

**TRAFFORD COUNCIL**

**THE LICENSING SUB COMMITTEE – 23<sup>rd</sup> APRIL, 2013**

**REPORT OF THE HEAD OF PUBLIC PROTECTION**

**REPORT REF. NO.**

**APPLICATION FOR THE GRANT OF A PREMISES LICENCE –  
TRAFFORD TOWN HALL, TALBOT ROAD, STRETFORD, MANCHESTER, M32 0TH**

**PURPOSE**

To invite Members to consider a representation from the Pollution and Licensing Unit recommending the attachment of conditions to the new licence, which has been agreed by the applicant.

**OPTIONS**

The Members are invited to consider the representation and the agreement given by the applicant and either:

- Agree that a hearing is not necessary and determine to grant the licence subject to the conditions being attached
- Agree that a hearing is necessary with all the parties present

**Iain Veitch**  
**Head of Public Protection**

Further Information From:  
Name: Jan Taylor  
Licensing Officer  
Extension: 4047

Proper Officer for the purposes of L.G.A 1972,S.100D  
(background papers): Head of Public Protection

**Appendices:**

Appendix A – Application and Operating Schedule (including layout of premises)

Appendix B – Representation from Pollution & Licensing Section

Appendix C – Agreement from Applicant to inclusion of conditions and that a full hearing is not necessary

Appendix D- Extract of Secretary of States Guidance – Licensing Objective : Public Nuisance

Appendix E – Extract of Trafford Council Licensing Policy 2011 – 2014  
– 7.0 Licensing Objectives – Public Nuisance

## 1. Background

- 1.1 The premises known as Trafford Town Hall is located at Talbot Road, Stretford, Manchester, M32 0TH.
- 1.2 This premises does not currently hold a premises licence.

## 2. Application for the Grant of a Premises Licence.

- 2.1 On 2<sup>nd</sup> April, 2013, the Licensing Section received an application from Trafford Council Asset Management for the grant of a premises licence for Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH. (**Appendix A**).
- 2.2 The application requests the granting of a premises licence to provide the Supply of Alcohol (on & off) the premises, Regulated Entertainment (indoors & outdoors) and Late Night Refreshment (indoors & outdoors).
- 2.3 The hours requested for the licensable activities are as follows:

Sale of Alcohol (on & off premises) :

Monday to Sunday : 09.00 – 02.30

Provision of Regulated Entertainment : (indoors & outdoors)

Plays, Films, Performance of Dance, Live & Recorded Music, Dancing

Monday to Sunday : 09.00 – 02.30

Late Night Refreshment (indoors & outdoors) :

Monday to Sunday : 23.00 – 02.30

- 2.4 The applicant has complied with all requirements under the application process including advertising the application in a newspaper, advertising by way of public notice at the premises and submitting a copy of the complete application to all Responsible Authorities. The application is deemed to be correctly submitted.

## 3. Representations

- 3.1 On 28<sup>th</sup> March, 2013 a representation was received by the Licensing Section from the Pollution & Licensing Section of Trafford Council. (**Appendix B**).
- 3.2 The representation requested the reduction in the terminal hour for the licensable activity of regulated entertainment (music) in the external areas to 22.30 hours and this was agreed between all parties prior to the end of the consultation period. (**Appendix B**).
- 3.3 The Pollution & Licensing Section representation also requested the inclusion of conditions on any granted licence as shown at **Appendix B** but following further discussions between the parties, the representation has been accepted by the applicant in the amended format as shown on the all party agreement form (**Appendix C**).
- 3.4 Both parties are in agreement that a full committee hearing is not required.

#### **4. Options**

4.1 The Members are invited to consider the representation and the agreement given by the applicant and either:

- Agree that a hearing is not necessary and determine to grant the licence subject to the conditions being attached;
- or
- Agree that a hearing is necessary with all the parties present.

LA 5253/13

LDO: 2/4/13



Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We TRAFFORD COUNCIL

*(Insert name(s) of applicant)*

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description TRAFFORD TOWN HALL, TALBOT ROAD, STRETFORD, MANCHESTER			
See attached plans for specific indoor and outdoor areas (edged red).			
Post town	MANCHESTER	Post code	M32 0TH
Telephone number at premises (if any)	0161-912-2000		
Non-domestic rateable value of premises	Assumed requiring the max fee of £635.00		

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as  
Please tick yes

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)

- iii. as an unincorporated association or  please complete section (B)
- iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm:

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

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post Town			Postcode		
Daytime contact telephone number					
E-mail address (optional)					

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post Town			Postcode		
Daytime contact telephone number					
E-mail address (optional)					

**(B) OTHER APPLICANTS**

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

Name TRAFFORD COUNCIL
Address ASSET MANAGEMENT, WATERSIDE HOUSE, SALE WATERSIDE, SALE MANCHESTER M33 7ZF
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.) LOCAL AUTHORITY
Telephone number (if any) 0161-912-2000
E-mail address (optional) Access.trafford.gov.uk

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day	Month	Year
05	04	2013

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

Day	Month	Year

Please give a general description of the premises (please read guidance note 1)  
TRAFFORD COUNCIL  
CIVIC CENTRE

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

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

**Provision of regulated entertainment**

**Please tick yes**

- |   |                                     |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A)  | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B)  | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input type="checkbox"/>            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)   | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)   | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)  | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |

**Provision of entertainment facilities:**

- |   |                                     |
|---|-------------------------------------|
| i) making music (if ticking yes, fill in box I)   | <input checked="" type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J)  | <input checked="" type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K) | <input checked="" type="checkbox"/> |

**Provision of late night refreshment** (if ticking yes, fill in box L)

**Supply of alcohol** (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

**A**

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	09:00	02:30	Please give further details here (please read guidance note 3)		
Tue	09:00	02:30			
Wed	09:00	02:30	State any seasonal variations for performing plays (please read guidance note 4)		
Thur	09:00	02:30			
Fri	09:00	02:30	Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	09:00	02:30			
Sun	09:00	02:30			

**B**

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	09:00	02:30	Please give further details here (please read guidance note 3)		
Tue	09:00	02:30			
Wed	09:00	02:30	State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur	09:00	02:30			
Fri	09:00	02:30	Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	09:00	02:30			
Sun	09:00	02:30			



**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b>Please give further details</b> (please read guidance note 3)
Day	Start	Finish	
Mon			<b>State any seasonal variations for indoor sporting events</b> (please read guidance note 4)
Tue			
Wed			
Thur			<b>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</b> (please read guidance note 5)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Both	<input type="checkbox"/>	<b>Please give further details here</b> (please read guidance note 3)
Tue					
Wed			<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)		
Thur			<b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri					
Sat					
Sun					

## E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	09:00	02:30	Please give further details here (please read guidance note 3) Live music outdoors will be agreed to be limited by any conditions imposed by Licensing Authority and Police Licensing Officer.	Both	<input checked="" type="checkbox"/>
Tue	09:00	02:30			
Wed	09:00	02:30	State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	09:00	02:30			
Fri	09:00	02:30	Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	09:00	02:30			
Sun	09:00	02:30			

## F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	09:00	02:30	Please give further details here (please read guidance note 3) Music outdoors will be agreed to be limited by any conditions imposed by Licensing Authority and Police Licensing Officer.	Both	<input checked="" type="checkbox"/>
Tue	09:00	02:30			
Wed	09:00	02:30	State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur	09:00	02:30			
Fri	09:00	02:30	Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	09:00	02:30			
Sun	09:00	02:30			

**G**

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	09:00	02:30	<u>Please give further details here</u> (please read guidance note 3) Events outdoors will be agreed to be limited by any conditions imposed by Licensing Authority and Police Licensing Officer.	Both	<input checked="" type="checkbox"/>
Tue	09:00	02:30			
Wed	09:00	02:30	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur	09:00	02:30			
Fri	09:00	02:30	<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	09:00	02:30			
Sun	09:00	02:30			

**H**

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment you will be providing</u> Public events, Fetes, Charity or similar events, Band events, Parades.	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	
Day	Start	Finish		Indoors	<input type="checkbox"/>
Mon	09:00	02:30	<u>Please give further details here</u> (please read guidance note 3) Events will be agreed to be limited by any conditions imposed by Licensing Authority and Police Licensing Officer.	Outdoors	<input type="checkbox"/>
Tue	09:00	02:30		Both	<input checked="" type="checkbox"/>
Wed	09:00	02:30			
Thur	09:00	02:30	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Fri	09:00	02:30			
Sat	09:00	02:30	<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun	09:00	02:30			

I

<b>Provision of facilities for making music</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the facilities for making music you will be providing</b>		
			<b>Will the facilities for making music be indoors or outdoors or both – please tick</b> (please read guidance note 2)		Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	09:00	02:30	<b>Please give further details here</b> (please read guidance note 3) Events outdoors will be agreed to be limited by any conditions imposed by Licensing Authority and Police Licensing Officer.		
Tue	09:00	02:30			
Wed	09:00	02:30	<b>State any seasonal variations for the provision of facilities for making music</b> (please read guidance note 4)		
Thur	09:00	02:30			
Fri	09:00	02:30	<b>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat	09:00	02:30			
Sun	09:00	02:30			

J

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b>Will the facilities for dancing be indoors or outdoors or both – please tick</b> (see guidance note 2)		Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input checked="" type="checkbox"/>
			<b>Please give a description of the facilities for dancing you will be providing</b>		
Day	Start	Finish			
Mon	09:00	02:30	<b>Please give further details here</b> (please read guidance note 3) Events outdoors will be agreed to be limited by any conditions imposed by Licensing Authority and Police Licensing Officer.		
Tue	09:00	02:30			
Wed	09:00	02:30	<b>State any seasonal variations for providing dancing facilities</b> (please read guidance note 4)		
Thur	09:00	02:30			
Fri	09:00	02:30	<b>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat	09:00	02:30			
Sun	09:00	02:30			

**K**

<b>Provision of facilities for entertainment of a similar description to that falling within i or j</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the type of entertainment facility you will be providing</b> Public events, Fetes, Charity or similar events, Band events, Parades, Concerts.	
Day	Start	Finish	<b>Will the entertainment facility be indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors <input type="checkbox"/>
Mon	09:00	02:30		Outdoors <input type="checkbox"/>
				Both <input checked="" type="checkbox"/>
Tue	09:00	02:30	<b>Please give further details here</b> (please read guidance note 3) Events outdoors will be agreed to be limited by any conditions imposed by Licensing Authority and Police Licensing Officer.	
Wed	09:00	02:30		
Thur	09:00	02:30		
			<b>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</b> (please read guidance note 4)	
Fri	09:00	02:30		
Sat	09:00	02:30	<b>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</b> (please read guidance note 5)	
Sun	09:00	02:30		

**L**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	
Day	Start	Finish	Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input checked="" type="checkbox"/>	
Mon	23:00	02:30		
			<b>Please give further details here</b> (please read guidance note 3) Events outdoors will be agreed to be limited by any conditions imposed by Licensing Authority and Police Licensing Officer.	
Tue	23:00	02:30		
Wed	23:00	02:30		
Thur	23:00	02:30	<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 4)	
Fri	23:00	02:30	<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</b> (please read guidance note 5)	
Sat	23:00	02:30		
Sun	23:00	02:30		

**M**

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	09:00	02:30	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Tue	09:00	02:30			
Wed	09:00	02:30			
Thur	09:00	02:30	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri	09:00	02:30			
Sat	09:00	02:30			
Sun	09:00	02:30			

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

<b>Name</b> Richard Leedell	
<b>Address</b> 13, Beechpark Close Riccail North Yorkshire YO19 6NL	
<b>Postcode</b>	YO19 6NL
<b>Personal Licence number (if known)</b> ERYC/046509 expires 23/11/2105	
<b>Issuing licensing authority (if known)</b> East Riding Of Yorkshire Council	

**N**

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)  
 No entertainment is anticipated to give rise to concern in respect of children.

**O**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
Day	Start	Finish	
Mon	09:00	02:30	
Tue	09:00	02:30	
Wed	09:00	02:30	
Thur	09:00	02:30	
Fri	09:00	02:30	<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 5)
Sat	09:00	02:30	
Sun	09:00	02:30	

**P** Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)**

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

Provision of a direct contact number to adjacent Police Station to be investigated. Risk assessments to be carried out. Stewards to be available to manage areas of possible concern. CCTV to be provided and monitored. Guidance to be sought from Police Liaison Officer.

**c) Public safety**

Risk assessments to be carried out. Stewards to be available to manage areas of possible concern. CCTV to be provided and monitored. Reasonably practicable barriers and provisions to be provided to ensure safety of public. Guidance to be sought from Police Liaison Officer.

**d) The prevention of public nuisance**

Provision of a direct contact number to adjacent Police Station to be investigated. Risk assessments to be carried out. Stewards to be available to manage areas of possible concern. CCTV to be provided and monitored. Guidance to be sought from Police Liaison Officer.

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

Risk assessments to be carried out. Stewards or dedicated and vetted supervisors to monitor areas occupied by children. Guidance to be sought from Police Liaison Officer.

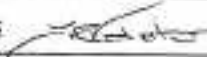


- I have made or enclosed payment of the fee £635.00 (CC 621017)
- I have enclosed the plan of the premises
- I have sent electronic copies of this application and the plans to the licensing authority for submission to the responsible authorities.
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable.
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 156 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

**Part 4 – Signatures** (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (See guidance note 11). If signing on behalf of the applicant please state in what capacity.

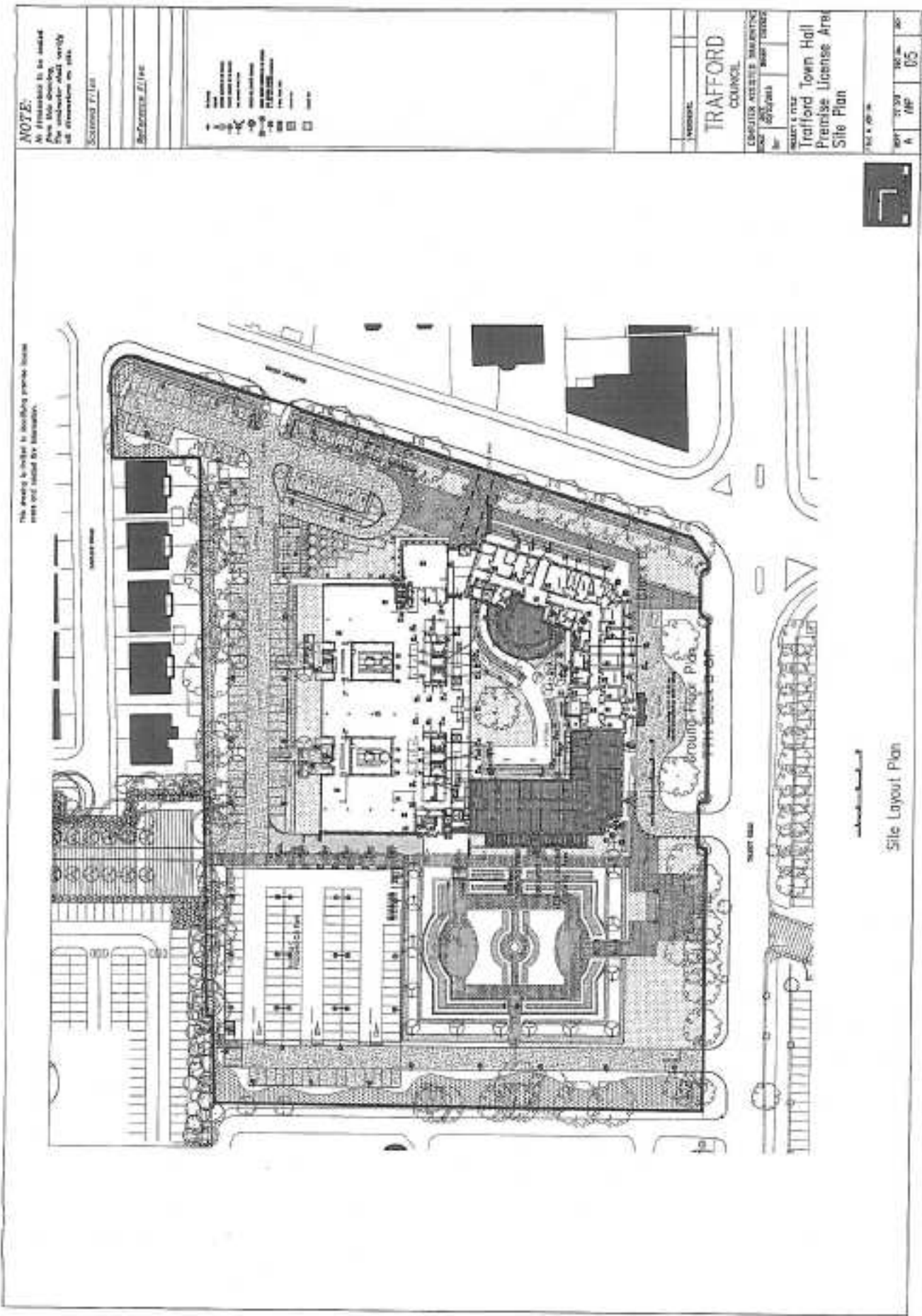
Signature:	Jeremy Valentine <a href="mailto:jeremy.valentine@trafford.gov.uk">jeremy.valentine@trafford.gov.uk</a> 
Date	5/3/13
Capacity	Head of Asset Management.

For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent. (please read guidance note 12). If signing on behalf of the applicant please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
Asset Management, 2 <sup>nd</sup> Floor Waterside House, Sale Waterside, Sale			
Post town	Manchester	Post code	M33 7ZF
Telephone number (if any)	0161-912-4264		
If you would prefer us to correspond with you by e-mail your e-mail address (optional) See email details above.			

**Notes for Guidance**





**NOTE:**

All alterations to be noted  
from this drawing, including  
any construction and works  
to be undertaken on site.

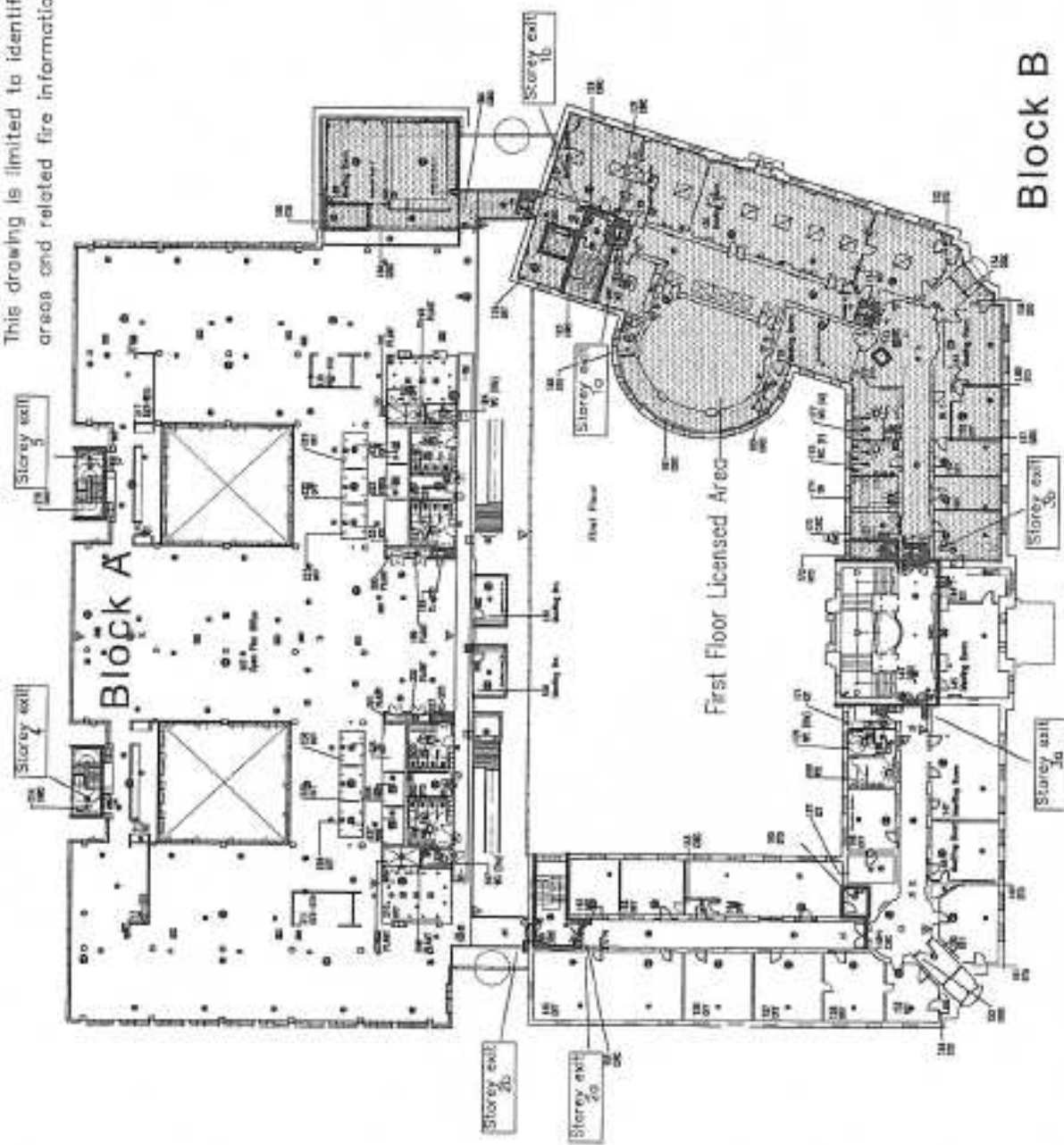
Scale: 1:100

Reference Lines

Symbol	Description
(Symbol)	Proposed alterations
(Symbol)	Existing structure
(Symbol)	Structural steel
(Symbol)	Structural concrete
(Symbol)	Structural masonry
(Symbol)	Structural timber
(Symbol)	Structural glass
(Symbol)	Structural metal
(Symbol)	Structural plastic
(Symbol)	Structural fabric
(Symbol)	Structural other
(Symbol)	Structural unknown
(Symbol)	Structural void
(Symbol)	Structural reinforcement
(Symbol)	Structural connection
(Symbol)	Structural joint
(Symbol)	Structural detail
(Symbol)	Structural finish
(Symbol)	Structural cladding
(Symbol)	Structural glazing
(Symbol)	Structural insulation
(Symbol)	Structural waterproofing
(Symbol)	Structural fire protection
(Symbol)	Structural acoustic protection
(Symbol)	Structural ventilation
(Symbol)	Structural lighting
(Symbol)	Structural heating
(Symbol)	Structural cooling
(Symbol)	Structural power
(Symbol)	Structural data
(Symbol)	Structural telecommunications
(Symbol)	Structural security
(Symbol)	Structural other

TRAFFORD COUNCIL	
COMPUTER ASSISTED DRAWING	
DATE	11/10/13
BY	WJ/MS
CHECKED BY	MS/MS
SCALE	1:100
Trafford Town Hall Premises License Area Blocks A & B First Floor	
REF	LA5253/13
REV	02

This drawing is limited to identifying premise license areas and related fire information.



First Floor Plan

## APPENDIX B

**Taylor1, Janet**

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**From:** Pollitt, Richard  
**Sent:** 28 March 2013 09:55  
**To:** Woolhouse, Les; Bate, Stephen; Myers, Stephen  
**Cc:** Taylor1, Janet  
**Subject:** License Application-Trafford Town Hall

**Importance:** High

Hi Les,

In discussion with Stephen Myers yesterday it was agreed that the times applied for music external to the premises shall be cut to 10:30. I understand that this has been agreed with the licensing authority.

However, I would like to agree the following conditions be included on the premises license to prevent issues of public nuisance.

Please let me know if you are happy to agree these conditions as soon as possible:

### **Noise and Vibration**

#### **PPN3**

**"Noise from music and associated sources( including DJ's and amplified voices) must not be audible to such an extent that it constitutes a nuisance at any noise sensitive properties".**

#### **PPN4**

**All external doors and windows shall be kept closed when regulated entertainment is being provided except in the event of an emergency.**

#### **PPN5**

**The licence holder or his representative shall conduct regular assessments of the noise coming from the premises on every occasion the premises are used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause disturbance to local residents. A written record shall be made of those assessments in a log book kept for that purpose and shall include, the time and date of the checks, the person making them and the results including any remedial action.**

## PPN6

**There shall be placed at all exits from the premises in a place where they can be seen and easily read by the public, (or member and their guests) notices requiring customers to leave the premises and the area quietly. (Note, this may also include a reference to vehicles).**

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Richard Pollitt  
Team Leader Pollution and Housing  
Trafford Council  
Pollution, Housing and Licensing  
0161 912 4568

## APPENDIX C

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**From:** Myers, Stephen  
**Sent:** 27 March 2013 17:08  
**To:** Bate, Stephen  
**Cc:** Pollitt, Richard  
**Subject:** Trafford Town Hall Licence App  
**Importance:** High

Steve Bate  
Senior Licensing Officer

Hi Steve

### Trafford Town Hall Licence App

As mentioned over the phone I have had discussions with Richard Pollitt, Pollution, Housing and Licensing, regarding modifying the times for external music activities.

It was agreed that Trafford will align with the LCC and restrict the external music activities to 22:30 hrs.

Can we please adjust the operating schedule to reflect this and advise the responsible authorities of this amendment.

Please advise if anything else is required.

Regards

Steve

**Stephen Myers** Building Surveyor  
Asset Management, Buildings & Facilities  
Trafford Council  
2nd Floor  
Sale Waterside  
M33 7ZF  
Tel: 0161 912 4558  
Fax: 0161 912 2153

Email: [stephen.myers@trafford.gov.uk](mailto:stephen.myers@trafford.gov.uk)

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You can find out more about us by visiting [www.trafford.gov.uk](http://www.trafford.gov.uk)

Please insert your full correspondence address below:

Mr Les Woolhouse  
Head of Asset Management  
Trafford Council  
Trafford Town Hall  
Talbot Road  
Stretford  
Manchester  
M32 0TH

8<sup>th</sup> April, 2013

Licensing Section  
Trafford Council  
Trafford Town Hall  
Talbot Road  
Stretford  
Manchester  
M32 0TH

Dear Sir/Madam

APPLICATION : LA5253/13  
(insert number)

PREMISES : Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH  
(insert name & address of premises)

I, Les Woolhouse, (acting as Head of Asset Management on behalf of ) Trafford Council,  
(insert applicant name)

wish to confirm that I agree to include on the operating schedule of any granted licence, the  
conditions as agreed with Richard Pollitt, Senior Environmental Officer, Trafford Council,  
(insert responsible authority/authorities)

Pollution and Licensing Section as detailed overleaf.

I confirm that under the circumstances, I do not consider a full committee hearing to be necessary.

Yours faithfully

Signature : .....

Name : LES WOOLHOUSE.....

Date : 10/04/2013.....



## Noise and Vibration

### PPN3

**"Noise from music and associated sources( including DJ's and amplified voices) must not be audible to such an extent that it constitutes a nuisance at any noise sensitive properties".**

### PPN5

**The licence holder or his representative shall conduct regular assessments of the noise coming from the premises on every occasion the premises are used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause disturbance to local residents. A written record shall be made of those assessments in a log book kept for that purpose and shall include, the time and date of the checks, the person making them and the results including any remedial action.**

### PPN6

**There shall be placed at all exits from the premises in a place where they can be seen and easily read by the public, (or member and their guests) notices requiring customers to leave the premises and the area quietly. (Note, this may also include a reference to vehicles).**

## ***EXTRACT : Secretary of States Guidance***

### ***The Licensing Objectives***

#### **PUBLIC NUISANCE**

- 2.32 The 2003 Act requires licensing authorities (following receipt of relevant representations) and responsible authorities, through representations, to make judgements about what constitutes public nuisance and what is necessary to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible authorities focus on impacts of the licensable activities at the specific premises on persons living and working (including doing business) in the vicinity that are disproportionate and unreasonable. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.
- 2.33 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It is important to remember that the prevention of public nuisance could therefore include low-level nuisance perhaps affecting a few people living locally as well as major disturbance affecting the whole community. It may also include in appropriate circumstances the reduction of the living and working amenity and environment of interested parties (as defined in the 2003 Act) in the vicinity of licensed premises.<sup>27</sup>
- 2.34 Conditions relating to noise nuisance will normally concern steps necessary to control the levels of noise emanating from premises. This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time in the evening to more sophisticated measures like the installation of acoustic curtains or rubber speaker mounts. Any conditions necessary to promote the prevention of public nuisance should be tailored to the style and characteristics of the specific premises. Licensing authorities should be aware of the need to avoid unnecessary or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are very expensive to purchase and install and are likely to be a considerable burden for smaller venues.
- 2.35 As with all conditions, it will be clear that conditions relating to noise nuisance may not be necessary in certain circumstances where the provisions of the Environmental Protection Act 1990, the Noise Act 1996, or the Clean Neighbourhoods and Environment Act 2005 adequately protect those living in the vicinity of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and when their powers are engaged, licensing authorities should be aware of the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be necessary.
- 2.36 Where applications have given rise to representations, any necessary and appropriate conditions should normally focus on the most sensitive periods. For example, music noise from premises usually occurs from mid-evening until either late evening or early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. In certain circumstances, conditions relating to noise in the immediate vicinity of the premises may also prove necessary to address any disturbance anticipated as customers enter and leave.

- 2.37 Measures to control light pollution will also require careful thought. Bright lighting outside premises considered necessary to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues.
- 2.38 In the context of preventing public nuisance, it is again essential that conditions are focused on measures within the direct control of the licence holder or club. Conditions relating to public nuisance caused by the anti-social behaviour of customers once they are beyond the control of the licence holder, club or premises management cannot be justified and will not serve to promote the licensing objectives.
- 2.39 Beyond the vicinity of the premises, these are matters for personal responsibility of individuals under the law. An individual who engages in anti-social behaviour is accountable in their own right. However, it would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area and to respect the rights of people living nearby to a peaceful night.
- 2.40 The cumulative effects of litter in the vicinity of premises carrying on licensable activities can cause public nuisance. For example, it may be appropriate and necessary for a condition of a licence to require premises serving customers from take-aways and fast food outlets from 11.00pm to provide litter bins in the vicinity of the premises in order to prevent the accumulation of litter. Such conditions may be necessary and appropriate in circumstances where customers late at night may have been consuming alcohol and be inclined to carelessness and anti-social behaviour.

***EXTRACT : Trafford Council – Licensing Policy 2011-2014  
– Licensing Objectives***

**7.0 LICENCE OBJECTIVE – THE PREVENTION OF PUBLIC NUISANCE**

- 7.1 Licensed premises have a significant potential to impact adversely on communities through public nuisances which can arise from their operation.

The Council recognises the need to prevent public nuisance to residents, visitors and other businesses from the potential consequence of the operation of licensed premises, whilst balancing the rights of licensed premises to develop their business potential.

- 7.2 Public nuisance in this context includes such issues as noise and disturbance, light pollution, odour, vermin and pest infestations, accumulations of refuse and litter, and anti-social behaviour, where these matters impact on those living, working or otherwise engaged in normal activity in an area.
- 7.3 The Council, however, recognises that licensing law is not a mechanism for the general control of anti-social behaviour by individuals once they are away from the premises and therefore beyond the direct control of the individual, club or business holding the licence.
- 7.4 Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained with the intention of preventing public nuisance.
- 7.5 In considering applications, the Council will expect to see evidence that the applicant has identified matters that impact on the likelihood of public nuisance and that these matters have been addressed in the operating schedule. Such measures may include:
- Measures taken or proposed to be taken to prevent noise and vibration escaping from the premises or the immediate vicinity of the premises and including any outside areas (including smoking areas) bearing in mind the location of premises and proximity to residential and other noise sensitive premises (e.g. hospitals, hospices and places of worship); This would include music, ventilation equipment noise and human voices, whether or not amplified;
  - Measures taken or proposed for management and supervision of the premises and associated open areas to minimise unreasonable disturbance by customers and staff arriving or departing from the premises and delivery of goods and services.
  - Control of opening hours for all or part (e.g. garden areas) of the premises
  - Measures taken to control light to ensure that it does not stray outside the boundary of the premises such as to give rise to problems to residents in the vicinity

- Steps taken to lessen the impact of parking in the local vicinity
- Measures taken to prevent someone who has consumed excess alcohol from entering the premises and to manage individuals on the premises who have consumed excess alcohol
- Management arrangements for collection and disposal of litter and refuse, and the control of pests
- Arrangements for ensuring that adequate and suitably maintained sanitary provision and washing facilities are provided for the number of people expected to attend any premises or events
- A 'wind down time' after the last service of alcohol, during which time the venue may offer for sale non-alcohol beverages
- A 'last admission time' policy
- Management arrangements for any proposed use of bonfires, fireworks and other pyrotechnics.

7.6 The extent to which the above matters need to be addressed will be dependent on the nature of the area where the premises are situated, the type of premises concerned, the licensable activities to be provided, operational procedures and the needs of the local community. In general, however, the Council will expect more comprehensive measures to be in place at late night entertainment venues or in premises with a history of public nuisance issues.

7.7 The Council will have regard to representations from the responsible authorities to determine if measures proposed are sufficient to reduce the risk of public nuisance. Where representations indicate that any matter has not been addressed sufficiently to prevent public nuisance the applicant will be expected to demonstrate that the issues can be satisfactorily addressed before the Council will grant an application for a licence or a variation.

7.8 Where appropriate the applicant will be expected to propose practical steps to prevent disturbance to local residents and to have regard to the "Good Practice Guide on the Control of Noise from Pubs and Clubs" produced by the Institute of Acoustics. Where noise has been identified as a potential problem by the applicant or Council officers, then the Council would expect the applicant to detail the measures proposed to address this issue within the operating schedule. Noise could relate not only to music but also from air handling equipment or from patrons. There are a number of practical ways in which sound leakage can be addressed, such as:

- Keeping doors and windows closed and providing adequate mechanical ventilation or, if necessary, air conditioning
- Reducing sound levels and installing a sound limiting device to prevent sound exceeding the appropriate level
- Installing soundproofing measures to contain sound and vibration.

7.9 In premises where patrons leave the premises particularly late at night or early in the morning, the Council will expect the applicant to have included in the operating schedule practical steps for reducing noise disturbance, such as:

- Erecting prominent notices at the exits to premises asking customers to leave quietly and not to slam car doors, and to respect the rights of nearby residents
- At appropriate times making loudspeaker announcements to the same effect
- Instructing door staff to ask customers leaving the premises to leave the area quietly
- Reducing the volume of music towards the end of the evening and where appropriate playing quieter, more soothing music as the evening winds down
- Banning from the premises people who regularly leave in a noisy manner
- The supervision of any queues formed late in the evening so as to keep noise and disturbance to a minimum.

7.10 Where relevant representations have been received, conditions may be imposed which include restrictions on the times when music or other licensable activities may take place and may include technical restrictions on sound levels at the premises.

7.11 In considering an application, the Council will take into account previous noise and nuisance complaints, and the ability/willingness of the licensee to deal with such complaints.