

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Ben Townsend

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description Wilderness Reserve Chapel Barn Halesworth Road Heveningham Suffolk			
Post town	Heveningham	Postcode	IP19 0EJ
Telephone number at premises (if any)		N/A	
Non-domestic rateable value of premises		£	

Part 2 – Applicant details

Please state whether you are applying for a premises licence as **Please tick as appropriate**

- | | | |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input checked="" type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | please complete section (B) |

- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c 14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input checked="" type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname Townsend			First names Ben		
Date of birth		I am 18 years old or over <input checked="" type="checkbox"/> Please tick yes			
Nationality British					
Current residential address if different from premises address					
Post town			Postcode		
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over <input type="checkbox"/> Please tick yes			
Nationality					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)

Description of applicant (for example, partnership, company, unincorporated association etc.) [REDACTED]
Telephone number (if any) [REDACTED]
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY	
2	1	0	9	2	0

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

DD		MM		YYYY	

Please give a general description of the premises (please read guidance note 1)

- Corporate hire for company events, seminars, workshops and similar activities
- Hire for educational purposes, including classes, courses and displays
- Hire for wedding ceremonies and receptions, subject to the usual licensing process
- Family celebrations

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

N/A

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- | | |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |

- f) recorded music (if ticking yes, fill in box F) ☒
- g) performances of dance (if ticking yes, fill in box G) ☐
- h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H) ☐

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

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

In all cases complete boxes K, L and M

A – N/A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3) N/A	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) N/A		
Mon					
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5) N/A		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6) N/A		
Sat					
Sun					

B –

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3) N/A	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish		
Mon			<u>Please give further details here</u> (please read guidance note 4) N/A	
Tue				
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5) N/A	
Thur				
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6) N/A	
Sat				
Sun				

C – N/A

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4) N/A
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5) N/A
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6) N/A
Fri			
Sat			
Sun			

D – N/A

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3) N/A	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) N/A		
Mon					
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5) N/A		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6) N/A		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	08.00	01.00	Like other properties on the Estate, Chapel Barn will have onsite management to ensure events, where indoor and		
Tue	08.00	01.00			

			<p>outdoor live music is played are run smoothly and the management will have direct contact with neighbours and the Parish Council. It is considered that the Barn offers a suitable location for selected events as it is a self-contained collection of buildings some distance from nearby settlements and residential properties. The site also benefits from good road access.</p> <p>Many of the events will occur during the day only, however weddings and other similar events will involve the use of the barn in later hours. The construction process the barn will take account of the need for the building to be able to host such events without disturbance to either the surrounding estate properties or other residential properties further afield.</p> <p>The barn will benefit from extensive soundproofing across all elements of the building fabric, in the same manner that has been very effective at Sibton Park Orangery as discussed on site with Louise Burns from environmental Health. At the time we also made Louise aware that an application at Chapel Barn was likely and visited the site with her to discuss any concerns. It was her opinion that the site would suit such a use particularly if similar mitigations and management controls to Sibton Orangery were implemented.</p> <p>Chapel Barn management will also follow a proven management strategy involving 24-hour onsite staffing and careful management of the event timings and guests. The Estate prides itself on ensuring its activities occur in harmony with the surrounding communities and neighbours.</p> <p>We would like to extend the license on weekends to 01.00 as a tool to persuade guests that extending passed this time is necessary and therefore to decrease noise disturbance into the night.</p> <p>Please see Appendix A (attached) for our current noise management guidance notes which is given to all event/wedding guests upon booking of the estate.</p> <p>Please also see Appendix. B (attached) showing the proposed guidance notes for the new premises license at Chapel Barn.</p>
Wed	08.00	01.00	<p><u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)</p>
Thur	08.00	01.00	

			Live music is more likely to be played during the summer months and weekends, as this is when the majority of weddings take place. Saying this, some corporate events will take place midweek. The amount of weddings to be held at Chapel Barn is estimated at around 15-20 per year, also estimating that the time outdoor music to be played will be equal to or less than this amount.
Fri	08.00	01.00	<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 6) N/A
Sat	08.00	01.00	
Sun	08.00	01.00	

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	08.00	01.00	<u>Please give further details here</u> (please read guidance note 4) Please see section E above.		
Tue	08.00	01.00			
Wed	08.00	01.00	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) Please see section E above.		
Thur	08.00	01.00			
Fri	08.00	01.00	<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6) N/A		
Sat	08.00	01.00			
Sun	08.00	01.00			

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3) N/A	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) N/A		
Mon					
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5) N/A		
Thur					
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6) N/A		
Sun					

H –

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing N/A		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3) N/A	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4) N/A		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5) N/A		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6) N/A		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3) N/A		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	2300	0500	<u>Please give further details here</u> (please read guidance note 4) Late night refreshments served on the estate between the hours of 23.00 and 05.00 will be for staying guests only Food trucks may on occasion be present to serve late night snacks however these will be pre-paid		
Tue	2300	0500			
Wed	2300	0500	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5) N/A		
Thur	2300	0500			
Fri	2300	0500	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6) N/A		
Sat	2300	0500			
Sun	2300	0500			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for <u>consumption – please tick</u> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	00.00	24.00	State any seasonal variations for the supply of alcohol (please read guidance note 5) N/A		
Tue	00.00	24.00			
Wed	00.00	24.00			
Thur	00.00	24.00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	00.00	24.00			
Sat	00.00	24.00			
Sun	00.00	24.00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	Ben Townsend
Date of birth	[REDACTED]
Address	[REDACTED]
Postcode	[REDACTED]
Personal licence number (if known)	WPERS2007
Issuing licensing authority (if known)	Waveney District Council

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

N/A

L – The estate is private and therefore not open to the general public

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5) N/A
Day	Start	Finish	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6) N/A
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

M

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

Chapel Barn is a private estate and is therefore not accessible to the general public.

b) The prevention of crime and disorder

Chapel Barn, in the same way as Sibton Park does currently, will have onsite management to ensure these events are run smoothly and the management will have direct contact with neighbours and the Parish Council. It is considered that the Barn offers a suitable location for selected events as it is a self-contained collection of buildings some distance from nearby settlements and residential properties.

Many of the events will occur during the day only, however weddings and other similar events will involve the use of the barn in later hours.

Chapel Barn management will also follow a proven management strategy involving 24 hour onsite staffing and careful management of the event timings and guests. The Estate prides itself on ensuring its activities occur in harmony with the surrounding communities and neighbours.

c) Public safety

Guests staying on the estate will receive a briefing during the check in procedure when they arrive. This will cover; fire evacuation points, what to do in an emergency, location of fire exits, requirement to keep road access clear for emergency services.

There will be visible fire evacuation notices in each property and displayed in the communal areas of Chapel Barn. All fire exits will be clearly marked as per the attached floor plans.

As per the Sibton Park Estate, there will be members of staff in attendance who are Fire Marshall & First Aid Trained.

d) The prevention of public nuisance

The construction processes the barn will take account of the need for the building to be able to host such events without disturbance to either the surrounding estate properties or other residential properties further afield.

The closest property to Chapel Barn which is not in ownership by the estate is approximately 430 metres away.

As per **Appendix B**, there will be strict guidelines enforced and monitored throughout each event to prevent public nuisance.

- All windows and doors must be closed at 11pm to reduce noise pollution. Base levels/volumes may be asked to decrease/be lowered at any time at the discretion of the Wilderness Reserve staff member on duty at that time.
- Amplified music can be played at 'background level, indoors or outdoors until 11pm
- Amplified music cannot be played at 'party level' outside at any time.
- Unamplified/acoustic music can be played, indoors or outdoors until 11pm
- On site staff throughout all events monitoring noise levels and closing windows and doors if necessary

amended to be
the same as
App B.

7 • Amplified Music can be played at party level
volume inside only until 01:00

e) The protection of children from harm

Chapel Barn is a private estate and is therefore not accessible to the general public. All children onsite should be supervised and therefore be the responsibility of their parent (s) or guardian (s).

As with our Sibton Park Estate, all staff will be provided with comprehensive training with regards to the protection of children and service of alcohol. A strict 'Challenge 25' identification policy will be enforced throughout.

Checklist:

Please tick to indicate agreement


- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☐
- 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. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15). ☒

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

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.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none"> [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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	17/08/2020
Capacity	General Manager

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	N/A
Date	N/A

Capacity	N/A		
Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Ben Townsend [REDACTED]			
Post town	[REDACTED]	Postcode	[REDACTED]
Telephone number (if any)	[REDACTED]		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			
[REDACTED]			

Notes for Guidance

1. Describe 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.
2. 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:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.

E – indoors/outdoors

CHAPEL BARN, CHAPEL BARN ESTATE

GENERAL NOTES:

UNLESS STATED OTHERWISE.

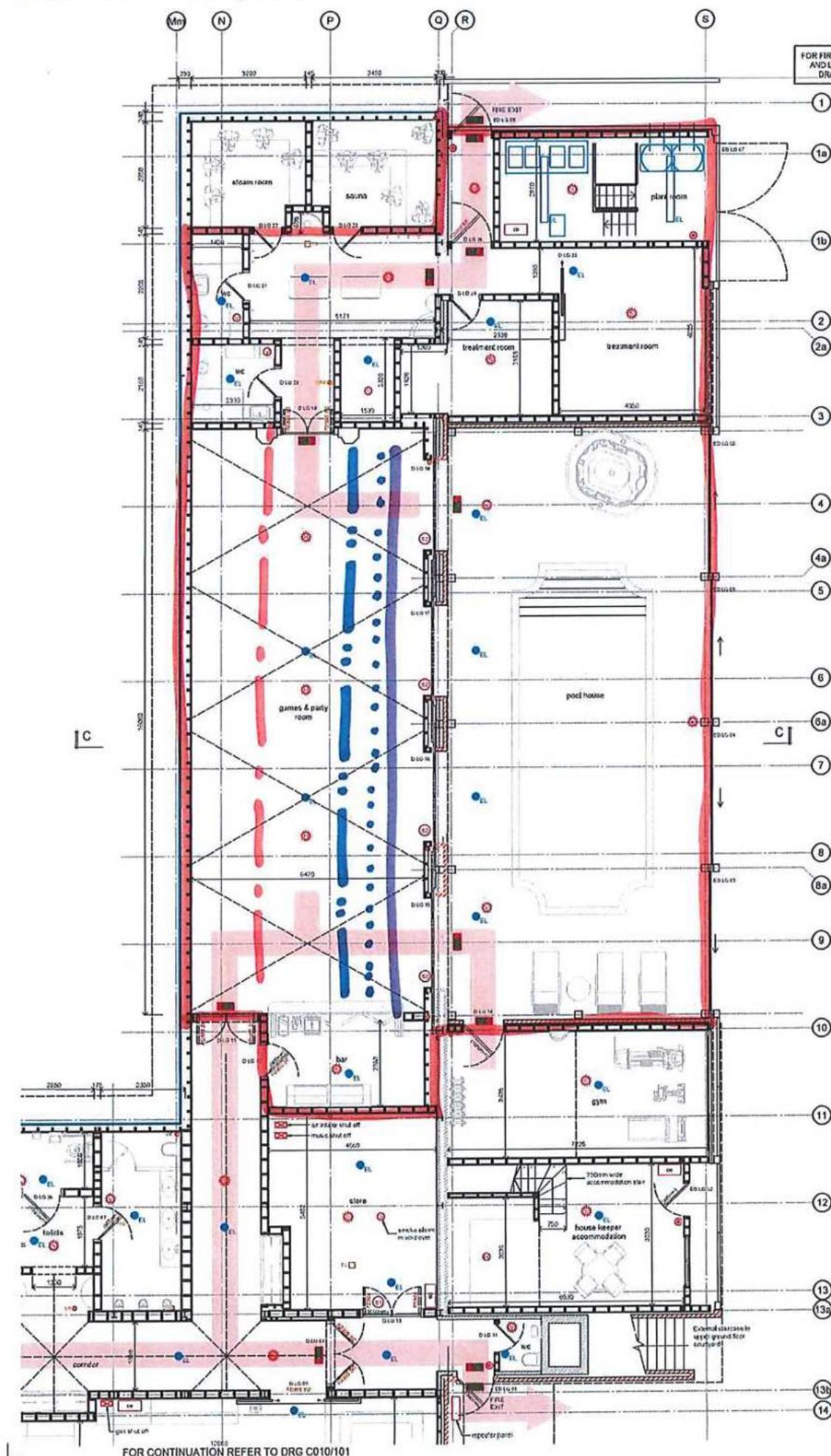
1. This drawing is to be read in conjunction with all relevant drawings, details, schedules, reports, calculations and specifications.
2. All levels relate to Topographical Survey by Levelling Method Survey No. (Job Reference 1311069).

FOR FIRE STRATEGY NOTES
AND LEGEND REFER TO
DRAWING C010/100

Source: <http://www.fishbase.org>

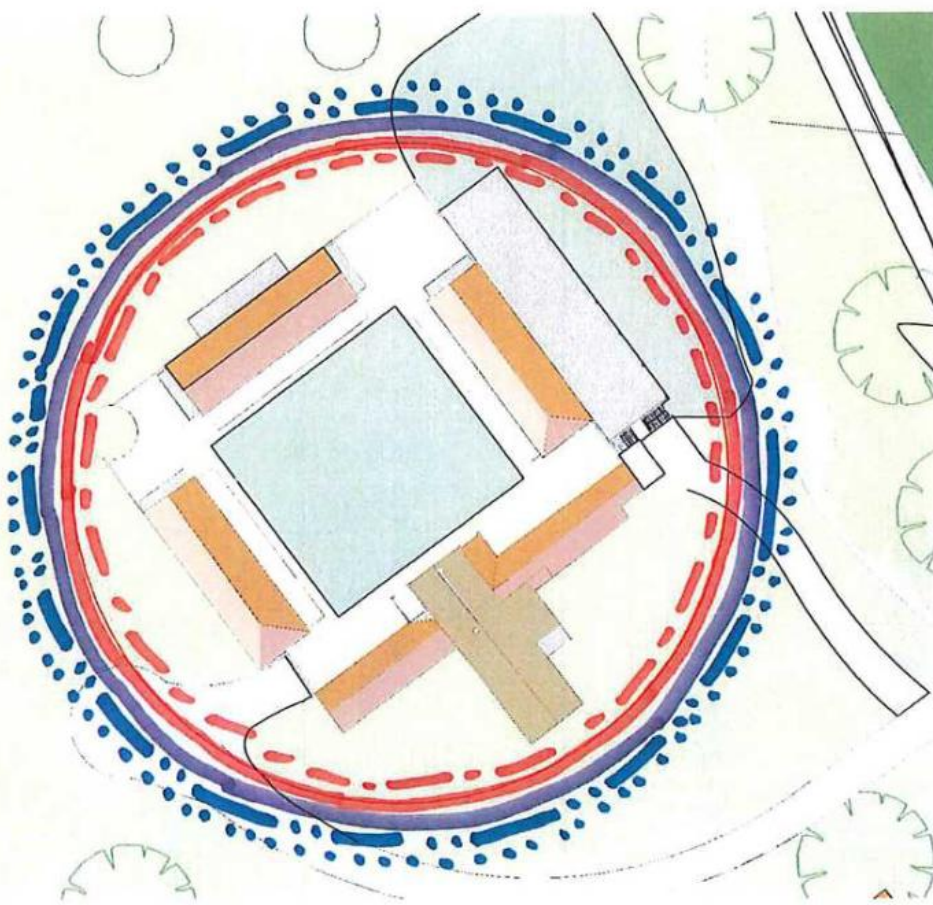
- POSSIBLE PICK-UP EVENTS**
- ☐ Walk at night
 - ☒ Excavation below ground
 - ☐ Manual Handling or Carriage
 - ☐ Carried up/on
 - ☒ Live utilities
 - ☐ Walk over water
 - ☐ Work near railway
 - ☐ Work near traffic
 - ☐ Temporary work required
 - ☒ Temp. structural instability
 - ☒ Other

8 The drawing below would depict Parmenides' concept of *Alai*. It is a continuous representation of things.



FOR CONTINUATION REFER TO DRG C010/101

[illegible]



3 Chapel Barn
Scale: 1:500



**WILDERNESS
RESERVE**

WILDERNESS RESERVE NOISE MANAGEMENT PLAN & LICENSING

GUIDANCE FOR EVENT STAFF

This Noise Management Plan has been put in place to ensure that the functions and events held at Sibton Park, Wilderness Reserve have adequate controls on all types of noise to ensure that no unreasonable disturbance is caused to neighbours of the estate and residents in the locality.

ALCOHOL LICENSING

Sibton Park (the Main House & Orangery) is currently one of two premises across the Wilderness Reserve Estate which is licensed to sell alcohol. The premises license therefore needs to be kept at this property.

Wilderness Reserve has two separate alcohol licenses:

- Sibton Park (The Main House and Orangery)
- Park Lodge (The sweet shop and reception building)

- The license permits sales of alcohol on and off the premises
- The license allows for sales of alcohol between the hours of 12.00 midnight to 11:59PM Monday-Sunday, in effect this is a 24 hour license for the provision the sales of alcohol.
- The License Holder and Designated Premises Supervisor is Ben Townsend

MUSIC AND NOISE

- All windows and doors must be closed at 9pm to reduce noise pollution. Base levels/volumes may be asked to decrease/be lowered at any time at the discretion of the Wilderness Reserve staff member on duty at that time.
- Amplified music can be played at 'background level' anywhere on the estate, indoors or outdoors until 9pm.
- Amplified music cannot be played at 'party level' outside at any time.
- Unamplified/acoustic music can be played anywhere on the estate, indoors or outdoors until 9pm.



WILDERNESS RESERVE

- If you would like music to continue to play music of any type in the Orangery after 11pm, a Temporary Event Notice can be applied for to extend the license to no later than 3am. Please see the section below for more information on how to obtain a TEN license.

DEFINITIONS EXPLAINED

Amplified	Music of any type or genre played through any form of speaker or any form of amplification device.
Unamplified/Acoustic:	Musicians performing with instruments/using their voices without the addition of an amplifier or speaker.
Live music:	A live performance by a band, singer or DJ. A band or singer can be live and play unamplified/acoustically whereas a DJ will always be amplified.
Recorded:	Music recorded and played for example chart music playing from a device such as a tablet, laptop or mobile phone.
Background music:	Music played at a low level as a background for example during dinner or as background whilst people are chatting amongst themselves.
Party level music:	Music played at a higher level, louder than spoken word usually for the purpose of dancing. The level of music played is at the discretion of Wilderness Reserve Staff and can be asked to be reduced at any time.
Indoor music:	Music played inside any of the properties
Outdoor music:	Music played in the open air or in a marquee of any type
Temporary Event Notice (TEN):	A Temporary Events Notice, TEN, allows music to be played inside with windows and doors closed past 11pm until the latest 3am.



WILDERNESS RESERVE

EXAMPLES:

"I would like to have a pool party on the estate, can I play music?"

Yes! If you have exclusive use of the estate music can be played at a background level until 9pm. An amplified band or DJ cannot play by the pool, however an acoustic singer or band can also play until 9pm.

"I would like to have music played in the marquee on the orangery terrace, is this ok?"

Yes! Amplified music at a background level is fine to play outside in the marquee until 9pm. At 9pm the music must be played from inside the building and all doors and windows must be closed. The music must be off at 11pm and moved to the cellar, or a Temporary Events Notice must have been applied for and granted by the local council.

"I would like to have my wedding ceremony outside, can I have the speeches amplified?"

Yes! Speeches or low-level background music is fine, as in an acoustic singer or band to accompany your ceremony however the band or DJ cannot be amplified by any form of sound system. The music must end outside at 9pm and be kept at a background level throughout.

TEMPORARY EVENT NOTICE - EXPLAINED

A Temporary Event Notice can extend the license to play music inside the Orangery with the windows and doors closed after 11pm.

A TEN can only be obtained by applying through Wilderness Reserve who will apply on your behalf with the local council authority.

The latest a TEN can extend the license to is 3am at which point all music must cease.

The cost of application is £500, if for any reason the TENs is not granted the fee of £500 is non-refundable.

There are a limited number of TENs available to us. All applications work on a first come first served basis.

Please complete, sign and send back the form below if you would like us to apply for a TEN on your behalf.



WILDERNESS
RESERVE

TEMPORARY EVENT NOTICE

APPLICATION FORM

Guest/Event Name:

Dates of stay:

From:

To:

I would like to extend the music license of my event in the Orangery:

From 11pm on the

Until on the

Number of guests:

Number of event staff:

I understand that the application fee is non-refundable and that the TENs does not allow me to play music outside.

I understand that all windows and doors must be closed at 9pm to help reduce noise levels.

Signed:

Dated:



WILDERNESS RESERVE NOISE MANAGEMENT PLAN & LICENSING

GUIDANCE FOR EVENT STAFF

This Noise Management Plan has been put in place to ensure that the functions and events held at Chapel Barn, Wilderness Reserve have adequate controls on all types of noise to ensure that no unreasonable disturbance is caused to neighbours of the estate and residents in the locality.

ALCOHOL LICENSING

Chapel Barn is currently one of two premises across the Wilderness Reserve Estate which is licensed to sell alcohol. The premises license therefore needs to be kept at this property.

- Chapel Barn (The Main Barn & Basement)
- The license permits sales of alcohol on and off the premises
- The license allows for sales of alcohol between the hours of 0.00 to 24.00 Monday-Sunday, in effect this is a 24 hour license for the provision the sales of alcohol.
- The License Holder and Designated Premises Supervisor is Ben Townsend

MUSIC AND NOISE

- All windows and doors must be closed at 23.00 to reduce noise pollution. Base levels/volumes may be asked to decrease/be lowered at any time at the discretion of the Wilderness Reserve staff member on duty at that time.
 - Amplified music can be played at 'background level', indoors or outdoors until 23.00
 - Amplified music cannot be played at 'party level' outside at any time.
 - Unamplified/acoustic music can be played, indoors or outdoors until 23.00.
 - Amplified Music can be played at party level volume inside only until 01.00
-
- If you would like music to continue to play music of any type in the Main Barn after 01.00, a Temporary Event Notice can be applied for to extend the license to no later than 03.00. Please see the section below for more information on how to obtain a TEN license.



WILDERNESS RESERVE

DEFINITIONS EXPLAINED

Amplified	Music of any type or genre played through any form of speaker or any form of amplification device.
Unamplified/Acoustic:	Musicians performing with instruments/using their voices without the addition of an amplifier or speaker.
Live music:	A live performance by a band, singer or DJ. A band or singer can be live and play unamplified/acoustically whereas a DJ will always be amplified.
Recorded:	Music recorded and played for example chart music playing from a device such as a tablet, laptop or mobile phone.
Background music:	Music played at a low level as a background for example during dinner or as background whilst people are chatting amongst themselves.
Party level music:	Music played at a higher level, louder than spoken word usually for the purpose of dancing. The level of music played is at the discretion of Wilderness Reserve Staff and can be asked to be reduced at any time.
Indoor music:	Music played inside any of the properties
Outdoor music:	Music played in the open air or in a marquee of any type
Temporary Event Notice (TEN):	A Temporary Events Notice, TEN, allows music to be played inside with windows and doors closed past 01.00 until the latest 03.00.

EXAMPLES:

"I would like to have a garden party on the estate, can I play music?"



WILDERNESS RESERVE

Yes! If you have exclusive use of the estate music can be played at a background level until 11pm.

"I would like to have music played in a marque, is this ok?"

Yes! Amplified music at a background level is fine to play outside in the marquee until 23.00. At 23.00 the music must be played from inside the building and all doors and windows must be closed. The music must be off at 01.00 or a Temporary Events Notice must have been applied for and granted by the local council.

"I would like to have my wedding ceremony outside; can I have the speeches and background music amplified?"

Yes! Speeches or low-level background music such as an acoustic singer band or DJ can play at a background level until 23.00. The party can continue inside with windows and doors closed until 01.00.

TEMPORARY EVENT NOTICE - EXPLAINED

A Temporary Event Notice can extend the license to play music inside the Main Barn with the windows and doors closed after 01.00

A TEN can only be obtained by applying through Wilderness Reserve who will apply on your behalf with the local council authority.

The latest a TEN can extend the license to is 3am at which point all music must cease.

The cost of application is £500, if for any reason the TENS is not granted the fee of £500 is non-refundable.

There are a limited number of TENS available to us. All applications work on a first come first served basis.

Please complete, sign and send back the form below if you would like us to apply for a TEN on your behalf.

TEMPORARY EVENT NOTICE



**WILDERNESS
RESERVE
APPLICATION FORM**

Guest/Event Name:

Dates of stay:

From:

To:

I would like to extend the music license of my event in the Main
Barn/Basement:

From 01.00 on the

Until on the

Number of guests:

Number of event staff:

I understand that the application fee is non-refundable and that the TENs does not allow me to play music outside.

I understand that all windows and doors must be closed at 9pm to help reduce noise levels.

Signed:

Dated: