

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.


We The Glemham Hall Estate Partnership

(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 Glemham Hall Little Glemham Woodbridge Suffolk			
Post town	Woodbridge	Postcode	IP13 0BT

Telephone number at premises (if any)	07920 855041
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 * | please complete section (A) |
| b) | a person other than an individual * | |
| i | as a limited company/limited liability partnership | please complete section (B) |
| ii | as a partnership (other than limited liability) ✓ | please complete section (B) |
| iii | as an unincorporated association or | please complete section (B) |
| iv | other (for example a statutory corporation) | please complete section (B) |
| c) | a recognised club | please complete section (B) |
| d) | a charity | 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 (c14) 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	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
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	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		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 Thomas Hope-Cobbold
Address Glemham Hall Little Glemham Woodbridge Suffolk IP13 0BT
Registered number (where applicable) 344550171
Description of applicant (for example, partnership, company, unincorporated association etc.) Partnership

Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Name Charles Loyd
Address c/o Glemham Hall Little Glemham Woodbridge Suffolk IP13 0BT
Registered number (where applicable) 344550171
Description of applicant (for example, partnership, company, unincorporated association etc.) Partnership
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Name Christopher Clarke
Address c/o Glemham Hall Little Glemham Woodbridge Suffolk IP13 0BT
Registered number (where applicable) 344550171
Description of applicant (for example, partnership, company, unincorporated association etc.) Partnership
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
0	1	0	1	2	0	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)

A red brick Elizabethan mansion on a traditional 2,300-acre Suffolk estate. Surrounded by 5 acres of formal garden and 300 acres of parkland. Accommodation spread over 3 floors; 29 bedrooms; 6 reception rooms. Licensed for civil ceremonies. Semi-permanent marquee located within the formal garden Sale and Supply of Alcohol in the garden and parkland for outdoor events and in the semi-permanent marquee and in the reception rooms within the mansion for indoor events.

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

0

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) ✓
- b) films (if ticking yes, fill in box B) ✓
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E) ✓
- 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

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)	Indoors	
				Outdoors	
				Both	✓
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) Theatre productions Possible use of marquee, lighting & stage Amplified and unamplified		
Mon	0900	0000			
Tue	0900	0000	The performance of amplified live music outdoors and the playing of amplified recorded music outdoors shall take place on no more than 7 days in any one calendar year, thereby allowing us the potential to host up to two 3-day music events, where music is the main attraction. The performance of amplified live music outdoors and the playing of amplified recorded music outdoors can be held on an unrestricted number of days in any one calendar year where live music is 'complementary' to the main event e.g. for events of a similar description to that of antique fairs, cycling events, charity events.		
Wed	0900	0000			
Thur	0900	0000	<u>State any seasonal variations for performing plays</u> (please read guidance note 5) Winter indoors Summer outdoors		
Fri	0900	0000			
Sat	0900	0000	<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) New Year's Eve to 0100 for Indoors and Outdoors		
Sun	0900	0000			

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	✓
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) Amplified and unamplified Possible use of parkland for drive-ins. Indoors or in the garden for seated screenings The performance of amplified live music outdoors and the playing of amplified recorded music outdoors shall take place on no more than 7 days in any one calendar year, thereby allowing us the potential to host up to two 3-day music events, where music is the main attraction. The performance of amplified live music outdoors and the playing of amplified recorded music outdoors can be held on an unrestricted number of days in any one calendar year where live music is 'complementary' to the main event e.g. for events of a similar description to that of antique fairs, cycling events, charity events.		
Mon	0900	0000			
Tue	0900	0000			
Wed	0900	0000			
Thur	0900	0000	<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5) Winter indoors Summer outdoors		
Fri	0900	0000			
Sat	0900	0000	<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) New Year's Eve from 0000 to 0100 for all areas		
Sun	0900	0000			

C

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	N/A	N/A	
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

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	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) N/A		
Mon	N/A	N/A			
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5) N/A		
Thur					
Fri					
Sat			<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		
Sun					

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	✓
Day	Start	Finish			
Mon	0900	0100	<u>Please give further details here</u> (please read guidance note 4) Bands, orchestras, quartets etc Amplified and unamplified Locations; parkland and garden for outdoor events. Marquee and reception rooms in the mansion for indoor events. The performance of amplified live music outdoors and the playing of amplified recorded music outdoors shall take place on no more than 7 days in any one calendar year, thereby allowing us the potential to host up to two 3-day music events, where music is the main attraction. The performance of amplified live music outdoors and the playing of amplified recorded music outdoors can be held on an unrestricted number of days in any one calendar year where live music is ‘complementary’ to the main event e.g. for events of a similar description to that of antique fairs, cycling events, charity events.		
Tue	0900	0100			
Wed	0900	0100	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5) Winter indoors Summer outdoors		
Thur	0900	0100			
Fri	0900	0100	<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) Live Music between the hours of 0000-0100 to be located within the Mansion only New Year’s Eve from 0000 to 0100 for all areas		
Sat	0900	0100			
Sun	0900	0100			

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	
				Outdoors	
				Both	✓
Day	Start	Finish			
Mon	0900	0100	<u>Please give further details here</u> (please read guidance note 4) Disco Ceremonies Background music Locations; parkland and garden for outdoor events. Marquee and reception rooms for indoor events The performance of amplified live music outdoors and the playing of amplified recorded music outdoors shall take place on no more than 7 days in any one calendar year, thereby allowing us the potential to host up to two 3-day music events, where music is the main attraction. The performance of amplified live music outdoors and the playing of amplified recorded music outdoors can be held on an unrestricted number of days in any one calendar year where live music is ‘complementary’ to the main event e.g. for events of a similar description to that of antique fairs, cycling events, charity events.		
Tue	0900	0100			
Wed	0900	0100	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5) Winter indoors Summer outdoors		
Thur	0900	0100			
Fri	0900	0100	<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) Recorded Music between the hours of 0000-0100 to be located within the Mansion only New Year’s Eve from 0000 to 0100 for all areas		
Sat	0900	0100			
Sun	0900	0100			

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)	Indoors	
				Outdoors	
				Both	✓
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon	0900	0000	<p>Dance performances; Ballet, Modern, Folk</p> <p>Locations; parkland and garden for outdoor events. Marquee and reception rooms for indoor events</p> <p>Amplified and unamplified</p> <p>The performance of amplified live music outdoors and the playing of amplified recorded music outdoors shall take place on no more than 7 days in any one calendar year, thereby allowing us the potential to host up to two 3-day music events, where music is the main attraction.</p> <p>The performance of amplified live music outdoors and the playing of amplified recorded music outdoors can be held on an unrestricted number of days in any one calendar year where live music is ‘complementary’ to the main event e.g. for events of a similar description to that of antique fairs, cycling events, charity events.</p>		
Tue	0900	0000			
Wed	0900	0000	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5) Winter indoors Summer outdoors		
Thur	0900	0000			
Fri	0900	0000	<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) New Year’s Eve from 0000 to 0100 for all areas		
Sat	0900	0000			
Sun	0900	0000			

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 Operas, plays, bands, orchestras, drive-ins, re-enactments		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Mon	0900	0000		Outdoors	
				Both	√
Tue	0900	0000	<u>Please give further details here</u> (please read guidance note 4) Locations; parkland and garden for outdoor events, semi-permanent marquee and reception rooms for indoor events Amplified and unamplified The performance of amplified live music outdoors and the playing of amplified recorded music outdoors shall take place on no more than 7 days in any one calendar year, thereby allowing us the potential to host up to two 3-day music events, where music is the main attraction. The performance of amplified live music outdoors and the playing of amplified recorded music outdoors can be held on an unrestricted number of days in any one calendar year where live music is ‘complementary’ to the main event e.g. for events of a similar description to that of antique fairs, cycling events, charity events.		
Wed	0900	0000			
Thur	0900	0000	<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) Winter indoors Summer outdoors		
Fri	0900	0000			
Sat	0900	0000	<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) New Year’s Eve from 0000 to 0100 for all areas		
Sun	0900	0000			

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)	Indoors	
				Outdoors	
Day	Start	Finish		Both	✓
Mon	2300	0100	<u>Please give further details here</u> (please read guidance note 4) Locations; parkland and garden for outdoor events. Marquee and reception rooms for indoor events		
Tue	2300	0100			
Wed	2300	0100	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5) Winter indoors Summer outdoors		
Thur	2300	0100			
Fri	2300	0100	<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) Late Night Refreshment between the hours of 0000-0100 to be located within the Mansion only New Year's Eve from 2300 to 0100 for Indoors and Outdoors		
Sat	2300	0100			
Sun	2300	0100			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8)	On the premises	
				Off the premises	
				Both	✓
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 5) Winter indoors Summer outdoors		
Mon	1200	0100			
Tue	1200	0100			
Wed	1200	0100			
Thur	1200	0100	<u>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</u> (please read guidance note 6) Supply of alcohol between the hours of 0000-0100 to be located within the Mansion only, to non-residents Supply of alcohol 24hrs a day/7 days a week be located within the Mansion only, to residents New Year's Eve from 2300 to 0100 for Indoors and Outdoors		
Fri	1200	0100			
Sat	1200	0100			
Sun	1200	0100			

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 Donna Stockley	
Date of birth [REDACTED]	
Address [REDACTED]	
Postcode	[REDACTED]
Personal licence number (if known) [REDACTED]	
Issuing licensing authority (if known) [REDACTED]	

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

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	<p>House and Garden are open on pre-booked, specified days. Dependent on events confirmed and seasons</p> <p>Half an hour allowed from 2400 to 0030 hours for people to vacate the premises following an event in the garden, parkland or in the marquee.</p> <p>Half an hour allowed from 0100 to 0130 hours for people to vacate the premises following an event in the Mansion only and when an event is taking place on New Year's Eve.</p>
Mon	0900	0130	
Tue	0900	0130	<p><u>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</u> (please read guidance note 6)</p> <p>Premises open to residents 24 hours a day/7 days a week</p>
Wed	0900	0130	
Thur	0900	0130	
Fri	0900	0130	
Sat	0900	0130	
Sun	0900	0130	

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)

Adequate insurance cover
Observance of Health and Safety
Produce a general Risk Assessment for each event
Staff training
Produce an Event Management Plan for each outdoor event

b) The prevention of crime and disorder

Regular contact with neighbours to ensure no disturbance
Risk assessment to be completed for each event and appropriate steps taken to minimise any problems identified
A named responsible person to be present throughout the event to oversee safe and orderly behaviour
Members of staff to see photographic proof of individuals who appear to be under the age of 25 whereby the supply of alcohol will be refused if proof of age not provided

c) Public safety

Suitable briefing of staff prior to each event on safety issues
Risk assessment and Fire risk assessment to be completed for each event
All equipment to be well maintained.
All fire exits and gangways to be kept clear
All electrical equipment to be PAT tested
All fire extinguishers to be checked and/or replaced annually

d) The prevention of public nuisance

Sensible level of amplification.
Visitors to vacate the premises by 0030 hours or 0130 if the event takes place within the mansion.
Litter regularly collected and disposed of in adequate waste receptacles.
Traffic directional signs and management plan

e) The protection of children from harm

All children under 16 to be accompanied by parents/adults & supervised at all times
 Members of staff to see photographic proof of individuals who appear under the age of 21 whereby the supply of alcohol will be refused if proof of age not provided.
 Educational visits to be supervised by teachers/tutors
 Basic DBS checks performed, where necessary

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. **Application will be emailed to Licensing who will forward details to authorities**
- 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	
Capacity	Partner

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	
Date	16 Nov 2020 (Nov 16, 2020, 5:21pm)
Capacity	Partner

Signature	
Date	Charles Loyd (Nov 16, 2020, 5:23pm) 15 Nov 2020
Capacity	Partner

Signature	
Date	17 Nov 2020 (Nov 17, 2020, 8:59am)
Capacity	Partner