00 hrs to 00.00 hrs
h. Provide Facilities for Making Music	h. Sunday 08.00 hrs to 23.00 hrs Monday to Saturday 08.00 hrs to 00.00 hrs
i. Provide Facilities for Dancing	i. Sunday 08.00 hrs to 23.00 hrs Monday to Saturday 08.00 hrs to 00.00 hrs
j. Entertainment of a Similar Description to that falling within Making Music or Dancing	j. Sunday 08.00 hrs to 23.00 hrs Monday to Saturday 08.00 hrs to 00.00 hrs
k. Supply of Alcohol - for consumption on the premises	k. Sunday 12.00 hrs to 23.00 hrs Monday to Saturday 12.00 hrs to 00.00 hrs

Non Standard Timings	
New Year's Eve	Extend Finish Time to 01.00 hours

Wiltshire Council

Where everybody matters

The opening hours of the premises

Monday to Saturday	08.00 hrs to 00.00 hrs
Sunday	08.00 hrs to 23.00 hrs
New Year's Eve	08.00 hrs to 01.00 hrs New Year's Day

Name, (registered) address of holder of Premises Licence

Colerne Village Hall Association
Martins Croft
Colerne

Post Town Chippenham

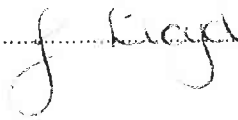
Post Code SN14 8DT

Registered Number of Holder 1072699

Licence Commencement Date

24th November 2005

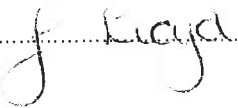
Licensing Officer



Current Licence Date

6th February 2013

Licensing Officer



ANNEX 1 - MANDATORY CONDITIONS

Door Supervision

Individuals who are present to guard against a, b or c must be licensed by the Security Industry Authority:

- a. Unauthorised access or occupation (eg through door supervision)
- b. Outbreaks of disorder
- c. Damage

Supply of Alcohol

Where this Licence authorises the supply of alcohol:

Every supply of alcohol made under this licence must be made or authorised by the Management Committee.

Exhibition of Films

Where this Licence authorises the exhibition of films:

The admission of children under the age of 18 to film exhibitions permitted under the terms of this licence shall be restricted in accordance with any recommendations made:

- a. By the British Board of Film Classification (BBFC,) where the film has been classified by that Board
- b. By the Licensing Authority where no classification certificate has been granted by the BBFC or, where the Licensing Authority has notified the licence holder that section 20 (3) (b) (74 (3) (b) for clubs) of the Licensing Act 2003 applies to the film.

ANNEX 2A - CONVERTED CONDITIONS

PREVENTION OF PUBLIC NUISANCE

Avoiding Noise Nuisance to Neighbours

- (a) Noise generated on the premises shall be kept at such a level at the boundary of any occupied property that it shall not be a nuisance to the occupier of that property.
- (b) The Licensee shall monitor noise at the boundary of any property likely to be affected, on at least three occasions during each event to prevent the condition being breached, and shall maintain written records of such monitoring available for inspection at any reasonable time. When the venue is let to a second party, then the Licensee shall ensure the second party enforces this provision.
- (c) The Licensee shall take all necessary steps to prevent persons in the neighbourhood being unreasonably disturbed by noise made by persons waiting to enter and when leaving the premises.

Cloakroom and Sanitary Accommodation

Sanitary facilities to be provided to the following standard:

	<u>Male</u>	<u>Female</u>
WC's	1 per 100 persons	1 per 50 persons
Urinals	1 per 100 persons	
	Or 2ft per 100 persons.	

Wash Hand Basins – 1 per sanitary fitting, or such number as may be agreed by the Licensing Authority.
Ratio of male to female to be on a basis of 50:50 division, unless otherwise agreed.

PUBLIC SAFETY

Supplies of Free Drinking Water

When dancing takes place after 2300 hours in any premises, the Licensee shall ensure that there is an adequately signed free potable water supply within at least one area of the premises, excluding the kitchen, and that free drinking vessels are available when necessary.

Maximum Numbers

- (a) Overcrowding in such a manner as to endanger the safety of the public (even, if in the circumstances, this is less than the maximum permitted number) shall not be permitted in any part of the premises. The maximum number of persons permitted on the premises as stated in the licence is not to be exceeded at any time.
- (b) The Licensee or authorised representative shall record and control at the time, the numbers of the persons on the premises. The Licensee shall keep these records for 12 months. A suitable means of counting persons shall be provided, which must be acceptable to the licensing authority.

Structural/Platform Conditions

- (a) All parts of the premises shall be maintained in a sound structural condition and be at all times capable of sustaining any load that may be imposed. The construction of the premises shall be such as to minimise the risk of fire involving the structure in accordance with Part B (Fire Safety) of the Building Regulations 1991, or to the satisfaction of the Licensing Authority.
- (b) Any platform, stage, scaffolding or similar structure must be constructed of such materials and in such a manner as the Licensing Authority may consider necessary for the safety of the public, staff and performers.
- (c) The Licensing Authority reserves the right to impose a higher standard of fire precaution in the case of any special fire risk.

Ventilation and Heating

All parts of the premises shall be properly and sufficiently ventilated and heated if necessary, to the satisfaction of the Licensing Authority.

• Electrical Installation/Appliances

- (a) i. The installation shall be kept in a safe condition.
 - ii. The Licensee shall produce a certificate annually, issued by a competent person to confirm that the electrical appliances have been tested and are safe.
 - iii. The Licensee shall produce a certificate every five years confirming that the electrical installation is in a state of good repair, or at such other times that the installation is repaired or extended.
 - iv. The Licensee shall within 14 days of a request from an authorised officer, produce a certificate from a competent electrical engineer that the electrical system is in safe condition.
- (b) Where production lighting is suspended in the auditorium above the audience, each light fitting shall be attached to a separate securing device by means of a safety chain.

• Safety Provisions

(a) Number of Exits

The premises shall be provided with an adequate number of exits to the satisfaction of the Licensing Authority so placed and maintained as to afford the public ready and ample means of safe egress.

(b) Exit Signs

All such doors or openings approved by the Licensing Authority shall be clearly indicated.

(c) Doorways

All doors leading from exits into passageways or to the outside of the premises shall be kept clear of obstruction at all times. When required by the Licensing Authority, doors shall be kept fastened in the open position by means of a padlock or other device. All chains and padlocks used to secure doors must be removed and hung on a "Chain Board" provided before the public are allowed on the premises.

(d) Fire Precautions

The fire fighting equipment and the means of escape in case of fire as detailed in Annex 4 shall be provided and maintained at all times.

(e) Doors to Allow Escape

All doors used for the purposes of exit must, if fastened during the time the public are in the building, be secured during such time only by panic bolts and latches complying with BS 5725 Part 1, or such fastenings as approved by the Licensing Authority. Doors fitted with panic bolts shall have an appropriate **PUSH BAR TO OPEN SIGN**. Doors shall open in the direction of escape, except where approved by the Fire Officer.

(f) Treads, Steps and Gangways

The edges including nosing of treads or steps and gangways on stairways shall be made conspicuous by means of a light coloured or reflective material. Where metal or other fixed nosing are fitted to steps or treads, these shall be maintained in good condition and free from any protrusions.

(g) Floor Coverings

Matting and other floor coverings shall be secured in such a manner as to prevent them creasing and be maintained in a safe condition. Mats shall be inset as to be flush with the floor, or provided with splayed fillets and secured in position.

(h) Provision for Disabled Persons

The premises shall be provided with suitable access facilities and means of escape for disabled persons wherever practically possible at the discretion of the Licensing Authority. This discretion does not absolve the Licensee from complying with the provisions of the Disabled Disabilities Act 1985.

(i) Fire Safety Signs

The premises shall be provided with such safety signs complying with current legislation, as required by the Fire Authority.

(j) Control of Waste

No rubbish or waste paper shall be stored or allowed to accumulate in any part of the building or in the immediate vicinity, unless a suitable container is provided and positioned so as not to cause a safety hazard.

• Safety/Emergency Lighting

- (a) All premises regularly open to the public shall be fitted with safety lighting to a minimum of one hour duration:
In the event of failure of the main lighting system the public should be instructed to leave the premises immediately if the safety lighting is only of one hour duration. If the safety lighting is of a type which operates for a longer period then the entertainment may continue until there is one hour remaining of the safety lighting at which point the entertainment shall be stopped and the public instructed to leave.
- (b) The premises shall be fitted with illuminated exit signs which shall be either of the maintained or non-maintained type.
- (c) The safety/emergency lighting shall be properly maintained in effective working order. Maintained or sustained lighting is to be illuminated whenever the premises are in use.
- (d) The licensee shall have in place a suitable system for dealing with contingencies or emergencies.

• Log Book

A log book shall be provided in which to record details of all tests, i.e. fire-fighting equipment, safety/emergency lighting, fire drills, etc and other details as required by the Licensing Authority and kept available for inspection at all times. The logbook shall not be in loose-leaf and shall have numbered pages. The person carrying out the test must record his/her details in the logbook.

• Fire Alarms

The fire alarm (where provided) shall be properly maintained in effective working order. Weekly tests, using different call points for each test, shall be carried out. The results of such tests shall be recorded in the logbook. The person carrying out the test shall record his/her details in the logbook.

• Seating

- (a) Seating shall conform to the requirements of the Licensing Authority. All upholstered furniture or seating shall comply with the requirements of Crib Ignition Source 5 of BS 5852 Part 2 1980. Seating shall be arranged to allow clear means of egress from the premises.
- (b) When the premises are being used by close-seated audiences (moveable seating) the arrangements shall accord with the following:
- i) Gangways, at least 1.1m in width and sited to conform with the means of escape shall be provided to intersect the seating so that the centre of any seat is not more than 3.66m from a gangway measured along the line of the seating.
 - ii) Where more than 200 persons are to be accommodated, all seats shall be securely fixed to the floor or battened together in sections of between 4 and 12 seats.
 - iii) Standing area – standing will only be allowed in the standing area shown on a plan of the premises which has been agreed by the Licensing Authority.
 - iv) Seating plan – a seating plan conforming to the above conditions shall be submitted and approved by the Licensing Authority. Only approved seating plan(s) to be used.
 - v) Adequate provision shall be made to accommodate persons in wheelchairs in the main public seating.
 - (vi) A separate seating plan shall be submitted to and approved by the Licensing Authority if the premise is to be used for indoor sports.

• Furnishings and Scenery

- (a) All scenery, stage curtains and similar hangings, decorations, furnishings and fabrics, including costumes worn by performers shall be of such material or so maintained that they will not readily catch fire.
- (b) Hanging curtains over exit doors or across gangways shall be made to part in the centre, to hang so as to be drawn aside and not to trail on the floor, and be arranged so as not to conceal notices.

• Attendants/Stewards/Performances

- (a) At all times when a function is in progress, there shall be an adequate number of attendants on duty to assist persons entering or leaving premises. The number of attendants shall be: -
- (i) Not less than 1 for every 250 or part of 250 persons present in the premises, or one steward per exit whichever is the highest number.
If the number of persons present on any floor or tier does not exceed 100, there shall be at least 1 attendant on duty on that floor or tier.
 - (ii) Where the number of persons present on any floor or tier exceeds 100, there shall be at least 2 attendants on that floor or tier.
 - (iii) At entertainment or exhibitions organised wholly or mainly for children under the age of 16, there must be at least: -
 - (a) 1 attendant for every 100 children or part of 100 children on the lowest floor of the auditorium.
 - (b) 1 attendant for every 50 or part of 50 children on any floor above the lowest floor.
 - (c) In any case the number of attendants on any floor where children are admitted shall not be less than the number of exits for use by the public in leaving the floor.

(b) Fire Procedure

The licensee shall ensure that the person in charge, official attendants and himself are aware of the method of operating the fire extinguishers and the action to be taken in the event of a fire including evacuation of the premises, the method of calling the Fire Brigade and the location of the nearest available telephone.

(c) Hypnotism

No exhibition, demonstration or performance of hypnotism (as defined by Section 6 of the Hypnotism Act 1952) shall be performed unless the Licensing Authority has given prior approval.
The Licensee shall give at least 28 days notice to the Licensing Authority, prior to any hypnotic performance.

(d) Special Lighting Effects

The Licence Holder shall obtain the permission of the Licensing Authority prior to using strobe lighting effects, lasers and smoke producing machines.

- i) If permission is granted, strobe lights in any area shall not operate at more than 5 flashes per second. Warning notices shall be displayed warning customers that strobe lighting is in use.
- ii) The use of lasers shall comply with current guidelines.

(e) Smoke Machines and Fog Generators

A smoke machine or fog generator shall not be used without the prior approval of the Licensing Authority. A request for approval shall be in writing and shall include documentary evidence of the non-toxicity and non-flammability of the fog or smoke.

Smoke machines and fog generators shall be sited and controlled so that they do not obstruct exit routes or cause a hazard

to surrounding curtains or fabrics.

The volume of smoke and/or fog shall be limited so that it does not seriously affect the means of escape or obscure escape route signs.

Warning notices shall be displayed stating that fog or smoke is used as part of the effects on the premises.

- **Naked Flames**

No naked flame or pyrotechnics shall be used in the premises without prior written consent of the Licensing Authority. All conditions attached to any consent shall be observed.

- **Alterations**

The Licensing Authority shall be consulted before any material alterations, additions of fixtures or fittings, furnishings and decorative features or electrical installation whether permanent or temporary are carried out which may have an impact on the safe operation of the venue, except in the case of emergency work or routine maintenance.

- **Management**

- (a) It is the personal responsibility of the Licensee to ensure that all conditions are complied with. The Licensee shall ensure that at all times when the licence applies, there is a person nominated by him/her who will have control of the premises, and will ensure that all licence conditions are adhered to.
- (b) The Licensee shall notify the Council and the Chief Fire Officer of the name, address and telephone number of the person who holds the key(s) for all doors to the premises.
- (c) If the premises are hired out, the Licensee shall draw to the attention of the hirer, all of the above items and make effective arrangements to ensure that that are complied with.
- (d) The Licensee shall give both the North Wiltshire District Council and the Wiltshire Fire Brigade not less than 14 days prior notice that a performance is to take place. The addresses to which such notification is to be made are as follows:

*Environmental Health Team Leader
North Wiltshire District Council
Monkton Park
CHIPPENHAM
Wiltshire
SN15 1EJ*

*Chief Fire Officer
Wiltshire and Swindon Fire Authority
Fire Station
Hilperton Road
TROWBRIDGE
Wiltshire BA14 7JB*

- In all parts of the building to which the public are admitted, a means of illumination shall be provided capable of illuminating those parts clearly.
- Adequate exits shall be provided from the both the stage and dressing room.

PROTECTION OF CHILDREN FROM HARM

- **Obscene or Indecent Performances**

The Licensee shall conduct the licensed premises in an orderly manner and shall not allow performances of an obscene or indecent nature.

ANNEX 2B - OPERATING SCHEDULE

P' ENTION PUBLIC NUISANCE

None.

PUBLIC SAFETY

- A person hiring the premises must be made aware of any relevant legislation and terms of hiring.

PROTECTION OF CHILDREN FROM HARM

None.

PREVENTION OF CRIME AND DISORDER

None.

ANNEX 3 - HEARING

None.

ANNEX 4 - PLANS

See Attached.

Do not write on drawings
Check all dimensions on site

99.01.D11

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□ []

Coleme Village
Hall

□ []

Coleme Village
Hall Association

□ []

PROPOSED PL/

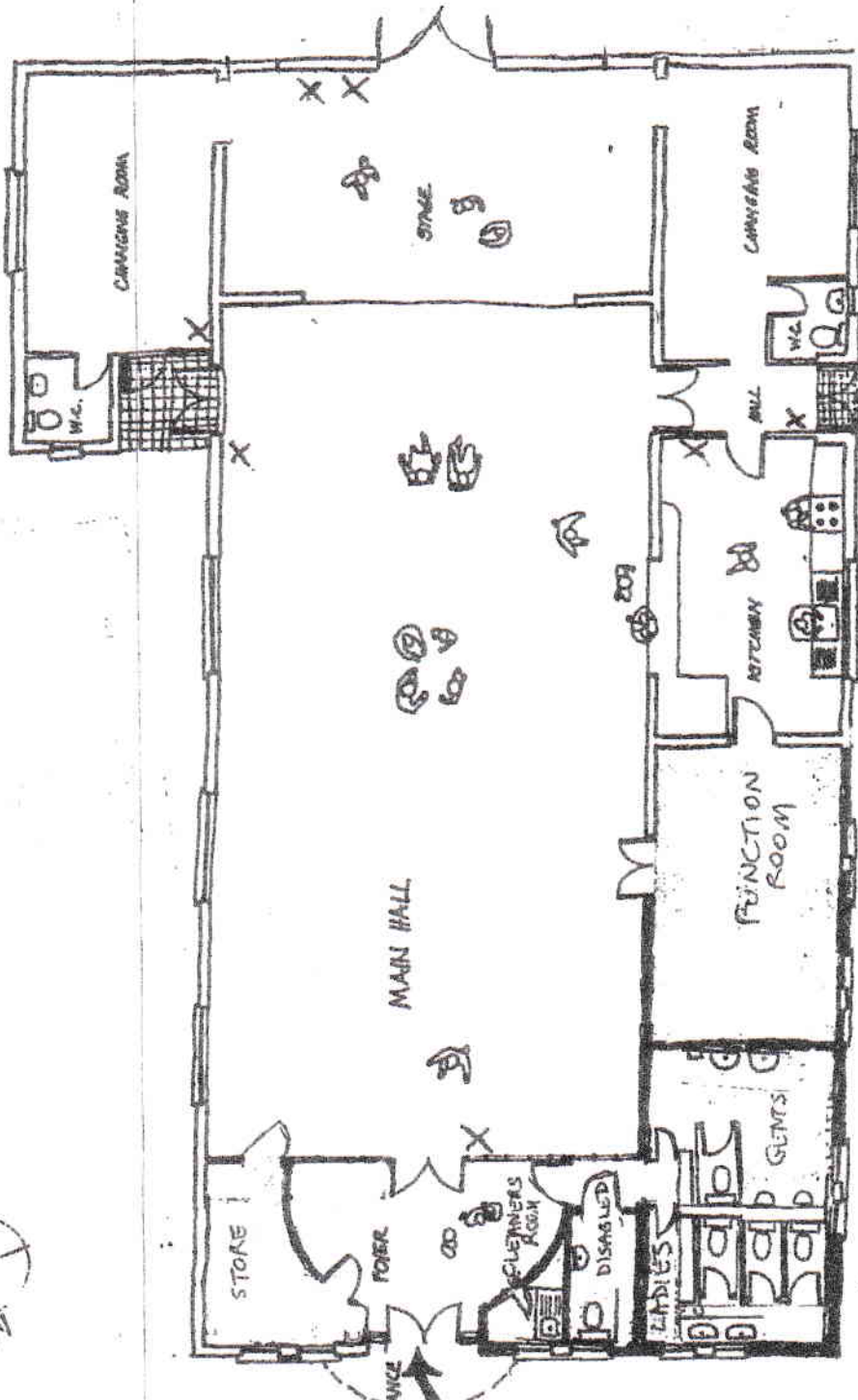
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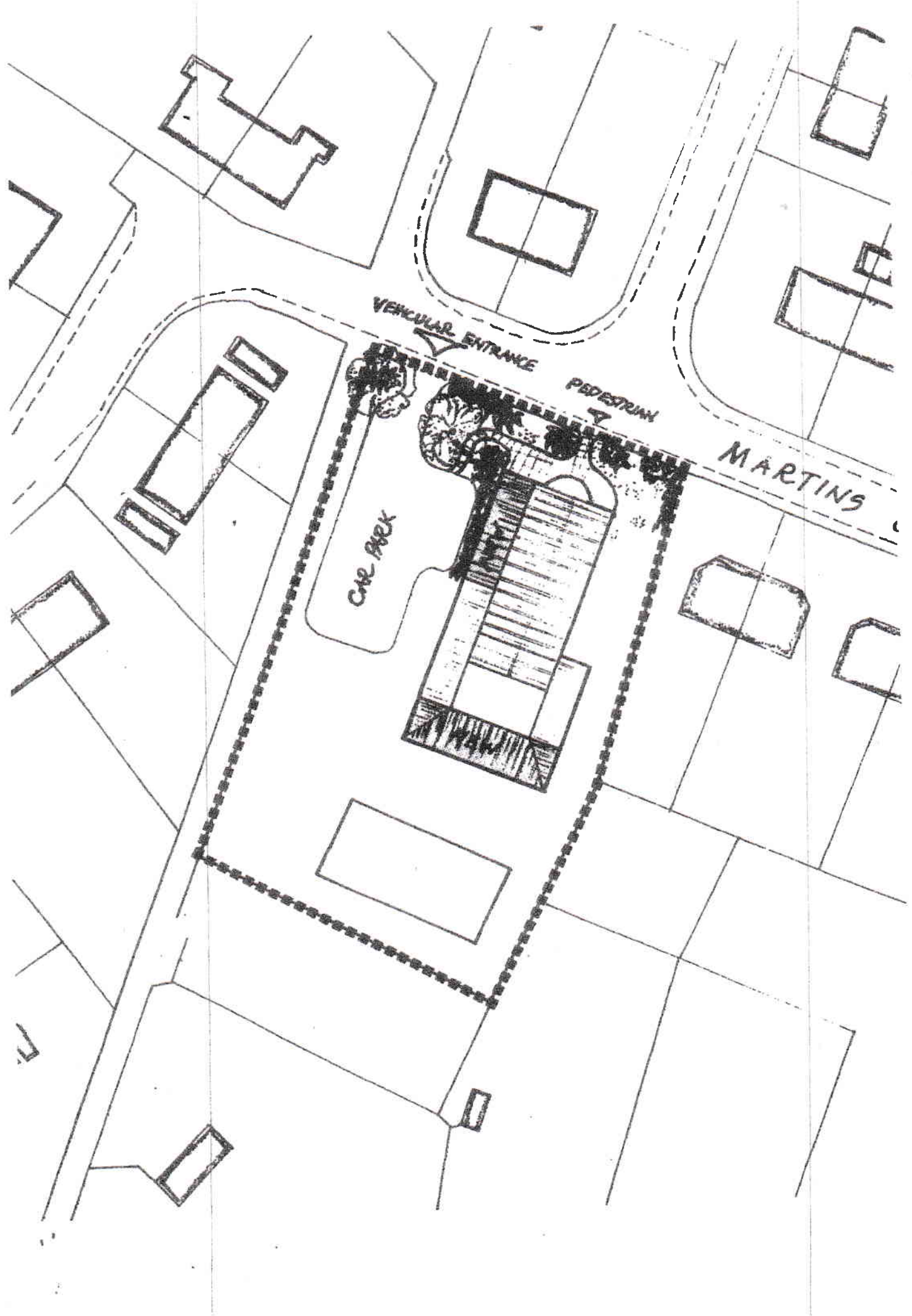


PROPOSED PLAN

X FIRE EXTINGUISHER
 X FIRE BLANKET

PLANNING PERMISSION
 APPLICATION COMPLETE
 20.02.99
 NORTH WILTSHIRE
 DISTRICT COUNCIL

DEVELOPMENT CONTROL
 23 APR 1999
 PASSED TO DATE REC.



VEHICULAR ENTRANCE

PEDESTRIAN

MARTINS

CAR PARK