

service_team_name

service_email_address

Your Details

Correspondence

Correspondence Email

Confirm Email

Name Cuckfield Parish Council

Premises licence number PWA0165

Premises

Name of premises The Queen's Hall

Does your premises have a postal address? Yes

Postal address of premises or, if none, ordnance survey map reference or description Queens Hall High Street
Cuckfield West Sussex RH17 5EL

Tel: (at premises)

Email

Non-domestic rateable value of premises.

Current Premises Licence

Please describe briefly, the nature of the proposed variation Add the garden to the existing licence for the Queen's Hall.

This will provide a licence for the garden to be used for the sale and consumption of alcohol.

Music will only be played during wedding ceremonies, there will be no amplified or unamplified music played in the garden other than this.

Use of the garden will be stopped from 9pm onwards, all visitors to the hall will be asked to move inside at this time.

The licensee will provide training to all staff working at the event to ensure these guidelines are followed.

The garden will be thoroughly cleaned at the end of the event, as per the guidelines imposed for the use of the hall.

Attach the premises licence (or relevant part of it)

If you have not attached the premises licence or relevant part of it, please give your reasons:

Applicant Details

Current postal address if

different from premises address

Phone

Email

Operating Schedule

Do you want the proposed variation to have effect as soon as possible?

Yes

Operating Schedule

If the club's proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

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.

The Queen's Hall is a listed, Victorian village hall based on the High Street in Cuckfield. There is a large hall to the rear of the building, and beyond that is a garden which extends to the car park for Cuckfield Recreation Ground. The hall has residential properties to the left and right. The land adjacent to the garden was taken over on a 25 year lease in 2020, and is being converted into a nature garden for the use of members of the public and hirers. All land is accessed immediately from the hall. The garden contains a gazebo which is licensed to hold wedding ceremonies.

Activities

Plays

Will you be provisioning Plays?

Yes

Monday

Start Time

09:00

End Time

00:00

Tuesday

Start Time

09:00

End Time

00:00

Wednesday

Start Time

09:00

End Time

00:00

Thursday

Start Time

09:00

End Time

00:00

Friday**Start Time** 09:00**End Time** 00:00**Saturday****Start Time** 09:00**End Time** 00:00**Sunday****Start Time** 10:00**End Time** 23:00**Where will the performance of the play take place? Indoors may include a tent.** Indoors and outdoors**Please state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.** Throughout the year a local theatre production group use the hall for plays, these are always held indoors and amplified music may be used. Once a year an outdoor play is held (currently on Cuckfield Rec), amplified music may be used. This will eventually be held in the garden.**State any seasonal variations for performing plays: For example (but not exclusively) where the activity will occur on additional days during the summer months.****Non standard timings. Where the premises intends to use the premises for the performance of a play at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.****Films****Will you be provisioning Films?** No**Monday****Tuesday****Wednesday****Thursday****Friday****Saturday****Sunday****Indoor Sports****Will you be provisioning Indoor Sporting events?** No**Monday****Tuesday**

Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Boxing or wrestling	
Will you be provisioning boxing or wrestling events?	No
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Live Music	
Will you be provisioning Live Music?	No
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Recorded Music	
Will you be provisioning Recorded Music?	Yes
Monday	
Start Time	09:00
End Time	00:00
Tuesday	
Start Time	09:00
End Time	00:00
Wednesday	
Start Time	09:00
End Time	00:00

Thursday**Start Time** 09:00**End Time** 00:00**Friday****Start Time** 09:00**End Time** 00:00**Saturday****Start Time** 09:00**End Time** 00:00**Sunday****Start Time** 10:00**End Time** 23:00**Where will the playing of recorded music take place? Indoors may include a tent.** Indoors and outdoors**Please state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.** Music will only be played outdoors for wedding ceremonies.**State any seasonal variations for playing recorded music: For example (but not exclusively) where the activity will occur on additional days during the summer months.****Non standard timings. Where the premises intends to use the premises for the playing of recorded music at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.****Performances of dance****Will you be provisioning Performances of dance?** No**Monday****Tuesday****Wednesday****Thursday****Friday****Saturday****Sunday****Similar to live music, recorded music or performances of dance**

Will you be provisioning anything with a similar description to live music, recorded music or Performances of dance? No

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Late Night Refreshment

Will you be provisioning any late night refreshment? No

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Supply of alcohol

Will you be provisioning any alcohol? Yes

Monday

Start Time

End Time

Tuesday

Start Time

End Time

Wednesday

Start Time 18:00

End Time 23:00

Thursday

Start Time 18:00

End Time 23:00

Friday

Start Time	18:00
End Time	23:00
Saturday	
Start Time	12:00
End Time	23:00
Sunday	
Start Time	
End Time	
Where will the supplied alcohol be consumed?	Both on and off premises
State any seasonal variations : For example (but not exclusively) where the supply of alcohol will occur on additional days during the summer months.	Sale and consumption of alcohol to be permitted both indoors and outdoors in the garden. Use of the garden would be allowed until 9pm when all guests will be asked to return inside. The Licencee would ensure all staff are trained in the requirements for the use of the Queen's Hall and garden.
Non standard timings. Where the premises intends to use the premises for the supply of alcohol at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.	
Hours premises is open to the public	
Monday	
Start Time	09:00
End Time	00:00
Tuesday	
Start Time	09:00
End Time	00:00
Wednesday	
Start Time	09:00
End Time	00:00
Thursday	
Start Time	09:09
End Time	00:00
Friday	
Start Time	09:00
End Time	00:00
Saturday	
Start Time	09:00
End Time	00:00

Sunday**Start Time** 09:00**End Time** 00:00**State any seasonal variations : For example (but not exclusively) where the supply of alcohol will occur on additional days during the summer months.**

The hall is open to the public during the Parish Council office opening hours, Monday to Friday.
All other times the hall is only open for a private hirer and their guests.

Non standard timings. Where you intend to use the premises to be open at different times from those listed above, please list: For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.**Current licence conditions****Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.**

None

Adult Entertainment**Please 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.**

None

Licensing Objectives**General - all four licensing objectives (b,c,d,e): Please list here steps you will take to promote all four licensing objectives together.**

The Licensee shall ensure there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder at all times during licensable activities.

The Licensee shall ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage persons. Records will be kept of training and refresher training.

The prevention of crime and disorder:

Any incidents of a criminal nature that may occur on the premises will be reported to the Police.

Digital CCTV is installed, operated and maintained throughout the premises internally and externally (to the rear only) to cover all public areas, including the entrance hallway to the premises. The system is on and recording at all times the premises licence is in operation. The CCTV cameras and recording equipment works in all lighting

levels inside the premises at all times.

CCTV footage will be stored for a minimum of 31 days.

The CCTV images record and display dates and times, and these times are checked regularly to ensure their accuracy.

The management will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime.

Subject to Data Protection guidance and legislation, the management of the premises have key staff fully trained in the operation of the CCTV, who are able to download selected footage onto a disk for the police without difficulty or delay and without charge to Sussex Police.

Any breakdown or system failure will be notified to the police via 'phone (currently 101).

Public safety:

Appropriate fire safety procedures are in place including fire extinguishers (foam, H2O and CO2), fire blanket, internally illuminated fire exit signs, numerous smoke detectors and emergency lighting (see enclosed plan for details of locations). All appliances are inspected annually.

All emergency exits shall be kept free from obstruction at all times.

The prevention of public nuisance:

All customers are asked and reminded to leave quietly. Clear and legible notices will be prominently displayed to remind customers to leave quietly and have regard to our neighbours.

The protection of children from harm:

The licensee and staff will ask persons who appear to be under the age of 25 for photographic ID such as proof of age cards, the Connexions Card and Citizen Card, photographic driving licence or passport, an official identity card issued by HM Forces or by an EU country, bearing the photograph and date of birth of bearer.

All staff will be trained for UNDERAGE SALES PREVENTION regularly.

A register of refused sales shall be kept and maintained on the premises.

Submit & Pay

Name

Address for correspondence associated with this application

Phone

Email

Author:

Date: 03/11/2021

