

Central Bedfordshire  
Council  
Priory House  
Monks Walk  
Chicksands,  
Shefford SG17 5TQ

**This meeting  
may be filmed.\***



**Central  
Bedfordshire**

**please ask for** Leslie Manning

**direct line** 0300 300 5132

**date** 23 April 2018

## **NOTICE OF MEETING**

### **LICENSING SUB-COMMITTEE**

Date & Time

**Tuesday, 1 May 2018 10.00 a.m.**

Venue at

**Room 15, Priory House, Monks Walk, Shefford**

Richard Carr  
**Chief Executive**

To: The Chairman and Members of the LICENSING SUB-COMMITTEE:

Cllrs R D Berry, D Bowater and T Nicols

[Named Substitutes:

Cllrs J Chatterley, K M Collins, I Dagarno, Mrs A Dodwell, K Janes, P Smith,  
T Swain, N Warren and R D Wenham]

All other Members of the Council - on request

***MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS  
MEETING***

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## AGENDA

1. **Election of Chairman**

To elect a Chairman for the hearing.

2. **Apologies for Absence**

To receive apologies for absence and notification of substitute Members.

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Procedure for the Hearing of Applications under the Licensing Act 2003**

To note the procedure for hearing applications under the Licensing Act 2003 (copy attached).

5. **The Four Licensing Objectives**

To note the four Licensing Objectives (copy attached).

### Report

**Item    Subject**

6. **Application to Vary a Premises Licence under The Licensing Act 2003 at Henlow Bridge Lakes, Bridge End Road, Henlow, SG16 6LN**

To consider an application to vary the premises licence for Henlow Bridge Lakes, Bridge End Road, Henlow, SG16 6LN.

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# **Procedure for the hearing of applications The Licensing Act 2003**

## **The Licensing Act 2003 (Hearings) Regulations 2005**

**Public Protection  
Central Bedfordshire Council  
Priory House  
Monks Walk  
Chicksands  
Shefford  
SG17 5TQ**

**0300 300 8000**

**Central Bedfordshire Council**

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## **Licensing Sub-Committee Procedure for Determining applications under the Licensing Act 2003**

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## **Introduction**

- 1.1. The Licensing Act 2003 has placed local authorities at the centre of the decision making process for regulating the sale and supply of alcohol, provision of regulated entertainment and late night refreshment.
- 1.2. This document and the procedures detailed herein are based upon the guidance issued by the Local Government Regulation Service and with regards to the provisions of:
  - the Licensing Act 2003;
  - the Guidance issued by the Secretary of State for Culture, Media and Sport on 7 July 2004 under section 182 of the Licensing Act 2003; and
  - The Licensing Act 2003 (Hearings) Regulations 2005 (as amended).
- 1.3. This guidance is intended for all concerned in any way whatsoever with a hearing before a licensing panel (Licensing Sub-committee, the Licensing Committee or Council, as may be the case) in relation to the determination of applications under the Licensing Act 2003.

## **2. General Principles**

- 2.1. All Members sitting on the determination of an application will always:
  - promote the right of all parties to have a fair hearing;
  - only have regard to such of the four licensing objectives that are subject to a relevant representation, namely:
    - the prevention of crime and disorder;
    - public safety;
    - the prevention of public nuisance; and
    - the protection of children from harm;
  - have regard to the Licensing Act 2003 and any relevant secondary legislation;
  - have regard to the Council's Statement of Licensing Policy;
  - have regard to the Guidance issued by the Secretary of State for Culture, Media and Sport under section 182 of the Licensing Act 2003;
  - treat each application on its own merits; and
  - undertake its decision-making responsibilities honestly and fairly, in an open, transparent and accountable way.

## **PRE-HEARING**

### **3. Licensing Panels**

- 3.1. Generally, hearings will take place before a Licensing Sub-committee consisting of three Members of the Licensing Committee, although, to avoid unnecessary adjournments, a fourth Member may attend as a substitute Member.
- 3.2. If, for any reason whatsoever, it is not possible to have a matter determined by a Licensing Sub-Committee, the matter would be heard by the Licensing Committee. A Licensing Committee must consist of between ten and fifteen Members and at least one half of those Members must attend for a hearing to proceed before the Licensing Committee.
- 3.3. In the highly unlikely event of it not being possible, for any reason whatsoever, to have a matter determined by either a Licensing Sub-committee or the Licensing Committee, the matter would be heard by Council.

### **4. Timescales for Convening a Hearing**

- 4.1. Most hearings under the Licensing Act 2003 must normally take place within 20 working days from the last date in which representations can be made. There are exceptions to this rule.
- 4.2. Exceptions:
  - 4.2.1. A hearing must take place within 10 working days of the Authority receiving notification of a review of the premises following a closure order;
  - 4.2.2. A hearing must take place within 7 working days from the day after the end of the period within which the police can object to a temporary event notice;
  - 4.2.3. A hearing must take place within 5 working days beginning the day after the end of the last day for the police to object to an interim authority notice.
- 4.3. Hearings may be dispensed with where all relevant persons agree a hearing is unnecessary.

### **5. Notice of Hearing**

- 5.1. Generally 10 clear days notice will be given of a hearing. There are exceptions to this rule.
- 5.2. Exceptions:
  - 5.2.1. 5 days notice will be given of a hearing for a review of a premises licence following a closure order;
  - 5.2.2. 2 days notice will be given of a hearing following police objection to an interim authority notice;
  - 5.2.3. 2 days notice will be given of a hearing following police objection to temporary events notice.

## **6. Persons to be Notified of a Hearing**

- 6.1. The following persons must be notified of a hearing:
  - 6.1.1. Any applicant for any licence, provisional statement or review;
  - 6.1.2. Premises user who submitted a temporary event notice;
  - 6.1.3. Any person who has made relevant representations;
  - 6.1.4. Any Responsible Authority; and
  - 6.1.5. Where an application is made for a review, the holder of a premises licence or club premises certificate.

## **7. Contents of Notice**

- 7.1. The notice of a hearing must contain:
  - 7.1.1. The date, time and place of the hearing;
  - 7.1.2. The procedure to be followed at the hearing;
  - 7.1.3. The right of a party to attend and to be assisted or represented by any person whether legally qualified or not;
  - 7.1.4. Any points upon which the authority considers that it will want clarification from a party at the hearing;
  - 7.1.5. The right of the party to provide additional information to provide any clarification sought by the Authority;
  - 7.1.6. The consequences of failing to attend the hearing or not being represented at the hearing;
  - 7.1.7. Any information the Licensing Authority has received in support or opposition of the application.

## **8. Hearings to be open to the public**

- 8.1. Hearings will generally be open to the public as the Licensing Authority is committed to taking decisions in an honest, accountable and transparent way, but on occasions a licensing panel may find it necessary to exclude a party or parties, the public and press from all or any part of a hearing.
- 8.2. A panel will only pass an exclusion resolution where it considers that the public interest in doing so outweighs the public interest in the hearing, or that part of the hearing, taking place in public. Such decisions will be made on an individual basis.
- 8.3. The panel's deliberations, which do not form part of the hearing, will be conducted in private. The announcement of the panel's decision is part of the hearing and will generally be open to the public, subject to any exclusion resolution.

## **9. Failure to attend the hearing**

- 9.1. No party is obliged to attend a hearing, although the Licensing Authority encourages all parties to attend hearings to make their application or representation, as may be the case.
- 9.2. Regardless of whether a party attends a hearing or not, the matter will generally be heard and determined by the licensing panel (the Council, the Licensing Committee or a Licensing Sub-committee). At the hearing, the panel will consider any application, representation or notice made by an absent party in the same way as it will of any application, representation or notice made by a party that attends the hearing.
- 9.3. If, however, the hearing is adjourned to a specified date, all parties will forthwith be notified of the date, time and place to which the hearing has been adjourned.

## **10. Disruptive behaviour**

- 10.1. Any person who disrupts a hearing by the Council, the Licensing Committee or a Licensing Sub-committee of a matter under the Licensing Act 2003 may be required to leave the hearing.
- 10.2. It is for the panel hearing the matter to decide whether such person will be permitted to return to the hearing, but should they be allowed to do so, this may be on such conditions as the panel may specify.
- 10.3. If a disruptive person is a person who has a right to address the panel, then that person may, before the end of the hearing (i.e. before Stage 25 of the following procedure), put in writing any information they would have been entitled to give orally, had they not been required to leave the hearing.

## **SUB - COMMITTEE AGENDA**

### **11. Licensing Sub-Committee agenda**

- 11.1. The Licensing Sub-Committee Hearing shall be commenced in accordance with the Licensing Sub-Committee agenda. Any Committee matters shall be addressed at this stage.
- 11.2. The Licensing Sub-Committee Hearing procedure shall take over at the point at which the agenda item is called to be heard.
- 11.3. The Sub-Committee agenda shall deal with the issue of exclusion of press and public for the Licensing Sub-Committee Hearing.

## **HEARING PROCEDURE**

### **12. Opening the Hearing**

- 12.1. The Licensing Sub-Committee Hearing shall be formally opened by the Chair.
- 12.2. The Chair shall introduce Members of the licensing panel (a Licensing Sub-committee, the Licensing Committee or Council), officers present and all other parties present.
- 12.3. The Chair shall explain the procedure to be followed at the meeting and the nature of the decision to be taken by the panel.

### **13. Licensing Officer's Report**

- 13.1. The Licensing Officer presents his / her Report, including an outline of the application, the representation(s) and any points upon which the Licensing Authority has given notice that it required clarification; and identifies anything relevant in the legislation, the Council's Statement of Licensing Policy and the statutory guidance issued by the Secretary of State for Culture, Media and Sport.
- 13.2. Members of the panel may ask questions of the Licensing Officer with regards to the Report.

### **14. Licensing Authority's request(s) for clarification**

- 14.1. If points of clarification have been asked for, the Chair invites the Licensing Officer or relevant party to provide necessary information.
- 14.2. Members of the panel may ask questions with regards to the further information provided.

### **15. Presentation of Case / Submissions from Parties**

- 15.1. In the order of Applicant, Responsible Authority and Interested Party (or in the case of a review the relevant person), each party shall be invited to undertake the following:
  - 15.1.1. Set out their case;
  - 15.1.2. Call Witnesses in support of their case (provided notification of the witnesses has previously been given to the Council);
  - 15.1.3. Introduce documentary evidence in support of their case (provided notification of the documentary evidence has previously been given to the Council); and
  - 15.1.4. Respond to any questions asked of them by Members of the Licensing Panel.
- 15.2. At the Sub-Committee and Chair's discretion each party may ask questions of other parties by directing them through the Chair.

- 15.3. The Sub-Committee shall have the absolute discretion to restrict the number of witnesses and documents that any party can introduce, or the time spent on submissions or oral evidence, to ensure the proper running of the hearing.
- 15.4. Any witnesses that any party is seeking to call that have not previously been notified to the Council, in advance of the hearing, shall only be allowed with the consent of all other parties at the hearing. The Sub-Committee shall have the sole discretion to refuse to allow any witnesses to be heard, even where the consent of all parties has been given. In reaching the decision the Sub-Committee may consider any circumstances they believe to be relevant, and will have regard to the relevance of the evidence to the matters before the Committee.
- 15.5. Any documents that any party is seeking to adduce that have not previously been notified to the Council, in advance of the hearing, shall only be allowed with the consent of all other parties at the hearing. The Sub-Committee shall have the sole discretion to refuse to allow any documents to be adduced, even where the consent of all parties has been given. In reaching the decision the Sub-Committee may consider any circumstances they believe to be relevant, and will have regard to the relevance of the evidence to the matters before the Committee.

## **16. Modification or Withdrawal of Application or Representation**

- 16.1. The Chair shall ask the applicant whether the applicant wishes to modify the application (e.g. by way of withdrawing a licensable activity and / or reducing the times asked for and / or volunteering additional steps to promote the licensing objectives).
- 16.2. The Chair shall ask each party making a representation whether such party would like to withdraw their representation.

## **17. Closing Submissions**

- 17.1. The Chair shall invite each of the parties to present a closing submission to the Sub-Committee.
- 17.2. The Chair shall invite the Licensing Officer to make any final representations.
- 17.3. At the end of the Closing Submissions the Chairman may ask the Legal Advisor if there is any clarification or points they wish to make.

## **18. Legal Advice**

- 18.1. The role of the Legal Advisor is to provide Members with advice on:
  - Questions of law;
  - Matters of practice and procedure;
  - The options available to the sub-committee in making their decision;
  - Whether information or evidence is relevant to the licensing objectives;
  - Any relevant case law or guidelines.

18.2. The hearing shall be directed by the Chair and assisted by the Legal Advisor as appropriate and necessary.

## **19. Committee Decision in Relation to Procedure**

19.1. The Sub-Committee shall be entitled to vary the order and procedure for the hearing, at its absolute discretion.

## **20. Determination of the Application**

20.1. After all representations have been heard, the Chair will inform all parties that the panel will retire in private to determine the matter.

20.2. Either the panel will retire alone to a private room or all parties, officers and members of the public will be required to leave the room, although the panel may invite their legal adviser to join them for the purpose of providing only legal advice - the details of which will be disclosed upon the hearing reconvening.

20.3. Should the sub-committee need to ask any further questions of any party, all parties shall be invited to return for the purposes of asking and answering questions.

20.4. Where the hearing is for:

- a review of a premises licence following a closure order;
- a personal licence by holder of a justices licence; or
- a counter notice following police objection to a temporary event notice.

The Sub-Committee must make its determination at the conclusion of the meeting.

20.5. For all other hearings the determination must be made within 5 working days of the hearing. The Sub-Committee will generally announce the determination at the end of the hearing.

20.6. The Sub-Committee may consider adding any conditions necessary in order to promote one or more of the four licensing objectives:

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance; and
- the protection of children from harm.

20.7. All decisions shall be made in line with the general principles as detailed in Appendix A, the range of options available for determining each type of application.

20.8. The Sub-Committee shall complete the decision notice as shown at Appendix B.

20.9. The hearing will reconvene and the Chair will either:

- announce the Sub-Committee determination including reasons for the determination; or
- advise those persons present that the Sub-Committee has not reached a decision, but will make a determination as soon as it can and, in any event, within five working days. All parties will then be notified forthwith of the decision.

## **POST HEARING**

### **21. Record of Proceedings**

- 21.1. The authority shall ensure that a record is taken of the hearing.
- 21.2. The record shall be kept for a period of six years from the date of the final action on the matter.

### **22. Irregularities**

- 22.1. Proceedings shall be rendered void due to a failure to comply with the procedures set out in this document.
- 22.2. Any failure to comply with the Hearing Regulations shall not render the process or the decision void.
- 22.3. Where the Authority considers any person to have been prejudiced from the irregularity it shall take such steps as it considers fit to remedy the irregularity, before reaching its determination.
- 22.4. Clerical mistakes may be corrected by the Authority.

### **23. Decision Notices**

- 23.1. The Authority shall provide a written notice of its determination as soon as practicable after the hearing and within 5 working days.

### **24. Appeals**

- 24.1. An appeal against the determination of the Authority must be made to the appropriate Magistrates Court within 21 days of the date of delivery of the decision.

### **25. Closing the Hearing**

- 25.1. The Chair shall thank all parties for attending and draw the hearing to a close.
- 25.2. Should there be another hearing to be heard the Sub-Committee shall begin the procedure again.

**Licensing Sub-Committee Checklist**  
**Procedure for determining applications under the Licensing Act 2003**

Item				
1.	Chair to introduce Sub-Committee, Committee Administrator, other Officers and all Parties present.			
2.	Chair to explain procedure for hearing to all parties.			
3.	Licensing Officer to introduce application, including details of the premises, application, objections, references to the Licensing Objectives and Policy and Statutory Obligations.			
4.	Chair to invite Sub-Committee to ask any questions of the Licensing Officer, in relation to the report provided.			
5.	Chair to ask Licensing Officer whether there are any points requiring Clarification.			
Steps 6 to 9 to be completed for each party in the order of Applicant (A), Responsible Authority (RA) and Interested Party (IP) or Relevant Person (RP). The chair will invite each party to:		A	RA	IP/ RP
6.	Set out their case			
7.	Call Witnesses in support of their case (provided notification of the witnesses has previously been given to the Council);			
8.	Introduce documentary evidence in support of their case (provided notification of the documentary evidence has previously been given to the Council); and			
9.	Respond to any questions asked of them by Members of the Licensing Panel.			
Repeat steps 6 to 9 for each party				
10.	At the Sub-Committee and Chair's discretion each party may ask questions of other parties by directing them through the Chair.			
11.	Chair asks Applicant if they wish to modify or withdraw their application in any way.			
12.	Chair to invite closing submissions from applicant, responsible authorities and interested parties.			
13.	The Sub-Committee will retire into private to consider its decision.			
14.	Chair will announce the decision of the Sub-Committee and the reasons for the decision. The Chair will advise all parties of their right of appeal.			

Options for determining applications

Determination of application for premises licence

- To grant the licence
- To grant with the addition of conditions necessary to promote any of the licensing objectives
- To exclude from the scope of the licence any of the licensable activities to which the application relates
- To refuse to specify a person in the licence as the premises supervisor
- To reject the application

Determination of application for variation of a premises licence

- To grant the variation
- To modify the conditions of the licence – this includes altering or omitting any existing condition or adding any new conditions
- To reject the whole or part of the application

Determination of application for review of a premises licence

- To modify the conditions of the licence – this includes altering or omitting any existing condition or adding any new conditions
- To exclude a licensable activity from the scope of the licence
- To remove the designated premises supervisor
- To suspend the licence for a period not exceeding three months
- To revoke the licence

Appendix 'B'



**CENTRAL BEDFORDSHIRE COUNCIL**

**DECISION NOTICE**

**LICENSING ACT 2003**

**DECISION OF THE LICENSING SUB – COMMITTEE**

Date of Hearing	
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Applicant's Name:	
Premises Address:	

Application for:	
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Reasons for Hearing:	
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Members of the Licensing Sub-Committee:	
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Applicant:	
Person(s) Appearing on Behalf of the Applicant:	

Objector(s):	
Person(s) Appearing on Behalf of Objector(s):	

Other Persons Present:	
------------------------	--

*If appropriate:*

<b><u>COMMENCEMENT DATE</u></b>
This licence will come into effect from: <input type="checkbox"/> The date of this decision  <input type="checkbox"/> The end of the period for appeal.

**FINDINGS OF FACT**

The Sub-Committee made the following findings of fact:

**DECISION**

The Sub-Committee have decided that the application should be:

Granted (as set out in the application)

Refused

Amended to include the following conditions:

- 1.
- 2.

- The Sub- Committee considers the additional conditions necessary for the promotion of the licensing objectives.
- All Licences are granted subject to the mandatory conditions imposed by the Licensing Act, 2003.
- In coming to its decision, the Sub-Committee has taken into account:
  - The Licensing Act Section 18, which states that it must take such steps it considers necessary for the promotion of the licensing objectives;
  - The Secretary of State’s Guidance issued under section 182 of the Licensing Act 2003; and
  - Central Bedfordshire Council’s Licensing Policy
  - The merits of the application and the representations (including supporting information) presented by all parties.

**REASONS FOR DECISION**

The reasons for the Committee’s decision are as follows:

Prevention of Crime and Disorder

Public Safety

Prevention of Public Nuisance

Protection of Children from Harm

General – all four licensing objectives

<b><u>Irrelevant Representations</u></b>	
<u>The Sub-Committee determined that the following representations were irrelevant: Not applicable.</u>	
<u>Representation</u>	<u>Reason Representation was Considered Irrelevant</u>
1.	
2.	

<b><u>Right of Review</u></b>
<u>At any stage, following the grant of a premises licence, a responsible authority, such as the Police or an interested party, such as a resident living in the vicinity of the premises may ask the licensing authority to review the licence because of a matter arising at the premises in connection with any of the four licensing objectives. The review is a request for the Council to look at the existing licence and decide whether its conditions are adequate to meet the four licensing objectives defined under the Licensing Act 2003.</u>

<b><u>Effect of Failing to Comply with Conditions (Explained to Applicant)</u></b>
<u>The Sub-Committee has explained to the applicant the effect of failure to comply with any of the conditions attached to the licence or certificate is a criminal offence, which upon conviction, would result in a fine of up to £20,000 or up to six months imprisonment or both.</u>

<b><u>Right of Appeal</u></b>
<u>Applicants or any person who has made a relevant representation who is dissatisfied with this decision or the imposition of any condition or restriction has the right of appeal to the Magistrates Court within 21 days of the date on which they are notified of the decision.</u>

Signed: .....

[Name]  
Chair of Licensing Sub-Committee

Date: .....

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# **The Four Licensing Objectives**

**To promote the following Licensing Objectives:**

- 1. Prevention of crime and disorder**
- 2. Public safety**
- 3. Prevention of public nuisance**
- 4. Protection of children from harm**

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**Meeting:** Licensing Sub-Committee  
**Date:** 1 May 2018  
**Subject:** Application to Vary a Premises Licence under The Licensing Act 2003 at Henlow Bridge Lakes, Bridge End Road, Henlow, SG16 6LN

**Report of:** Head of Public Protection

**Summary:** The report provides information on which the Sub-Committee may base its determination of a premises licence application.

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**Advising Officer:** Marcel Coiffait, Director of Community Services

**Contact Officer:** Nicola O'Donnell, Licensing Compliance Officer

**Function of:** Licensing Committee of a licensing authority

**Public/Exempt:** Public

**Wards Affected:** Arlesey

**Ward Councillors** Cllr Ian Dalgarno, Cllr Richard Wenham, Cllr David Shelvey

**Location** Henlow Bridge Lakes, Bridge End Road, Henlow, SG16 6LN

**Applicant** Henlow Bridge Lakes

**Applicant's agent** N/A

**Reason for consideration by Sub-Committee** There has been a representation from an interested party and a responsible authority. The applicant wishes to remove a condition from their licence which limits the maximum number of people that can attend an event to 500. Please see Appendix B1 & B2 for a copy of the current premises licence.

**Recommended decisions:** **The sub-committee determines the application in accordance with the Statutory Guidance issued under the Licensing Act 2003, our Licensing Policy and the information contained within this report**

**That, having regard to the application and relevant representations, the sub-committee takes such steps mentioned below as it considered necessary for the promotion of the licensing objectives.**

**That the sub-committee provides the reasons for its decision**

## **CORPORATE IMPLICATIONS**

### **Council Priorities:**

Determination of this matter meets a particular Council priority as follows:

- Promote health and wellbeing and protecting the vulnerable.
- Enhancing Central Bedfordshire
- Creating Stronger Communities

### **Financial:**

1. There are no direct financial implications for the Council.

### **Legal:**

2. Licensing applications are considered pursuant to specific legislation, explained within the report.
3. Any decision made by the Sub-Committee could be the subject of an appeal to the Magistrates Court by the license applicant or by an objector to the application.

### **Risk Management:**

4. All Council members are aware that any licensing matter decision which is unreasonable or unlawful could be open to challenge and could result in reputational damage and potential financial penalty.
5. The report details the options available to the Sub-Committee in determining the application/s and recommends a decision/s which could be reached. Any decision taken by the Sub-Committee has a risk of appeal to the Magistrates Court.

### **Staffing (including Trades Unions):**

6. Not Applicable.

### **Equalities/Human Rights:**

7. To ensure that any decision does not unfairly discriminate, public authorities must be rigorous in reporting to Members the outcome of an equality impact assessment and the legal duties.
8. Public Authorities must ensure that decisions are made in a way which minimises unfairness and without a disproportionately negative effect on people from different ethnic groups, disabled people, women and men. It is important that Councillors are aware of this duty before they take a decision.

### **Public Health**

9. All licensing applications are sent to Health as a Responsible Authority they have the opportunity to make representations in relation to the four licensing objectives.

**Community Safety:**

10. The Sub-Committee is required under the Crime and Disorder Act 1998 to consider the crime and disorder implications of their decisions and is reminded of the Council's responsibility to co-operate in the reduction of crime and disorder in Central Bedfordshire.

**Sustainability:**

11. Not Applicable.

**Procurement:**

12. Not applicable.

**Location of the Premises**

13. The premises is located close to A507 and Arlesey Train Station.

**Details of the present application**

14. This is an application to vary the premises licence by Henlow Bridge Lakes. A copy of the application is attached at Appendix A.

**Representations**

15. A representation has been received from a local business. See Appendix C.
16. A representation has been received from the Environmental Health Officer. See Appendix D1 & D2.
17. No other responsible authorities have made representations.

<b>Responsible authority</b>	<b>Comment</b>
Police	No representations
Fire	No representations
Environmental Health	See appendix D1 & D2
Health & Safety	None
Planning	None
Child Protection	No representations
Public Health	None
Trading Standards	No representations

18. In response to the objections, the applicant had discussions with the police licensing officer and the environmental health officer. They all agreed to conditions that would be added to the premises licence. See Appendix E.

19. The Environmental Health Officer has withdrawn her representation. See Appendix F.

20. The applicant has provided some further information. Please see Appendix G.

21. A map of Henlow Bridge Lakes has been provided. Please see Appendix H.

22. Members may wish to note that since The Live Music Act 2012 and deregulation under The Deregulation Act 2015:

- a) No licence permission is required for a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
- b) No licence permission is required for a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
- c) No licence permission is required for any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.

### **Application Guidance**

- 23. In accordance with the provisions of the Licensing Act 2003 and the Council's scheme of delegation, all applications with relevant representations must be determined by a sub-committee
- 24. When determining the application, Members should only consider issues, which relate to the licensing objectives, which in this case are:

Public Safety & The Prevention of Public Nuisance

- 25. The sub-committee must have regard to the statutory guidance issued under section 182 of the Licensing Act 2003 and the Council's Statement of Licensing Policy. (Sections 7.2 and 7.3 refer to the relevant licensing objectives).
- 26. Members should not allow themselves to pre-determine the application or to be prejudiced in favour or opposed to the representations and shall only determine the application having had an opportunity to consider all relevant facts.

### **Options**

- Option A: Grant the licence as sought
- Option B: Grant the licence with conditions (may include restrictions on licensable activities/hours)
- Option C: Reject the application

**Appendices:**

Appendix A – Application

Appendix B1 – Copy of Current Premises Licence

Appendix B2 – Copy of schedules for current Premises Licence

Appendix C – Representation from interested party

Appendix D1 – Representation from Environmental Health Officer Part 1

Appendix D2 - Representation from Environmental Health Officer Part 2

Appendix E – Applicant agrees to suggested conditions

Appendix F – Environmental Health Officer withdraws representation

Appendix G – Further information from the applicant

Appendix H – Map of Henlow Bridge Lakes

**Background Papers:** (open to public inspection)

The Licensing Act 2003

The Live Music Act 2012

The Deregulation Act 2015

Central Bedfordshire Council Licensing Policy  
(on website)

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# THE LICENSING ACT 2003

## NOTICE OF APPLICATION FOR A LICENCE

I, Paul Curson of Henlow Bridge Lakes Ltd,  
Bridge End Road, Henlow, Bedfordshire, SG16  
6DD am applying for variation of a Premises  
Licence.

If granted, the licence will enable the following to  
take place: sale of alcohol on the premises/sale of  
alcohol off the premises/provision of late night  
refreshment/provision of regulated entertainment  
consisting of plays, films, live music and recorded  
music.

Persons wishing to make representations in  
respect of this application may do so by writing to  
Public Protection, Central Bedfordshire Council,  
Watling House, High Street North, Dunstable LU6  
1LF, within 28 days from the date of this notice. A  
copy of the application is also kept at the above  
address and may be viewed during normal office  
hours.

It is an offence knowingly or recklessly to make a  
false statement in connection with an application,  
the maximum fine of which a person is liable on  
summary conviction is a level 5 fine on the  
standard scale.

Dated 31/01/18

Central Bedfordshire Council

01 FEB 2018

Public Protection

BIGGLESWADE CHRONICLE 2/3/18 . AND AT 50M INTERVALS ON FENCE LINE.  
62/02/18 confirmed with Paul.



## Application to vary a premises licence under the Licensing Act 2003

### Premises Licence

#### Application To Vary a Premises Licence

Before you complete this form please be aware that you will be unable to submit the application online as legislation states that original signatures are required. Please check you are able to print this form, as some PCs may not have the appropriate software to do this. To test, select the button below.

If you encounter problems, please email [licensing@centralbedfordshire.gov.uk](mailto:licensing@centralbedfordshire.gov.uk) and we will send you the application form.

Once you have tested the print option, before you complete the form, please read the guidance notes at the end of the form.

If you prefer to complete this form by hand please print off, and 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   
(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number:

#### Part 1 - Premises details

Name of premises:

Postal address of premises or, if none, ordnance survey map reference or description:

Post town:

Post code:

Telephone number at premises (if any):

Non-domestic rateable value of premises:

**Part 2 - Applicant details**

Daytime contact telephone number (if any)

E-mail address (optional)

Current postal address if different from premises address:

Post town:

Post code:

**Part 3 - Variation**

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

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?

Please describe briefly the nature of the proposed variation

To remove the condition from the Premises Licence that limits the attendance on site to 500 persons to the site, when having live music being played. This is proving problematic when operating our successful business. We have held Family Tribute festivals in 2016 and 2017 and have had to limit the number attending to 500. All guests attending have enjoyed the events and we would like to open the event out to more families. Our experience of operating the event over the last 2 years has been invaluable. We have all the necessary requirements and management systems for this in place already, as we operate at close to 500 guests throughout the whole spring summer period and will obviously alter any plans to take account of any increase in visiting guest numbers.

If your 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:

E - Live music

Live music

Live music Standard days and timings

Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.

Monday Start

Monday Finish

Tuesday Start

Tuesday Finish

Wednesday Start

Wednesday Finish

Thursday Start

Thursday Finish

Friday Start

Friday Finish

Saturday Start

Saturday Finish

Sunday Start

Sunday Finish

Will the performance of live music take place indoors or outdoors or both

Please give further details here

State any seasonal variations for the performance of live music

**Part 4 - Premises operating schedule**

Please complete those parts of the Premises Operating Schedule which would be subject to change if this application to vary is successful.

**Provision of regulated entertainment:**

- 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)

**The sale by retail of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

**A - Plays**

**Plays**

Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.

Monday Start

08.00

Monday Finish 23.00

Tuesday Start 08.00

Tuesday Finish 23.00

Wednesday Start 08.00

Wednesday Finish 23.00

Thursday Start 08.00

Thursday Finish 23.00

Friday Start 08.00

Friday Finish 23.00

Saturday Start 08.00

Saturday Finish 23.00

Sunday Start 08.00

Sunday Finish 23.00

Will the performance of a play take place indoors or outdoors or both  
Indoors

Please give further details here  
The Clubhouse has the benefit of being able to use amplified music.

State any seasonal variations for performing plays  
N/A

Non standard timings. Where you intend to use the premises for the performance of a play at different times from those listed, please list  
N/A

## B - Films

### Films

Films Standard days and timings

Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.

Monday Start 08.00

Monday Finish 23.00

Tuesday Start 08.00

Tuesday Finish 23.00

Wednesday Start 08.00

Wednesday Finish 23.00

Thursday Start 08.00

Thursday Finish 23.00

Friday Start 08.00

Friday Finish 23.00

Saturday Start 08.00

Saturday Finish 23.00

Sunday Start 08.00

Sunday Finish 23.00

Will the exhibition of films take place indoors or outdoors or both  
Indoors

Please give further details here  
The Clubhouse has the benefit of being able to use amplified music.

State any seasonal variations for the exhibition of films  
N/A

Non standard timings. Where you intend to use the premises for the exhibition of films at different times from those listed, please list  
N/A

Non standard timings. Where you intend to use the premises for the performance of live music at different times from those listed, please list

N/A

**F - Recorded music**

**Recorded music**

Recorded music Standard days and timings

Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.

Monday Start 08.00

Monday Finish 24.00

Tuesday Start 08.00

Tuesday Finish 24.00

Wednesday Start 08.00

Wednesday Finish 24.00

Thursday Start 08.00

Thursday Finish 24.00

Friday Start 08.00

Friday Finish 24.00

Saturday Start 08.00

Saturday Finish 24.00

Sunday Start 08.00

Sunday Finish 24.00

Will the playing of recorded music take place indoors or outdoors or both

Both

Please give further details here

Both the Clubhouse and Clarkes field have the benefit of being able to use both amplified and non amplified recorded music.

State any seasonal variations for the playing of recorded music

N/A

Non standard timings. Where you intend to use the premises for the playing of recorded music at different times from those listed, please list

N/A

## I - Late night

### Late night refreshment

Standard days and timings (please read guidance note 6)

Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.

Monday Start 08.00

Monday Finish 24.00

Tuesday Start 08.00

Tuesday Finish 24.00

Wednesday Start 08.00

Wednesday Finish 24.00

Thursday Start 08.00

Thursday Finish 24.00

Friday Start 08.00

Friday Finish 24.00

Saturday Start 08.00

Saturday Finish 24.00

Sunday Start 08.00

Sunday Finish 24.00

Will the provision of late night refreshment take place indoors or outdoors or both

Both

Please give further details here

N/A

State any seasonal variations for the provision of late night refreshment

N/A

Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times from those listed, please list

N/A

## J - Alcohol supply

### Supply of alcohol

Standard days and timings

Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.

Monday Start 08.00

Monday Finish 24.00

Tuesday Start 08.00

Tuesday Finish 24.00

Wednesday Start 08.00

Wednesday Finish 24.00

Thursday Start 08.00

Thursday Finish 24.00

Friday Start 08.00

Friday Finish 24.00

Saturday Start 08.00

Saturday Finish 24.00

Sunday Start

Sunday Finish

Will the supply of alcohol be for consumption

State any seasonal variations for the supply of alcohol

Non standard timings. Where you intend to use the premises for the supply of alcohol at different times from those listed, please list

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

Name

Address

Postcode

Personal Licence number (if known)

Issuing licence authority (if known)

### K - Adult

#### Adult entertainment

Please highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the club premises that may give rise to concern in respect of children

Any entertainment, services:

### L - Premises hours

#### Hours premises are open to the public

Standard days and timings

Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.

Monday Start

Monday Finish

Tuesday Start

Tuesday Finish

Wednesday Start

Wednesday Finish

Thursday Start

Thursday Finish

Friday Start

Friday Finish

Saturday Start

Saturday Finish

Sunday Start

Sunday Finish

State any seasonal variations

Non-standard timings. Where you intend to use the premises to be open to the public at different times from those listed, please list

## M - Objectives

### Four licensing objectives

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

**a) General: All four licensing objectives (b,c,d,e)**

To continue to operate as presently in relation to all four licensing objectives, in respect of training, best practice and all legal requirements.

**b) The prevention of crime and disorder**

We use SIA licensed supervisors for any event we operate, at recommended levels, as prescribed in the "Events Purple Guide" We operate a challenge 25 policy.

**c) Public safety**

We operate our business on a year round basis with public safety being the number one area that our management procedures address. We constantly evaluate and make any changes that are deemed necessary to improve Public safety.

**d) The prevention of public nuisance**

We operate our business 365 days of the year and public nuisance is always considered as part of our operation. We are a business that is part of the local community and as such always monitor and make timely changes to any activities that could have a public nuisance element.

In regard to live music, we operate under the guidelines that were suggested by Simon Joynes. Central Bedfordshire Council Chartered Environmental Health Practitioner.

**e) The protection of children from harm**

We operate a challenge 25 policy and all staff are trained in this requirement.

## Signatures

### Application

Please confirm the statements below:

I have made or enclosed payment of the fee

I have not made payment of the fee because this application has been made in relation to the introduction of the late night levy

I have enclosed the plan of the premises

I have sent copies of this application and plan to the responsible authorities

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

**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.**

**Part 5 - Signatures - Please print and sign application by hand**

Signature:

Date:

Capacity:

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity.

Signature:

Date:

Capacity:

Contact name (where not previously given) and address for correspondence associated with this application:

(please read guidance note 13)

Post town:

Post code:

Telephone number (if any):

If you would prefer us to correspond with you by e-mail your e-mail address (optional):



Consent of individual to being specified as premises supervisor

I MR PAUL CURSON  
[full name of prospective premises supervisor]

Of   
[home address of prospective premises supervisor]

Hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

APPLICATION TO VARY A PREMISES LICENCE .  
[type of application]

By HENLOW BRIDGE LAKES LTD .  
[Name of applicant]

Relating to a premises licence

2000479 .  
[number of existing licence, if any]

For HENLOW BRIDGE LAKES  
BRIDGE END RD  
HENLOW, BEDS  
SG16 6DD.  
[name and address of premises to which the application relates]

And any premises licence to be granted or varied in respect of this application made by

\_\_\_\_\_  
[name of applicant]

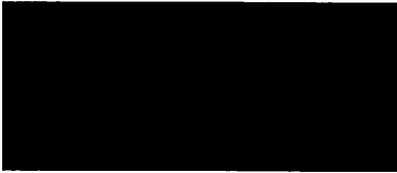
Concerning the supply of alcohol at  
HENLOW BRIDGE LAKES LTD .  
BRIDGE END RD  
HENLOW

BEOS  
SK16 6DD  
-----  
[name and address of premises to which the application relates]

I also confirm that I am applying for, intent to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number  
1001437.  
-----  
[insert personal licence number, if any]

Personal licence issuing authority  
CENTRAL BEDFORDSHIRE  
-----  
[insert name and address and telephone number of personal licence issuing authority, if any]

Signed -----

Name (please print) MR PAUL CURSON  
-----

Date 31/1/2018  
-----

**Nicola O'Donnell**

---

**From:** Paul Curson [REDACTED]  
**Sent:** 27 February 2018 15:57  
**To:** Nicola O'Donnell  
**Subject:** Re: Henlow Bridge Lakes.

Hi Nicola,

Thanks for taking the time to speak to me earlier. Please take this e-mail as confirmation that we do not wish to change any licensable activities or the timings for the licensable activities at Henlow Bridge Lakes.

The variation is only with regard to removing the condition from the premises licence that limits the attendance on site to 500 persons when having live music played.

Sorry for any confusion, Thanking you in advance for your help.

Regards

Paul Curson

On Tue, Feb 27, 2018 at 3:08 PM, Nicola O'Donnell <[Nicola.O'Donnell@centralbedfordshire.gov.uk](mailto:Nicola.O'Donnell@centralbedfordshire.gov.uk)> wrote:

Hi Paul

Following our telephone conversation just now.

Please can you reply to this email and confirm that in respect of the variation application applied for Henlow Bridge Lakes you wish to remove the specified condition only. There will be no changes to the licensable activities or the timings for the licensable activities.

Kind regards

Nicola O'Donnell

Licensing Compliance Officer

Licensing (Public Protection)

**Central Bedfordshire Council** Watling House High Street North Dunstable Bedfordshire LU6 1LF

Telephone: 0300 300 8307

Email: [nicola.odonnell@centralbedfordshire.gov.uk](mailto:nicola.odonnell@centralbedfordshire.gov.uk)

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Central Bedfordshire - A great place to live and work – [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)  
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**THE LICENSING ACT 2003**  
**CENTRAL BEDFORDSHIRE COUNCIL**  
**PREMISES LICENCE**  
**Part A**

<b>Premises licence number</b>	2000479
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**Part 1 – Premises details**

<b>Postal address of premises, or if none, ordnance survey map reference or description</b>			
Henlow Bridge Lakes Ltd A507 Slip road Arlesey Road			
<b>Town</b>	Henlow	<b>Post code</b>	SG16 6DD
<b>Telephone number</b>	01462 812645		

<b>Where the licence is time limited the dates</b>
N/A

<b>Licensable activities authorised by the licence</b>
Plays Films Live and Recorded music Performance of dance Late night refreshment Supply of alcohol

<b>The times the licence authorises the carrying out of licensable activities</b>
<b>SHOP</b> <b>Supply of alcohol – Off the premises</b> Monday to Sunday 06.00hrs to 22.00hrs
<b>HAYWARDS ROOM</b> <b>Plays/Films (Indoors)</b> Monday to Sunday 08.00hrs to 23.00hrs
<b>Live &amp; recorded music/Performance of dance (Indoors)</b> Monday to Sunday 08.00hrs to 24.00hrs
<b>Late night refreshment (Indoors)</b> Monday to Sunday 23.00hrs to 24.00hrs
<b>Sale of alcohol – On the premises</b> Monday to Sunday 09.00hrs to 24.00hrs

**CLUBHOUSE**

**Plays/Films (Indoors)**

Monday to Sunday 08.00hrs to 23.00hrs

**Live & recorded music/Performance of dance (Indoors)**

Monday to Sunday 08.00hrs to 24.00hrs

**Late night refreshment (Indoors)**

Monday to Sunday 23.00hrs to 24.00hrs

**Sale of alcohol – On the premises**

Monday to Sunday 08.00hrs to 24.00hrs

**CLARKES FIELD (including The Roundel)**

**Live & recorded music/Performance of dance (Indoors and outdoors)**

Monday to Sunday 08.00hrs to 24.00hrs

**Late night refreshment (Indoors and outdoors)**

Monday to Sunday 23.00hrs to 24.00hrs

**Sale of alcohol – On the premises**

Monday to Sunday 08.00hrs to 24.00hrs

**The opening hours of the premises**

**SHOP**

Monday to Sunday 06.00hrs to 22.00hrs

**HAYWARDS ROOM**

Monday to Sunday 06.00hrs to 24.00hrs

**CLUBHOUSE**

Monday to Sunday 06.00hrs to 00.30hrs

**CLARKES FIELD (including The Roundel)**

Monday to Sunday 00.00hrs to 24.00hrs

**Where the licence authorises supplies of alcohol whether these are on and/or off supplies**

On the premises

**Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence**

Henlow Bridge Lakes Ltd  
A507 Slip road  
Arlesey Road  
Henlow  
Beds  
SG16 6DD  
  
01462 812645

**Registered number of holder, for example company number, charity number (where applicable)**

02337170

**Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol**

[Redacted]

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol**

1001437

**Issued by** Central Bedfordshire Council

This licence is effective from the 29<sup>th</sup> August 2015.

Dated the 1<sup>st</sup> September 2015.

[Redacted]

**Susan Childerhouse**  
**Head of Public Protection**

**a) MANDATORY CONDITIONS WHERE A LICENCE AUTHORISES THE SUPPLY OF ALCOHOL**

1. No supply of alcohol may be made under the premises licence -
  - a) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

*All relevant mandatory conditions as per current legislation (see attached sheet)*

**Annex 2 - Conditions consistent with the Operating Schedule**

**a) General – all four licensing objectives (b, c, d, e)**

See below

**b) The prevention of crime and disorder**

1. Ensure that CCTV at the premises is installed and maintained in an efficient working order.
2. Install CCTV in the Haywards Room as previously agreed by phone on Wednesday 18th December 2013.
3. The quality and standard of recorded images must meet the requirements of the Police and Local Authority, to enable positive identification of individuals.
4. Recorded images shall be retained by the venue for a period of no less than 31 days.
5. Authorised staff shall be trained in the operation and usage of the CCTV system including the viewing and downloading of images in order that they can be made available to the Police or an authorised officer of a responsible authority upon reasonable request.
6. Where Door supervisors are employed / engaged at the premises, a register of door supervisors engaged/employed at the premises shall be kept at the premises for a period of 12 months. The register shall be in diary format with pages consecutively numbered and be produced for inspection by Police, Fire and rescue service or the Licensing Authority on request, and shall include the date, name and SIA registration number, start/finish time for each door supervisor on duty at the premises
7. Staff will be trained with regard to their responsibilities in the retail sale of alcohol and licence conditions and the measures necessary for compliance with those conditions. A record should be made of the training provided and this record shall be made available to any authorised officer.
8. An incident log shall be maintained and kept at the premises and made available on request to an authorised Officer of Bedfordshire Police, Bedford and Luton Fire and Rescue and Central Bedford Council which will record the following:
  - a. All crimes which occur within the venue.
  - b. All ejections of patrons.
  - c. Any incidents of disorder.
  - d. Seizures of drugs or offensive weapons.

**d) The prevention of public nuisance**

Noise levels within the premises to be monitored by a member of the management team to ensure that live or recorded music remains within acceptable limits. Notices to be displayed requesting patrons to leave the premises quietly.

No outdoor music festival event with a total attendance of more than 500 persons shall take place on the site unless and until the following requirements have been met:

a) Not less than 6 months before the commencement of the build phase of such an event, the Premises License Holder shall submit to the Licensing Authority, all Responsible Authorities and the Central Bedfordshire Safety Advisory Group the following documents in draft form:

1. An Event Management Plan
2. A Traffic Management Plan
3. An Event Stewarding & Security Plan
4. A Noise Management Plan

to allow for discussions regarding the event safety management arrangements for the proposed music festival to take place prior to producing finalised versions of these documents for approval by the Licensing Authority.

b) Finalised versions of these Plans will be submitted to the Licensing Authority, all Responsible Authorities and the Central Bedfordshire Safety Advisory Group no later than twenty-eight days prior to the commencement of any event build-up on site.

c) The finalised versions of the Event Management Plan, Traffic Management Plan, Event Stewarding Plan and Noise Management Plan will become attached to the premises licence as operating schedule conditions for the duration of the event.

**e) The protection of children from harm**

In relation to the sale of alcohol the premises will adopt a Challenge 25 policy whereby any person attempting to purchase alcohol who appears under the age of 25 will be asked to provide identification to prove they are in fact over 18. The only acceptable forms of identification are a passport, a photo style driving license or a PASS logo ID card.

Signage/posters will be displayed in prominent positions throughout the venue regarding Challenge 25 policy.

**Annex 3 - Conditions attached after a hearing by the licensing authority**

None.

**Annex 4 – Plans**

Attached



**THE LICENSING ACT 2003**  
**CENTRAL BEDFORDSHIRE COUNCIL**  
**PREMISES LICENCE SUMMARY**  
**Part B**

<b>Premises licence number</b>	2000479
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**Premises details**

<b>Postal address of premises, or if none, ordnance survey map reference or description</b>			
Henlow Bridge Lakes Ltd A507 Slip road Arlesey Road			
<b>Town</b>	Henlow	<b>Post code</b>	SG16 6DD
<b>Telephone number</b> 01462 812645			

<b>Where the licence is time limited the dates</b> N/A
---

<b>Licensable Activities authorised by the licence</b> Plays, Films, Live and Recorded music, Performance of dance, Late night refreshment, Supply of alcohol
--

<b>The times the licence authorises the carrying out of licensable activities</b>
<b>SHOP</b> Supply of alcohol – Off the premises Monday to Sunday 06.00hrs to 22.00hrs
<b>HAYWARDS ROOM/CLUBHOUSE</b> Plays/Films (Indoors) Monday to Sunday 08.00hrs to 23.00hrs
Live & recorded music/Performance of dance (Indoors) Monday to Sunday 08.00hrs to 24.00hrs
Late night refreshment (Indoors) Monday to Sunday 23.00hrs to 24.00hrs
Sale of alcohol – On the premises (Haywards Room) Monday to Sunday 09.00hrs to 24.00hrs, (Clubhouse) Monday to Sunday 08.00hrs to 24.00hrs

**CLARKES FIELD (including The Roundel)**  
**Live & recorded music/Performance of dance (Indoors and outdoors)**  
Monday to Sunday 08.00hrs to 24.00hrs

**Late night refreshment (Indoors and outdoors)**  
Monday to Sunday 23.00hrs to 24.00hrs

**Sale of alcohol – On the premises**  
Monday to Sunday 08.00hrs to 24.00hrs

**The opening hours of the premises**

**SHOP**  
Monday to Sunday 06.00hrs to 22.00hrs

**HAYWARDS ROOM**  
Monday to Sunday 06.00hrs to 24.00hrs

**CLUBHOUSE**  
Monday to Sunday 06.00hrs to 00.30hrs

**CLARKES FIELD (including The Roundel)**  
Monday to Sunday 00.00hrs to 24.00hrs

**Where the licence authorises supplies of alcohol whether these are on and/or off supplies**

On the premises

**Name, (registered) address of holder of premises licence**

Henlow Bridge Lakes Ltd  
A507 Slip road  
Arlesey Road  
Henlow  
Beds  
SG16 6DD

**Registered number of holder, for example company number, charity number (where applicable)**

02337170

**Name of designated premises supervisor where the premises licence authorises the supply of alcohol**

Paul Curson

**State whether access to the premises by children is restricted or prohibited**

N/A

This page is intentionally left blank

**HENLOW BRIDGE LAKES****SCHEDULE 1 – Shop**

Supply of alcohol – Off the premises  
Monday to Sunday 06.00hrs to 22.00hrs

Hours the premises are open to the public  
Monday to Sunday 06.00hrs to 22.00hrs

**SCHEDULE 2 – Haywards Room**

Plays/Films (Indoors)  
Monday to Sunday 08.00hrs to 23.00hrs

Live & recorded music/Performance of dance (Indoors)  
Monday to Sunday 08.00hrs to 24.00hrs

Late night refreshment (Indoors)  
Monday to Sunday 23.00hrs to 24.00hrs

Sale of alcohol – On the premises  
Monday to Sunday 09.00hrs to 24.00hrs

Hours the premises are open to the public  
Monday to Sunday 06.00hrs to 24.00hrs

**SCHEDULE 3 – Clubhouse**

Plays/Films (Indoors)  
Monday to Sunday 08.00hrs to 23.00hrs

Live & recorded music/Performance of dance (Indoors)  
Monday to Sunday 08.00hrs to 24.00hrs

Late night refreshment (Indoors)  
Monday to Sunday 23.00hrs to 24.00hrs

Sale of alcohol – On the premises  
Monday to Sunday 08.00hrs to 24.00hrs

Hours the premises are open to the public  
Monday to Sunday 06.00hrs to 00.30hrs

**SCHEDULE 4 – Clarkes Field (including The Roundel)**

Live & recorded music/Performance of dance (Indoors and outdoors)  
Monday to Sunday 08.00hrs to 24.00hrs

Late night refreshment (Indoors and outdoors)  
Monday to Sunday 23.00hrs to 24.00hrs

Sale of alcohol – On the premises  
Monday to Sunday 08.00hrs to 24.00hrs

Hours the premises are open to the public  
Monday to Sunday 00.00hrs to 24.00hrs

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Nicola O'Donnell

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**From:** [REDACTED]  
**Sent:** 26 February 2018 21:58  
**To:** Licensing Enquiries  
**Subject:** Re: Premises and Entertainments Licence Henlow Bridge Lakes, Arlesey Road, Henlow, Bedfordshire submitted 31.1.18

Dear Ms O'Donnell

Thank you for your response. I still require that [REDACTED] objection is placed before the court to object to the changes to the licence.

There is an issue of public nuisance to be considered. If the Court permit the changes this will cause a nuisance to the neighbouring/adjoining properties one of which is a [REDACTED] offering peace and tranquillity which will be destroyed by permitting the applicant to amend and increase the use of the licence.

With respect if the court is minded to grant the licence the objectors will be left with no alternative other than to report the nuisance to the Environmental Health officer representing the area to ensure the nuisance is not allowed to continue when events are held by the applicant.

Yours sincerely

[REDACTED]

[REDACTED]

[REDACTED]



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On 26 Feb 2018, at 13:31, Licensing Enquiries <[Licensing.Section@centralbedfordshire.gov.uk](mailto:Licensing.Section@centralbedfordshire.gov.uk)> wrote:

Good afternoon [REDACTED]  
Thank you for your email.

Please note that Henlow Bridges Lake are not applying for a new premises licence but to vary their existing premises licence. They wish to remove a condition from their licence which they originally placed on it. They have not requested a change to their permitted hours for Live & Recorded Music. Unfortunately your objection can not be accepted. An objection must relate to one of the four licensing objectives. The four licensing objectives are;

- The Prevention of Crime & Disorder
- The Prevention of Public Nuisance
- The Protection of Children from Harm
- Public Safety

If you wish for an objection to be considered, you must submit the reasons why the grant of the variation will affect the relevant licensing objective.

A copy of the variation application may be viewed at our office by appointment. Please note that the closing date for representations is 1 March 2018.

Kind regards

Nicola O'Donnell

Licensing Compliance Officer

Licensing (Public Protection)

**Central Bedfordshire Council** Watling House High Street North Dunstable Bedfordshire LU6 1LF

Telephone: 0300 300 8307

Email: [nicola.odonnell@centralbedfordshire.gov.uk](mailto:nicola.odonnell@centralbedfordshire.gov.uk)

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**From:** Customer Services

**Sent:** 22 February 2018 11:08

**To:** Licensing Enquiries

**Subject:** FW: Premises and Entertainments Licence Henlow Bridge Lakes, Arlesey Road, Henlow, Bedfordshire submitted 31.1.18

Hi

Here's an enquiry that came into customer services email.

Regards

Stuart Culley

Customer Service Advisor

Customer Services

**Central Bedfordshire Council** Watling House Dunstable

[stuart.culley@centralbedfordshire.gov.com](mailto:stuart.culley@centralbedfordshire.gov.com)

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**From:** [REDACTED]

**Sent:** 18 February 2018 22:10

To: Customer Services <[Customer.Services@centralbedfordshire.gov.uk](mailto:Customer.Services@centralbedfordshire.gov.uk)>

Subject: Premises and Entertainments Licence Henlow Bridge Lakes, Arlesley Road, Henlow, Bedfordshire submitted 31.1.18

Dear Sirs

As the [REDACTED] to the above premises, we would like to set out our objection to the application for a premises/entertainment licence for the above property.

As can be seen from our letter dated 10<sup>th</sup> May 2012, this area of natural beauty synonymous with peace and tranquillity is turning into an oversized entertainment facility totally out of character to the surrounding area.

[REDACTED] prides and promotes itself as being a peaceful and tranquil place to stay, which if the Applicant is allowed to pursue their application for an alcohol and entertainments licence will be destroyed by loud music through the day and night together with the sale of alcohol. The application contradicts the ethos of the original purpose of the fishing lake.

It is our contention that the fishing lake is becoming secondary if not superfluous to the Applicant's original intention to provide a fishing site to include camping and is now offering a mini 'Butlins' to the detriment of the area. The sale of alcohol in such an area would be difficult to Police, and may cause concern for safety with the sale of alcohol in or near water.

We would respectfully ask the Licensing Officer to refuse this application which is not necessary and is to the detriment of the area and [REDACTED].

Yours faithfully

[REDACTED]  
Kind regards

[REDACTED]

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Nicola O'Donnell

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**From:** Jane Mann  
**Sent:** 27 March 2018 10:19  
**To:** [REDACTED]  
**Cc:** Licensing Enquiries  
**Subject:** Application to vary a Premises Licence. Licensing Act 2003. Henlow Bridge Lakes limited, Bridge End Road, Henlow SG16 6DD  
**Attachments:** 270318JMRrepresentationsHenlowBridgeLakesVariation.doc

Dear Mr Curson

I refer to the application to vary the premises licence to remove the condition that limits attendance on site when having live music played to 500 persons.

If the variation were granted up to 5000 persons would be permitted to attend a live music event which I believe could substantially increase the impact on the neighbouring property and surrounding area from customers arriving and leaving the site and music and people noise during the event.

If the size of the event is for greater than 500 people I would suggest that a full noise management plan would be required to ensure that noise impact is properly assessed prior to and during the event and any complaints are investigated and notified to the Licensing Authority. We would typically expect this to be submitted 3 months prior to holding the event. I would also advise as part of the noise management plan the neighbouring property is given prior notification a minimum of 3 weeks prior to any event where more than 500 people are expected to attend and provided with a contact number should they have any concerns before or during the event.

Noise level conditions are also required to ensure that current noise standards are achieved during music events.

I have attached a copy of my representations to the Licensing Authority regarding the Variation Application. I have suggested conditions which could be attached to remove my representation. Please can you respond to advise if you accept these conditions?

If you have any queries please do not hesitate to contact me.

Jane Mann  
Environmental Health Officer  
Public Protection

**Central Bedfordshire Council** Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ  
Direct Dial: 0300 300 4385 | Internal: 74385 | Mobile: 07393782769 |  
Email: [jane.mann@centralbedfordshire.gov.uk](mailto:jane.mann@centralbedfordshire.gov.uk)

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Form A

**CENTRAL BEDFORDSHIRE COUNCIL**  
**Licensing Act 2003**

**REPRESENTATION FORM FROM RESPONSIBLE AUTHORITIES**

Responsible Authority Environmental Protection

<b>Your Name</b>	Jane Mann
<b>Job Title</b>	Environmental Health Officer
<b>Postal and email address</b>	Priory House Monks Walk Shefford Bedfordshire SG17 5TQ
<b>Contact telephone number</b>	0300 300 4385

<b>Name of the premises you are making a representation about</b>	Henlow Bridge Lakes
<b>Address of the premises you are making a representation about</b>	Bridge End Road, Henlow, Beds, SG16 6LN

<b>Which of the four licensing Objectives does your representation relate to?</b>	<b>Yes Or No</b>	<b>Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary</b>
<b>Prevention of crime and disorder</b>		
<b>Public safety</b>		
<b>Prevention of public nuisance</b>	Yes	<p>I am not satisfied that the applicant has demonstrated that the proposed activities will prevent public noise nuisance to neighbouring residents. The applicant has applied to remove the condition that limits attendance on site to 500 persons.</p> <p>I am particularly concerned about the noise impact of larger events upon neighbours. The increase in numbers of people arriving and leaving the premises and increased customer noise is more likely to cause nuisance to neighbours. In addition larger events tend to have a higher music volume and impact a wider area.</p>
<b>Protection of children from harm</b>		

<b>Suggested conditions that could be added to the licence to remedy your representation or</b>	<b>Conditions should be imposed to ensure that a noise management plan is submitted in advance of outside events. Noise management and noise level conditions should be</b>
---	---

**other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.**

**attached to ensure noise levels comply with current guidance for events.**

- Where any event involving regulated entertainment in the form of live or recorded music is to be held which may exceed an intended audience capacity of 500 persons, a noise management plan including procedures for monitoring levels during the event, the locations to be monitored, management authority for reducing sound levels and procedures for dealing with complaints, shall be sent to the Licensing authority and the responsible authorities for inspection and comment at least 3 months in advance of the licensed event.
- Suitable competent person(s) shall be used to monitor noise levels at the event and produce a post event report.
- The Music Noise Level (MNL), as described in section 3 of the Noise Council Code of Practice on Environmental Noise Control at Concerts, shall not exceed 65dB(A) (Leaq 15min) at the agreed monitoring points set by the Environmental Enforcement Team for up to three event days per annum, or 15dB above existing background for up to (X) days.
- Up to 2300 hours music noise levels in 63Hz or 125Hz octave frequency bands shall not exceed 70dB in any 15 minute period at 2km and beyond.
- Music noise levels after 2300 hours shall be inaudible at the designated monitoring points agreed with the Licensing Authority.
- Where requested noise measurement data shall be submitted to the Environmental Enforcement Team within 28 days of the end of each music event.

Signed: J Mann

Date: 27/03/18

Please return this form along with any additional sheets to: Central Bedfordshire Council, Public Protection, at one of the addresses shown overleaf.

**This form must be returned within the Statutory Period.**

#### NOTES

1. If you do make a representation you will be invited to attend a meeting of the Licensing Authority's Committee and any subsequent appeal proceeding. If you

Form A

do not attend, the Committee will consider any representations that you have made.

2. This form must be returned within the statutory period of 28 days from the date the application was displayed on the premises of the date given in the public notice in a local newspaper or other local publication.
3. You must live, work or represent a body that is in the vicinity of the premises that you are writing about in order to make representations.
4. These can only relate to the four licensing objectives.
5. Your representation will be passed to the applicant, to allow them the opportunity of addressing your concerns. Your representations will be published in the report available to the Licensing Committee, which will be publicly available. Names and addresses will only be withheld from the Committee report at your request.
6. Please return this form when completed to:

Central Bedfordshire Council  
Public Protection  
Watling House  
High Street North  
Dunstable  
Bedfordshire  
LU6 1LF

Tel: 0300 300 8647

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**Nicola O'Donnell**

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**From:** [REDACTED]  
**Sent:** 05 April 2018 11:54  
**To:** Nicola O'Donnell; [REDACTED]  
**Subject:** Re: Henlow Bridge Lakes Variation

Hi Nicola,

Have tried to contact you this morning by telephone.

With relation to the current application to vary an existing licence for Henlow Bridge Lakes and Riverside. We felt it prudent to contact you again before the 6th April deadline.

We would like to reiterate that we are only looking to be proactive with regard to the anticipated growth in the business, whilst trying to garner clarity with regard to our existing licence and hopefully future amended licence and any conditions which may be attached. We have been busy in the past few weeks and have had constructive advice, suggestions and on site meetings with various responsible authorities who have taken the time to contact us, namely,

Jane Mann: Environmental Health  
Karen Few: Police  
Simon Marlow: Fire and Rescue

Taking into account the comments of the above parties and associated correspondence (which we assume you have seen copies of) we believe that Henlow Bridge Lakes already conform and abide to the conditions already attached to our licence concerning the four licensing objectives. In addition we have no problem with the additional conditions which the responsible authorities have indicated that they would like to be seen implemented in the future. Again we assume you have seen correspondence.

In summary of the police and environmental health recommendations, we are more than happy after consultation to increase the capacity of the site to 1000 persons during 'regular activities' with a provision of upto three larger events (with a capacity of upto 2500 persons) per year. These larger events will be subject to sound level monitoring as detailed by the Environmental Health Officer and a full Bedfordshire Police event risk assessment. We believe that these supported proposed limits and conditions will future proof our business in the medium term allowing us to continue to grow our business and bring further tourism and rural job opportunities to Bedfordshire.

As you have indicated previously there has been representation from a third party regarding the amendment and it is likely our case will be discussed by a sub committee. If this is the case is there a possibility that we can arrange a site visit with yourself and the committee before the hearing date? We feel it is imperative, after the recent meetings, that to fully understand our application you need to not only understand the size and layout of the whole site but also our core family orientated business. I hope you can appreciate that due to the nature of our site it is hard to convey this on a 'paper' application form.

Thank you for your help so far, any problems please do not hesitate to contact me. I await further correspondence after the 6th April.

Regards

Paul

On Thu, Mar 8, 2018 at 1:12 PM, Nicola O'Donnell <[Nicola.O'Donnell@centralbedfordshire.gov.uk](mailto:Nicola.O'Donnell@centralbedfordshire.gov.uk)> wrote:

Hi Paul

Thanks for confirming. The new consultation will start tomorrow and end on 6 April.

Kind regards

Nicola O'Donnell

Licensing Compliance Officer

Licensing (Public Protection)

**Central Bedfordshire Council** Watling House High Street North Dunstable Bedfordshire LU6 1LF

Telephone: 0300 300 8307

Email: [nicola.odonnell@centralbedfordshire.gov.uk](mailto:nicola.odonnell@centralbedfordshire.gov.uk)

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**From:** Paul Curson [REDACTED]  
**Sent:** 08 March 2018 11:31  
**To:** Nicola O'Donnell  
**Subject:** Re: Henlow Bridge Lakes Variation

Hi Nicola,

Please take this e-mail as confirmation that new blue notices have been put on display this morning dated 08/03/18. In addition copies of the application have all been sent to all the responsible authorities today, either by recorded delivery or handed in, in person at the council offices in Chicksands.

Please do not hesitate to contact me if you need any further clarification of information.

Regards

Paul Curson

On Wed, Mar 7, 2018 at 9:46 AM, Nicola O'Donnell <[Nicola.O'Donnell@centralbedfordshire.gov.uk](mailto:Nicola.O'Donnell@centralbedfordshire.gov.uk)> wrote:

Hi Paul

I have called your office this morning and been advised to contact you by email.

There are two issues with your variation application for Henlow Bridge Lakes. Firstly, we received a valid objection from an interested party so the application will need to be decided by a Licensing Sub Committee. Secondly, whilst looking at the premises record in order to start preparing the committee report I noticed that we had not received any responses from the Responsible Authorities. This is highly usual. I contacted some of the responsible authorities to ask whether they had received a copy of the application. They all said they had not. This means that the correct process has not been followed. We will need to start the 28 day consultation period again. The blue notices will need to be displayed again.

A list of the addresses for the responsible authorities can be found on our website

<http://www.centralbedfordshire.gov.uk/business/licensing/beer/authorities.aspx>

Please confirm when you have sent the copies to the responsible authorities. The new consultation period will begin on the next working day after the applications have been sent.

If you wish to discuss this matter, please call me on 0300 300 8307.

Kind regards

Nicola O'Donnell

Licensing Compliance Officer

Licensing (Public Protection)

**Central Bedfordshire Council** Watling House High Street North Dunstable Bedfordshire LU6 1LF

Telephone: 0300 300 8307

Email: [nicola.odonnell@centralbedfordshire.gov.uk](mailto:nicola.odonnell@centralbedfordshire.gov.uk)

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**Appendix F**

Hi Paul

Thank you for your e mail.

I understand the impracticality with the three month timescale for this year's event. I would therefore suggest that the noise management plan for this year's festival should be submitted as soon as possible and a minimum of 28 days before the event. You may use the background noise readings taken before the 2016 event as these should still be representative of current noise levels in the area.

I confirm that I withdraw my representations subject to the agreed conditions numbered 1 and 2 being attached to the licence.

Kind Regards

Jane Mann  
Environmental Health Officer  
Public Protection

**Central Bedfordshire Council** Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ  
Direct Dial: 0300 300 4385 | Internal: 74385 | Mobile: 07393782769|  
Email: [jane.mann@centralbedfordshire.gov.uk](mailto:jane.mann@centralbedfordshire.gov.uk)

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Nicola O'Donnell

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**From:** [REDACTED]  
**Sent:** 17 April 2018 11:11  
**To:** Nicola O'Donnell  
**Subject:** Re: Henlow Lakes

Hi Nicola,

Thanks for clarification, I note your comments with regard a site visit. I would be grateful if you could use this link for a map of the site, I will however bring colour copies to the hearing.

<https://www.henlowbridgelakes.co.uk/map>

The only other point I would like to make regards a Facebook post which was posted on 11/4/18 (see below in red). The post is factually incorrect, fortunately it has only received positive comments and feedback. I have not included the name of the person who posted the post but it can be viewed in full on the Henlow----Bedfordshire Facebook page. I assume this will not have any bearing on our application but thought it prudent to bring it to your attention.

Sorry for the late submission.

Best regards

Paul

Did you know that Henlow Bridge Lakes Caravan Park has applied for a liqueur licence to open their bar until 2.30 am for Functions up to 2500 people on the Henlow Bridge Lakes Caravan Park?

Apart from the noise, presumably there will be music , if 2500 people are to be entertained, where will all the cars be parked.? For 2500 people there is likely to be a minimum of a 1000 cars.

Does he have room for that many ?

If you have views then contact the  
Licensing Officer Nicola O,Donnell at  
Central Beds.

On Tue, Apr 17, 2018 at 9:50 AM, Nicola O'Donnell <[Nicola.O'Donnell@centralbedfordshire.gov.uk](mailto:Nicola.O'Donnell@centralbedfordshire.gov.uk)> wrote:

Hi Paul

As previously discussed, ideally I needed any further information to be included in the report by yesterday. I have to submit my report to the committee clerk on Thursday this week so will need anything that you wish to be included as soon as possible but no later than tomorrow morning.

Our legal advisor has looked into the possibility of a site visit. She believes that if you can submit a plan of the site and photographs that these will be sufficient. Our committee clerk has also advised that it would not be possible for the sub committee to attend the site on the day of the hearing and that they are not available before the hearing date. In accordance with the guidance, all of the members of the sub committee must be able to attend a site visit.

Kind regards

Nicola O'Donnell

Licensing Compliance Officer

Licensing (Public Protection)

**Central Bedfordshire Council** Watling House High Street North Dunstable Bedfordshire LU6 1LF

Telephone: 0300 300 8307

Email: [nicola.odonnell@centralbedfordshire.gov.uk](mailto:nicola.odonnell@centralbedfordshire.gov.uk)

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**From:** Paul Curson [mailto: [REDACTED]]  
**Sent:** 14 April 2018 07:56  
**To:** Nicola O'Donnell <[Nicola.O'Donnell@centralbedfordshire.gov.uk](mailto:Nicola.O'Donnell@centralbedfordshire.gov.uk)>  
**Subject:** Henlow Lakes

Hi Nicola,

Could you just confirm if there is a deadline date for submitting further representation ahead of the committee meeting?

I assume we will be notified well in advance of the date/time/place of the meeting? Have you had any luck in our request for a site visit either on the day or before?

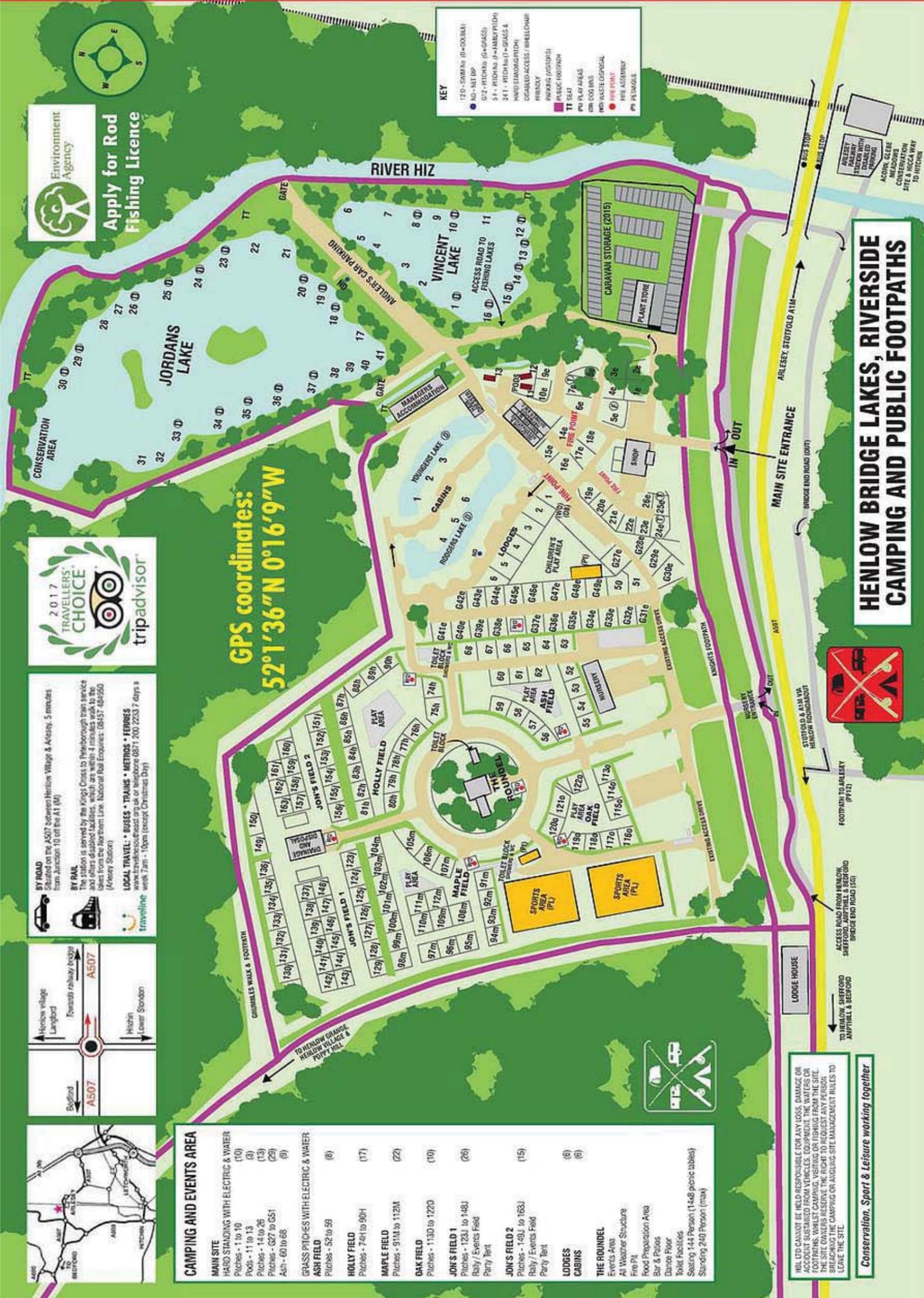
Regards

Paul

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Appendix H



**VISITOR POLICY**  
 Henlow Bridge Lakes & Riverside would respectfully like to make guests and visitors aware of our 'Visitor Policy'. We endeavour to operate a safe and secure site and your co-operation as a customer is appreciated.

- A published charge per visitor is payable for anyone over 2 years of age staying longer than 30 minutes.
- Vehicle registration numbers must be provided at Reception on arrival and appropriate fees paid, to allow site access.
- All day guests must be off site by 22:30 at the latest.
- Exit & Access will be denied by ANPR after this time.
- A charge of £7.00 per adult & £4.00 per child will be payable the next day for any guest not leaving before 22:30. Please note that ANPR will not work until overnight guests have paid these fees & the system has been updated.
- Maximum of 4 paying visitors per pitch/unit at any one time.
- Customers will be responsible for their visitors safety and behaviour.

**DISRUPTIVE GUEST POLICY**  
 Henlow Bridge Lakes & Riverside would respectfully like to make customers aware of our policy towards disruptive behaviour.

We strive to be one of the best family friendly sites in the UK. Disruptive guests can spoil this for the majority which is unacceptable and will not be tolerated. Excessive noise, especially between the quiet times of 22:30 - 07:00, foul or abusive language and speeding on site are the main areas of concern, but any action which is deemed to be inconsiderate will be resolved by the following procedure.

- A verbal explanation and warning by HBL staff will be given to any customer who breaches Site Rules to the detriment of the site, property or other customers.
- If the behaviour does not improve following the first verbal explanation & warning, then a senior member of staff will accompany the HBL staff member and a FINAL verbal explanation and warning will be given.
- If the behaviour does not improve after the final warning, the disruptive individual and/or groups will be asked to leave the site immediately or the following morning - whichever HBL staff deem more appropriate at the time.
- If guests do not leave as instructed the Police will be called to eject them.
- HBL will not tolerate any verbal or physical abuse towards any member of HBL staff or fellow guests. Anyone found to be using threatening behaviour will be asked to leave the site immediately, and the Police will be called.
- No refunds will be given to disruptive guests who are ejected from the site.
- By paying for your holiday you have agreed to understand and be bound by this policy.

Watch your speed. Do you want the death of a child on your conscience?  
 Takeaway & grocery delivery drivers need to be met at the main gates/reception; no access will be given to the site.

email: [info@henlowbridgelakes.co.uk](mailto:info@henlowbridgelakes.co.uk)  
 or call the booking line on: 01462 812 645  
[www.henlowbridgelakes.co.uk](http://www.henlowbridgelakes.co.uk)

**Henlow Bridge Lakes & Riverside**  
 Bridge End Road, Henlow, Beds. SG16 6DD



Conservation. Sport & Leisure working together

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