

# Licensing Act Sub-Committee

## Agenda

---

**Date:** Monday, 15th February, 2021  
**Time:** 10.00 am  
**Venue:** Virtual Meeting via Microsoft Teams

---

### How to Watch the Meeting

For anybody wishing to view the meeting live please click in the link below:

[Joint the Live Event](#)

or dial in via telephone on 141 020 3321 5200 and enter Conference ID 428 188 087# when prompted.

Please turn off your camera and microphone when entering the meeting and ensure they remain turned off throughout.

---

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and in the report.

It should be noted that Part 1 items of Cheshire East Council decision-making meetings are audio recorded and the recordings are uploaded to the Council's website.

### **PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT**

#### **1. Appointment of Chairman**

To appoint a Chairman for the meeting.

#### **2. Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda and for Members to declare if they have pre-determined any item on the agenda.

---

For requests for further information

**Contact:** Helen Davies  
**Tel:** 01270 685705  
**E-Mail:** [helen.davies@cheshireeast.gov.uk](mailto:helen.davies@cheshireeast.gov.uk)

3. **Application for a Premises Licence at Royal London House, Alderley Park, Congleton Road, Nether Alderley, Macclesfield, SK10 4EL** (Pages 9 - 52)

To consider the above application.

**Membership:** Councillors M Goldsmith, H Faddes and I Macfarlane

**CHESHIRE EAST COUNCIL****Procedure for Hearings – Licensing Act 2003  
COVID-19**

This procedure has been drawn up to take account of the restrictions placed on the Country by the Government in its response to the COVID-19 pandemic and the Council's move towards the holding of virtual meetings.

As a Licensing Authority we are conscious that all Hearings of this nature must be run in accordance with the rules of natural justice and that any modifications to the format of the hearing should not undermine the requirements to hold a fair hearing.

It is the Council's intention to run the Hearing as close a possible to our procedure for Hearings set out in our Statement of Licensing Policy. However, it will be necessary to make a number of specific alterations.

The Council does not intend to hold any Hearings just on the pre Hearing papers (eg applications and written representations). The Council considers that a Licensing determination based solely on written material and without the opportunity for amplification, clarification, and questions does not best serve the decision-making process.

**The Licensing Committee**

The full Licensing Committee consists of fifteen elected Members of the Council. From this full Committee will be drawn sub-committees of three members to deal with licensing functions under the Licensing Act 2003. The Chairman and Vice Chairman of the Licensing Committee shall have the discretion to refer a matter up to a hearing of the full Licensing Committee.

**Platform**

The Council will use Microsoft Teams for all Hearings. This platform can be accessed on a landline, mobile, laptop or tablet. The Democratic Services Officers will ensure that the meeting is set up within the Microsoft Teams platform. All parties to the Hearing will received the Notice of Hearing required by the regulations and an email invitation with specific joining instructions for Microsoft Teams.

**Web Casting**

All Council meetings are web cast through the Council's website. This will continue to be the case during any lockdown period and will allow members of the public to listen to proceedings from their own home.

### **Connectivity Test**

The Council will require Members, officers, and all parties to the Hearing to be available for a connectivity test 30 minutes before the start of the Hearing. This is to ensure that any issues can be identified and overcome before the start of the meeting. Notes on how this test will be conducted will be sent directly to parties.

### **Technical Issues**

If during the course of the meeting, the Chairman determines any technical issues (for example, parties dropping out of the meeting or parties being unable to hear or follow proceedings etc) are compromising the integrity of the Hearing, the Chairman will have discretion to adjourn the matter to later date. The test the Chairman will use when considering any adjournment is what is best in the public interest (including the right of all parties to have a fair hearing). Any adjournment will either be to a date when technical issues can be overcome or to a date when a full hearing with all parties physically present can be held.

### **Etiquette**

In order to maximise effectiveness of the Hearing all parties should:

- Identify themselves at the start of the Hearing when asked to do so by the Chairman
- Put their webcam and microphone on mute all times other than when addressing the Committee
- Indicate that you want to speak by using the chat function
- Only address the Committee when called to do so by the Chairman

### **Committee Reports**

The Committee report and all relevant information will be posted on the Council's website at least 7 days prior to the Hearing. A link to the documents will be provided with the Notice of Hearing. The Committee report pack will be paginated and all parties should refer to this pack rather than their own bundles.

### **Late Evidence**

Parties should submit any evidence for consideration of the Committee prior to the drawing up of the Committee agenda packs. This will mean that all information in containing in one paginated bundle that can be referred to by the parties (referencing pages numbers).

Evidence submitted on the day of the hearing can only be included when all parties to the hearing agree. It will ultimately be for the members of the Committee to decide if late evidence is accepted.



## Decisions

In accordance with Hearings Regulations the Committee will make a determination at the end of the Hearing and the decision will be given within 5 working days. Some decisions are required to be given at the end of the Hearing, in this case the public meeting will resume once Members have deliberated and formed their decision.

## Officers at Hearings

- **The Committee Officer** introduces all parties and records the proceedings
- **The Legal Adviser** provides independent advice to the Members on legal matters and procedure and will draw up the decision notice.
- **The Licensing Officer** will introduce the matter and outline the application; the officer will also answer any questions Members may have.

## PROCEDURE

NOTE: If the Sub-Committee has not already elected a Chairman, that will be the first item of business.

1	<b>Chairman</b>	The Chairman will: (i) call the matter to be considered (ii) call for any declarations of interest (iii) ask all parties to introduce themselves (iv) summarise the procedure to be followed at the hearing (v) will consider any request made by a party for another person to appear at the hearing (v) will advise the parties of any maximum period of time in which it has to present its case (if a maximum is imposed this shall be equal for all parties)
2	<b>Licensing Officer</b>	Will introduce and summarise the application, highlighting areas of contention or dispute.
3	<b>Committee Members</b>	May ask questions of the Licensing Officer
4	<b>Applicant</b>	Will present his/her case, calling witnesses, as appropriate.  <i>(If necessary, applicant will produce any notices required by law. Legal Adviser will draw attention to this if required.)</i>
5	<b>Responsible Authorities</b>  <b>(who have made representations)</b>	Each in turn may ask <u>questions</u> of the applicant, by way of clarification.

6	<b>Other Persons</b> <b>(who have made representations)</b>	To be invited to ask <u>questions</u> of the applicant, by way of clarification.  <i>It is normal practice for a spokesperson only to speak on behalf of a group of residents.</i>
7	<b>Committee Members</b>	Each in turn may ask <u>questions</u> of the applicant.
8	<b>Applicant</b>	May make a <u>statement</u> or ask his witnesses to clarify any matters which he feels are unclear, or may have been misunderstood.
9	<b>Responsible Authorities</b>	Will make their representations.
10	<b>Applicant</b>	Or his representative or witnesses to ask <u>questions</u> of Responsible Authorities represented at the meeting, by way of clarification.
11	<b>Other Persons</b> <b>(who have made representations)</b>	May ask <u>questions</u> of the Responsible Authorities represented at the meeting, by way of clarification.  <b>(Note: This is not the point at which they should be stating their objections.)</b>
12	<b>Committee Members</b>	May ask <u>questions</u> of the Responsible Authorities represented at the meeting
13	<b>Other Persons</b> <b>(who have made representations)</b>	The local residents who are objecting to the application will be invited <b><u>to make observations on the application</u></b> and present the bases of their objections.
14	<b>Applicant</b>	Or his representative or witnesses may ask <u>questions</u> of the Local Residents, by way of clarification.
15	<b>Committee Members</b>	May ask <u>questions</u> of the Local Residents.
16	<b>Chairman</b>	To invite both <b>Responsible Authorities</b> and <b>Local Residents</b> to make their closing addresses.
17	<b>Applicant</b>	Or his representative will <u>briefly summarise the application</u> and comment on the observations and any suggested conditions.
18	<b>Close of Public Meeting</b>	When the Chairman determines that all relevant information has been heard and no further matters are to be discussed, the public meeting will end. All parties to the hearing (including

		Licensing Officers and Responsible Authorities) will be excluded from the platform.
18	<b>Committee</b>	<p><u>Will retire</u> to consider the application. They will be accompanied by their Legal Advisor and the Democratic Services Officer. This means that the Members of the Committee can determine the matter in private session. And can take the opportunity to seek legal advice.</p> <p>Members will give their decision with 5 working days by the issuing of a decision notice.</p>

### **Notes**

1. The Committee can exclude members of the press and public from participation in a Hearing; any such decision will be taken on the basis that the public interest in doing so outweighs the public interest in the hearing, or that part of the hearing taking place in public.
2. The Chairman may require any person behaving in a disruptive manner to be excluded from the Hearing and may (a) refuse to permit that person to return, or (b) permit him/her to return only on such conditions as the authority may specify, but any such person may submit in writing any information which they would have been entitled to provide orally if they had not been required to leave.
3. Prior to the Hearing each party shall have given notification and served documentation (eg statements of witnesses or reports of experts) as required. Late representations and evidence will only be considered with the agreement of all parties.
4. Anyone entitled to be heard may be represented by any person, whether or not that person is legally qualified.
5. Hearsay will be permitted but the Sub-Committee will be reminded to give it appropriate weight.
6. Due note shall be taken of the provisions of the Hearings Regulations 2005.
7. The Chairman may, in the interests of expediency or convenience of the parties, vary the procedure from time to time, provided notice is given to the parties and the rules of natural justice are observed.

### **Summary of Procedure**

1. Chairman appointed (if this has not been done previously).
2. Chairman to call for declarations of interest and request that all parties introduce themselves.
3. Chairman summarises the procedure for the hearing
4. The Licensing Officer summarises the application
5. Applicant to present his/her case.
6. Applicant to be questioned by all parties (to clarify points only) following which, he/she can clarify any other matters which he/she feels may have been misunderstood when the application was presented.
7. Applicant to be questioned by the Committee.
8. Responsible Authorities to make their representations following which they can be questioned by all parties by way of clarification.
9. Other Persons will be invited to present the bases of their objections, following which they can be questioned by all parties by way of clarification.
10. The applicant will be invited to sum up his/her case
11. Committee/Sub-Committee withdraws to make its decision
12. Committee/Sub-Committee will provide its decision in writing



*Working for a brighter future together*

Version  
Number:

Key Decision Y/N

Date First  
Published: >

## Licensing Act Sub Committee

---

**Date of Meeting:** 15<sup>th</sup> February 2021

**Report Title:** Application for a Premises Licence at **Royal London House**  
**Alderley Park, Congleton Road, Nether Alderley, Macclesfield,**  
**SK10 4EL**

**Senior Officer:** Frank Jordan - Executive Director Places

---

### 1. Report Summary

- 1.1. The report provides details of an application for a Premises Licence, under section 17 of the Licensing Act 2003 and outlines the evidence presented by the parties in relation to the new grant application.

### 2. Recommendations

- 2.1. The Licensing Act Sub-Committee is requested to determine the application for a Premises Licence by Royal London Mutual Insurance, in respect of:

Royal London House,  
Alderley Park,  
Congleton Road,  
Nether Alderley  
Macclesfield,  
SK10 4EL

- 2.2. The Licensing Act Sub-Committee is requested to consider the application and any relevant representations and determine what steps, if any, it considers are appropriate to promote the Licensing Objectives.

2.3. Acting in the capacity of the Licensing Authority, Members must seek to promote the Licensing Objectives and where Members consider that matters have engaged one or more of the Objectives, they may exercise their discretion. The Licensing Objectives are:

- a) The prevention of crime and disorder
- b) Public Safety
- c) The prevention of public nuisance
- d) The protection of children from harm

2.4. Members of the Licensing Sub-Committee are reminded that they may not exercise discretion in any case, merely because it considers it desirable to do so. Careful consideration should be given to the application and the evidence presented by the parties in relation to the review.

2.5. Finally, Members are also reminded that in determining the application, consideration also needs to be given to:

- a) The rules of natural justice;
- b) The provisions of the Human Rights Act 1998.

### **3. Reasons for Recommendations**

3.1. The Licensing Act Sub-Committee has the power to determine this application in accordance with the provisions of the Licensing Act 2003 and the Council's Constitution.

### **4. Other Options Considered**

4.1. Not applicable.

### **5. Background**

5.1. On 3<sup>rd</sup> December 2020 an application was received by the Licensing Department for the grant of a Premises Licence in respect of Royal London House. However, the stated hours applied for in respect of regulated activities exceeded their opening times. The applicant therefore re-submitted their application, which was received by the Licensing Authority on 22<sup>nd</sup> December 2020. The application was sent for consultation on the same date (22<sup>nd</sup> December 2020). The last date for representations to be made was 19<sup>th</sup> January 2021. A copy of the full application is attached to this report at **Appendix 1**.

5.2. A map of the area in which the premises is located is attached to this report at **Appendix 4**.

5.3. The operating schedule indicates that the relevant licensable activities applied for are:

- Provision of recorded music (indoors and outdoors)
- Provision of late night refreshment (indoors and outdoors)
- Supply of alcohol (for consumption on the premises)

5.4. The hours applied for are as follows:

- Provision of recorded music (indoors and outdoors)  
Monday to Saturday – 08:00 to 01:00  
Sunday – 12:00 to 14:30  
19:00 to 22:30
- Provision of late night refreshment (indoors and outdoors)  
Monday to Saturday – 08:00 to 01:00  
Sunday – 12:00 to 14:30  
19:00 to 22:30
- Supply of alcohol (for consumption on the premises)  
Monday to Saturday – 08:00 to 01:00  
Sunday – 12:00 to 14:30  
19:00 to 22:30

5.5. Responsible Authorities:

5.5.1. The Licensing Team have not received representations from any of the responsible authorities save for Cheshire Constabulary. On 19<sup>th</sup> January 2021 the Licensing Team received an email from Cheshire Constabulary confirming they had entered into dialogue with the applicant during the consultation period, and that their proposed conditions had been expressly agreed by the applicant. The proposed conditions, and the applicant's agreement, are set out in **Appendix 2**.

5.6. Other Persons:

5.6.1. The Council has received one representation against the application, which is set out at **Appendix 3**.

## **6. Implications of the Recommendations**

### **6.1. Legal Implications**

6.1.1. In accordance with the provisions of section 18 of the Licensing Act 2003 the Licensing Authority must, having regard to the representations, take such steps (if any) as it considers appropriate for the promotion of the licensing objectives. Section 18(4) provides that the authority may:

- a) Grant the licence subject to conditions as are consistent with the operating schedule accompanying the application, modified to such extent as the authority considers appropriate for the promotion of the licensing objectives and any mandatory conditions that must be included on the licence in accordance with the Licensing Act 2003;
- b) Exclude from the scope of the licence any of the Licensable Activities to which the application relates;
- c) Refuse to specify a person in the licence as the Premises Supervisor;
- d) Reject the application.

6.1.2. Members are reminded that should any conditions be added, they should be practical, enforceable and appropriate to promote the Licensing Objectives.

6.1.3. Members are also reminded of the statutory obligation placed on the Local Authority under section 17 of the Crime and Disorder Act 1998 to through all of its various functions, and Licensing is one of those functions to do all that it can to prevent Crime and disorder, Anti-social Behaviour, behaviour adversely affecting the environment and re-offending.

### **6.2. Finance Implications**

6.2.1. There are no financial implications.

### **6.3. Policy Implications**

6.3.1. The Licensing Authority has adopted a Statement of Licensing Policy in accordance with section 5 of the Licensing Act 2003.

6.3.2. The Licensing Authority must also have due regard to the guidance issued under section 182 of the Licensing Act 2003.



6.3.3. Members should provide reason(s) for any decision taken and should set out the reasoning where they determine to depart in any way from the Policy or Guidance.

**6.4. Equality Implications**

6.4.1. There are no direct equality implications.

**6.5. Human Resources Implications**

6.5.1. There are no human resources implications.

**6.6. Risk Management Implications**

6.6.1. The Licensing Sub-Committee will hear representations made on behalf of both the applicant and the 'relevant person' who has submitted their representation and will make a decision on the basis of the evidence presented to it. The Licensing Act 2003 makes provision for appeal to the Magistrates' Court of any decision made by the Licensing Authority.

**6.7. Rural Communities Implications**

6.7.1. There are no direct implications for rural communities.

**6.8. Implications for Children & Young People/Cared for Children**

6.8.1. There are no direct implications for children and young people.

**6.9. Public Health Implications**

6.10.1 There are no direct implications for public health.

**6.10. Climate Change Implications**

6.10.1. There are no direct implications for Climate Change.

**7. Ward Members Affected**

7.1. Chelford – Councillor Marc Asquith

7.2. Prestbury - Paul Findlow

## **8. Consultation & Engagement**

- 8.1. Consultation in respect of submitting an application for a Premises Licence application is prescribed in the Licensing Act 2003 and has been fully complied with.

## **9. Access to Information**

- 9.1. The background papers relating to this report can be made available by contacting the report writer.

## **10. Contact Information**

- 10.1. Any questions relating to this report should be directed to the following officer:

Name: Martin Kilduff

Job Title: Licensing Enforcement Officer

Email: [martin.kilduff@cheshireeast.gov.uk](mailto:martin.kilduff@cheshireeast.gov.uk)

Appendix 1 – Application & plan of premises

Appendix 2 – Police Representations & agreed conditions

Appendix 3 - Representations submitted from other persons

Appendix 4 – Map of area



**Cheshire East**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@cheshireeast.gov.uk](mailto:licensing@cheshireeast.gov.uk)  
 Telephone: 0300 123 5015

\* required information

**Form errors**

Some data entered into this form is invalid. Please resolve before continuing.

**Section 1 of 21**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader

☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

Is your business registered in the UK with Companies House?

☒ Yes

☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

00099064

Business name

Royal London Mutual Insurance

If your business is registered, use its registered name.

VAT number

GB

368524427

Put "none" if you are not registered for VAT.

**Continued from previous page...**

Legal status	<input type="text" value="Private Limited Company"/>	
Your position in the business	<input type="text" value="Wokplace Experience Manager"/>	
Home country	<input type="text" value="United Kingdom"/>	The country where the headquarters of your business is located.
<b>Registered Address</b>		Address registered with Companies House.
Building number or name	<input type="text"/>	
Street	<input type="text" value="55 Gracechurch Street"/>	
District	<input type="text"/>	
City or town	<input type="text" value="London"/>	
County or administrative area	<input type="text" value="London"/>	
Postcode	<input type="text" value="EC3V 0RL"/>	
Country	<input type="text" value="United Kingdom"/>	

**Section 2 of 21****PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address    ☐ OS map reference    ☐ Description

**Postal Address Of Premises**

Building number or name	<input type="text" value="Royal London House"/>
Street	<input type="text" value="Alderley Park"/>
District	<input type="text" value="Congleton Road"/>
City or town	<input type="text" value="Nether Alderley, Macclesfield"/>
County or administrative area	<input type="text" value="Cheshire"/>
Postcode	<input type="text" value="SK10 4EL"/>
Country	<input type="text" value="United Kingdom"/>

**Further Details**

Telephone number	<input type="text"/>
------------------	----------------------

Non-domestic rateable  
value of premises (£)

2,000,000

### Section 3 of 21

#### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☐ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☒ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

#### Confirm The Following

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

### Section 4 of 21

#### NON INDIVIDUAL APPLICANTS

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

#### Non Individual Applicant's Name

Name

#### Details

**Continued from previous page...**

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

**Contact Details**

E-mail

Telephone number

Other telephone number

**You must enter a date of birth**

\* Date of birth

 /  /   
 dd mm yyyy
**You must enter a nationality**

\* Nationality

Documents that demonstrate entitlement to work in the UK

Add another applicant

**Section 5 of 21****OPERATING SCHEDULE**

When do you want the premises licence to start?

 20 /  12 /  2020  
 dd mm yyyy

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

 /  /   
 dd mm yyyy

Provide a general description of the premises

**Continued from previous page...**

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.

Purpose built office within the grounds of Alderley Park.

The office has it's own restaurant for staff and visitor usage only. There is a car park immediately outside the office and a separate car park, where the majority of staff will park. Events would be held in the main building.

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

**Section 6 of 21****PROVISION OF PLAYS**

See guidance on regulated entertainment

Will you be providing plays?

☐ Yes

☒ No

**Section 7 of 21****PROVISION OF FILMS**

See guidance on regulated entertainment

Will you be providing films?

☐ Yes

☒ No

**Section 8 of 21****PROVISION OF INDOOR SPORTING EVENTS**

See guidance on regulated entertainment

Will you be providing indoor sporting events?

☐ Yes

☒ No

**Section 9 of 21****PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

☐ Yes

☒ No

**Section 10 of 21****PROVISION OF LIVE MUSIC**

See guidance on regulated entertainment

Will you be providing live music?

☐ Yes

☒ No

**Section 11 of 21****PROVISION OF RECORDED MUSIC**

See guidance on regulated entertainment

**Continued from previous page...**

Will you be providing recorded music?

☒ Yes ☐ No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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.

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

☐ Indoors ☐ Outdoors ☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

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.

Events will be held for staff up to 750 people, music will be amplified

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.



Continued from previous page...

n/a

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

n/a

**Section 12 of 21****PROVISION OF PERFORMANCES OF DANCE**

See guidance on regulated entertainment

Will you be providing performances of dance?

☐ Yes

☒ No
**Section 13 of 21****PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes

☒ No
**Section 14 of 21****LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

☒ Yes

☐ No
**Standard Days And Timings****MONDAY**

Start

End

Start

End

**TUESDAY**

Start

End

Start

End

**WEDNESDAY**

Start

End

Start

End

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.

**Continued from previous page...**

THURSDAY

Start 08:00

End 01:00

Start

End

FRIDAY

Start 08:00

End 01:00

Start

End

SATURDAY

Start 08:00

End 01:00

Start

End

SUNDAY

Start 12:00

End 14:30

Start 19:00

End 22:30

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

☐ Indoors

☐ Outdoors

☒ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

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.

Staff events taking place within the Royal London boundary of Alderley Park.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

☒ Yes☐ No**Standard Days And Timings**

MONDAY

Start 08:00

End 01:00

Start

End

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.

TUESDAY

Start 08:00

End 01:00

Start

End

WEDNESDAY

Start 08:00

End 01:00

Start

End

THURSDAY

Start 08:00

End 01:00

Start

End

FRIDAY

Start 08:00

End 01:00

Start

End

SATURDAY

Start 08:00

End 01:00

Start

End

SUNDAY

Start 12:00

End 14:30

Start 19:00

End 22:30

Will the sale of alcohol be for consumption:

☒ On the premises☐ Off the premises☐ Both

If the sale of alcohol is for consumption on  
the premises select on, if the sale of alcohol  
is for consumption away from the premises  
select off. If the sale of alcohol is for  
consumption on the premises and away  
from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

*Continued from previous page...*

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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

**Name**

First name

Family name

Date of birth

<input type="text"/>	<input type="text"/>	<input type="text"/>
dd	mm	yyyy

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number  
(if known)

Issuing licensing authority  
(if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent  
form (if known)

**Continued from previous page...**

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21****ADULT ENTERTAINMENT**

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

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

No gambling or adult films/entertainment will take place.

**Section 17 of 21****HOURS PREMISES ARE OPEN TO THE PUBLIC****Standard Days And Timings****MONDAY**Start End Start End 

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.

**TUESDAY**Start End Start End **WEDNESDAY**Start End Start End **THURSDAY**Start End Start End **FRIDAY**Start End Start End **SATURDAY**Start End Start End

**Continued from previous page...**

SUNDAY

Start 12:00

End 14:30

Start 19:00

End 22:30

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

We are closed on Bank Holidays

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

## Section 18 of 21

### 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)

List here steps you will take to promote all four licensing objectives together.

Soft drinks and water will be available as well as alcohol, we encourage people to drink water for their wellbeing. Alcohol will only be served in the agreed measures, no alcohol will be given as prizes, be discounted for free.

b) The prevention of crime and disorder

Additional security will be in attendance before, during and after any evening event.

c) Public safety

Only employees and invited visitors will be attending events. Security will be in attendance throughout events and alcohol will be limited to ensure no one drinks to excess or irresponsibly.

d) The prevention of public nuisance

Alcohol will be limited, we will ensure no one drinks irresponsibly. Security will be in attendance throughout events.

***Continued from previous page...***

--

e) The protection of children from harm

No children will be attending events.
---------------------------------------

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

**Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.



*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

**Continued from previous page...**

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

**Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

**Section 20 of 21****NOTES ON REGULATED ENTERTAINMENT**

**Continued from previous page...**

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o 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.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o 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.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

**Continued from previous page...**

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

**Section 21 of 21****PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

635.00

**ATTACHMENTS****AUTHORITY POSTAL ADDRESS**

Continued from previous page...

**Address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

**DECLARATION**

\* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I

\* understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15).

**You must check the box for this declaration**

☐ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

**Add another signatory**

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/cheshire-east/apply-1> to upload this file and continue with your application.

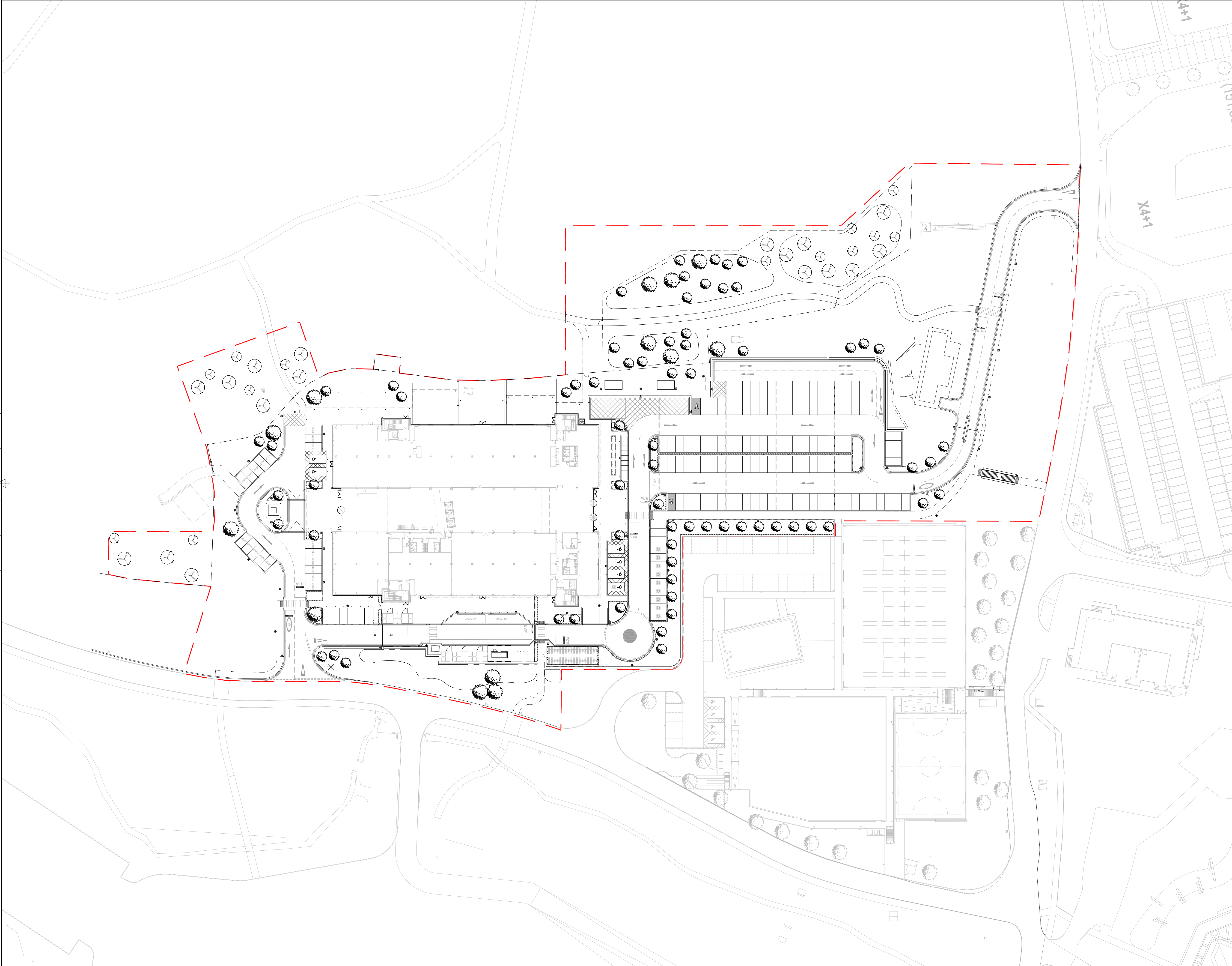
Don't forget to make sure you have all your supporting documentation to hand.

*Continued from previous page...*

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

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**





BUILDING DESIGN PARTNERSHIP SHALL HAVE NO RESPONSIBILITY FOR ANY USE MADE OF THIS DOCUMENT OTHER THAN FOR THAT WHICH IT WAS PREPARED AND ISSUED.

ALL DIMENSIONS SHOULD BE CHECKED ON SITE.

DO NOT SCALE FROM THIS DRAWING.

ANY DRAWING ERRORS OR DIVERGENCES SHOULD BE BROUGHT TO THE ATTENTION OF BUILDING DESIGN PARTNERSHIP AT THE ADDRESS SHOWN BELOW.

### NOTES

TO BE READ IN CONJUNCTION WITH DRAWINGS:

Z90(9-JL)012 - LANDSCAPE MASTERPLAN  
Z90(9-JL)111 - GENERAL ARRANGEMENT PLAN SHEET 1 OF 3  
Z90(9-JL)112 - GENERAL ARRANGEMENT PLAN SHEET 2 OF 3  
Z90(9-JL)113 - GENERAL ARRANGEMENT PLAN SHEET 3 OF 3

REVISION B	MJS	MJS	04.03.19
SERVICE YARD LINEWORK FINALISED AND ELECTRIC VEHICLE CHARGING SPACE OPTION SELECTED FOLLOWING MEETING WITH RLG ON 28.02.2019.			
REVISION A	MJS	MJS	18.02.19
BARRIER AND MINI ROUNDABOUT DESIGN UPDATED TO REFLECT CURRENT DESIGN PROPOSAL			
REVISION A	MJS	MJS	18.02.19
BARRIER AND MINI ROUNDABOUT DESIGN UPDATED TO REFLECT CURRENT DESIGN PROPOSAL			
FIRST ISSUE	MJS	MJS	16.01.19
REVISION DESCRIPTION	DRAWN	CHECKED	DATE
REV PLAN			

CLIENT

**ALDERLEY PARK**  
53° 16' 46" N 002° 14' 12" W

**BDP.**

11 Dude Street  
P.O. Box 85, Piccadilly Basin  
Manchester M60 3JA  
United Kingdom  
T +44 (0)161 828 2200  
F +44 (0)161 828 2235  
www.bdp.com

PROJECT TITLE	
Alderley Park Extension to Parklands	
DRAWING TITLE	SCALE @ A1
SITE LAYOUT SKETCH	1:500
DATE	JAN '19
PROJECT NUMBER	REVISION
P2007427	Z90(SK)L016 B

This page is intentionally left blank



[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 19-Jan-2021 10:44  
**To:** [REDACTED]  
**Subject:** FW: [EXTERNAL] FW: Premises Licence Application - Proposed Representations ~[OFFICIAL]~

Hi [REDACTED]

Apologies, it encrypts automatically.

[REDACTED]

[REDACTED]

---

Workplace Co-ordinator

Telephone: [REDACTED]  
[REDACTED]

Royal London House, Alderley Park, Congleton Road, Nether Alderley, Macclesfield, SK10 4EL



---

**From:** [REDACTED]  
**Sent:** 19 January 2021 10:27  
**To:** [REDACTED]  
**Subject:** RE: [EXTERNAL] FW: Premises Licence Application - Proposed Representations ~[OFFICIAL]~

Hi [REDACTED]

I have now spoken to [REDACTED] and can confirm we are happy with the Challenge 25 Policy, please can you send a pdf copy? We will display this when selling alcohol at events.

As confirmed below, we do have CCTV in operation and agree to the terms set out under Security in your attachment. Our system complies with operational requirements.

We agree we will record details as specified for Security at events we hold.

Kind regards

[REDACTED]

Workplace Co-ordinator

Telephone:

Royal London House, Alderley Park, Congleton Road, Nether Alderley, Macclesfield, SK10 4EL



---

**From:** [REDACTED]  
**Sent:** 18 January 2021 10:44  
**To:** [REDACTED]  
**Subject:** RE: [EXTERNAL] FW: Premises Licence Application - Proposed Representations ~[OFFICIAL]~

Hi [REDACTED]

Thanks for your reply.

Just to make you aware, tomorrow is the last day for consultation on the application, so therefore this needs to be confirmed tomorrow at the latest.

I look forward to hearing from you.

Kind Regards

[REDACTED]

[REDACTED] | Police Licensing Officer

☎ [REDACTED] Mobile [REDACTED] ✉ [REDACTED]  
Warrington Police Station | Charles Stewart House | 55 Museum Street | Warrington | WA1 1NE.



✉ [Crewe.Licensing@cheshire.pnn.police.uk](mailto:Crewe.Licensing@cheshire.pnn.police.uk)  
✉ [macclesfield.licensing@cheshire.pnn.police.uk](mailto:macclesfield.licensing@cheshire.pnn.police.uk)  
✉ [warrington.licensing@cheshire.pnn.police.uk](mailto:warrington.licensing@cheshire.pnn.police.uk)  
✉ [halton.vr.licensing@cheshire.pnn.police.uk](mailto:halton.vr.licensing@cheshire.pnn.police.uk)  
✉ [chester.ep.licensing@cheshire.pnn.police.uk](mailto:chester.ep.licensing@cheshire.pnn.police.uk)

---

**From:** [REDACTED]  
**Sent:** 18 January 2021 09:54  
**To:** [REDACTED]  
**Subject:** [EXTERNAL] FW: Premises Licence Application - Proposed Representations ~[OFFICIAL]~

Apologies, this may have been encrypted

[REDACTED]

---

Workplace Co-ordinator

Telephone: [REDACTED] (internal)

[REDACTED]

Royal London House, Alderley Park, Congleton Road, Nether Alderley, Macclesfield, SK10 4EL



---

**From:** [REDACTED]

**Sent:** 18 January 2021 09:53

**To:** [REDACTED]

**Subject:** RE: Premises Licence Application - Proposed Representations ~[OFFICIAL]~

Hi [REDACTED]

I have a meeting with [REDACTED] this week to check she is happy with your proposals. I will get back to you as soon as I can.

To confirm:

- We do have CCTV at the new building.
- Any apprentices we have are of university age.
- Any evening event would have additional security personnel.
- We do not sell alcohol every day, it is only at functions which take place 2/3 times a year. Obviously, we haven't had any functions since moving to the new building or have any planned due to COVID-19. We only have Keyworkers in at the moment.

Kind regards

[REDACTED]

[REDACTED]

---

Workplace Co-ordinator

Telephone: [REDACTED] (internal)

[REDACTED]

Royal London House, Alderley Park, Congleton Road, Nether Alderley, Macclesfield, SK10 4EL



# YOUR WORKPLACE

---

**From:** [REDACTED]  
**Sent:** 12 January 2021 12:31  
**To:** [REDACTED]  
**Subject:** Premises Licence Application - Proposed Representations ~[OFFICIAL]~

Hi [REDACTED]

I hope you are well? I have just tried calling however I believe the extensions are not yet connected up, so I will try and explain as much as I can in this email.

I am seeking to agree some representations in respect of the premises licence application which was submitted by [REDACTED], but she has put your email address as the contact email. If agreed the representations would form conditions on the premises licence and in the case of security it just adds some more formal wording to what Faye has already mentioned on the application.

I'm not sure if the premises is fitted with CCTV so if it isn't then please advise and I can remove the section relating to that.

Although [REDACTED] has advised that no children will be attending events, to cover any apprentice staff who may be under 18 I feel a challenge 25 policy should be in place to ensure that staff who will be serving alcohol are appropriately trained and that they check people's age if they are lucky enough to look younger than 25 years old. I can provide you with a PDF copy of the challenge 25 poster and offence to purchase alcohol for someone under 18, these can be printed and displayed in your bar area.

If you could have a read through the conditions that I am proposing, if you are able to comply with these and are happy to accept them then please confirm this by return email. If there are any which you feel may cause a problem, then please contact me on the mobile telephone number below to discuss.

I look forward to hearing from you at your earliest convenience.

Kind Regards

[REDACTED]

[REDACTED] Police Licensing Officer

☎ [REDACTED] | 📞 Mobile [REDACTED] ✉ [REDACTED]

Warrington Police Station | Charles Stewart House | 55 Museum Street | Warrington | WA1 1NE.



- ✉ [Crewe.Licensing@cheshire.pnn.police.uk](mailto:Crewe.Licensing@cheshire.pnn.police.uk)
- ✉ [macclesfield.licensing@cheshire.pnn.police.uk](mailto:macclesfield.licensing@cheshire.pnn.police.uk)
- ✉ [warrington.licensing@cheshire.pnn.police.uk](mailto:warrington.licensing@cheshire.pnn.police.uk)
- ✉ [halton.vr.licensing@cheshire.pnn.police.uk](mailto:halton.vr.licensing@cheshire.pnn.police.uk)
- ✉ [chester.ep.licensing@cheshire.pnn.police.uk](mailto:chester.ep.licensing@cheshire.pnn.police.uk)

This communication is intended for the addressee(s) only. Please notify the sender if received in error. Internet email is not to be treated as a secure means of communication. The Constabulary monitors all Internet and email activity and requires it is used for official communications only. Thank you for your co-operation.

This email is intended for the person or company named and access by anyone else is unauthorised. If you are not the person or company named, please delete this email and notify the sender.

The information in this email, including any attachments, may be confidential or legally privileged (meaning that its disclosure is protected in law). Its unauthorised disclosure, copying, distribution or use is prohibited and may be unlawful.

Email communications sent over the internet are not guaranteed to be secure or virus-free and such messages are potentially at risk. The Royal London Group accepts no liability for any claims arising from use of the internet to transmit messages by or to any company within the Royal London Group.

The Royal London Group consists of The Royal London Mutual Insurance Society Limited and its subsidiaries.

The Royal London Mutual Insurance Society Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority and provides life assurance and pensions.

Registered in England and Wales number 99064.

Registered office: 55 Gracechurch Street, London, EC3V 0RL.

In the Republic of Ireland: The Royal London Mutual Insurance Society Limited is authorised by the Prudential Regulation Authority in the UK and is regulated by the Central Bank of Ireland for conduct of business rules.

This page is intentionally left blank

**CHESHIRE EAST COUNCIL****Representation Form.****Responsible Authority.****POLICE**

Your Name	
Job Title	Police Licensing Officer
Postal and email address	Warrington Police Station, Charles Stewart House, 55 Museum Street, Warrington, WA1 1NE
Contact telephone number	

Name of the premises you are making a representation about.	<b>Royal London Mutual Insurance</b>
Address of the premises you are making a representation about.	<b>Royal London House, Congleton Road, Nether Alderley, SK10 4EL</b>

Which of the four licensing Objectives does your representation relate to? Please state yes or no.	Yes Or No	Please detail the evidence supporting your representation. Or the reason for your representation. Please use separate sheets if necessary
The Prevention of harm to children	Yes	See below
To prevent Public Nuisance		
To prevent crime and disorder	Yes	See Below
Public Safety		

Suggested conditions that could be added to the licence to remedy your representation or other suggestions you would like the Licensing Sub Committee to take into account. Please use separate sheets where necessary and refer to checklist.	See Below:
--	------------

COMMENTS:

**To further enhance the conditions offered by the applicant on their operating schedule the following conditions to apply:**

**Prevention of Crime & Disorder**

**CCTV**

A CCTV system shall be used and shall be designed and installed in accordance with the Cheshire Constabulary's CCTV guidance document called 'CCTV in Licensed Premises – An Operational Requirement'. This system shall be in operation at all times when licensable activities are taking place.

Recorded CCTV images will be maintained and stored for a period of twenty-eight days,

A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to provide a Police officer or an authorised officer of the licensing authority data or footage upon request. All requests for footage are to be provided within a reasonable time scale.

Designated supervisors will need to demonstrate that their CCTV system complies with their Operational requirements. They will need to be able to demonstrate the following:-

- Recordings are fit for their intended purpose,
- Good quality images are presented to the officer in a format that can be replayed on a standard computer
- The supervisor has an understanding of the equipment/training,
- Management records are kept,
- Maintenance agreements and records are maintained,
- Data Protection principles and signage are in place.

**Security**

When there is any specific event held at the premises, the Premises Licence Holder or Designated Premises Supervisor shall conduct an assessment of the need for door supervisors, taking into account any advice offered by the Police. Where the assessment shows that door supervision is required, supervisors shall be engaged at such times and ratios as are assessed to be necessary.

When such Door supervision is employed:-

**Condition:**

A written record shall be kept on the premises by the Designated Premises Supervisor of every person employed on the premises as a door supervisor in a register kept for that purpose. That record shall contain the following details:-

- The door supervisor's name, date of birth, contact telephone number and home address;
- His/her Security Industry Authority licence number;
- The time and date he/she starts and finishes duty;
- The time of any breaks taken whilst on duty;
- Each entry shall be signed by the door supervisor.
- Record of all incidents taking place in the venue

That register shall be available for inspection on demand by an Authorised Officer of the Council, the Security Industry Authority or a Police Constable.



**Protection of Children from Harm**

A "Challenge 25" policy shall be operated at the premises at all times.

The only forms of ID that shall be accepted (at the discretion of the Management) as proof of age are a valid passport, a valid photographic driving licence, a PASS approved proof of age card, HM Services Warrant Card or other reliable photo ID (that has been approved for acceptance by the Police or an Officer of the Local Authority)

Publicity materials notifying customers of the operation of the "Challenge 25" scheme shall be displayed at the premises.

The Designated Premises Supervisor or Premises Licence Holder shall operate and maintain an up-to-date Register of Refusals of Sale of Alcohol, indicating the date, time and reason for refusal which shall be made available for inspection by Local Authority Officers and the Police.

The DPS or other responsible person shall check and sign the register once a week.

Alternatively an electronic point of sale refusals log shall be kept.

A documented training programme shall be introduced for all staff in a position to sell, serve or deliver alcohol. A written record for each member of staff shall be kept of the content of such training and shall be made available for inspection at the request of Local Authority Officers and Police.

The DPS or Premises Licence Holder shall conduct six monthly training reviews with all members of staff authorised to sell, serve or deliver alcohol in order to reinforce the training and to promote best practice. A written record for each member of staff shall be kept of the content of such reviews and shall be made available for inspection at the request of Local Authority Officers and Police.

A list of persons authorised to sell alcohol shall be kept on site and made available for inspection at the request of Local Authority Officers and Police.

Clearly visible signage is to be displayed at the entrances and at points of sale indicating it is illegal to sell alcohol to people under the age of 18.

All other steps offered are welcome and acceptable to the Police and will assist in promoting all four objectives of the Act.

Signed:

A black rectangular box redacting the signature of the Designated Premises Supervisor.

Date: 19/01/2021

This page is intentionally left blank

[REDACTED]

---

**From:** [REDACTED].com>  
**Sent:** 19 January 2021 15:19  
**To:** LICENSING (Cheshire East)  
**Subject:** Royal London House, Alderley Park

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Good afternoon,

I write in respect of the following premises licence application:

Royal London House, Alderley Park, Congleton Road, Nether Alderley, Cheshire, SK10 4EL  
for a premises licence to provide the following licensable activities:

- Provision of recorded music and supply of alcohol Monday to Saturday 08:00 to 01:00 and Sunday 12:00 to 14:30 then 19:00 to 22:30
- Late night refreshment Monday to Saturday 23:00 to 01:00

Over Alderley Parish Council wish to raise an objection to the proposed end time of the licensable activities on Monday to Saturday of 01:00.

It is considered that this end time is not necessary on an ongoing basis and will have a detrimental impact upon the residential amenity of surrounding properties. Residents at the site have already lodged a number of complaints about noise and nuisance caused by cars which do not park within the designated areas and also visitors to the site.

It is considered that an earlier regular end time should be applied with extensions applied where a specific, one-off event requires such in order to protect the local residents from nuisance and potential crime arising from late night activities.

Kind regards,

[REDACTED]

Over Alderley Parish Council.  
19/01/21



Virus-free. [www.avast.com](http://www.avast.com)

This page is intentionally left blank



## Royal London House



Map data ©2021 100 m

This page is intentionally left blank



## Royal London House



Map data ©2021 1 km

This page is intentionally left blank