

**Licensing Act 2003
Premises Licence Application – Melbourne Hall (Walled
Garden), Church Square, Melbourne, DE73 8EN
Notification to Local Authority of agreement regarding
Representations**

To: Licensing Authority Office

Date: 10/02/22

Dear Madam

I write in my capacity as the applicant in relation to the above matter. Discussions have taken place with Mark Lomas (Licensing Officer – Enforcement) in relation to the promotion of the licensing objectives.

I would like to remove my initially offered conditions as per the premises licence application and replace them with the following conditions:

1. Events shall only take place between April and October within the walled garden area as denoted on the plan attached to the premises licence.
2. A maximum of 42 event days, with no more than 7 days within each calendar month and no more than 4 consecutive days for these events shall take place.
3. An Event Management Plan for each event will be recorded and available for inspection upon request by a Police Constable or another authorised person as detailed within Section 13 of the Licensing Act 2003 in relation to each event hosted on the site as per the plan attached to the premises licence.
4. The Police and the Licensing Authority will be given 28 days notice, via e-mail or in writing, of the details of each event.
5. Full training shall be provided to all staff on commencement of employment relating to the sale of alcohol and any system or procedures they are expected to follow in the course of dealing with these goods.
6. Refresher training shall be provided at regular intervals – at least every 6 months.
7. Records detailing the training provided shall be kept on the premises for production upon request by the Police or other Responsible Authority.
8. All records must be written and shall be retained on the premises for a minimum of 12 months.
9. A challenge 25 Proof of age scheme shall be operated at all times.
10. Anyone attempting to purchase alcohol (or other age restricted product)

that appears under the age of 25 years shall be asked to produce a proof of age.

11. The only acceptable forms of identification shall be:
 - PASS – accreditation proof of age card.
 - Photo Driving Licence.
 - Current Passport.
 - HM Forces Identity Card
12. Clear, prominent and unobstructed signage informing customers of the proof of age scheme in operation shall be displayed at all entry points to the premises and at the point of sale.
13. A system of recording sales challenged under the proof of age scheme shall be operated at all times.
14. The refusal book / log shall be kept on the premises for production upon request by the Police or other Responsible Authority.
15. The records relating to the refusal book / log shall be retained on the premises for a minimum of 12 months.
16. The Premises Licence Holder shall ensure that a written incident log is maintained within the premises and details of all relevant incidents are recorded within the log. This log shall be kept on the premises for a period of not less than 12 months and shall be produced upon request by the Police or other Responsible Authority.

Please accept this notice as formal request to amend my application/operating schedule in accordance with the above and note that I agree to these conditions being attached to the premises licence. Furthermore, I confirm that I do not consider a hearing to be necessary.

Signed



Name in block – Roger LOWE

Date.....19/02/22.....

Licensing Act 2003
Premises Licence Application – Melbourne Hall (Walled Garden), Church Square, Melbourne, DE73 8EN.
Notification to Local Authority of agreement regarding Representations

To: Licensing Authority Office

Date: 14th February 2022

Dear Madam,

I write in my capacity as the Licensing Officer (Enforcement) for the Licensing Authority – South Derbyshire District Council.

Discussions have taken place with the applicant in relation to the promotion of the licensing objectives.

I understand that the applicant has formally agreed to amend their application to remove the initially offered conditions and replace them with the following conditions:

1. Events shall only take place between April and October within the walled garden area as denoted on the plan attached to the premises licence.
2. A maximum of 42 event days, with no more than 7 days within each calendar month and no more than 4 consecutive days for these events shall take place.
3. An Event Management Plan for each event will be recorded and available for inspection upon request by a Police Constable or another authorised person as detailed within Section 13 of the Licensing Act 2003 in relation to each event hosted on the site as per the plan attached to the premises licence.
4. The Police and the Licensing Authority will be given 28 days notice, via e-mail or in writing, of the details of each event.
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6. Refresher training shall be provided at regular intervals – at least every 6 months.
7. Records detailing the training provided shall be kept on the premises for production upon request by the Police or other Responsible Authority.
8. All records must be written and shall be retained on the premises for a minimum of 12 months.
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times.

10. Anyone attempting to purchase alcohol (or other age restricted product) that appears under the age of 25 years shall be asked to produce a proof of age.
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13. A system of recording sales challenged under the proof of age scheme shall be operated at all times.
14. The refusal book / log shall be kept on the premises for production upon request by the Police or other Responsible Authority.
15. The records relating to the refusal book / log shall be retained on the premises for a minimum of 12 months.
16. The Premises Licence Holder shall ensure that a written incident log is maintained within the premises and details of all relevant incidents are recorded within the log. This log shall be kept on the premises for a period of not less than 12 months and shall be produced upon request by the Police or other Responsible Authority.

On this basis, please accept this notice as formal notification to withdraw my representation to the above premises licence application. Furthermore, I confirm that I do not consider a hearing to be necessary.

Signed - *M.Lomas*

Name in block - MARK LOMAS

Date – 14th February 2022.