



Premises Licence Summary

Premises Licence Number

PREM16

15/01268/LAPRMT

Premises Details

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

West Meon Village Hall
Headon View
West Meon
Petersfield
Hampshire
GU32 1LH

Telephone number

Where the licence is time limited the dates

Licensable activities authorised by the licence

- a) Plays
- e) Live Music
- f) Recorded Music
- g) Performance of Dance
- h) Anything of similar description to Live Music, Recorded Music or Performance of Dance

Times the licence authorises the carrying out of licensable activities

The hours the premises may be used for permitted regulated entertainment shall be as follows:

- a) Plays
 - (i) **Monday to Saturday** 0900 to 0000
 - (ii) **Sunday** 1400 to 0000
 - (iii) **Good Friday** 1400 to 0000

- e) Live Music
- f) Recorded Music
- g) Performance of Dance
- h) Anything of similar description to Live Music, Recorded Music or Performance of Dance

- (i) **Monday to Thursday** 0830 to 0000
- (ii) **Friday** 0830 to 0100
- (iii) **Saturday** 0830 to 0000

The opening hours of the premises

The hours the premises may open for other than Licensable Activities shall be:

n/a

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

This Licence does not authorise the supply of alcohol

Name, (registered) address of holder of premises licence

West Meon Village Hall
Headon View
West Meon
Petersfield
Hampshire
GU32 1LH

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

Registered Charity Number 274661

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

n/a

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

n/a



Head of Environmental Health & Licensing



Premises Licence

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15/01268/LAPRMT

Part 1 – Premises Details

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West Meon Village Hall
Headon View
West Meon
Petersfield
Hampshire
GU32 1LH

Telephone number

Where the licence is time limited the dates

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n/a

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

This Licence does not authorise the supply of alcohol

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

West Meon Village Hall Committee
West Meon Village Hall
Headon View
West Meon
Petersfield
Hampshire
GU32 1LH

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

Registered Charity Number 274661

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

n/a

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

Personal Licence Number n/a

Licensing Authority



Head of Environmental Health & Licensing

Annex 1 – Mandatory conditions

1. No supply of alcohol may be made under the Premises Licence (a) at a time when there is no designated premises supervisor in respect of the premises licence, or (b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Where individuals are required on premises to carry out security activities, they must be licensed by the Security Industry Authority.

Annex 2 – Conditions consistent with the Operating Schedule

Conditions from existing licences:-

Public Entertainment Licence

There shall be no entertainment on Christmas Day or Good Friday.

The maximum number of persons permitted to be admitted to the premises whilst in use for the purposes of this Licence shall not exceed 300.

INSCRIPTION

There shall be affixed and kept up on some conspicuous place on the outer side of the principal door or over and outside the principal entrance of the place licensed an inscription in capital letters not less than one inch in height in the words following: -

"Licensed in pursuance of Act of Parliament for the public ... " followed by a word or words indicating the purpose for which the place is licensed.

HOURS OF OPENING

The place licensed shall not be opened for the purpose of public entertainment between 2.00am and 8.30am on any day.

RESPONSIBLE PERSON

The licensee or a responsible person nominated by the licensee in writing, not being a person being under 21 years of age shall be in charge of, and present in the place licensed at all times members of the public are present.

MAXIMUM NUMBERS

The maximum numbers of persons to be admitted at any one time to the licensed premises shall not exceed the number specified in the licence.

ATTENDANTS AND SECURITY PERSONNEL

During the time the premises are in use for public entertainment, there shall be in attendance the following numbers of staff or other attendants acquainted with the established routine to be followed in the case of fire or other emergency. The aim of the attendants should be the avoidance of panic and the orderly evacuation of the premises:-

Up to 25 persons	2 attendants
Over 25 persons	4 attendants for the first 250 persons 1 attendant for each of the additional 250 persons
Where at any licensed function the majority of persons attending are under the age of 16 years	Double the above number of attendants plus one attendant for each exit

OR SUCH LOWER NUMBER OF ATTENDANTS AS MAY BE AGREED IN WRITING BY THE LOCAL AUTHORITY

Where an attendant is responsible for security, protection, screening the suitability of people entering premises or conflict management they must be licensed by the Security Industry Authority.

SAFETY OF PERSONS

The licensee shall take all precautions necessary for the safety of persons frequenting the licensed premises.

FORM OF ENTERTAINMENT

No public entertainment shall be permitted or suffered to take place in the place licensed which is licentious, indecent or likely to produce riot, tumult or breach of the peace.

BEHAVIOUR

The Licensee shall to the best of his ability maintain and keep good order and decent behaviour on the licensed premises whilst open for public entertainment.

NUISANCE

No public entertainment shall be permitted or suffered to take place in the place licensed which is a nuisance, annoyance or inconvenience to the occupiers of any other property.

INTOXICATION

No person shall be permitted or suffered to enter or remain within the place licensed while in a state of intoxication

OFFENDERS

If any disorderly conduct shall take place, the Licensee shall himself and his employees assist to the utmost in the apprehension or expulsion of the offenders.

HYPNOSIS

No exhibition, performance or demonstration of hypnotism shall be permitted at the place licensed except with the express written consent of the Council.

Permitted exhibitions, performances or demonstrations of hypnotism shall be in accordance with the conditions set out in the Home Office Circular 42/89.

SEATING

Seating, tables and chairs and other furniture and fittings shall be so arranged as to allow free and ready access to exits.

FLOOR COVERINGS

All floor coverings shall be secured and maintained in such a way as to prevent unevenness in the floor level.

CURTAINS AND DRAPES

Curtains shall be adequately supported and where hung across doorways or across corridors they shall be arranged as to draw easily from the centre and slide freely, and be so hung that they are clear of the floor and shall be treated with fire retardant.

TOILETS

Adequate and separate sanitary conveniences suitably marked shall be provided for persons of both sexes and shall be maintained in good working order and kept in a clean condition.

EXITS

The number, size and position of all doors or openings provided for the purpose of the egress of the public from the premises shall be to the satisfaction of the Licensing Authority.

Doors and Fastenings – Unless otherwise permitted in writing by the Council, exit doors and gates shall open in the direction of exit, and shall in all cases be free from fastenings other than panic bolts or other such fastenings as shall be approved by the Council. Any panic bolts or other approved fastenings must be signed "PUSH BAR TO OPEN" or as is

appropriate to the fastening to ensure that the mode of operation is readily apparent to any person.

Exit Routes – All exit routes including passages, courts, ramps, and stairways, which lead from the place licensed to the outside, shall at all times be kept free from obstruction.

LIGHTING AND HEATING

Provisions – All parts of the place licensed shall be suitably and adequately illuminated. Except where otherwise permitted in writing by the council, all those parts to which the public have access and all exit routes shall be illuminated by at least two independent sources each of a standard approved by the Council.

Standard of Illumination – The illumination from each source shall be sufficient to enable the public, performers and staff to see their way out of the place licensed in safety at any time, and shall not be derived from pre-payment meters.

Segregation of the Two Systems of Lighting – The two or more lighting systems provided shall each be so installed so that a fault or accident arising in one system shall not jeopardise any other system.

Exit Notices – Each exit route from the parts of the place licensed to which the public has access shall be signed "Exit" in the manner approved by the Council. Each sign so provided must be illuminated, internally or otherwise, by at least two independent sources.

Special Effects – No laser beam or other hazardous effect may be used in the place licensed without prior written approval of the Council. The Licensee must give at least 21 days notice to the Council to allow adequate consideration.

The form of heating of the licensed premises shall be to the satisfaction of the Council.

Safety in Heating Appliances – No heating appliances shall be used in proximity to any woodwork, curtains, drapes or other materials likely to be ignited by use of the appliance.

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All heating appliances must be sufficiently guarded or protected so as to avoid injury to any person.

ELECTRICAL INSPECTIONS

All electrical installations shall be inspected every three years by a competent qualified electrician to the requirements of the Institute of Electrical Engineers Wiring Regulations and a Certificate as to the condition of the electrical installations shall be furnished to the Council.

In the intervening years the electrical installations shall be inspected annually by a competent electrician.

Any alterations, modifications or extensions to the electrical installations with which the premises are provided shall be carried out by a competent electrician and shall be strictly in accordance with the Institute of Electrical Engineers Regulations. Any portable electrical appliances or equipment used in the premises shall be in efficient working order and correctly wired and connected.

FIRE PRECAUTIONS

Except with the written consent of the Council and subject to any conditions which may be attached to such consent, explosives or highly inflammable material shall not be brought in or used on the premises.

The use of naked flame shall not occur except when strictly necessary to any performance and when expressly permitted in writing by the Council.

Combustible or flammable materials or liquids shall not be stored within the place licensed except with the written consent of the Council and subject to any conditions which may be attached to such a consent.

If it appears to the council that the use of material, fabric or finish might assist the spread of fire, then it may require the material fabric or finish to be removed or treated forthwith in such a manner as to reduce the risk.

SWITCHES

All gas taps and electric switches used in connection with the lighting or heating of the place licensed shall be rendered inoperable other than by the licensee, the responsible person in charge of the place licensed and any staff or attendant employed by the Licensee.

FIRE FIGHTING EQUIPMENT

There shall be provided in the place licensed fire fighting equipment of a standard approved by the Fire Officer and acceptable to the Council. Such equipment shall be examined at least once annually by a competent person. All portable fire extinguishers shall be inspected and tested by a competent person. The date on the test to be clearly marked on a label firmly fixed to the extinguisher.

CEILINGS

Where considered necessary, provision shall be made to the Council's satisfaction, for the examination from the above of any suspended ceiling over parts of the premises to which the public have access and such other parts of the premises as the Council may deem necessary.

CONSTRUCTION

Wall and Ceiling Linings, Insulation, Treatment, etc – Any material used as a wall or ceiling lining, or as a suspended ceiling, or for acoustic or thermal insulation purposes shall be to the Council's satisfaction and shall be fixed and supported in such a manner as may be approved by the Council.

Note: For the purpose of this condition the council will normally require such material to be non-combustible or be rated class 1 of the classification for the surface spread of flame when tested in accordance with the appropriate British Standards and be throughout its thickness of no greater flammability than its surface. Certain other materials may, however, be accepted subject to compliance with such conditions as the Council may consider appropriate in the circumstances of the case.

ALTERATIONS

No structural or other alteration of the place licensed or of the means of exit there from shall be made during the continuance of this licence without the written approval of the council except such alterations as shall from time to time be approved by the licensing justices under the Licensing Acts.

NB: The council has no power to retrospectively approve unauthorised alterations made during the period of the licence.

Theatre Licence

The maximum number of persons permitted to be admitted to the Main Hall whilst the premises are in use for the purposes of this Licence shall not exceed 170 seated or 300 standing.

Conduct of Premises

No drunken or disorderly persons shall be admitted or allowed to remain on the premises. The Licensee shall be responsible for the maintenance of good order, and shall inform the police of any conduct likely to cause a breach of the peace.

Times of Opening and Closing

No performance in respect of this Licence is granted shall take place in the premises on Christmas Day. Any performance therein shall finish at or before 12 midnight. On Sundays and Good Friday the premises shall not open before 2.00pm

Opening Times

The doors of the theatre shall be open for sufficient time before and after the commencement of the performance so as to avoid as far as possible an obstruction of the footpath by queues being formed.

Alterations

No alterations or additions whether permanent or temporary to the seating or gangway arrangements at premises, as approved by the Council from time to time, shall be made or commenced to be made except with the consent of the Council in writing, and in accordance with the conditions of such consent. Notice in writing should be given to the Council of any alteration or addition proposed to be made, and such notice shall be accompanied by a seating plan.

Licensee

The Licensee, or person appointed by him in writing, shall be present at every performance to ensure the safety and good conduct of the premises whilst in use for the purposes of this Licence.

Fire Fighting Equipment

Fire Fighting equipment of a standard acceptable to the Council shall be provided and maintained in good condition and readily available for use.

Smoking

Smoking shall be strictly prohibited within the stage risk including dressing rooms, except as far as may be necessary on the stage in connection with the performance (See Rule 20). Notices prohibiting smoking shall be clearly exhibited in the parts of the premises referred to.

Toilets

No coin operated apparatus shall be fixed on any part of the premises to gain admission to toilets and shall be free for use of the patrons.

Intoxicating Liquor

No sale of wines, beers or spirituous liquors shall take place on the premises during the periods for which this Licence shall remain in force, except in a place to be approved by the Council.

Seating

The Seating shall be in compliance with the seating plan approved by the Council. The seating plan shall include any area set aside for wheelchairs which shall not obstruct any escape route from the premises and each wheelchair should be accompanied by an able bodied person who must remain in the proximity of the wheelchair whilst on the premises.

Where more than 200 persons are to be accommodated and chairs are provided, they shall be battened together in lengths or not less than 4 nor more than 12 chairs.

Standing

No member of the audience shall be permitted to stand in the auditorium except with the consent of the Council.

Stewards

No less than 2 able bodied persons shall be in attendance at each performance to act as stewards and such stewards shall be instructed in the action to be taken in the event of fire or other emergency.

Lighting

(a) In the absence of adequate daylight, artificial lighting to the satisfaction of the Council shall be maintained in all parts of the premises to which the public have access during the whole time that the public are on the premises.

(b) In all parts of the premises other than the auditorium such as lighting shall be fully maintained so as to afford good general illumination; in the auditorium such lighting shall be sufficient to enable the public to leave the premises safely at any time except that it may be reduced for a reason connected with the performance provided an operator with a clear view of the audience is stationed at the controls to restore the lighting in an emergency. All 'EXIT' notices shall be illuminated at all times when the public are on the premises.

(c) The lighting shall be from two independent systems to the satisfaction of the Council each of which shall be arranged to give adequate illumination in accordance with (b) above, including illumination of 'EXIT' or 'WAY OUT' notices.

Flame Retardant Treatment

All fabrics, stage scenery and decorations shall be inherently flame resisting or shall be treated by a suitable flame retardant process.

Exits

All exits shall be clearly indicated by the word 'EXIT' in plain block lettering not less than 125mm high or signs complying with the Health and Safety (Safety Signs and Signals) Regulations 1996.

Notices with the words 'NO EXIT' or 'NO WAY OUT' shall not be provided.

All exit doors shall be immediately available for the use and those not fitted with panic bolts shall be kept unlocked.

'PUSH BAR TO OPEN' notices in 100mm high letters shall be provided to doors which are fitted with panic bolts.

Barriers

Barriers for checking or controlling admission shall not be used.

Mats and Floor Coverings

Matting and other floor coverings in the premises shall be secured and maintained so that they will not ruck or be in any way a source of danger, and mats shall be sunk so as to be flush with the floor.

Heaters

No portable heaters, open fire place, flame heated radiator or other high temperature heating appliance shall be used in the premises whilst the public are present, without the written consent of the Council having been first obtained.

Explosives, Inflammable Liquids etc

Explosives, flammable liquids or highly flammable articles shall not be brought into, used or stored in any part of the premises without the written consent of the Council.

Real Flame

The use of real flame on the stage as part of a performance shall not be permitted except with the consent of the Council.

Gangways

Gangways shall be not less than 1.1 metres wide and shall be kept free from obstruction.

Noise

The Licensee shall ensure that music provided at the premises shall not cause a nuisance to nearby residents and any form of amplification shall be controlled so as to prevent such a nuisance.

Inspection

All parts of the premises shall be open to inspection by any person authorised by the Council during any performance or at any other reasonable time.

Additional Conditions

The Licensee shall comply with any additional conditions or variation of these conditions required by the Licence.

Annex 3 – Conditions attached after a hearing by the licensing authority

n/a

Annex 4 – Plans

See attached



Winchester
City Council

NOTES

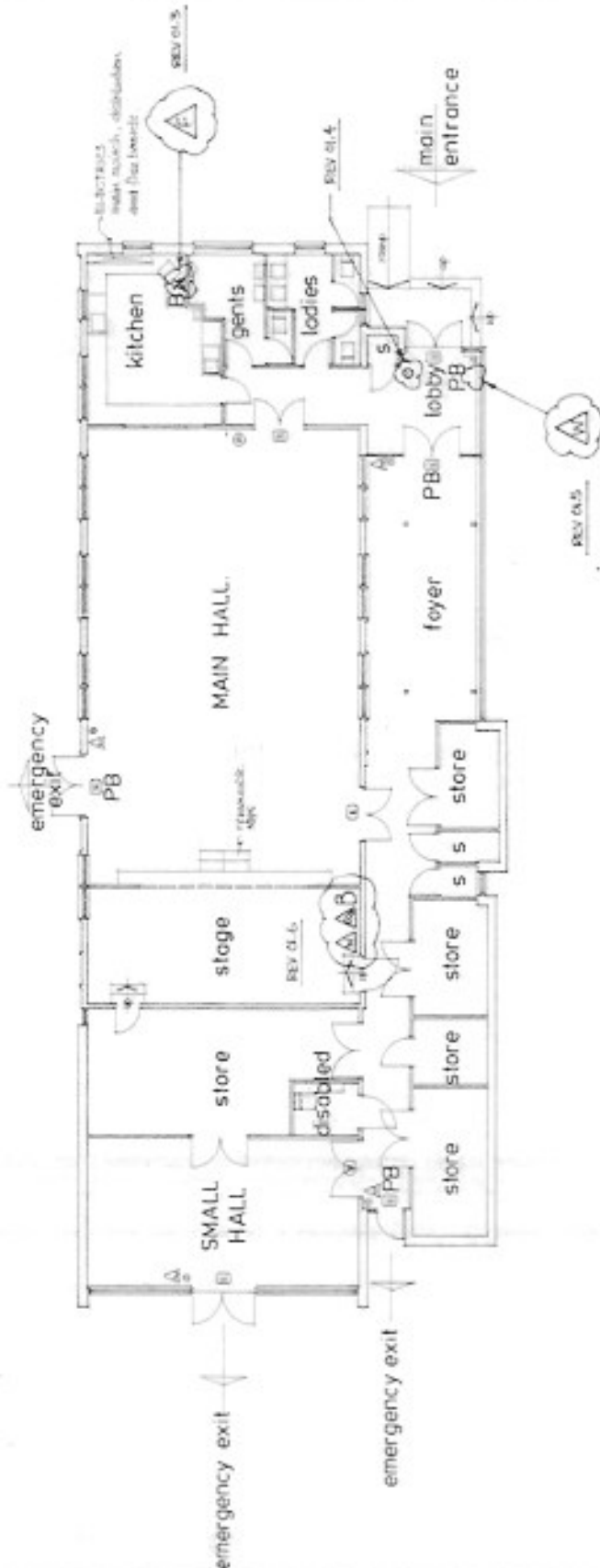
ALL DIMENSIONS TO BE CHECKED ON SITE AND ANY DISCREPANCIES NOTIFIED PRIOR TO COMMENCEMENT OF WORK. DO NOT SCALE FROM THIS DRAWING IF IN DOUBT ASK.

KEY

- (B) illuminated emergency exit sign
- * break glass exit point
- (E) audible alarm
- (A) fire alarm call point
- (A) fire alarm call point - call only
- B fire alarm call point (as per shop display)
- PB pressure built up 'boom' test to alarm sign
- (A) Carbon Monoxide fire extinguisher

REV 01.1 (A) Foam fire extinguisher

REV 01.2



REV 01.5

Mike Davies Design
 Eades Cottage, West Meon, Petersfield,
 Hampshire, GU32 1LT
 Office & Fax no. 01730 829818
 Mobile no. 07843 672491

Client: WEST MEON VILLAGE HALL
 MANAGEMENT COMMITTEE
 Job Title:

WEST MEON VILLAGE HALL

LICENSING PLAN

Scale: 1:100
 Date: 19.07.05
 Drawn by: MJD

Proj. No.: **960.05.01**

- REVISION 01 25.07.05 W.A. CORWELL
- 1) One point fire extinguisher added; foam fire extinguisher added.
 - 2) Carbon Monoxide fire extinguisher symbol added.
 - 3) Alarm for extinguisher symbol; fire extinguisher (Bicorex).
 - 4) Break glass exit point added (display during approval).
 - 5) Water fire extinguisher added (display).
 - 6) Water fire extinguisher carbon monoxide fire extinguisher and fire blanket added (display).

W.A. Corwell